

SOLICITATION, OFFER, AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)	RATING	PAGE OF PAGES 1 40
2. CONTRACT NUMBER	3. SOLICITATION NUMBER OWLC-18-R-0002	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED Sept 20, 2018	6. REQUISITION/PURCHASE NO.	
7. ISSUED BY Open World Leadership Center 101 Independence Ave., SE LA-144 Washington, DC 20540-9980		CODE 0945	8. ADDRESS OFFER TO (If other than Item 7)		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and - copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, See Page 2 until 2:00 p.m., local time on November 5, 2018. CAUTION — Late Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. offers are subject to terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Linda Suggs	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS lsug@openworld.gov
		AREA CODE 202	NUMBER 707-0250	EXT.	

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1-2	X	I	CONTRACT CLAUSES	24-27
X	B	SUPPLIES OR SERVICES AND PRICE/COST	3-8	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	8-20	X	J	LIST OF ATTACHMENTS	27
X	D	PACKAGING AND MARKING	21	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	21		K	REPRESENTATIONS, CERTIFICATIONS	
X	F	DELIVERIES OR PERFORMANCE	21	X		AND OTHER STATEMENTS OF OFFERORS	27-33
X	G	CONTRACT ADMINISTRATION DATA	21-22	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	33-37
X	H	SPECIAL CONTRACT REQUIREMENTS	22-24	X	M	EVALUATION FACTORS FOR AWARD	38-40

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within ___ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT <i>(See Section I, Clause No. 52.232-8)</i>	<input type="checkbox"/>	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
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14. ACKNOWLEDGMENT OF AMENDMENTS <i>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):</i>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
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22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) (1) <input type="checkbox"/> 41 U.S.C. 253(c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
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24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY CODE
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26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA <i>(Signature of Contracting Officer)</i>	28. AWARD DATE
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IMPORTANT -- Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

Section A - NOTICE TO OFFERORS

1. Offers shall be submitted electronically, as defined in this solicitation under Section L, to this email address:
 - Openworld@openworld.gov
2. Please note the time and date for receipt of the complete offer in item 9 of SF 33.
3. To be eligible for award, offerors must have a current, valid registration in the System of Award Management (SAM) system at <https://www.sam.gov>.
4. Upon award, Contractor support for initial events scheduled for January through March 2019 and tasking may vary from that stated in solicitation as a result of incumbent contractor activity. Support for functions such as purchase of airline tickets, transportation schedules and hotel accommodations may be completed for these months prior to inception of this contract. Coordination among the incumbent and the new awardee to support all tasks will be necessary to ensure smooth transition to this contract.
5. In accordance with FAR 22.1009-4 and FAR Clause 52.222-49, the following is provided for unidentified places of performance with regard to potential applicability of the Service Contract Labor Standards;
 - (a) the place of performance is unknown.
 - (b) possible places or areas of performance that the contracting officer has already identified.
 - (c) the contracting officer will obtain wage determinations for additional possible places of performance if asked to do so in writing.
 - (d) offerors must notify the contracting officer of additional places of performance no later than October 4, 2018.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
CLIN 0001	Labor to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____ _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
CLIN 0002	Travel to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____ _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
CLIN 0003	Material to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____ _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0004	OPTION I, Labor to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____ _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0005	OPTION I - Travel to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0006	OPTION I, Material to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0007	OPTION II, Labor to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0008	OPTION II - Travel to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0009	OPTION II, Material to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0010	OPTION III, Labor to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0011	OPTION III - Travel to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0012	OPTION III, Material to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0013	OPTION IV, Labor to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0014	OPTION IV - Travel to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	AMOUNT
OPTION CLIN 0015	OPTION IV, Material to support Logistics Services outlined in Section C, Statement of work, CPFF	12	Months	Costs _____ Fixed Fee _____ Total CPFF _____

B-1 - Cost Plus Fixed Fee – Completion Type

(a) The level of effort established for performance of this contract during the period from January 1, 2019 to December 31, 2019 is based upon completion of the identified tasks in Section C. The anticipated total estimated level of effort for completion of these tasks is [insert man-hours] man-hours of direct labor. The estimated composition of the total man-hours of direct labor by classification is as follows:

[Insert man hour matrix]

(b) It is agreed that, while the contractor's performance during the period set forth in paragraph (a) above is based upon an anticipated level of effort consisting of man-hours of direct labor, such level of effort may fluctuate in pursuit of assigned technical objectives, either upward or downward, by no more than ten (10%) percent of the total anticipated man-hours. This fixed fee is agreed to be paid for man-hours expended from ninety (90%) percent to one hundred ten (110%) percent of the total anticipated man-hours. The fixed fee shall not vary with the cost of the actual effort supplied within this range. In the event that less than ninety (90%) percent of the anticipated level of effort is actually expended by the expiration date of the contract, the Government shall have the option of:

(1) requiring the contractor to continue to perform (but not to exceed thirty days) until the level of effort expended equals ninety (90%) percent of the anticipated level of effort; or

(2) effecting a reduction in the fixed fee by the percentage by which the total of expended man-hours is less than ninety (90%) percent of the anticipated level of effort.

(c) The contractor agrees that effort performed in fulfillment of level of effort obligations under this contract shall include only verifiable effort in direct support of the work specified. The Government (Open World Leadership Center-OWLC) will not pay overtime and expects the Contractor to provide sufficient staff in the categories specified in the contract to accommodate the requirements with the use of overtime rates, see FAR Clause 52.222-2. OWLC expects the Contractor to adhere to the hourly rates and not to exceed hours stipulated in the contract. It shall not include efforts such as work performed in transit to or from an employee's usual workplace, work during lunchtime activities, or effort performed at an employee's residence or other non-work location.

(d) The Contractor shall notify the Contracting Officer immediately in writing whenever it has reason to believe that:

(1) The level of effort the Contractor expects to incur under the contract in the next 60 days, when added to the level of effort previously expended in the performance of the contract, will exceed seventy-five (75%) percent of the level of effort established for the contract; or

(2) The level of effort required to perform under the contract will be greater than the level of effort established for the contract.

As part of the notification, the Contractor shall provide the Contracting Officer a revised estimate of the level of effort required to perform the contract. As part of the notification, the Contractor also shall submit any proposal for adjustment to the estimated cost and fixed fee that it deems would be equitable if the Government were to increase the level of effort as proposed by the Contractor.

(e) Within thirty days after completion of the performance period, the Contractor shall submit the following information directly, in writing, to the Contracting Officer:

(1) The total number of man-hours of direct labor, including subcontract labor, expended and a breakdown of this total showing the number of man-hours expended in each direct labor classification listed above, including the identification of the key employees utilized;

(2) The Contractor's estimate of the total allowable cost incurred under the contract; and

(3) In the case of a cost under run, the amount by which the estimated cost of the contract may be reduced to recover excess funds.

(f) In the event that the incurred level of effort exceeds by ten (10%) percent or less the contract requirement, but does not exceed the estimated cost of the contract, the contractor shall be entitled to cost reimbursement for actual, allowable hours expended, not to exceed the ceiling cost. The contractor shall not be paid fixed fee, however, on level of effort in excess of one hundred (100%) percent without complying with subsection (e) above. This understanding does not supersede or change subsection (e) above, whereby the contractor and Government may agree on a change to the contract level of effort with an equitable adjustment for both cost and fee.

(g) Nothing in this clause amends the rights or responsibilities of the parties hereto under FAR Clause 52.232-22. In addition, the notifications required by this clause are separate and distinct from any specified in FAR Clause

52.232-22. This clause will be changes to reflect appropriate hours outlined in paragraph (a) for each option exercised only.

Section C - Descriptions and Specifications

C-1 – Statement of Work

1. BACKGROUND

- (a) The mission of the Open World Leadership Center (the “Center,” “Open World,” or “OWLC”), an arm of the United States Congress, is to introduce rising leaders of emerging countries to the importance of legislative functions in creating and sustaining democracies. A goal is to enhance understanding and capabilities for cooperation between the United States and the countries of Eurasia by developing a network of leaders in that region who have gained significant, firsthand exposure to America’s democratic, accountable government and free-market system. Since its founding by Congress in 1999, the Open World Program, which is administered by the Center, has enabled over 27,000 current and future leaders from Russia, Ukraine, Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kyrgyzstan, Kosovo, Lithuania, Moldova, Mongolia, Serbia, Tajikistan, Turkey, Turkmenistan and Uzbekistan to experience American democracy and civil society, work with their American counterparts, live with American families in local communities, and gain new ideas and inspiration for implementing positive changes in their countries when they return.
- (b) Congress established Open World in May 1999 as a Library of Congress–run pilot exchange program for emerging Russian leaders. In late 2000, Congress created (Public Law 106-554) the Open World Leadership Center as a separate legislative branch entity to manage the program. In 2003, Congress made the other New Independent States and the Baltic countries eligible for Open World and expanded the Russia program to include cultural leaders. One year later, Congress extended Open World eligibility to any country designated by the Center’s board of trustees. Today, the original Russia program, along with other exchanges with countries approved by the board are collectively called the Open World Program.
- (c) As an independent entity in the Legislative Branch, the Center is governed by a board of trustees consisting of Members of Congress and private citizens. The Center receives appropriated funds and is authorized to receive private donations. The Open World Program is the largest U.S.-Russia exchange program and a proven model for exchanges for leaders from other Eurasian countries.
- (d) The Center conducts its programs with the help of many respected government agencies and non-governmental organizations (NGOs) in the United States and participating countries. A large pool of prominent U.S. and foreign government bodies and international NGOs nominate most candidates. Finalists are then selected by committees composed mainly of U.S. Embassy staff. The U.S. visits are carried out by organizations with exchange-program expertise that the Center competitively selects and awards grants to each year or on a bi-annual basis, depending on budgetary resources. These organizations (referred to as “Grantees”), either host groups themselves or recruit local affiliates, civic organizations, educational institutions, and government bodies to do so. In addition to arranging the professional agendas, these local host organizations provide meals, lodging, local transportation, and cultural and social activities.
- (e) The Center awards contracts for the international and domestic travel and other logistical and administrative arrangements for the program and other expert services, including participant follow-up. Starting January 1, 2019, the Center will continue to bring emerging government, political, and civic leaders from participating countries (currently, Russia, Ukraine, Armenia, Azerbaijan, Belarus, Estonia, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Macedonia, Moldova, Mongolia, Serbia, Tajikistan, and Turkmenistan) to the United States

through its Open World Program and place them in local communities throughout the country for up to a 10 day stay (the “Civic Hosting Program”). The delegates participating in the Open World Program will have the opportunity to experience with their American counterparts the operation of our democratic institutions. The Center also plans to include programming with Parliamentarians or other high-ranking officials from some of these countries, bringing Members and staff, and/or complementing an existing initiative that conducts exchanges with Members and staff, to the United States for up to 10 days.

2. SCOPE

- (a) The Contractor shall provide expert and consultant services to assist the Center in implementing Open World programming starting January 1, 2019 and for each option period authorized by OWLC. These services, provided in Russia and Ukraine shall include: working with nominating organizations in the United States and these two countries and, recruiting and training delegation Facilitators. The Contractor shall also conduct the following processes with regard to Open World Delegates and Facilitators (together referred to as “Participants”); distributing, collecting, and translating applications and processing visas, arranging cost-effective and comfortable air travel or ground transportation for the delegations from Washington, DC or other orientation city to the hosting community, and conducting pre-departure orientations in these countries and the United States as defined in the requirements outlined below.

For countries other than, and inclusive in the services provided for, Russian and Ukrainian programming, the Contractor services include maintaining and inputting all relevant participant and program data in a database furnished by Open World; database maintenance; assisting the Center with matching delegations with host sites in the U.S. (“Local Hosts”); producing Open World materials; coordinating the logistics (meals, lodging, ground transportation) for the delegations during their orientation in Washington, DC (on an as-needed basis) or other location; maintaining regular contact with former Open World Participants to report on their post-program activities and results per Open World definitions; and collect and assist the Center to evaluate Open World’s results and the Program’s overall effectiveness. The Contractor shall work closely with the Center and its stakeholders to provide appropriate Open World representation and to further the Center’s programmatic goals. In addition, the Contractor shall work closely with the Center and its selected Grantees, Local Hosts and other contractors to ensure a seamless management structure that will serve both Open World and the Participants well.

- (b) An illustrative Open World Calendar includes the following countries and numbers of travelers per country and looks like this (the current model for 2019 calendar year hosting):

	Total	Civic	MP	MP Staff	Judges
Armenia	24	12	6		6
Azerbaijan	24	18			6
Belarus	18	18			
Estonia	4				4
Georgia	36	18	6	6	6
Kazakhstan	24	12	6		6
Kosovo	18	12	6		
Kyrgyzstan	24	12	6		6

Macedonia	12	0	6	6	
Moldova	24	12	6		6
Mongolia	12	0			12
Rumsfeld	24	24			
Russia	282	282			
Serbia	36	18	12		6
Tajikistan	18	12	6		
Turkmenistan	6	6			
Ukraine	288	258	12	6	12
Uzbekistan	30	18	6	6	
TOTAL	904	732	78	24	70

January	60	48	6	6	
February	108	96	12		
March	132	120	12		
April	94	54	6	6	28
May	90	84	6		
June	90	84	6		
July	18		6		12
August					
September	96	60	6		30
October	96	84	6	6	
November	96	84	6	6	
December	24	18	6		
Total	904	732	78	24	70

(c) As illustrated in the above chart, in 2019, depending on funding levels, Open World is planning to host up to a total of 904 Participants, including up to 282 Russians, 288 Ukrainians, 24 Armenians, 18 Belarusians, 4 Estonians, 36 Georgians, 24 Kazakhs, 18 Kosovars, 24 Kyrgyz, 12 Macedonians, 24 Moldovans, 12 Mongolians, 36 Serbians, 18 Tajiks, 6 Turkmen and 30 Uzbeks (these figures represent participants from each country, and are not limited to nationality). This total number of participants includes a total of up to 102 Members of Parliament and/or Parliamentary staff and 70 judges/judicial professionals. It is expected that between 24 and 75 participants per most programmable weeks will come to the United States in Calendar year 2019 (usually between mid-January and mid-December, except July-August, in which we have little or no travel). This travel is likely to take place over thirty (30) or more travel dates.

3. GENERAL REQUIREMENTS

(a) The Contractor shall provide expert and consultant services to assist the Center in implementing the Open World program in Russia and Ukraine and as-needed support services for all other participating countries

as requested by the Center. In order to meet the obligations of the Open World program, timely performance and good communication between the Contractor and the Center is essential. All elements of the contract are subject to approval by the Center's staff. In general, the required services shall include, among other things:

(1) Open World Materials

- a. Prepare in English, Russian and Ukrainian, as needed: Open World information and promotional materials, orientation materials, host guidelines, invitation letters, follow-on activity notifications, etc. for use by the Center, the Board of Trustees U.S. State Department and Consular Offices, U.S. Grantees and Local Hosts, and other government and private organizations.
- b. Prepare all orientation materials with the advice/approval of Center staff (see below).

(2) Overall Program Administration

- a. Coordinate with U.S. Embassy in Russia and Ukraine, Open World staff and other appropriate officials with regard to Open World goals, Participants, security, etc.

(3) Delegate and Facilitator Identification, Recruitment and Processing

- a. Solicit delegate nominations for Ukraine from organizations approved by the Center, including U.S. and Open World country governmental and non-governmental entities. Support Open World's Country Director in Russia as needed with the identification and recruitment of nominators/nominating organizations in Russia.
- b. Select, train, schedule, obtain visas for and monitor the performance of Open World bilingual Facilitators to accompany Open World groups traveling to and from the U.S. from Russia and Ukraine. Facilitators shall have advanced English language proficiency, and should have either passed an English language program (TOEFL, SLEP, etc.) or have had 9-12 months experience in the U.S. For the great majority of delegations, one facilitator will travel with a delegation of five other Open World Participants.
- c. Prepare preliminary and final lists of eligible individuals from Russia and Ukraine as requested by the Center, including Parliamentarians and their staff.
- d. Prepare, enter into Center database, and maintain profile information on all nominees, finalists, delegates, and facilitators from all countries, once the data is received from the Center for all countries other than Russia and Ukraine.
- e. Coordinate all necessary liaisons with the U.S. Embassies to aid in the Embassy vetting process in Russia and Ukraine and follow visa issuance and Student and Exchange Visitor Program (SEVIS) regulations [the Center maintains its own SEVIS designation for this purpose].
- f. Prepare and distribute U.S. tax materials as needed for delegations from Russia and Ukraine.

(4) U.S. Host Site Identification, Orientation and Support

- a. Provide all necessary biographical, programmatic and travel data to local host organizations for Russia and Ukraine programming in a timely manner (not less than six weeks prior to U.S.

arrival). For all other countries, coordinate the timely delivery of all necessary biographical, programmatic and travel data to local host organizations with country-assigned Program Managers/Assistants at the Center.

- b. Prepare, enter into Center database, and maintain complete profile information on Local Hosts and locations, including identification of the Congressional districts in which hosting or program activity takes place.
- c. For Russia and Ukraine, assist Center with matching Participants to Local Hosts according to logical geographic matches, existing partnerships/projects or program activity identified in the participant profiles.
- d. Work closely with Center staff when matching participants to local host organizations to make sure that hosting programs specified in winning national-level Open World grantee organizations' proposals take place, and, as much as possible, according to the calendar agreed to by the Center. Regularly work closely with Center staff to accommodate special efforts being made to promote ongoing project activity and partnerships by the effective and strategic matching of program participants with local hosts.
- e. For Russia and Ukraine, notify Local Hosts of participant schedules at least eight weeks prior to any host program and provide participant profiles at least six weeks prior to any programming. For all other countries, coordinate the timely delivery of all necessary biographical, programmatic and travel data to local host organizations with country-assigned Program Managers/Assistants at the Center.
- f. For Russia and Ukraine, ensure that Participants are able to comment on draft programs and that these comments on draft programs are conveyed to Center staff and Local Hosts in a timely manner.
- g. For all countries, assist with arrangements for participation/attendance by Members of Congress and other senior government officials, in U.S. orientations or locally-based programs at the request of the Center.
- h. Closely monitor observance of the schedules given in the Host Guidelines that are distributed by the Contractor to national-level Open World grantee organizations and Local Hosts that are hosting Russian and Ukrainian delegations outlining the division of responsibilities and timetables for completion of activities.

(5) **Travel, Transportation and Lodging**

- a. Russia and Ukraine - determine the best travel arrangements to assure the lowest cost air and ground transportation in accordance with U.S. government travel regulations and Open World schedules and deadlines.
- b. Russia and Ukraine - Schedule all travel and transportation from/to Russia and Ukraine assist with visa acquisitions in Russia and Ukraine.
- c. Russia and Ukraine - Track travel and status of Participants from Russia and Ukraine.
- d. Russia and Ukraine - Provide 24 hour emergency support to Participants from Russia and Ukraine during international and domestic flights.

- e. All Countries - Provide staff and make transportation arrangements to meet all arrivals from Russia and Ukraine at Washington area international airports, unless specifically covered through a Center grant or another contract and so designated by the Center. As needed, from time to time, provide staff and make transportation arrangements to meet an arrival from a country other than Russia and Ukraine on a very limited basis.
- f. Russia and Ukraine - Distribute any travel reimbursements for travel to and from foreign country capital or departure city according to Center policies and for only Russia and Ukraine.
- g. All Countries - For Russia and Ukraine, provide ground transportation from pre-departure orientation location to departure airport in Russia and Ukraine, from arrival airport to D.C.-based orientation program and from D.C.-based orientation site to departure airport for travel to Local Host location. As needed, and on a very limited basis, provide staff and make transportation arrangements to meet a D.C. areas arrival from a country other than Russia and Ukraine and bring them to their assigned hotel and from D.C.-based orientation site to departure airport for travel to Local Host location
- h. All Countries - For Russia and Ukraine, provide orientation program hotel accommodations, meals and transportation. From time to time for countries other than Russia and Ukraine provide transportation during D.C. orientation programs.

(6) Pre-departure and U.S. Orientations

- a. Russia and Ukraine - Organize and provide two to three day pre-departure orientation (“PDO”) programs as needed, for groups of approximately 25-60 Participants for a projected total of 570 Participants.
- b. Russia and Ukraine - Organize and provide two to three day Washington, D.C. (“DCO”) based orientation programs for groups of approximately 25-60 Participants for a projected total of 570 Participants.
- c. All other Countries –Provide partial logistical support, as needed, for a total of up to 120 Participants in groups of 6-24 for as many as 8 countries.
- d. Develop and implement program activities to reflect orientation program objectives.
- e. Schedule cultural activities.
- f. Submit, in a timely manner, orientation program agendas to the Center for approval.
- g. Disburse funds, as agreed to, to Delegates and Facilitators.

(7) Participant Follow-Up and Open World Evaluation

- a. Conduct exit interviews and/or request appropriate reports to be approved by the Center to determine Participants’ and Local Hosts’ satisfaction with the Open World program and recommendations for its future.
- b. Regularly update contact information of former Open World Participants in Open World’s database and coordinate with other Open World contractors on exchange of such information

per instruction of the Center.

- c. Maintain regular contact with former Participants to solicit from them timely information about any post program results that they have achieved, and regularly input such information in the Center results database.
- d. Conduct follow up interviews with former program Participants at the request of the Center.

(8) Administration of Contract

- a. Provide international (ISO) standards for all computers, both hardware and software, used in this Open World program. Use of Russian or other Operating Systems and software shall NOT be used. Open World data and management information system (Database System) must be kept secure throughout contract performance and beyond. Personnel must read, sign and adhere to J-2, Exhibit I – Rules of Behavior for Privileged Users of Open World Database System. Ensure that fonts used for documents produced in the languages of other participating countries can be read and edited by Windows software.
- b. Recruit and hire appropriate staff as required to complete proposed mission, identifying, recruiting and training up to 120 bilingual Facilitators for Russia and Ukraine.
- c. Ensure that staff are familiar with the Open World database in order to include all relevant participant and host information, and include other programmatic information as required by the Center in a timely manner.
- d. Provide regular narrative weekly reports and statistics on the Open World program's progress.
- e. Regularly report relevant information and/or data elements on alumni to the Center.

4. SPECIFIC REQUIREMENTS

(a) Open World Materials and Orientations.

Materials and Correspondence. The Contractor shall develop, produce, and distribute correspondence and recruitment materials that describe the Open World program or distribute materials developed by the Center or other contractors to those selected to be potential candidates for the Open World program and Participants, and share appropriate material describing the program participants and their interests with U.S. Local Hosts. All materials and correspondence provided to candidates and Participants shall be in the appropriate language as decided by the Center, with English translations as appropriate. All formal programmatic materials and correspondence shall be reviewed and approved in advance by the Center and others as the Center may designate. Any use of the Center's name, logos, or authorized signature by the Contractor shall be with prior written approval of the Center.

- (1) **Publicity.** The Contractor shall, at the Center's request, cooperate with the Center and any other designated contractor or grantee by providing current program information and other materials needed in support of publicity and media activities.
- (2) **Orientations/Briefings.** The Contractor shall conduct orientation/briefing sessions for Delegates and Facilitators in the official language of the participant country, unless the Center authorized such programming to be in Russian or another language. The presentations shall be tailored for the audience, and shall address such matters as the nature and scope of the Open World program,

potential cultural differences and expectations among the parties, the Open World program's policies and procedures, relevant laws and regulations, information about Open World's on-line offerings and its goals to collect results information.

- (3) Participant (delegates or facilitators) Identification, Recruitment and Processing.** Drawing from a variety of networks and contacts in the United States, Russia, Ukraine and other Open World participating countries, if requested, the Contractor shall identify candidates to participate in the Open World program as either delegates or facilitators, at a ratio of one facilitator for every five Participants (or, as instructed by the Center depending on specific programming justifications). The Contractor, consulting with the U.S. Department of State, U.S. Embassies and the Center, shall screen the delegates or facilitators candidates for eligibility and appropriateness.
- (4) Interest Inquiries.** The Contractor shall issue inquiries to potential Participants to determine their interest in the Open World program. The inquiries shall explain the nature of the Open World program, identify any requirements a candidate must meet in order to participate (e.g., that a facilitator must be fluent in both Russian and English), and request the candidate to respond indicating whether or not he/she is interested. The Contractor shall be available to discuss the Open World program and answer questions candidates may have.
- (5) Candidate Lists.** Based on responses to inquiries by the Center, the Contractor shall provide the Center and Embassy contacts with initial and interim lists of interested candidates from which the Center will select the final participants.
- (6) Invitations.** The Contractor shall issue formal invitations to candidates selected to participate in the Open World program from Russia and Ukraine. These invitations become the basis for the Participant's application for a U.S. visa, and therefore shall provide, to the extent possible, all information the State Department requires for visa approval. The Contractor shall answer the candidate's questions about the Open World program and make a final determination with the candidate as to whether the candidate will or will not participate in the Open World program.
- (7) Profiles.** The Contractor shall prepare Participant profiles for all candidates who accept the invitation to become Open World program Participants. Profiles shall be prepared both for Delegates and facilitators. Profile data shall be recorded in the Center's database and shall include all elements as outlined in the Deliverables section.
- (8) Host Assignment Plan.** The Contractor shall be responsible for the preparation of a final host assignment plan in regular consultation with the Center. The final host assignment plan shall include placement of Participants with appropriate Grantees and their Local Hosts, who will arrange home stay sponsors or other accommodations at U.S. Local Host locations. Special attention must be made to the Center's requests to form delegations that have been identified and approved by the Center based on proposed programming from the national-level Open World grantee organizations' proposals or other programming deemed to be a priority by the Center, provided that sufficient advance notice is given.
- (9) Oversight.** The Contractor is responsible for tracking all Russian and Ukrainian Participants while they are in the U.S. Host locations will be required to provide the Contractor with itineraries for the Participants and ways to contact the Participants in an emergency.
- (10) Tax Liability.** The Contractor shall handle the preparation and distribution of appropriate U.S. tax materials to participants from Russia and Ukraine, as appropriate.

(b) *U.S. Host Identification, Orientation, and Support.*

(1) Matching Participants with Host Sites. For Russia and Ukraine, the Contractor shall provide profile information about Local Host locations to nominators and vetting committees and match Participants with Host locations, taking into account geographical and programmatic suitability, the Center's goals of creating, fostering or furthering ongoing projects and partnerships and the stated preferences of the Delegates and Local Hosts regarding professional interests, and personal characteristics as reflected in their profiles.

(2) Exchanging Participant/Host Information. For Russia and Ukraine, the Contractor shall provide the Participants with relevant information about the Local Host location and home stay sponsor, and shall provide the Local Host with relevant information about the Participants at least six weeks prior to arrival. The Contractor shall inform the Host about the Participants' itinerary, ways to contact the Participants in an emergency prior to participant travel, and shall keep both the Host and the Center informed of any changes in travel or other plans. The Contractor shall post all participant and host information to the appropriate locations on the Open World program's database.

(c) *Travel, Transportation and Lodging.*

(1) Arrangements. Russia and Ukraine - The Contractor is responsible for determining that all travel, transportation and lodging arrangements have been made for Participants by the appropriate party (Contractor or Grantee) in accordance with US government federal travel regulations, 5 U.S.C. § 5707; 41 C.F.R. subtitle F. It is anticipated that beginning in early-February, during the hosting periods, between 25 – 200 Participants will arrive in the United States nearly each week for a period of 10-14 days, with the great majority of delegates staying 10 days.

(2) Factors Affecting Travel. It is anticipated that arrangements may be affected by: the Participants' windows of time for travel; the completion of appropriate matches between Local Hosts and Participants; availability of space on trans-Atlantic or trans-Pacific flights; ability of the U.S. Consular Sections to process visa requests for Participants in a timely fashion, especially during typical vacation periods, during periods when major events may be occurring, or during times of political unrest; and unexpected and last-minute adjustments in the travel plans of Participants and changes in visa regulations and practices.

(3) Transportation. Russia and Ukraine - The Contractor shall plan and administer all transportation (except as otherwise requested by the Center) (ground/air) from Participants' home sites to the Local Host location gateway airport or arrival terminus with a monitored hand-off, and return back to Participant's original home site. The Contractor shall confirm departure and arrival dates, final visa clearance and airline reservations to the Local Host. The Contractor shall deliver tickets to Participants. The Contractor shall meet Participants at all international gateways of the participating countries and provide any last minute information that is necessary. The Contractor shall provide reimbursement of internal travel, if requested by the Center, and ensure that all participants are safely transferred to domestic travel (flights/trains) both upon arrival in the U.S. (following any U.S.-based orientation) and in the Participants' countries and following all programs. Any benefits (frequent flyer miles, discounts etc.) received as a result of transportation costs experienced as a result of performance under this contract shall be reverted to use on transportation arrangements/travel costs booked to support subsequent contract requirements.

(4) U.S. Air Carriers. Under the Federal Travel Regulations transportation on U.S. air carriers is

required. Exceptions may be granted on a limited basis pursuant to Federal Travel Regulations at 41 C.F.R. part 301-10.

- (5) **Costs.** The Contractor shall bill all travel, transportation and lodging costs at actual rates, i.e. the actual direct costs for airline tickets, ground transportation, etc.
- (6) **Visas.** The Contractor shall work with Participants and with U.S. consular sections to facilitate Participant's visa applications. Visa applications and passports are to be collected and delivered by the Contractor by special arrangement on behalf of the candidates to the U.S. consular sections. The Contractor shall keep the Center, Center Grantees, and Local Hosts informed of any changes in visa regulations and practices.
- (7) **Itineraries.** The Contractor shall provide Participants and Local Hosts with travel itineraries in a timely fashion and shall coordinate and supply information concerning weather, appropriate dress, and helpful information about the host destination. The Contractor will provide the Center and Local Host organizations with regular updates on departing groups of Participants and any last-minute adjustments in travel times, arrangements and/or cancellations.

(d) Emergencies/Insurance

- (1) For Russia and Ukraine - The Contractor shall be available to handle emergencies on a 24-hour basis for Participants and shall promptly inform the Center of any emergency situations. The Contractor shall be responsible for providing appropriate insurance coverage for each Participant during the Participant's stay in the U.S.

(e) Participant Follow-Up and Evaluation.

- (1) **General Follow-Up Activity.** The Contractor will maintain contact with alumni to update professional and contact information, and to report on results to the Center, as well as contribute to the maintenance of a database reflecting follow-up activity with alumni. This activity is to make use of various social media for maximum effectiveness.
- (2) **Exit Interview/Questionnaire.** With the Center's approval, the Contractor may conduct a departure interview with all Open World program Participants and have the Participants and Local Hosts complete a questionnaire to assess satisfaction with the Open World program and elicit recommendations for the future. All evaluation materials must be submitted to and approved by the Center prior to issuance and must conform to the Center's data base requirements. The Center may rescind this provision, depending on funding availability. In addition, the Center will provide significant input as to the questions that will be asked of Open World program participants following their programming activities.

(f) Open World Program Administration.

(1) **Database.** The Contractor shall ensure effective utilization of the Center's database. The database shall include data that identifies and describes Open World program candidates, selected Delegates, Facilitators, and Local Hosts; identifies Participant/Host match-ups; records travel arrangements; and tracks the status of key stages in the Open World program (e.g., invitation, acceptance, visa approval, arrival in U.S., placement with Host sponsor, departure, completion of exit interview/questionnaire, etc.). In addition, the Contractor will weekly input programmatic results that they identify on a regular basis through follow on communications with former Open World Participants. The Center shall provide basic training on system input.

(2) Staffing. The Contractor shall provide professional, technical and office support staff necessary to assure the timely completion of all milestones and other contractual responsibilities. The Contractor shall recruit and hire appropriate staff as necessary and shall contract for expert services.

(3) Key Personnel. The Contractor's team shall include a program manager in the United States with substantial experience in administering exchange programs with Russia, Ukraine and other Eurasian countries. The project team shall consist of a project executive, a U.S. based program manager and specialists as required for particular tasks. These individuals shall be identified as "key personnel" for the performance of this contract. The program manager shall have authority to make decisions for the Contractor on all Open World program matters. The Center will approve all changes to key personnel, with particular emphasis on the person(s) proposed to be program manager(s) and any successor to this position.

(4) Invoicing: The Contractor shall invoice biweekly by email to Openworld@openworld.gov. Invoices will map to the approved costs. Invoices will show, by major program category and subcategory: approved costs, new costs currently invoiced for, and cumulative costs to date. Invoices must be submitted in electronic format. Upon request of the Center, Contractor will provide detailed information for any specific expenses (e.g., hotel invoices, itemized travel agency charges, speaker fees, etc.). The invoice will also include a mechanism which provides for a cumulative cost per Open World Participant, including Facilitators, based on cumulative invoice totals.

(5) Weekly Reports. Each Monday afternoon (or at a time agreed upon in writing) during the contract period, the Contractor shall provide a weekly status report and relevant updated/current statistics based on key elements of the Open World program, e.g. Participant identification and recruitment, travel arrangements and itineraries, Host site identification and orientation, Participant follow-up, outstanding issues and problems, etc.

(6) Key Documents Posting. The Contractor shall post relevant program information including participant and community profiles, local program agendas, group and host lists, orientation schedules, facilitator and host reports, and alumni follow-up/results to the program's database in an expedited manner as soon as this information is available and received by the Contractor.

(7) Press Articles. The Contractor shall forward local press articles in original form to the Center.

(8) Final Report. The Contractor shall provide, 90 days after completion of the program, a final report that provides a synopsis of all activities performed under the contract.

5. DELIVERABLES

- (a) Open World Program Materials.
 - (1) Open World program description and informational materials for nominating organizations, nominees, finalists, Delegates, program Facilitators and U.S. Local Hosts.
 - (2) Participant invitation packets.
 - (3) Orientation materials prepared for Participants.
- (b) Orientation/Briefing Sessions to include the following:
 - (1) Presentations on U.S. governmental structure and separation of powers
 - (2) Presentations on American culture and home life

- (3) Expert presentations on the professional hosting themes relevant to the particular delegations in the orientation.
- (c) Lists and Profile Information – Russia and Ukraine
 - (1) Lists of potential candidates for program participation.
 - (2) Lists of final candidates for program participation for Center approval and selection.
 - (3) Lists and profiles of accepted Delegates. Profile information includes:
 - Personal Information: DOB, age, gender, address, religious affiliation, English language capabilities, etc.
 - Current Employment
 - Previous Employment
 - Community Activities
 - Political Activities
 - Detailed information on nature of job and responsibilities
 - Education
 - Previous foreign travel
 - Health/Dietary restrictions
 - Statement of Goals for Open World Program Recommendation.
 - (4) Lists and profiles of accepted Facilitators.
 - (5) Lists of U.S. Local Hosts.
- (d) Participant/Host Assignments and Itineraries.
- (e) Travel, Transportation and Lodging Arrangements for Russia and Ukraine, and for other, as needed..
- (f) Status Reports.
 - (1) Weekly
 - (2) End of Calendar Year
 - (3) Final
- (g) Follow-Up Evaluation of Open World Program Effectiveness
 - (1) Exit interview/questionnaire to be approved by the Center for Participants and Local Hosts.
 - (2) Transfer of information on prior year Participants to Center or designated Center Contractor.
 - (3) Weekly reports on program-related results from previous Open World Participants.
- (h) Mailings
 - (1) Manage and process large scale mailings-including but not limited to, Local Hosts, Participants and previous Participants
- (i) Open World Program Database
 - (1) Any additional entry fields in the Center’s database shall be mutually agreed upon prior to implementation.

6. PERIOD OF PERFORMANCE

- (a) The base period of performance shall be from January 1, 2019 and continue for 12 months. Four option years may be exercised at the unilateral discretion of the Center pursuant to FAR 52.217-9.

Section D - Packaging and Marking

No clauses or provisions included in Section D.

Section E - Inspection and Acceptance

CLAUSES INCORPORATED BY REFERENCE

52.246-5 Inspection Of Services—Cost Reimbursement APR 1984

Section F - Deliveries or Performance

CLAUSES INCORPORATED BY REFERENCE

52.242-15 Stop-Work Order (Aug 1989) – Alt I APR 1984

F-1 Period of Performance

CLIN	Period of Performance Dates
CLIN 0001, Base Period	January 1, 2019 to December 31, 2019
CLIN 0002, Base Period	January 1, 2019 to December 31, 2019
CLIN 0003, Base Period	January 1, 2019 to December 31, 2019
CLIN 0004, Option I	January 1, 2020 to December 31, 2020
CLIN 0005, Option I	January 1, 2020 to December 31, 2020
CLIN 0006, Option I	January 1, 2020 to December 31, 2020
CLIN 0007, Option II	January 1, 2021 to December 31, 2021
CLIN 0008, Option II	January 1, 2021 to December 31, 2021
CLIN 0009, Option II	January 1, 2021 to December 31, 2021
CLIN 0010, Option III	January 1, 2022 to December 31, 2022
CLIN 0011, Option III	January 1, 2022 to December 31, 2022
CLIN 0012, Option III	January 1, 2022 to December 31, 2022
CLIN 0013, Option IV	January 1, 2023 to December 31, 2023
CLIN 0014, Option IV	January 1, 2023to December 31, 2023
CLIN 0015, Option IV	January 1, 2023 to December 31, 2023

Section G - Contract Administration Data

G-1 Contract Management

(a) The Contracting Officer (CO) is the final authority on all contractual matters relating to this contract. The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract cost to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is: insert Contracting Officer’s name, address, phone number and e-mail address

G-2 Technical Direction

- (a) The Contracting Officer has designated the following individual as the Open World Leadership Center point of contact during the performance of this contract who will provide direction regarding technical matters only:

Contracting Officer Representative (COR):

To be provided at time of award

- (b) The COR duties are as follows:
- (1) The COR will provide technical direction on contract performance. Technical direction includes (1) direction to the Contractor which assists in accomplishing the statement of work (2) comments on and approval of reports, invoices and other deliverables.
- (c) Technical direction must be within the scope of the statement of work included in this contract. The COR does not have the authority to issue technical direction which:
- (1) Constitutes a change in the scope of work;
 - (2) Causes an increase or decrease in the estimated cost of the contract;
 - (3) Alters the period of performance;
 - (4) Changes any of the other express terms or conditions of the contract.

G-3 Invoices

All invoices must include the following information and/or attached documentation:

- a. Name, address and vendor identification number of the business concern;
- b. Invoice date;
- c. Contract Number, or authorization for delivery of property or services (including contract line item number);
- d. Description, quantity, unit of measure, unit price, and extended price of services performed;
- e. Name (where practicable, title, phone number, and mailing address of responsible official to be notified in event of a defective invoice; and
- f. Any other information or documentation required by other requirements of the contract.

Section H - Special Contract Requirements

H1 – Substitution of Key Personnel and Non-Key Personnel

The contractor agrees to assign only those key personnel whose resumes were submitted and approved, and who are necessary to fulfill the requirements of this contract. The contractor agrees to assign any work effort required to be performed under this contract to personnel who are qualified to complete the work successfully. Any proposed substitute shall have qualifications that are equal to or higher than the qualifications of the person being replaced or the submitted standard for the position provided by the Contract in the proposal. Any substitutions shall result in no increase to the fully burdened hourly rate(s) identified in the contractor proposal or in this contract. All key personnel substitutions shall be approved by OWLC prior to change.

The personnel designated as key personnel in this contract are considered to be essential to the work being performed. At least 30 days prior to diverting any of the specified individuals to other programs or contracts or as soon as possible if an individual must be replaced (for example, as a result of leaving the contractor's employ), the contractor shall notify the CO and identify proposed substitutions. No diversion of substitution shall be made by the contractor without written consent of the CO. **The key personnel list may be increased at the discretion of the CO.** The CO will provide a list of labor categories in writing to the contractor that will be considered key to performance and the requirements of this clause will then apply for all categories considered key. Qualification for the new key labor categories will be the original qualifications and or experience listed by the contractor in his original proposal.

The following personnel have been identified as Key Personnel in the performance of this contract:
Project Manager – [name tbd].

The following personnel have been identified as Non-Key Personnel in the performance of this contract:
All Other Proposed Labor Categories

H-2 OWLC 52.239-1 INFORMATION SECURITY (MAY 2016)

The work to be conducted is considered SENSITIVE BUT UNCLASSIFIED pursuant to NIST SP 800-53 (rev 4) or current version. The Contractor shall ensure that all non-public Open World Leadership Center (OWLC) information processed under this contract shall be protected from unauthorized use and mishandling by the contractor. Information includes both hard copy (paper) formats and soft copy (stored in electronic form, e.g., hard disks, tapes, flash drives, CD-ROM, etc.).

(a) The Contractor shall store hard copies and soft copy contained on removable media (e.g., tapes, floppy disks, CD-ROM/CD-R, flash drives, etc.) in a government approved storage container per the direction of the COR when not under the direct control of Contractor Key Personnel.

(b) The Contractor shall treat any information developed on security vulnerabilities and any Government provided non-public information as “Sensitive but Unclassified” information.

(c) The Contractor personnel shall label and protect this information as “Security Category: Moderate”, placing this designation in the footer.

(d) The Contractor shall ensure that all documents designated “Security Category: Moderate”, “Security Category: High” and “Limited Official Use Only” are not emailed to or from an external email system. These documents may only be emailed between OWLC email accounts, or within a secured corporate email network.

(e) The Contractor shall ensure that all documents designated “Security Category: Moderate”, “Security Category: High” and “Limited Official Use Only” are shredded, burned or otherwise destroyed before being disposed of in accordance with applicable corporate and federal records management policies.

(f) The Contractor shall dispose of all documents designated “Security Category: Moderate”, “Security Category: High” and “Limited Official Use Only” remaining in the Contractor’s possession at the end of the contract term.

(g) The Contractor shall ensure that all Contractor workstations used to process OWLC information utilize anti-virus and anti-spyware utilities that are configured to continuously monitor and to automatically update as well as having automatic operating system patching in place.

(h) The Contractor shall ensure that all Contractor workstations used to process OWLC information employ a firewall that can either be software running on the workstation or a stand-alone firewall that protects the workstation from unauthorized access from any other devices, including devices on the Contractor’s corporate network.

(i) The Contractor shall ensure that all OWLC information that is labeled “Security Category: Moderate”, “Security Category: High” and “Limited Official Use Only” is encrypted using a [FIPS 140-2](#) validated application configured in FIPS mode. This includes information stored on internal hard drives and removable devices (e.g., CD-Rs, flash drives, etc.)

(j) The Contractor must provide a written list of anti-virus, anti-spyware, firewall, encryption products, versions and

proof of licenses, along with the automatic operating system patching status, MAC address (if applicable) and user name for each system being used to process OWLC information.

(k) The Contractor shall not provide any government-furnished non-public documents, information, or licensed material in any form to anyone other than the Contracting Officer or the COR without the written approval of the Contracting Officer or the COR during the period of this contract or at any time afterwards.

(l) The Contractor shall not provide any non-public government documents or information related to IT Security in any form without the written approval of the OWLC.

(m) The Contractor shall ensure that all Contractor personnel sign nondisclosure agreements (NDAs).

(n) The Contractor shall ensure that all Contractor personnel complete the IT Security Awareness Training approved by OWLC on an annual basis.

(End of clause)

Section I - Contract Clauses

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR Clauses: <http://acquisition.gov/far/>

(End of clause)

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	MAY 2014
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	MAY 2014
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.203-13	Contractor Code of Business Ethics and Conduct	OCT 2015
52.203-17	Contractor Employee Whistleblower Rights and Requirement to inform Employees of Whistleblower rights	APR 2014
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011

52.204-7	System for Award Management	OCT 2016
52.204-13	System for Award Management Maintenance	OCT 2016
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	OCT 2015
52.209-10	Prohibition on Contracting with Inverted Domestic Corporations	NOV 2015
52.215-2	Audit and Records--Negotiation	OCT 2010
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-21	Requirements for Certified Cost or Pricing Data or Information Other Than Certified Cost or Pricing Data--Modifications	OCT 2010
52.215-23	Limitation on Pass-Through Charges	OCT 2009
52.216-7	Allowable Cost and Payment	JUN 2013
52.216-8	Fixed Fee	JUN 2011
52.217-8	Option to Extend Services	NOV 1999 (30 Days before contract expiration)
52.222-2	Payment for Overtime Premiums	JUL 1990 - Fill-in-Para A - ZERO
52.222-3	Convict Labor	JUN 2003
52.222-17	Nondisplacement of Qualified Workers	MAY 2014
52.222-21	Prohibition Of Segregated Facilities	APR 2015
52.222-26	Equal Opportunity	SEP 2016
52.222-35	Equal Opportunity for Veterans	OCT 2015
52.222-36	Affirmative Action For Workers With Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	FEB 2016
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222.49	Service Contract Labor Standards - - Place of Performance Unknown	MAY 2014 – Fill-in Para a- Washington DC; Fill-in para a See page 2, Section A, Paragraph 5
52.222-50	Combating Trafficking in Persons	MAR 2015
52.222-54	Employment Eligibility Verification	OCT 2015
52.223-6	Drug-Free Workplace	MAY 2001
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.227-14	Rights in Data - General	MAY 2014
52.229-8	Taxes-Foreign Cost-Reimbursement Contracts	MAR 1990 Fill-in see List in Paragraph C-1 1 (e) Section C
52.230-2	Cost Accounting Standards	OCT 2015
52.230-6	Administration of Cost Accounting Standards	JUN 2010
52.232-9	Limitation of Withholding of Payment	APR 1984
52.232-17	Interest	MAY 2014
52.232-20	Limitation of Costs	APR 1984

52.232-22	Limitation of Funds	APR 1984
52.232-23 Alt I	Assignment of Claims (May 2014) - Alternate I	APR 1984
52.232-25	Prompt Payment	JAN 2017
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.233-1 Alt I	Disputes (May 2014) - Alternate I	DEC 1991
52.233-3 Alt I	Protest After Award (Aug 1996) – Alternate I	JUN 1985
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-3	Continuity of Services	JAN 1991
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-3	Penalties for Unallowable Costs	MAY 2014
52.242-13	Bankruptcy	JUL 1995
52.243-2 Alt I	Changes—Cost Reimbursement (Aug 1987) - Alternate I	APR 1984
52.244-2 Alt I	Subcontracts (Oct 2010)– Alternate I	JUN 2007
52.244-5	Competition In Subcontracting	DEC 1996
52.244-6	Subcontracts for Commercial Items	NOV 2017
52.246-25	Limitation Of Liability--Services	FEB 1997
52.248-1	Value Engineering	OCT 2010
52.249-6	Termination (Cost- Reimbursement)	MAY 2004
52.253-1	Computer Generated Forms	JAN 1991

CLAUSES INCORPORATED BY FULL TEXT

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor prior to the contract expiration date; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

(End of clause)

I.2 Open World Modifications

(a) FAR 52.233-1, Disputes (May 2014). To reflect the provisions of the Legislative Branch Appropriations Act, 2008 (Pub. L. 110-161, div. H., title I, § 1501, Dec. 26, 2007, 121 Stat. 2249, 31 U.S.C. § 702 note), the clause is modified as follows:

(1) The amount in sections (c), (d)(2)(i), and (e) is \$50,000 instead of \$100,000. See also regulations of the Government Accountability Office Contract Appeals Board at 4 C.F.R. part 22.

(b) FAR 52.232-25, Prompt Payment (Jan 2017).

The Open World Leadership Center is not an agency subject to the Prompt Payment Act. 31 U.S.C. § 3901(a)(1). The clause is modified as follows:

(1) The following new paragraph (iv) is added to the conditions for paying interest penalty payments in section (a)(4): “(a)(4)(iv) The contract or purchase order contained a provision that expressly required the Open World Leadership Center to pay an interest penalty.”

(2) The reference in section (a)(5)(ii) to the Disputes clause at FAR 52.233-1 refers to the clause as modified by the Open World Leadership Center.

- (3) Section (a)(6) is replaced with the following: “Interest penalty payments shall be handled in accordance with the Prompt Payment clause at FAR 52.232-25 as modified by the Open World Leadership Center.”
(4) Section (b) relating to Contract Financing Payment is deleted.

Section J – List of Attachments, Exhibits

Exhibits

- (a) Contract Data Requirements List

Attachments

- (1) Rules of Behavior for Privileged Users of Open World Leadership Center Database
(2) Service Contract Labor Standard – Wage Determination (WD) 15-5813

Solicitation Documents – These documents will be removed upon award

- A. Sample Program Agenda**
B. Open World Database screenshots

Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY REFERENCE

52.204-19	Incorporation by Reference of Representations and Certifications	DEC 2014
52.209-12	Certification Regarding Tax Matters	FEB 2016
52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certifications	AUG 2018
52.230	Cost Accounting Standards Notices and Certification	OCT 2015

CLAUSES INCORPORATED BY FULL TEXT

52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2018)

(a)

(1) The North American Industry classification System (NAICS) code for this acquisition is _____
[insert NAICS code].

(2) The small business size standard is _____ *[insert size standard].*

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)

(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7 is not included in this solicitation, and the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certification in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (d) applies.

(ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)

(1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.203-18, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements—Representation. This provision applies to all solicitations.

(iv) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(v) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(vi) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation.

(vii) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(viii) 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.

(ix) 52.214-14, Place of Performance--Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(x) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(xi) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(xii) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xiii) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xiv) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xv) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xvi) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xvii) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA- designated items.

(xviii) 52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals—Representation. This provision applies to solicitations that include the clause at 52.204-7.

(xix) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xx) 52.225-4, Buy American--Free Trade Agreements--Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225- 3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$80,317, the provision with its Alternate II applies.

(D) If the acquisition value is \$80,317 or more but is less than \$100,000, the provision with its Alternate III applies.

(xxi) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xxii) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan-- Certification. This provision applies to all solicitations.

(xxiii) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification. This provision applies to all solicitations.

(xxiv) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

___ (i) 52.204-17, Ownership or Control of Offeror.

___ (ii) 52.204-20, Predecessor of Offeror.

___ (iii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

___ (iv) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Certification.

___ (v) 52.222-52 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Certification.

___ (vi) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

___ (vii) 52.227-6, Royalty Information.

___ (A) Basic.

___ (B) Alternate I.

___ (viii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the SAM Web site accessed through <https://www.acquisition.gov> . After reviewing the SAM database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below *[offeror to insert changes, identifying change*

by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause	Title	Date	Change

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of Provision)

52.209-7 – INFORMATION REGARDING RESPONSIBILITY MATTERS – JUL 2013

(a) *Definitions.* As used in this provision—

“Administrative proceeding” means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (*e.g.*, Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceeding at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

“Federal contracts and grants with total value greater than \$10,000,000” means—

- (1) The total value of all current, active contracts and grants, including all priced options; and
- (2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

“Principal” means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror has does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked “has” in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

- (i) In a criminal proceeding, a conviction.
- (ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in—

- (A) The payment of a monetary fine or penalty of \$5,000 or more; or
- (B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.
- (iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.
- (2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.
- (d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the System for Award Management database via <https://www.acquisition.gov> (see 52.204-7).

(End of provision)

52.209-9 UPDATES OF PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS - JUL 2013

- (a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the System for Award Management database via <https://www.acquisition.gov>.
- (b) As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available. FAPIIS consist of two segments—
 - (1) The non-public segment, into which Government officials and the Contractor post information, which can only be viewed by—
 - (i) Government personnel and authorized users performing business on behalf of the Government; or
 - (ii) The Contractor, when viewing data on itself; and
 - (2) The publicly-available segment, to which all data in the non-public segment of FAPIIS is automatically transferred after a waiting period of 14 calendar days, except for--
 - (i) Past performance reviews required by subpart 42.15;
 - (ii) Information that was entered prior to April 15, 2011; or
 - (iii) Information that is withdrawn during the 14-calendar-day waiting period by the Government official who posted it in accordance with paragraph (c)(1) of this clause.
- (c) The Contractor will receive notification when the Government posts new information to the Contractor's record.
 - (1) If the Contractor asserts in writing within 7 calendar days, to the Government official who posted the information, that some of the information posted to the non-public segment of FAPIIS is covered by a disclosure exemption under the Freedom of Information Act, the Government official who posted the information must within 7 calendar days remove the posting from FAPIIS and resolve the issue in accordance with agency Freedom of

Information procedures, prior to reposting the releasable information. The contractor must cite 52.209-9 and request removal within 7 calendar days of the posting to FAPIIS.

(2) The Contractor will also have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, i.e., for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.

(3) As required by section 3010 of Pub. L. 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

(d) Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

(End of clause)

Section L - Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY REFERENCE

52.204-16	Commercial and Government Entity Code Reporting	JUL 2016
52.204-18	Commercial and Government Entity Code Maintenance	JUL 2016
52.215-1	Instructions to Offerors-Competitive Acquisition	JAN 2017
52.215-16	Facilities Capital Cost of Money	JUN 2003
52.232-38	Submission of Electronic Funds Transfer Information with Offer	JUL 2013

CLAUSES INCORPORATED BY FULL TEXT

52.215-6 - Place of Performance - Oct 1997

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, _____intends, _____does not intend [*check applicable block*] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks “intends” in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of Performance(Street Address, City, State, County, Zip Code)	Name and Address of Owner and Operator of the Plant or Facility if Other Than Offeror or Respondent

(End of Provision)

52.215-20 REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA OR INFORMATION OTHER THAN CERTIFIED COST OR PRICING DATA (OCT 2010)—ALTERNATE III (OCT 1997) –ALTERNATE IV (OCT 2010)

(a) Submission of certified cost or pricing data is not required.

(b) Provide data described below:

(1) Offerors are requested to furnish the following information with their offers for each performance period and each CLIN. Sufficient detail must be provided to enable assessment of method used to reach the total proposed costs.

1. Labor Rates _____
2. Labor hours _____
3. Overhead _____%
Component Elements _____
4. _____
Other Costs _____
5. Profit _____% _____
6. G & A Expense _____%*
Component Elements _____

7. Total Costs _____

(c) Submit the cost portion of the proposal via the following electronic media: **ELECTRONIC SPREADSHEET FORMAT (EXCEL)**.

*Profit on G&A costs is not allowed.

(End of provision)

52.215-22 LIMITATIONS ON PASS-THROUGH CHARGES--IDENTIFICATION OF SUBCONTRACT EFFORT (OCT 2009)

(a) Definitions. Added value, excessive pass-through charge, subcontract, and subcontractor, as used in this provision, are defined in the clause of this solicitation entitled "Limitations on Pass-Through Charges" (FAR 52.215-23).

(b) General. The offeror's proposal shall exclude excessive pass-through charges.

(c) Performance of work by the Contractor or a subcontractor. (1) The offeror shall identify in its proposal the total cost of the work to be performed by the offeror, and the total cost of the work to be performed by each subcontractor, under the contract, task order, or delivery order.

(2) If the offeror intends to subcontract more than 70 percent of the total cost of work to be performed under the contract, task order, or delivery order, the offeror shall identify in its proposal--

(i) The amount of the offeror's indirect costs and profit/fee applicable to the work to be performed by the subcontractor(s); and

(ii) A description of the added value provided by the offeror as related to the work to be performed by the subcontractor(s).

(3) If any subcontractor proposed under the contract, task order, or delivery order intends to subcontract to a lower-tier subcontractor more than 70 percent of the total cost of work to be performed under its subcontract, the offeror shall identify in its proposal--

(i) The amount of the subcontractor's indirect costs and profit/fee applicable to the work to be performed by the lower-tier subcontractor(s); and

(ii) A description of the added value provided by the subcontractor as related to the work to be performed by the lower-tier subcontractor(s).

(End of provision)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a cost plus fixed fee contract resulting from this solicitation.

(End of provision)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Executive Director, Open World Leadership Center, 101 Independence Ave., SE, Washington, DC 20540-9980.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

L-1 CONTENT OF PROPOSALS

(a) General. The offerors must submit all volumes of the proposal electronically to the email address outlined in Section A, Form 33, Block 10C. The offeror shall submit the technical and cost/price volumes as follows:

(1) Each volume, book or annex shall not be broken up into multiple electronics files. The technical proposal and price/cost proposal shall be submitted as separate files. Both technical and cost must be submitted as separate PDF files and the cost/price proposal must also be submitted as a Microsoft Excel document. Valid extensions for files using their associated applications follow:

Type of Application/Files	Valid Extensions
Portable Document Files	.pdf
Microsoft Word documents	.docx
Microsoft Excel documents	.xlsx
Microsoft Power Point	.pptx
Microsoft Project	.mpp

(2) The proposal must be submitted in English and pricing must be in U.S. currency. A proposal submitted in response to this solicitation must consist of 2 (two) separate volumes: A Technical volume and a Cost/Price volume. The Technical volume must not contain any contract price or cost information except as indicated below.

(3) Any data previously submitted in response to another solicitation will be assumed unavailable to the government; and this data must not be incorporated into the technical proposal by reference.

(3) Clarity and completeness of the proposal are of the utmost importance. The proposal must be written in a practical, clear and concise manner. Proposal volumes must be internally consistent or the proposal will be considered unrealistic and may be considered unacceptable.

(5) Proposals must be legible, double spaced (personnel resumes can be single spaced), typewritten, in a font size not smaller than 10. If the technical proposal were printed on paper not larger than eight and a half by eleven inches the technical proposal should not exceed the page limits established herein of **30** pages. Text in excess of the stated limit will not be evaluated. Pages must be numbered consecutively.

(6) All volumes must be clearly marked with the solicitation number. Separate proposal packages containing components of the offer, such as separate proposals submitted by proposed subcontracts, will not be accepted. Cost or pricing data, or other information which may be considered proprietary to subcontractors, shall be submitted with the prime contractor's proposal, password protected, with the password submitted by separate email (clearly identified) within the stated submittal date. Each volume must have a Table of Contents. Proposals submitted in response to this solicitation must contain the information as outlined below.

(b) Technical Volume. The Technical Volume may not be classified. This section of the technical volume provides the offeror's response to the following technical factors, 1) Management Plan/Regional Capability, 2) Corporate Experience, 3) Key Personnel Qualifications, 4) Past Performance with Similar Programs and 5) Program Monitoring and Reporting Capability. Using the Statement of Work, including the Illustrative Open World Calendar, the offeror shall address (i) a detailed description of the technical approach including a detailed procedure and methodology which will be used in accomplishing each task, (ii) a detailed work plan for implementation, and (iii) man-hours by labor category but not cost. The offeror's technical volume must include the proposed lines of responsibility, authority, and communication through which the tasks will be managed, and the procedures to be taken to ensure quality control and cost control. The technical volume will also discuss the methods by which source documentation provided by Open World Leadership Center will be protected and controlled. The offeror must define the proposed organizational structure (including responsibilities and reporting structure) for the project, and how the proposed project team will interface with both the offeror's corporate structure and with the Open World Leadership Center. The offeror shall address corporate experience in supporting similar work to include the methods used to provide resources, and management strategies to successfully accomplish work efforts for referenced contracts. Identify registration possessed or evidence of plan to register in Open World participating countries. Personnel assigned to or utilized by the contractor in the performance of this contract shall, as a minimum, be fully capable of performing in an efficient, reliable, and professional manner. The offeror's Project Executive(s), Program Manager and proposed Specialists shall be identified (with a resume) and the specific responsibilities assigned this individual shall be outlined. If the Project Executives, Program Manager or Specialists are not currently in the employ of the offeror, a written agreement from the potential employee to work will be part of the proposal. The offeror will also provide a list of qualifications and or experiences required for each proposed labor category. The technical volume shall not exceed a total of **30** pages, with exception of past performance data and resumes. Resumes submitted are limited to 2 pages per resume. The Technical Volume may not contain material or data that is security classified data.

(c) Past performance will contain a description of the offeror's Government contracts (both prime and major subcontracts) received during the past three years, which are in any way similar to the effort required by the solicitation. The description should include, as a minimum, the following information: the offeror's CAGE and DUNS numbers; contract number; contract type; awarded/estimated contract value; narrative rating assigned by the Government requiring agency, Government points of contact; a brief narrative of the work required and similarities with the requirements of this solicitation. Include the experience of all subcontractors, joint venture participants and teaming participants, but list them separately. For experience not acquired as a prime contractor, identify the prime contractor and describe the depth and extent of the work you performed, to include the percentage of the total contract dollar value performed by your employees. The offeror must describe the relevancy of its corporate experience to this proposed contract and describe how this proposed contract will benefit from the offeror's initiatives in systemic improvement. The offeror must provide a matrix of recent corporate experience as shown on

Table I, Matrix of Corporate Accomplishments. Each individual contract used to explain past performance is limited to 2 pages.

(d) Cost Volume.

(1) The following information must be provided in the cost proposal:

(i) Direct Labor: Provide a time phased (e.g. monthly) breakdown of labor hours, rates and costs by appropriate category and furnish bases for estimates. The total estimated hours to be worked under the proposed contract for each individual proposed. Table II – Manpower Utilization Matrix shall be included in the cost volume outlining hours proposed for each individual proposed to perform under the resulting contract. This matrix will also be used to complete hours under Section B-1 - Cost Plus Fixed Fee – Completion Type.

(ii) Indirect Costs: Indicate how you have computed and applied your indirect costs, including cost breakdowns. Show trends and budgetary data to provide a basis for evaluating the reasonableness of proposed rates. Indicate the rates used and provide an appropriate explanation.

(iii) Travel costs: Based on the Illustrative Open World Calendar in Section C – Statement of Work, provide estimated travel costs for the number of participants and the amount of travel anticipated for the Base performance period. The Option performance periods shall use the same estimates for Participants and the anticipated travel times.

(vi) Other costs (including material): List all other costs not otherwise included in the categories described above (computer and consultant services, packaging and packing, etc.) and provide the basis for pricing.

(v) You must show the relationship between the contract line item costs proposed and the total contract value proposed.

(2) Individual consultants must be proposed as subcontractors.

(3) Cost proposals shall propose burden rates supporting contractor provided facilities only, the Government will not provide facilities for contractor staff.

(4) Inconsistencies in the proposal between prime and subcontractor hours and rates may be considered a risk to the Government.

(5) Please Note FAR 15.404-4(c)(4)(i) regarding fee. Statutory limitations for cost plus fixed fee contract shall not exceed 10 percent of the contract’s estimated costs, excluding fee.

(6) All proposed costs must be adequately supported. The proposal must include sufficient background to show derivation. If the cost proposal cannot be understood, it may result in the entire proposal being found to be unacceptable and thus eliminated from the competition. A total proposed cost and total proposed fee for each performance period and CLIN shall be identified in the cost volume and shall be consistent with the data contained in the technical and cost volumes.

(e) Table Formats.

TABLE I
MATRIX OF CORPORATE ACCOMPLISHMENTS

The matrix must be in the following format. Include a description/discussion of how the task was proposed/accomplished and results of the final report.

<u>Period of Performance</u>	<u>Contract Number</u>	<u>Name & Address of Contracting Activity</u>	<u>Current Name & Phone No. of Government Contracting Officer</u>	<u>Contract Value</u>	<u>Rating Assigned By Agency</u>	<u>Description of Task Performed</u>

TABLE II
MANPOWER UTILIZATION MATRIX

<u>Offeror Comparable Labor Category</u>	<u>Employee Name</u>	<u>Employer</u>	<u>Contingency/Hire Yes/No?</u>	<u>Hours Proposed</u>

Section M - Evaluation Factors for Award

CLAUSES INCORPORATED BY REFERENCE

52.217-5

Evaluation of Options

JUL 1990

M-1 Section M Evaluation Factors for Award

1. Contract Award

- a. Contract award will be made to the Offeror whose combination of technical and price proposals represents the best value to the Government and is most advantageous, price and other factors considered, and able to be funded with Open World's resources. Proposals that are unrealistic in terms of technical commitment or unreasonably low or high in cost will be deemed reflective of an inherent lack of technical competence or indicative of failure to comprehend the complexity and risk involved in the contract requirements and may be grounds for rejection of the proposal.
- b. A deficiency in any evaluated sub-factors may result in the entire proposal being determined unacceptable and thus eliminated from the competition. Strengths and weaknesses of the Offeror's proposal, as well as performance (proposal) risks, which include proposed efforts performed by subcontractors, will be assessed in determining which proposal is most advantageous to the Government. Although cost is not a weighted evaluation factor, its importance will increase with the degree of equality of the proposals. Prospective Offerors are forewarned that a proposal meeting solicitation requirements with the lowest cost may not be selected if award to a higher cost proposal is determined to be most advantageous to the Government.
- c. In the event an Offeror has no record of relevant past performance or information on past performance is not available, the Offeror will not be evaluated either favorably or unfavorably on past performance. A neutral rating will be assigned to this evaluation factor.

2. Technical Evaluation Factors

- a. The Technical proposal shall demonstrate the Offeror's capability to meet all requirements as described in the Statement of Work, Section C. Technical proposal will be evaluated based on the factors noted below.

Factor 1 – Management Plan/Regional Capabilities

Factor 2 – Corporate Experience

Factor 3 – Key Personnel Qualifications

Factor 4 – Program Monitoring and Reporting Capability

Factor 5 – Past Performance with Similar Programs

- b. The technical factors combined are more important than cost. Of the five technical factors listed: Factor 1 and 2 are of equal value and individually slightly more important than factors 3 or 4. Factors 3 and 4 are of equal value and individually slightly more important than factor 5. Sub-factors listed under each technical factor are of equal importance within the value of the overarching technical factor.

1. Factor 1 – Management Plan/Regional Capabilities –
 - A) The Offeror shall demonstrate the capacity to mobilize resources immediately and implement activities within a strict timeline to successfully accomplish program objectives and plans.
 - B) The Offeror’s proposal will be evaluated on its ability to provide a comprehensive management plan, which includes a staffing plan, organization chart, and description of office locations, transportation plan, communication arrangements, outline of orientation/briefing material for event participants and other pertinent information. The staffing plan will have a listing of key personnel with position descriptions and will include staffing capability for all Open World participating countries covered in this solicitation.
2. Factor 2 - Corporate Experience
 - A) The Offeror will be evaluated on its demonstrated ability to manage similar projects reflecting effective planning and staffing and solid IT security practices (such as firewalls and anti-hacking capability).
 - B) The assessment shall include:
 1. Corporate capability to provide adequate and quality resources to support the Statement of Work.
 2. Duration of experience managing similar efforts contained in the Statement of Work
 3. Similarity of managed projects
 4. Successful management of similar projects
 5. Review of the offeror’s ability to perform the Statement of Work tasks in Open World program participating countries (including possession/ability to gain possession of any relevant country registration, if required).
3. Factor 3 - Key Personnel Qualifications
 - A) The Offeror’s proposal will be evaluated based on the qualifications of the proposed key personnel, to include, as a minimum, primary Offeror’s Executive Officer responsible for the Open World program, the Program Manager, United States and Specialist, as represented in the submitted resumes. Resumes should highlight information regarding past supervisory responsibilities for all proposed key personnel. The assessment for all key personnel shall be based on:
 1. Relevant education and work experience including international posts or positions to successfully fulfill contract requirements; and
 2. Proficient language skills.
4. Factor 4 - Program Monitoring and Reporting Capability
 - A) The Offeror’s proposal will be evaluated for the overall quality and soundness demonstrated in maintaining and delivering substantive program documents in a timely manner and
 - B) The Offeror’s ability to regularly and comprehensively monitor and report on program flow, follow-on activities, and other relevant programmatic information in countries with changing political climates.
5. Factor 5 - Past Performance with Similar Programs
 - A) The Offeror will provide evidence of work for government or other clients on similar projects of size and complexity in all or most of the current participating Open World countries. The Offeror will provide at list three reference contracts, including names, titles and current phone numbers of client, as well as approximate dollar amount, level of staffing and duration of the relevant projects that are submitted for evaluation. Past performance of the Offeror’s participating divisions and proposed subcontracts will be considered in this review. In conducting the past performance assessment, the Government may use data obtained from other sources as well as the data provided in the Offeror’s proposal. The Offeror’s proposal will be evaluated based on relevance, currency, the evidence of providing quality products and services and the demonstrated ability to meet all administrative, scheduling and logistical responsibilities, and meeting proposed contract costs.

3. Cost Assessment

A cost realism analysis and cost reasonableness assessment will be used to determine what the Government should realistically expect to pay for the proposed effort based on the technical proposal submission. In particular, this evaluation may include consideration of actual salaries being paid for similar work under other contracts, audit information, or evaluation of compensation for similarly skilled professional employees.

4. Rejection of Proposals

Open World also reserves the right to reject any or all proposals received and/or request clarification of proposals. Open World reserves the right to determine a competitive range for negotiation based upon the technical and cost acceptability of proposals. In addition, Open World reserves the right to award a contract without discussions.