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IPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.	PORTANT - Award will	be made on this Form, or on	Standard Forn		other	authorized offic	ial written notice.			

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Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX	UNIT	UNIT PRICE	MAX AMOUNT		
0001		QUANTITY UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED		
	ChalleNGe Program Trai FFP	ning - Labor	0.5.				
	Base Period Labor - This is a FFP CLIN for non-personal services to perform Training and Technical Assistance for the National Guard ChalleNGe Program in accordance with the Performance Work Statement. FOB: Destination PURCHASE REQUEST NUMBER: W81MNB70382000						
				MAX NET AMT	UNDEFINED		
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT		
0002		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED		
	Travel and Other Direct C COST	osts	0.5.				
Base Period Travel. This is a cost reimbursable CLIN for Travel and Other Direct Costs for Training and Technical Assistance for the National Guard ChalleNGe Program.							
	FOB: Destination						
	PURCHASE REQUEST N	UMBER: W81M	NB70382000				
				MAX COST	UNDEFINED		

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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT	
1001		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED	
OPTION	ChalleNGe Program Train FFP	-				
	Base Period Labor - This Training and Technical A accordance with the Perfo FOB: Destination	ssistance for the N	ational Guard	services to perform ChalleNGe Program in		
				MAX NET AMT	UNDEFINED	
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT	
1002		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED	
OPTION	Travel and Other Direct C COST	osts	0.0.			
	Base Period Travel. This is a cost reimbursable CLIN for Travel and Other Direct Costs for Training and Technical Assistance for the National Guard ChalleNGe Program.					
	FOB: Destination					
				MAXCOST		

MAX COST

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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT		
2001		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED		
OPTION	ChalleNGe Program Train FFP	ning - Labor	0.5.				
	Base Period Labor - This Training and Technical A accordance with the Perfo FOB: Destination	ssistance for the N	ational Guard	services to perform ChalleNGe Program in			
				MAX NET AMT	UNDEFINED		
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT		
2002		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED		
OPTION	Travel and Other Direct C	osts					
	COST						
	Base Period Travel. This is a cost reimbursable CLIN for Travel and Other Direct Costs for Training and Technical Assistance for the National Guard ChalleNGe Program.						
	FOB: Destination						
				MAX COST	UNDEFINED		

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					1460 5 61 11	
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT	
3001		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED	
OPTION	ChalleNGe Program Train FFP	ning - Labor	0.5.			
	Base Period Labor - This Training and Technical A accordance with the Perfo FOB: Destination	ssistance for the N	lational Guard	services to perform ChalleNGe Program in		
				MAX NET AMT	UNDEFINED	
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT	
3002		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED	
OPTION	Travel and Other Direct C	osts	0.5.			
	COST					
Base Period Travel. This is a cost reimbursable CLIN for Travel and Other Direct Costs for Training and Technical Assistance for the National Guard ChalleNGe Program.						
	FOB: Destination					
				MAX COST	UNDEFINED	

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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
4001		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED
OPTION	ChalleNGe Program Train FFP Base Period Labor - This Training and Technical A accordance with the Perfo FOB: Destination	is a FFP CLIN for ssistance for the N	non-personal lational Guard	services to perform ChalleNGe Program in	
				MAX NET AMT	UNDEFINED
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
4002		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED
OPTION	Travel and Other Direct C COST Base Period Travel. This Direct Costs for Training a ChalleNGe Program. FOB: Destination	is a cost reimbursa	able CLIN for '		

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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT		
5001		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED		
OPTION	ChalleNGe Program Train FFP	iing - Labor	0.5.				
	Base Period Labor - This Training and Technical A accordance with the Perfo FOB: Destination	ssistance for the N	ational Guard	services to perform ChalleNGe Program in			
				MAX NET AMT	UNDEFINED		
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT		
5002		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED		
OPTION	Travel and Other Direct C COST	osts					
	Base Period Travel. This is a cost reimbursable CLIN for Travel and Other Direct Costs for Training and Technical Assistance for the National Guard ChalleNGe Program.						
	FOB: Destination						
				MAX COST	UNDEFINED		

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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT	
6001		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED	
OPTION	ChalleNGe Program Trai: FFP	ning - Labor	0.3.			
	Base Period Labor - This Training and Technical A accordance with the Perfo FOB: Destination	ssistance for the N	ational Guard	services to perform ChalleNGe Program in		
				MAX NET AMT	UNDEFINED	
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT	
6002		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED	
OPTION	Travel and Other Direct C	osts	0.3.			
	COST					
Base Period Travel. This is a cost reimbursable CLIN for Travel and Other Direct Costs for Training and Technical Assistance for the National Guard ChalleNGe Program.						
	FOB: Destination					
				MAX COOT		

MAX COST

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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT	
7001		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED	
OPTION	ChalleNGe Program Trai FFP	ning - Labor	0.5.			
	Base Period Labor - This Training and Technical A accordance with the Perfo FOB: Destination	ssistance for the N	lational Guard	services to perform ChalleNGe Program in		
				MAX NET AMT	UNDEFINED	
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT	
7002		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED	
OPTION	Travel and Other Direct Co COST	osts	0.5.			
Base Period Travel. This is a cost reimbursable CLIN for Travel and Other Direct Costs for Training and Technical Assistance for the National Guard ChalleNGe Program.						
	FOB: Destination					
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MAX COST

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ITEM NO	SUPPLIES/SERVICES	MAX	UNIT					
	GOTT LIES/GERVICES	QUANTITY	UNII	UNIT PRICE	MAX AMOUNT			
8001		UNDEFINED	Dollars,	UNDEFINED	UNDEFINED			
OPTION	ChalleNGe Program Train FFP	iing - Labor	U.S.					
	Base Period Labor - This is a FFP CLIN for non-personal services to perform Training and Technical Assistance for the National Guard ChalleNGe Program in accordance with the Performance Work Statement. FOB: Destination							
				MAX NET AMT	UNDEFINED			
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT			
8002		UNDEFINED	Dollars,	UNDEFINED	UNDEFINED			
OPTION	Travel and Other Direct Co	osts	U.S.					
	COST							
Base Period Travel. This is a cost reimbursable CLIN for Travel and Other Direct Costs for Training and Technical Assistance for the National Guard ChalleNGe Program.								
	FOB: Destination							

MAX COST

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ITEM NO	SUPPLIES/SERVICES	MAX	UNIT	UNIT PRICE	- MAX AMOUNT
		QUANTITY		Juit Huel	
9001		UNDEFINED	Dollars,	UNDEFINED	UNDEFINED
OPTION	ChalleNGe Program Train FFP	-	U.S.		
	Base Period Labor - This Training and Technical A accordance with the Perfo FOB: Destination	ssistance for the N	ational Guard	services to perform ChalleNGe Program in	
				MAX NET AMT	UNDEFINED
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
9002		UNDEFINED	Dollars, U.S.	UNDEFINED	UNDEFINED
OPTION	Travel and Other Direct C	osts	0.3.		
	COST				
	Base Period Travel. This Direct Costs for Training a ChalleNGe Program.				
	FOB: Destination				
				MANGOOT	
				MAX COST	UNDEFINED

CONTRACT MINIMUM/MAXIMUM QUANTITY AND CONTRACT VALUE

The minimum quantity and contract value for all orders issued against this contract shall not be less than the minimum quantity and contract value stated in the following table. The maximum quantity and contract value for all orders issued against this contract shall not exceed the maximum quantity and contract value stated in the following table.

MINIMUM	MINIMUM	MAXIMUM	MAXIMUM
QUANTITY	AMOUNT	QUANTITY	AMOUNT
1.00	\$4,300,000.00	100.00	\$50,000,000.00

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DELIVERY/TASK ORDER MINIMUM/MAXIMUM QUANTITY AND ORDER VALUE

The minimum quantity and order value for each Delivery/Task Order issued shall not be less than the minimum quantity and order value stated in the following table. The maximum quantity and order value for each Delivery/Task Order issued shall not exceed the maximum quantity and order value stated in the following table.

MINIMUM	MINIMUM	MAXIMUM	MAXIMUM
QUANTITY	AMOUNT	QUANTITY	AMOUNT
1.00	\$3,000.00	100.00	\$5,000,000.00

CLIN DELIVERY/TASK ORDER MINIMUM/MAXIMUM QUANTITY AND CLIN ORDER VALUE

The minimum quantity and order value for the given Delivery/Task Order issued for this CLIN shall not be less than the minimum quantity and order value stated in the following table. The maximum quantity and order value for the given Delivery/Task Order issued for this CLIN shall not exceed the maximum quantity and order value stated in the following table.

CLIN 0001	MINIMUM QUANTITY	MINIMUM AMOUNT \$3,000.00	MAXIMUM QUANTITY	MAXIMUM AMOUNT \$5,000,000.00
0002		\$		\$
1001		\$3,000.00		\$5,000,000.00
1002		\$		\$
2001		\$3,000.00		\$5,000,000.00
2002		\$		\$
3001		\$3,000.00		\$5,000,000.00
3002		\$		\$
4001		\$3,000.00		\$5,000,000.00
4002		\$		\$
5001		\$3,000.00		\$5,000,000.00
50 02		\$		\$
6001		\$3,000.00		\$5,000,000.00
6002		\$		\$

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7001	\$3,000.00	\$5,000,000.00
7002	\$	\$
8001	\$3,000.00	\$5,000,000.00
8002	\$	\$
9001	\$3,000.00	\$5,000,000.00
9002	\$	\$

SECTION B

SUPPLIES OR SERVICES AND PRICE

This is an indefinite Delivery, Indefinite Quantity (IDIQ) contract using Firm-Fixed Price CLINS. All labor, travel and other direct costs will be firm-fixed price. Funding shall be obligated under separate task order(s) during the period of performance (consisting of base period and nine (9) one-year option periods).

The following applies:

- Note 1 Minimum Guaranteed funding amount is \$4,300,000. Maximum Contract amount is estimated \$50,000,000.
- Note 2 Minimum Task Order amount is \$3,000. Maximum Task Order amount is \$5,000,000.

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT

PERFORMANCE-BASED WORK STATEMENT FOR NATIONAL GUARD YOUTH CHALLENGE PROGRAM TRAINING & TECHNICAL ASSISTANCE

1.0 INTRODUCTION.

The National Guard Youth Challe*NG*e Program (NGYCP) has a need for a program that provides participating Challe*NG*e staff with technical assistance and high quality learning opportunities and experiences from an International Association for Continuing Education and Training (IACET) accredited provider. The program must be student-centric, student-friendly, and appropriate to the distinctive circumstances of the Challe*NG*e staff member. Access to high-quality learning shall be classroom-based as well as via the Internet. This program will continue to build skills, knowledge, and networks of Challe*NG*e staff utilizing standardized national curriculum, as Challe*NG*e programs across the country seek to meet the particular needs of high school age at-risk youth.

2.0 BACKGROUND.

Congress initially authorized the NGYCP in Section 1091 of the National Defense Authorization Act for Fiscal Year 1993. The Act provides for the Secretary of Defense acting through the Chief of the National Guard Bureau to conduct a National Guard Civilian Youth Opportunities Program (known as the NGYCP). The Act authorizes the Secretary to use the National Guard to provide military based training, including supervised work experience in community service and conservation projects, to civilian youth who cease to attend secondary school before graduating so as to improve the life skills and employment potential of such youth.

To carry out the ChalleNGe program in a state, the Chief, National Guard Bureau enters into an agreement with the Governor of the State under which the Governor establishes, organizes, and administers the Program in the State. Currently, there are 32 programs in 26 States and Puerto Rico.

The first four years of the Challe*NG*e program were 100% federally funded. In Fiscal Year 1998, Congress adopted legislation (*US Code: Title 32, Section 509*) mandating state – federal cost sharing for the Challe*NG*e program. Currently the percentage of federal dollars allocated to each state program will not exceed 60% of the cost of operating the state Challe*NG*e program site during that year.

The mission of National Guard Youth Challe*NG*e Program is to intervene in the lives of at risk youth between the ages of 16 and 18 years and produce program graduates with the values, skills, education and self-discipline to succeed as adults. The program consists of eight core component areas that are used to foster the holistic growth of participants. The component areas are:

academic excellence, service to community, health and hygiene, job skills, leadership/followership, life coping skills, physical fitness, and responsible citizenship.

States agree to select program participants from applicants who meet the following eligibility standards:

- 16-18 years of age at the time of entry into the program
- A high school dropout
- A volunteer
- A citizen or legal resident of the United States and the State in which the program is operated
- Unemployed
- Not currently on parole or probation for anything other than juvenile status offenses, not awaiting sentencing, and not under indictment, charged, or convicted of a felony.
- Free from use of illegal drugs or substances.
- Physically and mentally capable to participate in the program with reasonable accommodation for physical and other disabilities

The ChalleNGe program is co-educational and consists of a five-month Residential Phase and a one-year Post –Residential Phase. The Residential Phase, which includes a two week Pre-ChalleNGe Phase, is conducted in a quasi-military structured and disciplined environment. During this phase, the participants focus on the rigorous formal education and training program embodied in the eight core components with emphasis on development of the mind, body and personal values. Career opportunities are explored and personal goals and objectives are developed in action plans.

Each Challe*NG*e program annually identifies the maximum number of participants targeted for graduation. Federal and State resources are then allocated to the program based on that number. Current Challe*NG*e program states are listed below along with class graduation target numbers.

1. ALABAMA	200	17. MICHIGAN	200
2. ALASKA	250	18. MISSISSIPPI	400
3. ARIZONA	224	19. MONTANA	200
4. ARKANSAS	132	20. NEW JERSEY	200
5. CALIFORNIA	300	21. NEW MEXICO	200
6. FLORIDA	250	22. NORTH CAROLINA	220
7. GEORGIA (FG)	211	23. OKLAHOMA	250
8. GEORGIA (FS)	400	24. OREGON	200
9. HAWAII	200	25. PUERTO RICO	200
10. INDIANA	200	26. SOUTH CAROLINA (CO)	250
11. ILLINOIS	800	27. SOUTH CAROLINA (CL)	200
12. KENTUCKY	220	28.TEXAS	200
13. LOUISIANA (CB)	400	29.VIRGINIA	258
14. LOUISIANA (GL)	400	30. WISCONSIN	220
15. LOUISIANA (CM	250	31. WEST VIRGINIA 200	220
16. MARYLAND	200	32. WYOMING	200
	200		200

The Post-Residential Phase is designed to provide graduates of the Residential Phase with ongoing support from a mentor during the succeeding 12 months. The mentoring process actually begins during the Residential phase when cadets and prospective mentors undergo mentor training. Following the required training, each cadet is matched with a caring, responsible adult by the middle of the Residential Phase. The mentoring relationship begins at that point and continues for a period of one year following graduation.

During the Post-Residential Phase, cadets are required to become involved in placement activities that support achievement of their goals. These activities are identified as being placed in either a job, in school or college, in a training program, in military service, or participating in full-time volunteer service such as caring for an elderly or incapacitated family member. Key to program success is suitable, stable placement complimenting the cadets' attributes and goals.

2.1 NGYCP Training & Technical Assistance

The objective of the NGYCP Training and Technical Assistance Program (TTAP) is to equip ChalleNGe program staff with the skills, knowledge, and networks necessary to intervene in and reclaim the lives of at-risk youth to produce program graduates with the values, skills, education and self-discipline necessary to succeed as adults.

(Note: Participant's travel to and from training events is not the responsibility of the TTAP contractor.)

2.2 Foundations

The foundations of the TTAP are those learning opportunities that provide a basis for and/or support all other trainings. The skills and knowledge transferred in these settings are foundational to the mission of the program.

2.2.a. Basic Course. A minimum of fourteen (14) five-day Basic Courses shall be provided for all staff members that work directly with youth. Each course shall accommodate up to 50 participants. All new staff members shall have the opportunity to attend a Basic Course within twelve months of hire. The course objectives are to execute strategies to enhance staff integration and demonstrate an increased understanding of the NGYCP and at-risk youth in general. Course content is IACET accredited and designed to positively impact overall program outcomes by providing skills, knowledge, and networks that staff may use to improve the cadet experience and enhance the organizational climate. Participants successfully completing the thirty-hour course shall earn 3 CEUs. The Basic Course will be delivered onsite of or within proximity of a Challe*NGe* Program during scheduled program cycle breaks. Level 1 (reaction) and level 2 (testing) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.2.b. Instructor Training Course. The Instructor Training Course (ITC) will provide a minimum of twenty-four (24) hours of training for a select group of Challe*NG*e staff leaders to work effectively as adjunct instructors for the TTAP. This will be accomplished through and a minimum of four (4) one-hour distance learning modules as well as practical application and observation. Challe*NG*e staff leaders who are selected to serve as adjunct faculty shall complete the ITC at least one month prior to assisting in a course. Participants successfully completing the ITC shall earn 2.4 CEUs. Participant to instructor ratio for each course will not exceed 25:1.

2.2.c. New Program Task Force. The ChalleNGe New Program Task Force supports new ChalleNGe programs with targeted training and technical assistance that facilitates successful program launch and integration in the national ChalleNGe community. The New Program Task Force shall be able to accommodate up to two new programs a year. It shall consist of:

- A two-day program start up workshop for up to 26 participants at a national training center, providing operational guidance for lead staff of programs preparing to start their first class within the following 6 months;
- An onsite Basic Course (see 2.2.a);
- A two-day post-graduation staff debrief summit;
- Four (4) distance learning components of one hour in length
- Six (6) program site visits, two days each
- A peer mentoring handbook providing guidance to senior directors assigned as mentors to new directors

This eighteen-month task force seeks to accelerate the maturation of programs through a cost-effective front-loaded investment.

2.2.d. CPI Instructor Certification Course. A minimum of two CPI instructor training courses shall be provided in the first year of the contract and one each year thereafter for instructor certification in Nonviolent Crisis Intervention. Each course shall be a four-day, twenty-four-hour training experience with a certified Crisis Prevention Institute (CPI) instructor and accommodate up to thirty participants in a facility meeting CPI requirements. Contractor will be expected to coordinate with CPI on the marketing and logistics of this training opportunity.

2.3 Functional Area Specific Training

Functional-specific courses are those learning opportunities designed for specific functional areas of expertise within ChalleNGe, including Cadre, Counselors, Instructors, Post-Residential Staff, Recruiters, and Website Administrators.

2.3.a. Cadre Course. Six (6) five-day classroom based Cadre Courses will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an

opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.b. Counselors Course. One (1) five-day classroom based Counselors Course will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.c. Educators Course. One (1) five-day classroom based Educators Course will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.d. Post-Residential Course. Two (2) five-day classroom based Post-Residential Course will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.e. Recruiters Course. One (1) three-day classroom based Recruiters Course will be conducted annually, providing twenty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 2 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.f. Website Administrators Workshop. One (1) two-day classroom based workshop will be provided for Website Administrators annually, providing fifteen hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 1.5 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 25:1.

Each functional specific training opportunity shall feature speakers, cutting edge research, and best practices unearthed through internal benchmarking studies. Participants successfully completing each course or workshop shall receive 1 CEU for every 10 hours of training. All functional-specific courses will be held in a traditional classroom setting within a state of the art training center and be limited to 26 participants per course to ensure an optimal learning experience.

2.4 Leadership Training

Leadership Training provides opportunities for Directors, Supervisors, and other lead staff members to develop policy and strategy, network, enhance leadership skills, and share innovations to improve the performance of all programs.

2.4.a. Summer Program Directors Workshop. The Fall ChalleNGe Program Director's Workshop is a three-day workshop for Program Directors held in the fall each year. This workshop must accommodate up to 50 ChalleNGe Program Directors as well as other representatives from within the federal government. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. The fall workshop is held in a hotel or retreat setting selected annually by NGB. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.b. Winter Program Directors Workshop. The Spring Challe*NG*e Program Director's Workshop is a two-day workshop held annually in a hotel in the Washington, DC area for Program Directors. Event logistics for the spring workshop require five days of support as it must be coordinated with an annual USO Awards ceremony, NGYF banquet, and other events of interest to the Challe*NG*e program. This workshop must accommodate up to 50 Challe*NG*e Program Directors as well as other representatives from within the federal government. Hotel accommodations need to be available for up to 50 cadets and chaperones participating in the events of the week. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.c. Annual Workshop. The Challe*NG*e Annual Workshop is a four-day event for senior Challe*NG*e program staff, and must accommodate up to 400 participants. This event is held each year in early January during the program cycle break. The purpose of the workshop is to convene key Challe*NG*e staff from around the country, expose participants to new ideas and facilitate networking opportunities with program counterparts from other states. The contractor shall design, develop, and execute an event that will include no fewer than:

- Thirty-six (36) discrete 90-minute seminars (6 concurrent sessions, 6 training tracks) led by qualified subject matter experts selected by the contractor and approved by NGB,
- A minimum of two (2) functional networking opportunities of at least one (1) hour in length, providing a venue for participants to share innovative ideas and practices, learn from each other, and become inspired and equipped to make improvements to their programs.

- A minimum of two (2) general/plenary sessions of at least one hour in length with at least 2 nationally recognized keynote speakers selected based on their ability to inspire conference participants in areas that align with the conference theme.
- Awards Banquet designed to be the capstone feature of this event, including a sitdown dinner, complete staging, an emcee with VIP speakers, and awards for highperforming programs and individual contributors.

The location for this event will be in a region designated by the COR. The venue will be suitable to support the workshop design, including state of the art A/V and training technology. All event planning, management, and logistics shall be provided by the contractor. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop.

2.4.d. New Directors Leadership Workshop. The New Directors Leadership Workshop is a two-day workshop providing twelve hours of training designed to impact overall program outcomes by providing new Challe*NG*e Program Directors with the fundamental skills, knowledge, and networks to ensure program leadership success. Each workshop shall incorporate peer-to-peer learning in the instructional design and accommodate up to 26 participants. This workshop will be offered once a year and held in a classroom setting at a state of the art national training center. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 2:1.

2.4.e. Supervisors Course. The Supervisors Course is a five-day course for Challe*NG*e staff members who hold or may move into supervisory roles. The course is designed to equip supervisors to effectively manage teams and programs while creating an environment that fosters staff development and operational success. This course shall be offered twice each year and held in a classroom setting at a state of the art national training center. Each course shall accommodate 25 participants. Participants successfully completing the course shall earn 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.5 Products

The TTAP will be required to develop and maintain stand-alone deliverables that serve to expand the skills, knowledge, and/or networks of Challe*NG*e staff.

2.5.a. Web-based Clearinghouse. The NGYCP website provides a gateway for applicants, parents, mentors, staff, stake-holders and the public to begin accessing information about ChalleNGe. The contractor is required to maintain a public and private website for the ChalleNGe program that includes:

- **Public site.** The top level of the website will include the national program description, photo galleries illustrating the components and phases of the program, news about the program, and statistics about results of the program, accessible to the public. A minimum of 5 news stories posted monthly and statistics updated annually.
- State websites. The contractors shall host all 32 Challe*NG*e program websites, including online applications, photo galleries, bulletin boards, and contact information. State websites must be launched a minimum of three months prior to the start of a new program.
- Staff only portal. A staff-only portal for event registration, photo galleries, news stories, resources, and bulletin boards to support nationwide communities of practice. A minimum of five news stories, one event-related photo gallery, and one resource knowledge object added each month. A monthly e-newsletter to all portal users serves as a digest of all monthly additions.

The contractor shall ensure that sufficient resources are provided to build and manage a website capable of handling 500,000 visits per month with a 99.5% uptime. Contractor shall maintain domain registration as well as all templates, architecture, and design of website. The website must be operational within sixty (60) days of contract award.

The website must be hosted on a server located in a physically secure environment and secured by restricted access and must be redundant in power and Internet access, ensuring uptime across major power outages and periods of heavy Internet congestion.

2.5.b. Training Needs Assessment. The TTAP shall conduct an annual analysis to identify organizational training needs and publish findings and recommendations in a four-color document that is a minimum of twenty pages. Four briefings will be conducted for directors and COR each year to seek input, inform directors and NGB regarding findings and trends, and finally to distribute the document.

2.5.c. Course Catalog. A course catalog will be published annually within 3 months of the start of the new training year, no later than 1 June, detailing training opportunities available to all Challe*NG*e staff. This four-color document shall be a minimum of thirty-five pages. The production timeline for this product will include NGB review. It will include sufficient information for potential students to determine the suitability of a course for them; at minimum descriptions, dates, and locations for all training opportunities for Challe*NG*e staff from September through August of the training year. A minimum of six copies of the catalog will be distributed to each program, with additional copies available for stakeholders. It will also be made available online through the Challe*NG*e website staff only portal.

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 21 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 21 of 165 **2.5.d. Operational and Training Tools**. The TTAP will develop, produce, and maintain an inventory of operational and training tools for Challe*NG*e staff, including manuals and training kits for residential and post-residential Challe*NG*e staff, and for mentors and mentees. One new print product of at least twenty pages in length shall be produced each year. All operational and training tools in print form shall also be made available online through the Challe*NG*e website staff only portal. Production timelines for any operational and training tools will include NGB review.

2.5.e. Distance learning modules. Four (4) distance learning modules, one-hour in length, per year shall be created and made available through the Challe*NG*e website staff only portal to further extend the learning available to staff. Distance learning modules will be capable of supporting synchronous and asynchronous learning, and self-directed or instructor-led training opportunities. They will be launched to meet market demands based on the annual training needs assessment findings.

2.5.f. Benchmarking Studies. The TTAP will design and deliver a comprehensive benchmarking program to drive the development of training curriculum. The products developed through the benchmarking program include a minimum of two (2) white papers and description of ten promising practices per year (a minimum of five practices per study). The benchmarking study process includes two (2) summits per study, a two-day Summit Part I for subject matter experts and a half-day Summit Part II for program directors.

2.6 Support

The TTAP support includes back-office logistical services that ensure successful delivery of foundations, courses, seminars, and products.

2.6.a. Event Registration System. An online registration system accessible through the ChalleNGe website staff only portal will be maintained for ChalleNGe staff to register for courses. The registration system must be capable of producing CEU transcripts as well as participation reports as needed, including but not limited to: participant name, program, email address, courses attended, dates of attendance, CEUs acquired. must be operational within thirty (30) days of contract award.

2.6.b. Training Facility. The TTAP will maintain a fully-equipped state of the art national training facility within 1 hour drive of a major airport. The training facility will have multimedia capabilities, including DVD, overhead projector, internet connection, and videoconferencing, and the capacity to train up to 30 students per class. Capacity to cater in hot meals required.

2.6.c. IACET accreditation. Contractor shall maintain status as an IACET-authorized provider of CEUs, with the ability to comply with all audit requests.

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 22 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 22 of 165 **2.6.d. Technical Assistance** – **Onsite Visits.** No fewer than five (5) Challe*NG*e programs will receive an onsite visit of two days each year for customized one-on-one or small-group coaching on specific programmatic or technical issues. Post-trip reports shall provide details of onsite TA diagnosis and after action plans.

2.6.e. Technical Assistance – Call/Email Center. Technical assistance shall be provided via phone and email. All requests for information shall receive a response within one business day, with a capacity to respond to up to fifty issues per week. Asynchronous support shall be provided through the Challe*NG*e website staff only portal. A ninety-minute web-facilitated conference call for Website Administrators will be provided monthly as a proactive group TA opportunity. All issues will be recorded in a TA database, which must be operational within thirty (30) days of contract award.

2.6.f. Contractor Briefings. Contractor shall prepare and deliver monthly written reports of performance toward contract requirements to the COR no later than the 6th business day of the month. Face-to-face briefings will occur quarterly.

2.7 Purpose of NGYCP Training & Technical Assistance Contract

The purpose of this contract is to equip ChalleNGe leaders and staff with the skills, knowledge, and networks necessary to intervene effectively in the lives of at-risk youth and to produce responsible and productive citizens. This contract shall be awarded to a single prime contractor that shall be responsible for ensuring that all requirements of this Performance-Based Work Statement (PBWS) are satisfied.

2.8 Role of the Contractor

The Contractor shall serve as the overall provider and integrator of training and technical assistance opportunities and resources. The ability of the Contractor to assess, design, develop, deliver and evaluate high-quality training, whether classroom-based on online, will be vital to the success of the TTAP initiative.

Performance Objective	Performance Standard	Acceptable Quality Level (AQL)
Foundation, Functional Area and Specific Leadership Training	 Course Content is IAW IACET- accredited curriculum. Course examinations show participant success in gaining the necessary course knowledge. Instructor Quality 	 Course examinations show participant scores of 80% or better (for 90% of the participants). Evaluation survey of the course show 90% of the participants rate the instructor as Excellent on a scale from Unacceptable- Marginal- Satisfactory - Excellent.
Products	• Benchmarking program meets performance standards. Web products meet technical and functional performance standards. Catalog, operations and training tools, and distance learning modules meet performance standards. Standards are referenced in paragraph 2.5 of the PWS.	 Evaluation of product quality shows product meets the definition of Excellent 95% of the time. Excellent means product meets technical, functional and performance standards and any weaknesses in the product are insignificant.

3.0 TRAINING PERFORMANCE REQUIREMENTS SUMMARY.

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Performance Objective	Performance Standard	Acceptable Quality Level (AQL)
Support Services	• Event Registration, Training Facility, IACET Accreditation, Technical Assistance (onsite visits), Technical Assistance (call/email center support), and Contractor briefings meet performance standards. Performance standards are referenced in paragraph 2.6 of the PWS.	• Evaluation of the quality of the support services shows that services are categorized as Excellent 95% of the time. Excellent means that support services met performance standards and any weaknesses that were presented were minimal/insignificant.

4.0 Additional Training, Products, and Support Services. The contractor will provide additional training, products and support services similar to the requirements in paragraph 2 of this PWS. These requirements will be specified on each individual delivery order.

5.0 PLACE OF PERFORMANCE. Various state locations.

6.0 TRAVEL. The Contractor Employee will be required to travel to locations in support of the tasks described in this statement of work. Prior to incurring any travel expenses, contractor personnel must obtain written authorization from the Project Officer that approves approximate travel, dates, expected duration, origin and destination, purpose, estimated costs and the number and names of personnel traveling. Contractor expense reports shall be prepared and processed in accordance with the Federal Travel Regulation (FTR).

7.0 PERIOD OF PERFORMANCE. The period of performance is a base year and nine (9) one year option periods.

Base Year:	1 September 2007 – 31 August 2008
Option Year 1:	1 September 2008 – 31 August 2009
Option Year 2:	1 September 2009 – 31 August 2010
Option Year 3:	1 September 2010 – 31 August 2011
Option Year 4:	1 September 2011 – 31 August 2012
Option Year 5:	1 September 2012 – 31 August 2013
Option Year 6:	1 September 2013 – 31 August 2014
Option Year 7:	1 September 2014 – 31 August 2015
Option Year 8:	1 September 2015 – 31 August 2016
Option Year 9:	1 September 2016 – 31 August 2017

8.0 AGENCY SUPPORT.

The Contracting Officer Representative and Contracting Officer Technical Representative(s) will be specified in a separate assignment letter to the Contractor.

9.0 INSPECTIONS AND ACCEPTANCE. All reports and invoices must be approved by the COR.

10.0 SECURITY REQUIREMENTS. The Contractor Employee is responsible for safeguarding information of a confidential or sensitive nature. Failure to safeguard any classified/privileged information which may involve the Contractor or the contractor's personnel or to which they may have access may subject the Contractor and/or the Contractor's Employees to criminal liability under Title 18, section 793 and 7908 of the United States Code. Provisions of the Privacy Act apply to all records and reports maintained by the contractor. All programs and materials developed at government expense during the course of this contract are the property of the government. Contractor personnel shall be required to obtain and maintain security badges and adhere to the installation security requirements. The performance of this requirement will require the contractor access to classified information. FAR clause 52-204-2, Security Requirements, as required by either FAR Subpart 4.404 (a) or FAR Subpart 4.404(d), whichever is appropriate. At the time that the solicitation is issued, it shall be accompanied by a Contract Security Specification, DD Form 254, in accordance with DoD Directive 5220.22-M, Department of Defense Industrial Security Manual for Safeguarding Classified Information, and any revisions, thereto, as well as Industrial Security Regulation DoD 5220.22-R. Failure to safeguard and classified/privileged information which may involve the contractor or/or the contractor's personnel or to which they may have access may subject the contractor and/or contractor's personnel to criminal liability under Title 18, section 793 and 7908 of the United States Code. Provisions of the Privacy Act apply to all records and reports maintained by the contractor.

11.0 COMMON ACCESS CARD. Must meet requirements to obtain card.

12.0 QUALITY CONTROL. The Contractor shall develop and maintain an effective quality control program in accordance with their approved Management Oversight Plan (MOP) to ensure services are performed in accordance with the PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means to assure that the work complies with the requirement of the contract. As a minimum, the contractor shall develop quality control procedures that address the areas identified in the Performance Requirements Summary (PRS) described in Section 7 of the PWS. This shall include a customer satisfaction survey suitable to meet the performance standard requirements of paragraph 7.3 above. The Contractor will provide the Quality Control Plan as a deliverable on the first task order.

13.0 ACCOUNTING FOR CONTRACT SERVICES.

The Secretary of the Army has implemented Accounting for Contract Services. This initiative has been put in place to obtain better visibility of the contractor service workforce. The Assistant

Secretary of the Army (Manpower and Reserve Affairs) and the Assistant Secretary of the Army (Acquisition, Logistics and Technology) have implemented guidance to comply with this DoD Business Initiative Council (BIC) sponsored initiative. These contract reporting requirements are mandatory. By acceptance of this contract and performance under this contract, the contractor agrees to comply with these reporting requirements.

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site [Contractor Manpower Reporting (CMR) System] where the contractor will report ALL contractor manpower (including sub-contractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address:

https://contractormanpower.army.pentagon.mil

The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including sub-contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information); (11) Locations where contractor and subcontractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

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INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
5001	Destination	Government	Destination	Government
5002	Destination	Government	Destination	Government
6001	Destination	Government	Destination	Government
6002	Destination	Government	Destination	Government
7001	Destination	Government	Destination	Government
7002	Destination	Government	Destination	Government
8001	Destination	Government	Destination	Government
8002	Destination	Government	Destination	Government
900 1	Destination	Government	Destination	Government
9002	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-SEP-2007 TO 31-AUG-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
0002	POP 01-SEP-2007 TO 31-AUG-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
1001	POP 01-SEP-2008 TO 31-AUG-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
1002	POP 01-SEP-2008 TO 31-AUG-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
2001	POP 01-SEP-2009 TO 31-AUG-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
2002	POP 01-SEP-2009 TO 31-AUG-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
3001	POP 01-SEP-2010 TO 31-AUG-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
3002	POP 01-SEP-2010 TO 31-AUG-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
4001	POP 01-SEP-2011 TO 31-AUG-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
4 002	POP 01-SEP-2011 TO 31-AUG-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
5001	POP 01-SEP-2012 TO 31-AUG-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
5002	POP 01-SEP-2012 TO 31-AUG-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
6001	POP 01-SEP-2013 TO 31-AUG-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
6002	POP 01-SEP-2013 TO 31-AUG-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

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7001	POP 01-SEP-2014 TO 31-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
7002	POP 01-SEP-2014 TO 31-AUG-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
8001	POP 01-SEP-2015 TO 31-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
8002	POP 01-SEP-2015 TO 31-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
9001	POP 01-SEP-2016 TO 31-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
9002	POP 01-SEP-2016 TO 31-AUG-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

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SECTION G

G.1. CONTRACT ADMINISTRATION

- a. In no event will any understanding or agreement, contract modification, change order, or other matter deviating from the terms and conditions of this contract be effective or binding upon the Government unless formalized by a properly executed contractual document from the Contracting Officer.
- b. The Contractor shall provide the following documentation to the Contracting Officer:
 - 1) A copy of any invoice involved in a claim for credit which is challenged by the contractor.
 - 2) A copy of any correspondence received from any of the Government activities involved with this contract and which is related to, or might be related to, a contractual matter.

G.2. SUBMISSION OF INVOICES AND PAYMENT. Payment will be made either using Wide Area Workflow-Receipt and Acceptance (WAWF-RA) or through submission of your invoice to the COR and DFAS. Individual task orders will specify how invoices will be processed.

- a. Payment will be made after receipt and acceptance of services.
- b. Invoices shall be submitted once per month, in one of the following methods:
 - The contractor shall submit an original invoice to DFAS and a copy to the Contracting Officer Representative as specified in each task order. The COR shall promptly complete the DD 250 and forward to the appropriate DFAS payment office designated in each task order.
 - 2) Invoices may be submitted and processed through Wide Area Workflow-Receipt and Acceptance (WAWF-RA) in accordance with DFARS 252.232-7003, Electronic Submission of Payment Requests. Information regarding WAWF-RA is available on the internet at <u>https://wawf.eb.mil</u>.
- c. Each invoice must contain the full contract number and the task order number and the Contract Line Item Number (CLIN) associated with the supplies or services invoiced.
- d. For Prompt Payment Act purposes, the designated billing office is identified in each task order, however the default billing office will be the DFAS location identified in block 15 of the DD Form 1155 of each task order.

G.3. CONTRACT ADMINISTRATION INFORMATION.

In order to expedite administration of this contract, the following delineation of duties is provided. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the function assigned.

1. PROCURING CONTRACT OFFICER (PCO)

Contracting Officer (ATTN: (b) (6)

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National Guard Bureau 1411 Jefferson Davis Hwy NGB-ZC-AQ-JS Arlington, Virginia 22202 (703) 607-1127 e-mail: (b) (6)

is responsible for:

- a) All pre award information, questions or data
- b) Freedom of Information Inquiries
- c) Changes/Questions/Information regarding the scope, terms, or conditions of the basic contract document
- d) Post Award Conference
- e) Authority to proceed in an Emergency

2. CONTRACT ADMINISTRATION OFFICER

Contracting Officer (ATTN: (b) (6) National Guard Bureau 1411 Jefferson Davis Hwy NGB-ZC-AQ-JS Arlington, Virginia 22202 (703) 607-1127 e-mail: (b) (6)

is responsible for:

- a) Matters specified in FAR 42.302 and DFARS 42.302, except in those areas specifically designated as the responsibility of someone else herein.
- b) Monitoring the performance of Contracting Officer representative.
- c) Maintaining the official contract file, including the backup documentation for all modifications thereto.

3. PAYING OFFICE

TO BE SPECIFIED ON THE INDIVIDUAL TASK ORDER

is responsible for payment of proper invoices following documented acceptance by the Contracting Officer's representative.

4. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

TO BE DETERMINED AT TIME OF AWARD

is responsible for:

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- a) Liaison between government and contractor personnel
- b) Technical clarification of the Performance Statement of Work
- c) Authority to proceed in Emergency Circumstances.
- d) Quality Assurance of services performed and acceptance of services rendered.
- e) Certification of invoice for payment.
- f) Monitoring of cost-reimbursement items to ensure ceiling amounts are not exceeded.
- g) Monitoring of security requirements on government installations.
- h) Administrator for any government furnished property.
- i) Performing a contractor Performance Assessment Report (PAR) within 60 days subsequent to completion of the base period and all exercised option periods.

It is emphasized that only the Contracting Officer has the authority to modify the terms of the contract, or task orders issued there under, including changes to price, quantity, quality, place of performance and delivery. Therefore, under no circumstances will any understanding, agreement, modification, change order, or other matter deviating from the awarded terms and conditions, occurring between the contractor and any other person be effective or binding to the government.

When/If, in the opinion of the contractor, an effort outside the existing scope of the contract or task order is requested, the contractor shall promptly notify the PCO in writing. The contractor will take no action unless the PCO or CAO has issued a contractual change.

*(Complete contract numbers to be assigned upon award.)

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Section H - Special Contract Requirements

SECTION H

H.1. **PURPOSE AND SCOPE**. The purpose of this Indefinite Delivery, Indefinite Quantity (IDIQ) contract is to provide training and technical assistance to the National Guard Bureau, Athletics and Youth Programs Division. This is not a requirements contract as defined at FAR 16.503. The Contractor shall provide services, on a task order basis, that are both national and local in scope in accordance with the specifications in SECTION C and the task order-specific description of the work.

- a. <u>Minimum Guaranteed Funding Amount</u>: The contractor shall receive a minimum of \$4,300,000 over the life of the contract. This is the total amount that will be paid to the contractor in the event that the total sum of all task orders issued under the contract does not equal the minimum amount specified.
- b. <u>Maximum Contract Amount</u>: The total maximum contract amount is an estimated \$50,000,000.00 in task orders over the life of the contract. The contract establishes a total contract maximum capacity, without subdividing the capacity any further.

H.2. CONTRACT TYPE. The contract type is firm-fixed price with cost reimbursable line items.

H.3. COST REIMBURSABLE ITEMS.

- a. An estimated amount for cost reimbursable items will be set forth in the contract or each individual task order, as applicable. The estimated amount shall not be exceeded unless authorized by the contracting officer.
- b. The contractor shall be reimbursed for actual direct costs incurred, including any allowable mark-up. Costs shall be supported by paid invoices or other such supporting documentation and will be subject to the review and approval of the contracting officer, or authorized representative, prior to reimbursement.

H.4. COST REIMBURSABLE TRAVEL.

- a. An estimated amount for cost reimbursable travel will be set forth in the contract or each individual task order, as applicable. The estimated amount shall not be exceeded unless authorized by the contractor officer. Unauthorized travel will be neither allowed nor allocated to this contract.
- b. Per diem and travel rates shall not exceed the amounts authorized by the provisions of the Joint Travel Regulations (<u>http://www.dtic.mil/perdiem/</u>). Airfare shall be the prevailing rates for commercial airlines at tourist class unless a deviation is authorized by the Contracting Officer. When required, the most reasonable means of ground transportation (i.e., taxi, bus, car rental) shall be used.

H.5. PROCEDURES FOR TASK ORDERS.

- a. Requests for Proposals:
 - 1) When the government requires services under the contract, the Contracting Officer will issue a Request for Proposals (RFP) to the Contractor. The RFP will consist of:

- (a) a description of the work to be performed,
- (b) the desired performance schedule,
- (c) a schedule for pricing, and
- (d) any other information which may be of assistance in preparation of an offer.
- b. Submission of Proposals:
 - 1) Upon receipt of an RFP from the Contracting Officer, the Contractor shall furnish a proposal within fourteen calendar days, unless otherwise specified by the Contracting Officer.
 - 2) Proposals shall be submitted as an original and one duplicate.
 - 3) Proposals shall include, but not limited to, the following:
 - (a) Proposed Disciplines and Labor Hours, with a written rationale
 - (b) Estimated cost of material, if applicable
 - (c) Estimated cost of travel, if applicable (including number of trips, destination and length, per diem in accordance with Joint Travel Regulations, transportation costs)
 - (e) Schedule for performance
 - (f) Other direct costs (supported by a detailed breakout)
- c. Acceptance of Proposals:
 - 1) Upon receipt of a proposal, the Contracting Officer will analyze the offer and, if acceptable, issue a task order. Task orders will only be issued by the Contracting Officer; the Contractor shall not accept work assignments from any other individual.
 - 2) If the Contracting Officer identifies a need, negotiations will be initiated with the Contractor and culminate with a request for a Final Proposal Revision (FPR). In the event that issues pertaining to the proposed task order are not resolved to the satisfaction of the Contracting Officer, the Contracting Officer reserves the right to withdraw the RFP upon written notification to the Contractor.
 - 3) The Contracting Officer will authorize the Contractor to proceed with the work by issuing a signed task order on a DD Form 1155. At a minimum, the task order will contain the following:
 - (a) Order Number
 - (b) Contract Number
 - (c) Description of the Services
 - (d) Price
 - (e) Period of Performance or Completion Date
 - 4) Task orders may be issued for a single requirement or for a combination of requirements, as required by the government.
 - 5) The Contractor is not authorized to commence task performance prior to issuance of the task order unless otherwise authorized by the Contracting Officer.
 - a). Hourly Rates: The hourly rates that were proposed for the base and each option year will be in effect at the time of the task order issuance shall prevail for the entire period of task order performance, even if performance extends into a subsequent option period.

H.6 SUBSTITUTION OR ADDITION OF KEY PERSONNEL

- a. The contractor agrees to assign to the the task orders key personnel who can fulfill the requirements of the contract. No substitution or addition of key personnel shall be made except in accordance with this provision.
- b. The contractor agrees to promptly notify the Contracting Officer, during the contract performance period, when key personnel are unavailable for work under the contract for a continuous period exceeding 30 working days <u>or</u> are expected to devote substantially less effort to the work than indicated in the offeror's accepted proposal. The contractor shall propose a substitution for these key personnel in accordance with paragraph c. below.
- c. All proposed substitutions for key personnel shall be submitted, in writing, to the Contracting Officer a minimum of 15 days (preferably 30 days) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other pertinent information requested by the Contracting Officer. All proposed substitutes (no matter when they are proposed during the contract performance period) shall have qualifications at least equal to the qualifications of the person being replaced.
- d. In the event a task order requires increased key personnel, the contractor shall submit to the Contracting Officer a written request for approval to add personnel for specified discipline(s). The information required for the request is the same as that required in paragraph c. above. The additional key personnel shall have qualifications commensurate with the services to be provided.
- e. The Contracting Officer will evaluate requests for substitutes or additional key personnel and promptly notify the contractor in writing as to approval or disapproval.
- f. If the Contracting Officer determines that suitable and timely replacement of personnel (who have been reassigned, terminated, or otherwise become unavailable to perform) under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of a task order, the task order may be terminated by the Contracting Officer.

H.7. **SUCCESSOR CONTRACTING OFFICERS**. The Contracting Officer signing the contract award is the primary Contracting Officer for the contract. Nevertheless, any Contracting Officer assigned to the National Guard Bureau, and acting within her/his authority, may take formal action on this contract when a contract action needs to be taken and the primary Contracting Officer is unavailable.

H.8. REQUIRED AMOUNTS OF INSURANCE

- a. In performance under this contract, the Contractor must comply with the requirement of FAR 52.228-5 "Insurance—Work on a Government Installation" concerning providing certification to the Contracting Officer.
- b. The Contract shall acquire, and thereafter maintain, during the entire period of performance for this contract, the following minimum insurance:

<u>TYPE</u> Automobile Bodily Injury Liability

<u>AMOUNT</u>

\$200,000 per person \$500,000 per occurrence
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Property Damage Liability	\$ 20,000 per occurrence
Comprehensive General Liability	\$500,000 per occurrence
Workmen's Compensation and	
Employer's Liability	\$100,000 per person*

* Workers' Compensation and Employer's Liability: Contractors are required to comply with applicable Federal and State workers' compensation and occupational disease statues. They shall be covered under the employer's liability section of the insurance policy, except when contract operations are so co-mingled with a contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 shall be required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

c. The contractor agrees to insert the substance of this requirement in all subcontracts performed under this contract.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JUL 2004
52.203-3	Gratuities	APR 1984
52.203-12	Limitation On Payments To Influence Certain Federal	SEP 2005
	Transactions	
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.204-7	Central Contractor Registration	JUL 2006
52.212-5	Contract Terms and Conditions Required to Implement	MAR 2007
	Statutes or Executive OrdersCommercial Items	
52.216-7	Allowable Cost And Payment	DEC 2002
52.219-9	Small Business Subcontracting Plan	SEP 2006
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.222-3	Convict Labor	JUN 2003
52.222-19	Child Labor Cooperation with Authorities and Remedies	JAN 2006
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-41	Service Contract Act Of 1965, As Amended	JUL 2005
52.225-13	Restrictions on Certain Foreign Purchases	FEB 2006
52.226-1	Utilization Of Indian Organizations And Indian-Owned	JUN 2000
	Economic Enterprises	00112000
52.227-14	Rights in DataGeneral	JUN 1987
52.232-17	Interest	JUN 1996
52.232-33	Payment by Electronic Funds TransferCentral Contractor	OCT 2003
	Registration	
52.233-1	Disputes	JUL 2002
52.237-3	Continuity Of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.242-14	Suspension of Work	APR 1984
52.243-1	ChangesFixed Price	AUG 1987
52.243-4	Changes	AUG 1987
52.243-5	Changes and Changed Conditions	APR 1984
52.245-2	Government Property (Fixed Price Contracts)	MAY 2004
52.245-5	Government Property (Cost-Reimbursement Time-And-	MAY 2004
	Materials, Or Labor Hour Contracts)	
52.245-14	Use of Government Facilities	APR 1984
52.246-1	Contractor Inspection Requirements	APR 1984
52.246-4	Inspection Of ServicesFixed Price	AUG 1996
52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984
52.249-4	Termination For Convenience Of The Government (Services)	APR 1984
	(Short Form)	
52.249-6	Termination (Cost Reimbursement)	MAY 2004
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.249-13	Failure To Perform	APR 1984
52.249-14	Excusable Delays	APR 1984
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7004 Alt A	Central Contractor Registration (52.204-7) Alternate A	NOV 2003
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.204-7006	Billing Instructions	OCT 2005

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252.209-7004	Subcontracting With Firms That Are Owned or Controlled	By DEC 2006
	The Government of a Terrorist Country	
252.211-7000	Acquisition Streamlining	DEC 1991
252.217-7003	Changes	DEC 1991
252.219-7011	Notification to Delay Performance	JUN 1998
252.223-7004	Drug Free Work Force	SEP 1988
252.226-7001	Utilization of Indian Organizations and Indian-Owned	SEP 2004
	Economic Enterprises, and Native Hawaiian Small Busines	SEI 2004
	Concerns	
252.232-7003	Electronic Submission of Payment Requests	MAY 2006
252.236-7006	Cost Limitation	JAN 1997
252.239-7005	Rates, Charges, And Services	NOV 2005
252.239-7007	Cancellation Or Termination Of Orders	NOV 2005
252.241-7001	Government Access	DEC 1991
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.246-7000	Material Inspection And Receiving Report	MAR 2003
252.247-7005	Indefinite Quantities - No Fixed Charges	DEC 1991
252.247-7006	Removal of Contractor's Employees	DEC 1991 DEC 1991
252.247-7007	Liability and Insurance	DEC 1991 DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

52.204-1 APPROVAL OF CONTRACT (DEC 1989)

This contract is subject to the written approval of NGB-ZC-PARC and shall not be binding until so approved.

(End of clause)

52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from 1 September 2007 through 31 August 2017.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$3,000.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those

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supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of \$5,000,000;

(2) Any order for a combination of items in excess of \$5,000,000; or

(3) A series of orders from the same ordering office within 7 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 31 August 2017.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder

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shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 15 days.

(End of clause)

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 within 15 days; 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 10 years.

(End of clause)

52.219-14 LIMITATIONS ON SUBCONTRACTING (DEC 1996)

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for--

(1) Services (except construction). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

(2) Supplies (other than procurement from a nonmanufacturer of such supplies). The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.

(3) General construction. The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.

(4) Construction by special trade contractors. The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

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):

http://acquisition.gov/comp/far/index.html

(End of clause)

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

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(a) "Definition. Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

LIST OF ATTACHMENTS

Attachment 1:	Labor Rates, Base and Option Years 1 through 9									
LABOR RATES										
	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN
Labor Category	0001	1001	2001	3001	4001	5001	6001	7001	8001	9001
Principal	235.26	243.2 6	251.53	260.08	268.92	278.07	287.52	297.30	307.41	317.86
Director	137. 7 4	142.42	147.27	152.27	157.45	162.80	168.34	174.06	179.98	186.10
Sr Program Manager	119.84	123.91	128.13	132.48	136. 9 9	141.65	146.46	151.44	156.59	161.91
Principal Consultant	137.98	142.67	147.52	152,54	157.72	163.09	168.63	174.37	180.29	186.42
Senior Consultant	123.66	127.86	132.21	136.71	141.36	146.16	151.13	156.27	161.58	167.08
Consultant	96.52	99.80	103.19	106.70	110.33	114.08	117.96	121.97	126.12	130.41
Consultant II	86.46	89.40	92.44	95.58	98.83	102.19	105.67	109.26	112.97	116.82
Junior Consultant	76. 41	79.01	81.69	84.47	87.34	90.31	93.38	96.56	99.84	103.24
Principal Analyst	115.04	118.95	123.00	127.18	131.50	135.97	140.60	145.38	150.32	155.43
Senior Analyst	96.52	99.8 0	103.19	106.70	110.33	114.08	117.96	121.97	126.12	130.41
Analyst III	81.46	84.23	87.09	90.05	93.12	96.28	99.56	102.94	106.44	110.06
Analyst	76.41	79.01	81.69	84.47	87.34	90.31	93.38	96.56	99.84	103.24
Junior Analyst	61.33	63.42	65.57	67.80	70.11	72.49	74.95	77.50	80.14	82.86
Sr Mgmt Spec	61.98	64.09	66.27	68.52	70.85	73.26	75.75	78.32	80.99	83.74
Management Specialist	48.35	49.99	51.69	53.45	55.27	57.15	59.09	61.10	63.18	65.33

1.034

	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN	CLIN
		1001	2001	3001	4001	5001	6001	7001	8001	9001
Travel, Materials &	(b) (4)	and the second second								0
ODC Burden										

ADDITIONAL INFORMATION Contact Information for Key Personnel

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Contractor POC:

Name:	(b) (6)
Title:	Director of Contracts
Address:	1000 Market Street, Building One, Suite 102, Portsmouth, NH
	03801
Voice:	(703)752-4331
Fax:	(603)431-4332
Email:	(b) (6)
TIN:	02-0449966
CAGE:	1HHM9
DUNS:	78-720-8305

Contracting Officer's Representative (COR)

COR(s) will be identified on invidual task orders.

Contracting Contracting Officer (CO)

The CO for this order is listed below:

Name:	(b) (6)
Title:	Contracting Officer, Joint Staff
Address:	1411 Jefferson Davis Highway, Arlington, VA
	22202-3231
Voice:	(703) 607-1127
Fax:	(703) 607-1742
Email:	(b) (6)

:. . .

				ORDI	ER FOR S	UPPI	JES OR	SERVI	CES			F	AGE 1 OF	15
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6. ISSUEI NGB-ZC-4 1411 JEFI ARLINGTO	AQ - W91: FERSON	DAVIS		DE W91	33L		MINISTERE		ther than o	6) CODE			DELIVERY FO	ATION
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f. TELEI			Č	AIL ADD					RTIAL NAL MENT	32. PAID BY		CORRECT	T VERIFIEI	D
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Section B - Supplies or Services and Prices

ITEM NO 0001	SUPPLIES/SERVICES ChalleNGe Program Train FFP Base Period Labor - This i Training and Technical As accordance with the attach FOB: Destination MILSTRIP: W81MNB703 PURCHASE REQUEST N	s a FFP CLIN for sistance for the N ed Performance V 882000	ational Guard Work Statemen	ChalleNGe Program in	AMOUNT \$2,559,490.00
	ACRN AA CIN: W81MNB70382000			NET AMT	\$2,559,490.00 \$2,559,490.00
ITEM NO 0002	SUPPLIES/SERVICES Travel and Other Direct Co COST Travel and Other Direct Co Assistance for the National attached Performance Wor FOB: Destination MILSTRIP: W81MNB703 PURCHASE REQUEST N	osts in support of l Guard ChalleNG k Statement. 882000	e Program in a		AMOUNT
	ACRN AA CIN: W81MNB70382000			ESTIMATED COST	\$1,630,866.00 \$1,630,866.00

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PERFORMANCE WORK STATEMENT

PERFORMANCE-BASED WORK STATEMENT FOR NATIONAL GUARD YOUTH CHALLENGE PROGRAM TRAINING & TECHNICAL ASSISTANCE Delivery Order #0001

1.0 INSTRUCTIONS:

Please provide a firm-fixed price proposal for labor and cost-reimburseable for travel and other direct costs for this order. Please provide complete detail showing labor categories, rates, hours, totals and detail on cost reimburseable items.

2.0 NGYCP Training & Technical Assistance

The objective of the NGYCP Training and Technical Assistance Program (TTAP) is to equip Challe*NG*e program staff with the skills, knowledge, and networks necessary to intervene in and reclaim the lives of at-risk youth to produce program graduates with the values, skills, education and self-discipline necessary to succeed as adults.

(Note: Participant's travel to and from training events is not the responsibility of the TTAP contractor.)

2.1 Foundations

The foundations of the TTAP are those learning opportunities that provide a basis for and/or support all other trainings. The skills and knowledge transferred in these settings are foundational to the mission of the program.

2.1.a. Basic Course. A minimum of fourteen (14) five-day Basic Courses shall be provided for all staff members that work directly with youth. Each course shall accommodate up to 50 participants. All new staff members shall have the opportunity to attend a Basic Course within twelve months of hire. The course objectives are to execute strategies to enhance staff integration and demonstrate an increased understanding of the NGYCP and at-risk youth in general. Course content is IACET accredited and designed to positively impact overall program outcomes by providing skills, knowledge, and networks that staff may use to improve the cadet experience and enhance the organizational climate. Participants successfully completing the thirty-hour course shall earn 3 CEUs. The Basic Course will be delivered onsite of or within proximity of a Challe*NG*e Program during scheduled program cycle breaks. Level 1 (reaction) and level 2 (testing) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.1.b. Instructor Training Course. The Instructor Training Course (ITC) will provide a minimum of twenty-four (24) hours of training for a select group of Challe*NG*e staff leaders to work effectively as adjunct instructors for the TTAP. This will be

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 47 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 47 of 165 accomplished through and a minimum of four (4) one-hour distance learning modules as well as practical application and observation. Challe*NG*e staff leaders who are selected to serve as adjunct faculty shall complete the ITC at least one month prior to assisting in a course. Participants successfully completing the ITC shall earn 2.4 CEUs. Participant to instructor ratio for each course will not exceed 25:1.

2.1.c. New Program Task Force. The Challe*NG*e New Program Task Force supports new Challe*NG*e programs with targeted training and technical assistance that facilitates successful program launch and integration in the national Challe*NG*e community. The New Program Task Force shall be able to accommodate up to two new programs a year. It shall consist of:

- A two-day program start up workshop for up to 26 participants at a national training center, providing operational guidance for lead staff of programs preparing to start their first class within the following 6 months;
- An onsite Basic Course (see 2.2.a);
- A two-day post-graduation staff debrief summit;
- Four (4) distance learning components of one hour in length
- Six (6) program site visits, two days each
- A peer mentoring handbook providing guidance to senior directors assigned as mentors to new directors

This eighteen-month task force seeks to accelerate the maturation of programs through a cost-effective front-loaded investment.

2.1.d. CPI Instructor Certification Course. A minimum of two CPI instructor training courses shall be provided in the first year of the contract and one each year thereafter for instructor certification in Nonviolent Crisis Intervention. Each course shall be a four-day, twenty-four-hour training experience with a certified Crisis Prevention Institute (CPI) instructor and accommodate up to thirty participants in a facility meeting CPI requirements. Contractor will be expected to coordinate with CPI on the marketing and logistics of this training opportunity.

2.2 Functional Area Specific Training

Functional-specific courses are those learning opportunities designed for specific functional areas of expertise within Challe*NG*e, including Cadre, Counselors, Instructors, Post-Residential Staff, Recruiters, and Website Administrators.

2.2.a. Cadre Course. Six (6) five-day classroom based Cadre Courses will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 48 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 48 of 165 **2.2.b.** Counselors Course. One (1) five-day classroom based Counselors Course will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.2.c. Educators Course. One (1) five-day classroom based Educators Course will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.2.d. Post-Residential Course. Two (2) five-day classroom based Post-Residential Course will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.2.e. Recruiters Course. One (1) three-day classroom based Recruiters Course will be conducted annually, providing twenty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 2 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.2.f. Website Administrators Workshop. One (1) two-day classroom based workshop will be provided for Website Administrators annually, providing fifteen hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 1.5 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 25:1.

Each functional specific training opportunity shall feature speakers, cutting edge research, and best practices unearthed through internal benchmarking studies. Participants successfully completing each course or workshop shall receive 1 CEU for every 10 hours of training. All functional-specific courses will be held in a traditional classroom setting within a state of the art training center and be limited to 26 participants per course to ensure an optimal learning experience.

2.3 Leadership Training

Leadership Training provides opportunities for Directors, Supervisors, and other lead staff members to develop policy and strategy, network, enhance leadership skills, and share innovations to improve the performance of all programs.

2.3.a. Summer Program Directors Workshop. The Fall Challe*NG*e Program Director's Workshop is a three-day workshop for Program Directors held in the fall each year. This workshop must accommodate up to 50 Challe*NG*e Program Directors as well as other representatives from within the federal government. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. The fall workshop is held in a hotel or retreat setting selected annually by NGB. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.3.b. Winter Program Directors Workshop. The Spring Challe*NG*e Program Director's Workshop is a two-day workshop held annually in a hotel in the Washington, DC area for Program Directors. Event logistics for the spring workshop require five days of support as it must be coordinated with an annual USO Awards ceremony, NGYF banquet, and other events of interest to the Challe*NG*e program. This workshop must accommodate up to 50 Challe*NG*e Program Directors as well as other representatives from within the federal government. Hotel accommodations need to be available for up to 50 cadets and chaperones participating in the events of the week. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.3.c. Annual Workshop. The Challe*NG*e Annual Workshop is a four-day event for senior Challe*NG*e program staff, and must accommodate up to 400 participants. This event is held each year in early January during the program cycle break. The purpose of the workshop is to convene key Challe*NG*e staff from around the country, expose participants to new ideas and facilitate networking opportunities with program counterparts from other states. The contractor shall design, develop, and execute an event that will include no fewer than:

- Thirty-six (36) discrete 90-minute seminars (6 concurrent sessions, 6 training tracks) led by qualified subject matter experts selected by the contractor and approved by NGB,
- A minimum of two (2) functional networking opportunities of at least one (1) hour in length, providing a venue for participants to share innovative ideas and practices, learn from each other, and become inspired and equipped to make improvements to their programs.

- A minimum of two (2) general/plenary sessions of at least one hour in length with at least 2 nationally recognized keynote speakers selected based on their ability to inspire conference participants in areas that align with the conference theme.
- Awards Banquet designed to be the capstone feature of this event, including a sitdown dinner, complete staging, an emcee with VIP speakers, and awards for highperforming programs and individual contributors.

The location for this event will be in a region designated by the COR. The venue will be suitable to support the workshop design, including state of the art A/V and training technology. All event planning, management, and logistics shall be provided by the contractor. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop.

2.3.d. New Directors Leadership Workshop. The New Directors Leadership Workshop is a two-day workshop providing twelve hours of training designed to impact overall program outcomes by providing new Challe*NG*e Program Directors with the fundamental skills, knowledge, and networks to ensure program leadership success. Each workshop shall incorporate peer-to-peer learning in the instructional design and accommodate up to 26 participants. This workshop will be offered once a year and held in a classroom setting at a state of the art national training center. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 2:1.

2.3.e. Supervisors Course. The Supervisors Course is a five-day course for Challe*NG*e staff members who hold or may move into supervisory roles. The course is designed to equip supervisors to effectively manage teams and programs while creating an environment that fosters staff development and operational success. This course shall be offered twice each year and held in a classroom setting at a state of the art national training center. Each course shall accommodate 25 participants. Participants successfully completing the course shall earn 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.4 Products

The TTAP will be required to develop and maintain stand-alone deliverables that serve to expand the skills, knowledge, and/or networks of Challe*NG*e staff.

2.4.a. Web-based Clearinghouse. The NGYCP website provides a gateway for applicants, parents, mentors, staff, stake-holders and the public to begin accessing information about Challe*NG*e. The contractor is required to maintain a public and private website for the Challe*NG*e program that includes:

- **Public site.** The top level of the website will include the national program description, photo galleries illustrating the components and phases of the program, news about the program, and statistics about results of the program, accessible to the public. A minimum of 5 news stories posted monthly and statistics updated annually.
- **State websites**. The contractors shall host all 32 Challe*NG*e program websites, including online applications, photo galleries, bulletin boards, and contact information. State websites must be launched a minimum of three months prior to the start of a new program.
- **Staff only portal.** A staff-only portal for event registration, photo galleries, news stories, resources, and bulletin boards to support nationwide communities of practice. A minimum of five news stories, one event-related photo gallery, and one resource knowledge object added each month. A monthly e-newsletter to all portal users serves as a digest of all monthly additions.

The contractor shall ensure that sufficient resources are provided to build and manage a website capable of handling 500,000 visits per month with a 99.5% uptime. Contractor shall maintain domain registration as well as all templates, architecture, and design of website. The website must be operational within sixty (60) days of contract award.

The website must be hosted on a server located in a physically secure environment and secured by restricted access and must be redundant in power and Internet access, ensuring uptime across major power outages and periods of heavy Internet congestion.

2.4.b. Training Needs Assessment. The TTAP shall conduct an annual analysis to identify organizational training needs and publish findings and recommendations in a four-color document that is a minimum of twenty pages. Four briefings will be conducted for directors and COR each year to seek input, inform directors and NGB regarding findings and trends, and finally to distribute the document.

2.4.c. Course Catalog. A course catalog will be published annually within 3 months of the start of the new training year, no later than 1 June, detailing training opportunities available to all Challe*NG*e staff. This four-color document shall be a minimum of thirty-five pages. The production timeline for this product will include NGB review. It will include sufficient information for potential students to determine the suitability of a course for them; at minimum descriptions, dates, and locations for all training opportunities for Challe*NG*e staff from September through August of the training year. A minimum of six copies of the catalog will be distributed to each program, with additional copies available for stakeholders. It will also be made available online through the Challe*NG*e website staff only portal.

2.4.d. Operational and Training Tools. The TTAP will develop, produce, and maintain an inventory of operational and training tools for Challe*NG*e staff, including manuals and training kits for residential and post-residential Challe*NG*e staff, and for mentors and mentees. One new print product of at least twenty pages in length shall be produced each year. All operational and training tools in print form shall also be made available online through the Challe*NG*e website staff only portal. Production timelines for any operational and training tools will include NGB review.

2.4.e. Distance learning modules. Four (4) distance learning modules, one-hour in length, per year shall be created and made available through the Challe*NG*e website staff only portal to further extend the learning available to staff. Distance learning modules will be capable of supporting synchronous and asynchronous learning, and self-directed or instructor-led training opportunities. They will be launched to meet market demands based on the annual training needs assessment findings.

2.4.f. Benchmarking Studies. The TTAP will design and deliver a comprehensive benchmarking program to drive the development of training curriculum. The products developed through the benchmarking program include a minimum of two (2) white papers and description of ten promising practices per year (a minimum of five practices per study). The benchmarking study process includes two (2) summits per study, a two-day Summit Part I for subject matter experts and a half-day Summit Part II for program directors.

2.5 Support

The TTAP support includes back-office logistical services that ensure successful delivery of foundations, courses, seminars, and products.

2.5.a. Event Registration System. An online registration system accessible through the Challe*NG*e website staff only portal will be maintained for Challe*NG*e staff to register for courses. The registration system must be capable of producing CEU transcripts as well as participation reports as needed, including but not limited to: participant name, program, email address, courses attended, dates of attendance, CEUs acquired. must be operational within thirty (30) days of contract award.

2.5.b. Training Facility. The TTAP will maintain a fully-equipped state of the art national training facility within 1 hour drive of a major airport. The training facility will have multimedia capabilities, including DVD, overhead projector, internet connection, and videoconferencing, and the capacity to train up to 30 students per class. Capacity to cater in hot meals required.

2.5.c. IACET accreditation. Contractor shall maintain status as an IACET-authorized provider of CEUs, with the ability to comply with all audit requests.

2.5.d. Technical Assistance – Onsite Visits. No fewer than five (5) Challe*NG*e programs will receive an onsite visit of two days each year for customized one-on-one or small-group coaching on specific programmatic or technical issues. Post-trip reports shall provide details of onsite TA diagnosis and after action plans.

2.5.e. Technical Assistance – Call/Email Center. Technical assistance shall be provided via phone and email. All requests for information shall receive a response within one business day, with a capacity to respond to up to fifty issues per week. Asynchronous support shall be provided through the Challe*NG*e website staff only portal. A ninety-minute web-facilitated conference call for Website Administrators will be provided monthly as a proactive group TA opportunity. All issues will be recorded in a TA database, which must be operational within thirty (30) days of contract award.

2.5.f. Contractor Briefings. Contractor shall prepare and deliver monthly written reports of performance toward contract requirements to the COR no later than the 6th business day of the month. Face-to-face briefings will occur quarterly.

3.0 PLACE OF PERFORMANCE. Various locations.

4.0 TRAVEL AND OTHER DIRECT COSTS as outlined in your technical proposal.

5.0 PERIOD OF PERFORMANCE.

1 September 2007 – 31 August 2008

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION

Contractor POC:

Name: Title:	(b) (6) Director of Contracts
Address:	1000 Market Street, Building One, Suite 102, Portsmouth, NH
nuuress.	03801
Voice:	(703)752-4331
Fax:	(603)431-4332
Email:	(b) (6)
TIN:	02-0449966
CAGE:	1HHM9
DUNS:	78-720-8305

Contracting Officer's Representative (COR)

(b) (6)

– Phone 703-607-2664.

Contracting Contracting Officer (CO)

The CO for this order is listed below:

Name:	(b) (6)
Title:	Contracting Officer, Joint Staff
Address:	1411 Jefferson Davis Highway, Arlington, VA
	22202-3231
Voice:	(703) 607-1127
Fax:	(703) 607-1742
Email:	(b) (6)

1. Any questions on allowability of charges are to be directed to the Contracting Officer prior to commmitment.

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 55 of 165 2. Any requirement which would increase the amount of the contract must be accomplished by the Contracting Officer through an issuance of a modification.

3. Invoices will be submitted to: The Air National Guard Payment Office is DFAS-INDIANAPOLIS, Customer Service 1-888-332-7366. Send invoices to address in Block 18A. Send additional invoice to:

NGB-AY ATTN: (b) (6) 1411 Jefferson Davis Highway Arlington, VA 22202-3231 Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

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INSPECT BY Government Government ACCEPT AT Destination Destination ACCEPT BY Government Government Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-SEP-2007 TO 31-AUG-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
0002	POP 01-SEP-2007 TO 31-AUG-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 58 of 165

NGB FOIA Reading Room Record January 5, 2011 Page 58 of 165 Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97701003601718105504WH059E0002512379NPYW81MNB703820009NPY37044220 AMOUNT: \$4,190,356.00 CIN W81MNB70382000: \$2,559,490.00 CIN W81MNB703820001: \$1,630,866.00

> FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 59 of 165

NGB FOIA Reading Room Record January 5, 2011 Page 59 of 165

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Section B - Supplies or Services and Prices

ITEM NO 0001	SUPPLIES/SERVICES ChalleNGe Program Train FFP Base Period Labor - This i Training and Technical As accordance with the Perfor 26 September 2007. FOB: Destination MILSTRIP: W81MNB72; PURCHASE REQUEST N	s a FFP CLIN for sistance for the N mance Work Stat	ational Guard (ement and the (ChalleNGe Program in	AMOUNT \$323,472.00
	ACRN AA CIN: W81MNB72572000	0001		NET AMT	\$323,472.00 \$323,472.00
ITEM NO 0002	SUPPLIES/SERVICES Travel and Other Direct C COST Base Period Travel. This Costs for Training and Tec Program and the Contracto FOB: Destination MILSTRIP: W81MNB722 PURCHASE REQUEST N	is a cost reimbursa chnical Assistance or offer dated 26 S 572000	for the Nationa eptember 2007	al Guard ChalleNGe	AMOUNT
	ACRN AA CIN: W81MNB72572000	0002		ESTIMATED COST	\$392,565.00 \$392,565.00

Section C - Descriptions and Specifications

STATEMENT OF WORK

PERFORMANCE-BASED WORK STATEMENT FOR NATIONAL GUARD YOUTH CHALLENGE PROGRAM First Aid and Cardio Pulmonary Resuscitation (CPR) TRAINING

1.0 INTRODUCTION

The National Guard Youth Challe*NG*e Program (NGYCP) has a need for a training program that provides participating Challe*NG*e staff with basic First Aid Training in the areas of Bleed Control, Rescue Breathing, Abdominal Thrust and Cardio Pulmonary Resuscitation (CPR).

2.0 BACKGROUND

Congress appropriated the necessary funds in the FY2007 Defense Appropriation Act specifically for CPR training within the National Guard Youth ChalleNGe Program.

2.1 NGYCP CPR TRAINING PROGRAM

The objective of the NGYCP CPR Training Program is to train Challe*NG*e program staff with the skills, knowledge, and license necessary to provide First Aid Training in the areas of Bleed Control, Rescue Breathing, Abdominal Thrust and Cardio Pulmonary Resuscitation (CPR).

2.1a TRAIN THE TRAINER COURSE

A minimum of four (4) CPR instructor certification courses shall be provided during the period of work of one year, to train 3 ChalleNGe staff per program, for a total student load of 100. Each course shall accommodate no less than 25 students and be a two-day, twelve-hour training session that will certify ChalleNGe staff members as instructors to train ChalleNGe cadets in the areas of Bleed Control, Rescue Breathing, Abdominal Thrust and CPR. Contractor will provide Expenses for travel, rental car, hotel, per diem and other related expenses associated with the training of the 100 Instructors.

Course content is national recognized accredited curriculum, such as Red Cross, American Heart Association or Save A Life Foundation. Course examinations show participant success in gaining the necessary course knowledge.

Instructor Quality

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 62 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 62 of 165 Course examinations show participant scores of 80% or better (for 90% of the participants).

Evaluation survey of the course show 90% of the participants rate the instructor as Excellent on a scale from Unacceptable- Marginal- Satisfactory -Excellent.

Report to NGB the names and numbers of certified trainers.

2.1b CHALLENGE CADET TRAINING

Trained Instructor certified ChalleNGe staff members are to train ChalleNGe cadets in the areas of Bleed Control, Rescue Breathing, Abdominal Thrust and Cardio Pulmonary Resuscitation (CPR) with the outcome of full opportunity for approximately 7000 cadets annually qualified in CPR. Supply each of 33 programs with associated government owned instructional materials and supplies, including mannequins sufficient to teach a quantity of cadets up to the ChalleNGe Program Target Graduation number and CPR qualification cards for cadets satisfactorily completing the training.

Report to NGB the names and numbers of trained and certified Youth ChalleNGe cadets.

2.2 PURPOSE OF NGYCP CPR CONTRACT

The purpose of this contract is to equip selected Challe*NG*e staff members with the skills, knowledge, and license necessary to provide effective First Aid Training in the areas of Bleed Control, Rescue Breathing, Abdominal Thrust and Cardio Pulmonary Resuscitation (CPR) to ChalleNGe cadets who are at-risk youth and to produce a trained cadet. If the Cadet qualifies, provide them with a CPR Certification. This contract shall be awarded to a single prime contractor that shall be responsible for ensuring that all requirements of this Performance-Based Work Statement (PBWS) are satisfied.

2.3 ROLE OF THE CONTRACTOR

The Contractor shall serve as the overall provider and integrator of training and technical assistance opportunities and resources. The ability of the Contractor to assess, design, develop, deliver and evaluate high-quality First Aid and CPR classroom-based training will be vital to the success of the training initiative.

ADDITIONAL INSTRUCTIONS

1.	The Contractor POC is (b) (6)		at 703-752-4331 or (b) (6)
2.	The Contracting Officer is (b) (6		at 703-607-1127, (b) (6)
3.	The COR is (b) (6)	at <mark>(b) (6</mark>)	, (703)607-0784.

4. The Contractor shall submit an original copy of all invoices to the address listed in Block 15 of the DD Form 1155 and provide an additional copy to the COR at the address listed below:

NGB-ZC-AY ATTN: (b) (6) 1411 Jefferson Davis Hwy, Arlington, VA 22202 Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLININSPECT AT0001Destination0002Destination

INSPECT BY Government Government ACCEPT AT Destination Destination ACCEPT BY Government Government Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 28-SEP-2007 TO 30-JUN-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
0002	POP 28-SEP-2007 TO 30-JUN-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97701003607718105504WHO59E0002512379NPYW81MNB725720009NPY37044220 AMOUNT: \$716,037.00 CIN W81MNB725720000001: \$323,472.00 CIN W81MNB725720000002: \$392,565.00

> FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 67 of 165

NGB FOIA Reading Room Record January 5, 2011 Page 67 of 165

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NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231		See Item 6						
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CODE 1440				10B. DATED (SEE ITEM 13) X 27-Aug-2007				
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The above numbered solicitation is amended as set forth			_	extended,	is not extend	led.		
Offer must acknowledge receipt of this amendment prior				· L				
(a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which includes a re: RECEIVED AT THE PLACE DESIGNATED FOR TH REJECTION OF YOUR OFFER. If by virtue of this am provided each telegram or letter makes reference to the s	copies of the amendmen ference to the solicitation a E RECEIPT OF OFFERS F endment you desire to chan	t; (b) By acknowledging receipt of this amendme and amendment numbers. FAILURE OF YOUR A PRIOR TO THE HOUR AND DATE SPECIFIEI age an offer already submitted, such change may	ent on ea ACKNO DMAYI be made l	ich copy of the offi WLED GMENT RESULTIN by telegram or let	IO BE			
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)							
		O MODIFICATIONS OF CONTRACT T/ORDER NO. AS DESCRIBED IN IT						
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify an	athority) THE CHANGES SET FORTH	IN ITI	EM 14 ARE M	IADE IN TH	E		
X B. THE ABOVE NUMBERED CONTRACT/O office, appropriation date, etc.) SET FORT	RDER IS MODIFIED H IN ITEM 14, PURS	TO REFLECT THE ADMINISTRATI SUANT TO THE AUTHORITY OF FA	VE CHA R 43.1	ANGES (such a 03(B).	as changes in	paying		
C. THIS SUPPLEMENTAL AGREEMENT IS	ENTERED INTO PU	RSUANT TO AUTHORITY OF:						
D. OTHER (Specify type of modification and a	authority)							
E. IMPORTANT: Contractor X is not,	is required to sig	n this document and return	copies	s to the issuing	g office.			
 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: wilks900846 1. The purpose of this modification is to add the Wide Area Workflow clause (DFARS 252.232-7003) to this contract. Effective 1 October 2007, it is mandated that all receiving reports for contractual payments be input using Wide Area Workflow (WAWF). Use of WAWF should be initiated immediately. 2. When inputting invoices into WAWF, ensure that you input the service acceptor DODACC as W81MNB. Also, insure that you input the 								
pay station as HQ0105. 3. All other terms and conditions remain the sa	me.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.								
	15A. NAME AND TITLE OF SIGNER (Type or print) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)							
	(5) (6) / CONTRACTING OFFICE TEL: 703 607-1127	R	Mail: (b) (6)	-	- /			
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	$\begin{array}{c} \begin{array}{c} 16B. \text{ UNITED STATES OF AME} \\ \text{By} \end{array} \\ \begin{array}{c} \textbf{(b)} \end{array} \\ \begin{array}{c} \textbf{(b)} \end{array} \end{array} $	RICA			DATE SIGNED		
(Signature of person authorized to sign)		(Signature of Contracting Of	ficer)		12	-Oct-2007		
EXCEPTION TO SF 30	3	0-105-04				RM 30 (Rev. 10-83)		
APPROVED BY OIRM 11-84	NGB Janu Page	B FOIA Readi Jary 5, 2011 ^R e 68 of 165						

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified: ADDITIONAL INFORMATION

ADDITIONAL INFORMATION

Contractor POC:

(b) (6)
Director of Contracts
1000 Market Street, Building One, Suite 102, Portsmouth, NH
03801
(703)752-4331
(603)431-4332
(b) (6)
02-0449966
1HHM9
78-720-8305

Contracting Officer's Representative (COR)

(b) (6) , (b) (6) - Phone 703-607-2664.

Contracting Contracting Officer (CO)

The CO for this order is listed below:

Name:	(b) (6)
Title:	Contracting Officer, Joint Staff
Address:	1411 Jefferson Davis Highway, Arlington, VA
	22202-3231
Voice:	(703) 607-1127
Fax:	(703) 607-1742
Email:	(b) (6)

1. Any questions on allowability of charges are to be directed to the Contracting Officer prior to commitment.

2. Any requirement which would increase the amount of the contract must be accomplished by the Contracting Officer through an issuance of a modification.

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 69 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 69 of 165

3. Payment Instructions:

Invoices should be process in accordance with to DFAR 252.232-7003 Electronic Submission of Payment Requests. Information regarding WAWF-RA is available on the Internet at https://wawf.eb.mil.

When inputting your invoicing in WAWF, use the following DODACC codes:

INSPECTOR DODACC: W81MNB SERVICE ACCEPTOR: W81MNB PAY OFFICE: HQ0105

SECTION I - CONTRACT CLAUSES

The following have been added by full text:

252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (MAR 2007)

(a) Definitions. As used in this clause--

(1) Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using one of the electronic forms provided for in paragraph (b) of this clause.

(3) Payment request means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests using one of the following electronic forms:

(1) Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA). Information regarding WAWF-RA is available on the Internet at https://wawf.eb.mil.

(2) Web Invoicing System (WInS). Information regarding WInS is available on the Internet at https://ecweb.dfas.mil.

(3) American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats.

(i) Information regarding EDI formats is available on the Internet at http://www.X12.org.

(ii) EDI implementation guides are available on the Internet at http:// www.dod.mil/dfas/contractorpay/electroniccommerce.html.

(4) Another electronic form authorized by the Contracting Officer.

(c) The Contractor may submit a payment request in non-electronic form only when--

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 70 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 70 of 165 (1) DoD is unable to receive a payment request in electronic form; or

(2) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment.

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

(e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

(End of clause)

(End of Summary of Changes)

AMENDMENT OF SOLICITA	l.	1. CONTRACT	D CODE	PAGE OF PAGES				
AWENDWENT OF SOLICITA	MINIODIF	ICATION OF CONTRACT		S		1 4		
2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE F			5. PROJECTNO.(Ifappli			O.(Ifapplicable)		
01	22-Oct-2007	W81M N B72572000						
6. ISSUED BY CODE	W9133L	7. ADMINISTERED BY (If other than item 6)		COI	DE			
NGB-ZC-AQ - W9133L	See Item 6							
1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231		Geentenno						
8. NAME AND ADDRESS OF CONTRACTOR	No. Street County 9	tate and Zin Code)		9A AMENDMI	ENT OF SOL	ICITATION NO.		
DARE MIGHTY THINGS	ino., sireet, county, i							
1000 MARKET STREET				9B. DATED (S	EE ITEM 11)		
BLDG 1, SUITE 102 PORTSMOUTH NH 03801		104 MOD OF	CONTRACT	ORDER NO				
	X	W9133L-07-D-0013-0002						
	10B. DATED (SEE ITEM 1	3)					
CODE 1HHM9	FACILITY COE			27-Sep-2007				
		PPLIES TO AMENDMENTS OF SOLI	_			1_ 1		
The above numbered solicitation is amended as set forth				s extended,	is not extend	1ed.		
Offer must acknowledge receipt of this amendment prio (a) By completing Items 8 and 15, and returning	-	fied in the solicitation or as amended by one off t; (b) By acknowledging receipt of this amendme		-	èr submitted;			
or (c) By separate letter or telegram which includes a re	ference to the solicitation a	and amendment numbers. FAILURE OF YOUR A	4 CKN	OWLEDGMENT				
RECEIVED AT THE PLACE DESIGNATED FOR TH REJECTION OF YOUR OFFER. If by virtue of this an					ter			
provided each telegram or letter makes reference to the	•			• •	,			
12. ACCOUNTING AND APPROPRIATION DA	ATA (If required)							
		O MODIFICATIONS OF CONTRACT						
A. THIS CHANGE ORDER IS ISSUED PURSU		T/ORDER NO. AS DESCRIBED IN IT				F		
CONTRACT ORDER NO. IN ITEM 10A.	and i to: (speeny a		11, 1			L		
		TO DEELECT THE ADMINISTRATIO			1 .			
X B. THE ABOVE NUMBERED CONTRACT/C office, appropriation date, etc.) SET FORT	H IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FA	VE CI R 43.	HANGES (such a .103(B).	as changes in	paying		
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and	authority)							
E. IMPORTANT: Contractor X is not,	is required to sig	n this document and return	cop	ies to the issuing	g office.			
		by UCE section bandings, including solid	-					
14. DESCRIPTION OF AMENDMENT/MODIFI where feasible.)	CATION (Organized	by UCF section headings, including solic	man	511/contract subj	ect matter			
Modification Control Number: wilks90081								
 The purpose of this modification is to add th 2007, it is mandated that all receiving reports 		· · · · · · · · · · · · · · · · · · ·				ld		
be initiated immediately.	ior contractual paym		. (.	<i>((())</i>). 000 01				
 When inputting invoices into WAWF, ensure station as HQ0105. 	e that you input the se	rvice acceptor DODACC as VV811VINB.	AISO	, insure that yo	u input the p	ay		
3. All other terms and conditions remain the sa	ime.							
Except as provided herein, all terms and conditions of the do	ocument referenced in Items	A or 10A, as heretofore changed, remains uncha	nged a	und in full force and	effect.			
15A. NAME AND TITLE OF SIGNER (Type or	15A. NAME AND TITLE OF SIGNER (Type or print) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)							
	(b) (6) / CONTRACTING OFFICER							
15B. CONTRACTOR/OFFEROR	TEL: 703 607-1127 D 16B. UNITED STATES OF AME	RICA	Email: (d) (6)	160	. DATE SIGNED			
1.D. CONTINICTORVOITEROR	15C. DATE SIGNEI	(b) (6)	uUA	L		DATE STORED		
(Signature of person authorized to sign)		BY (Signature of Contracting Of	ficer)	22	-Oct-2007		
EXCEPTION TO SF 30		30-105-04			NDARD FO	RM 30 (Rev. 10-83		
APPROVED BY OIRM 11-84		ested Record #FA-10-0134	NG		cribed by GS	A cord		
	Released b	y Army National Guard	Jar	B FOIA Readin nuary 5, 2011	(48 CFR) 5.	3.243		
	Page 72 of		Pa	ge 72 of 165				
SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been added by full text:

252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS (MAR 2007)

(a) Definitions. As used in this clause--

(1) Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using one of the electronic forms provided for in paragraph (b) of this clause.

(3) Payment request means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests using one of the following electronic forms:

(1) Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA). Information regarding WAWF-RA is available on the Internet at https://wawf.eb.mil.

(2) Web Invoicing System (WInS). Information regarding WInS is available on the Internet at https://ecweb.dfas.mil.

(3) American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats.

(i) Information regarding EDI formats is available on the Internet at http://www.X12.org.

(ii) EDI implementation guides are available on the Internet at http:// www.dod.mil/dfas/contractorpay/electroniccommerce.html.

(4) Another electronic form authorized by the Contracting Officer.

(c) The Contractor may submit a payment request in non-electronic form only when--

(1) DoD is unable to receive a payment request in electronic form; or

(2) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment.

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 73 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 73 of 165 (e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

(End of clause)

The following have been modified: ADDITIONAL INSTRUCTIONS

Contractor POC:

Name:	(b) (6)
Title:	Director of Contracts
Address:	1000 Market Street, Building One, Suite 102, Portsmouth, NH
	03801
Voice:	(703)752-4331
Fax:	(603)431-4332
Email:	(b) (6)
TIN:	02-0449966
CAGE:	1HHM9
DUNS:	78-720-8305

Contracting Officer's Representative (COR)



Contracting Contracting Officer (CO)

The CO for this order is listed below:

Name:	(b) (6)
Title:	Contracting Officer, Joint Staff
Address:	1411 Jefferson Davis Highway, Arlington, VA
	22202-3231
Voice:	(703) 607-1127
Fax:	(703) 607-1742
Email:	(b) (6)

1. Any questions on allowability of charges are to be directed to the Contracting Officer prior to commitment.

2. Any requirement which would increase the amount of the contract must be accomplished by the Contracting Officer through an issuance of a modification.

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 74 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 74 of 165

3. Payment Instructions:

Invoices should be process in accordance with to DFAR 252.232-7003 Electronic Submission of Payment Requests. Information regarding WAWF-RA is available on the Internet at <u>https://wawf.eb.mil</u>.

When inputting your invoicing in WAWF, use the following DODACC codes:

INSPECTOR DODACC: W81MNB SERVICE ACCEPTOR: W81MNB PAY OFFICE: HQ0105

(End of Summary of Changes)

AMENDMENT OF SOLICITA	ΙΟΛΤΙΟΝ ΟΕ CONTRACT	1. CON TRACT	ID CODE	PAGE OF PAGES	
AWENDWENT OF SOLICITA	ATTOM/WODIF	ICATION OF CONTRACT	S		1 3
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	1	5. PROJECTN	NO.(Ifapplicable)
02	30-Oct-2007	W81M N B72572000			
6. ISSUED BY CODE	W9133L	7. ADMINISTERED BY (If other than item 6)	CO	DE	
NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231		See Item 6			
8. NAME AND ADDRESS OF CONTRACTOR (DARE MIGHTY THINGS	(No., Street, County, S	state and Zip Code)	9A. AMENDM	ENT OF SOL	ICITATION NO.
(b) (6) 1000 MARKET STREET			9B. DATED (S	EE ITEM 11)
BLDG 1, SUITE 102 PORTSMOUTH NH 03801		_		CONTRACT	CORDER NO
		×	4 10A. MOD. OF W9133L-07-D-	0015-0002	ORDER NO.
			10B. DATED	SEE ITEM 1	.3)
CODE 1HHM9	FACILIT Y COD		21 000 2001		
		PPLIES TO AMENDMENTS OF SOLICT			
The above numbered solicitation is amended as set forth			is extended,	is not exten	ded.
Offer must acknowledge receipt of this amendment prio (a) By completing Items 8 and 15, and returning	-	fied in the solicitation or as amended by one of the t; (b) By acknowledging receipt of this amendment	-	Fer submitted:	
or (c) By separate letter or telegram which includes a re					
RECEIVED AT THE PLACE DESIGNATED FOR TH					
REJECTION OF YOUR OFFER. If by virtue of this an provided each telegram or letter makes reference to the s	•			iter,	
12. ACCOUNTING AND APPROPRIATION DA	ATA (If required)				
See Schedule					
		O MODIFICATIONS OF CONTRACTS/			
		T/ORDER NO. AS DESCRIBED IN ITEM			
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (specify a	unonty) The Changes set FORTH IT	N II EWI 14 ARE N	TADE IN TH	IE.
B. THE ABOVE NUMBERED CONTRACT/C office, appropriation date, etc.) SET FORT				as changes in	paying
X C. THIS SUPPLEMENTAL AGREEMENT IS			43.105(D).		
Changes, 10 USC 2304					
D. OTHER (Specify type of modification and	authority)				
E. IMPORTANT: Contractor is not,	X is required to sig	n this document and return 1 c	opies to the issuin	g office.	
14. DESCRIPTION OF AMENDMENT/MODIFI	CATION (Organized	by UCF section headings, including solicita	ation/contract subj	ect matter	
where feasible.) Modification Control Number: smitk90081	28				
1. The purpose of this modification is to adjust		LINS to provide for a revised method for	providing the ser	vices in the	
Performance Work Statement.		1	1 5		
2. See Summary of Changes that show s the	adjustment in the CLIN	Jamounts			
2. See Summary of Glanges that show s the		anounts.			
3. This is a no cost modification. All other terr	ms and conditions rer	nains the same.			
Except as provided herein, all terms and conditions of the do					
15A. NAME AND TITLE OF SIGNER (Type or	print)	16A. NAME AND TITLE OF CON b) (6)	I KAUTING OFFI	сек (Туре о	or print)
		TEL: 703 607-1127	Email: (b) (6)		<u> </u>
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI		CA	160	. DATE SIGNED
		_{BY} (b) (6)		31	-Oct-2007
(Signature of person authorized to sign)		(Signature of Contracting Offic			
EXCEPTION TO SF 30 APPROVED BY OIRM 11-84		80-105-04	STA	NDARD FO	RM 30 (Rev. 10-83)
		ested Record #FA-10-0134 y Army National Guard	NGB FOIA Readi January 5, 2011	ng Room Re R (48 CFR) 5	ècord 3.243

I VEICE	iseu	Dy I	
Page	76 c	of 16	65

January 5, 2011^R (48 CFR) 5 Page 76 of 165

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION B - SUPPLIES OR SERVICES AND PRICES

CLIN 0001

The pricing detail quantity has decreased by 323,472.00 from 323,472.00 to 0.00. The total cost of this line item has decreased by \$323,472.00 from \$323,472.00 to \$0.00.

CLIN 0002

The estimated/max cost has increased by \$323,472.00 from \$392,565.00 to \$716,037.00. The total cost of this line item has increased by \$323,472.00 from \$392,565.00 to \$716,037.00.

SECTION F - DELIVERIES OR PERFORMANCE

The following Delivery Schedule item for CLIN 0001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 28-SEP-2007 TO 30-JUN-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 28-SEP-2007 TO 30-JUN-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

SECTION G - CONTRACT ADMINISTRATION DATA

Accounting and Appropriation

Summary for the Payment Office

CLIN 0001:

AA: 97701003607718105504WHO59E0002512379NPYW81MNB725720009NPY37044220 (CIN W81MNB725720000001) was decreased by \$323,472.00 from \$323,472.00 to \$0.00

CLIN 0002:

AA: 97701003607718105504WHO59E0002512379NPYW81MNB725720009NPY37044220 (CIN W81MNB725720000002) was increased by \$323,472.00 from \$392,565.00 to \$716,037.00

(End of Summary of Changes)

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 78 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 78 of 165

AMENDMENT OF SOLICITA	ΙΟΔΤΙΟΝ ΟΓ ΟΟΝΤΡΑΟΤ		1. CONTRACTI	D CODE	PAGE OF PAGES	
				J		1 3
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.			5. PROJECTN	O.(Ifapplicable)
02	27-Nov-2007	W81M N B70382000				
6. ISSUED BY CODE	W9133L	7. ADMINISTERED BY (If other than item 6)		COE	ЭE	
NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231		See Item 6				
8. NAME AND ADDRESS OF CONTRACTOR (DARE MIGHTY THINGS	No., Street, County, S	ate and Zip Code)	94	A. AMENDME	ENT OF SOL	ICITATION NO.
(b) (6) 1000 MARKET STREET BLDG 1, SUITE 102			9E	B. DATED (SE	E ITEM 11)	
PORTSMOUTH NH 03801)A. MOD. OF /9133L-07-D-0		
)B. DATED(7-Aug-2007	SEE ITEM I	3)
CODE 1HHM9	FACILITY COD	DE THHIVE PPLIES TO AMENDMENTS OF SOLI	21	-		
The above numbered solicitation is amended as set forth			_	extended,	is not extend	led.
Offer must acknowledge receipt of this amendment prior				· _		
(a) By completing Items 8 and 15, and returning or (c) By separate letter or telegram which in cludes a re RECEIVED AT THE PLACE DESIGNATED FOR TH REJECTION OF YOUR OFFER. If by virtue of this am provided each telegram or letter makes reference to the s	copies of the amendmen ference to the solicitation a E RECEIPT OF OFFERS I endment you desire to chan	t; (b) By acknowledging receipt of this amendme and amendment numbers. FAILURE OF YOUR A PRIOR TO THE HOUR AND DATE SPECIFIEI age an offer already submitted, such change may h	ent on ea ACKNO DMAY H be made b	ch copy of the offi WLED GMENT T RESULTIN by telegram or let	IO BE	
12. ACCOUNTING AND APPROPRIATION DA		uzar, and is received prior to the oppoining near o	and dute .	openation		
See Schedule	(II required)					
13. THIS ITE		O MODIFICATIONS OF CONTRACT T/ORDER NO. AS DESCRIBED IN IT				
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify a	athority) THE CHANGES SET FORTH	IN ITH	EM 14 ARE M	IADE IN TH	E
X B. THE ABOVE NUMBERED CONTRACT/O office, appropriation date, etc.) SET FORT	RDER IS MODIFIED H IN ITEM 14, PURS	TO REFLECT THE ADMINISTRATI SUANT TO THE AUTHORITY OF FA	VE CHA R 43.1	ANGES (such a 03(B).	as changes in	paying
C. THIS SUPPLEMENTAL AGREEMENT IS	ENTERED INTO PU	RSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and a	authority)					
E. IMPORTANT: Contractor X is not,	is required to sig	n this document and return	copies	s to the issuing	office.	
 14. DESCRIPTION OF AMENDMENT/MODIFIE where feasible.) Modification Control Number: starra90083 A) The purpose of this modification is to rever properly. The existing CLIN 0001 has been z 	217 se the Unit Price and	Quantity amounts on the CLIN 0001, s		-		
B) This is a no cost modification and all other t	erms and conditions	remain the same.				
See Summary of Changes for details.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or		16A. NAME AND TITLE OF CC	_			r print)
	• /	(b) (6) / CONTRACTING OFFICE TEL: 703 607-1127	R	MAIL: (b) (6)	-	. /
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	$\begin{array}{c} 16B, UNITED STATES OF AMEBY (b) (6) \end{array}$	RICA			DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Of	ficer)			-Nov-2007
EXCEPTION TO SF 30	- 3	60-105-04	,			RM 30 (Rev. 10-83)
APPROVED BY OIRM 11-84		ested Record #FA-10-0134 y Army National Guard 165	NGB Janu Page	B FOIA Readin ary 5, 2011 e 79 of 165	cribed by GS 19 Room Re 1 (48 CFR) 53	cord 3.243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION B - SUPPLIES OR SERVICES AND PRICES

CLIN 0001

The unit price amount has decreased by \$2,559,490.00 from \$2,559,490.00 to \$0.00. The total cost of this line item has decreased by \$2,559,490.00 from \$2,559,490.00 to \$0.00.

CLIN 0003 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
0003		2,559,490	Dollars,	\$1.00	\$2,559,490.00		
			U.S.				
	ChalleNGe Program Train	ing - Labor					
	FFP	-					
	Base Period Labor - This is a FFP CLIN for non-personal services to perform						
	Training and Technical Assistance for the National Guard ChalleNGe Program in accordance with the attached Performance Work Statement.						
	FOB: Destination						
	PURCHASE REQUEST N	JUMBER: W81M	INB70382000				
	_						

NET AMT

\$2,559,490.00

\$2,559,490.00

ACRN AA CIN: W81MNB7038200010003

SECTION E - INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Sch	edule was added for	or CLIN 0003:	
INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

SECTION F - DELIVERIES OR PERFORMANCE

The following Delivery Schedule item has been added to CLIN 0003:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2007 TO 31-AUG-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

NGB FOIA Reading Room Record January 5, 2011 Page 80 of 165

SECTION G - CONTRACT ADMINISTRATION DATA

Accounting and Appropriation

Summary for the Payment Office

CLIN 0001:

AA: 97701003601718105504WH059E0002512379NPYW81MNB703820009NPY37044220 (CIN W81MNB70382000) was decreased by \$2,559,490.00 from \$2,559,490.00 to \$0.00

CLIN 0003: Funding on CLIN 0003 is initiated as follows:

ACRN: AA

CIN: W81MNB7038200010003

Acctng Data: 97701003601718105504WH059E0002512379NPYW81MNB703820009NPY37044220

Increase: \$2,559,490.00

Total: \$2,559,490.00

(End of Summary of Changes)

AMENDMENT OF SOLICITA	ΙΟΛΤΙΟΝ ΟΓ ΟΟΝΤΡΑΟΤ	1. CON TRACT	ID CODE	PAGE OF PAGES	
AMENDMENT OF SOLICITA		ICATION OF CONTRACT	S		1 8
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	•	5. PROJECTN	NO.(Ifapplicable)
P00001	29-Aug-2008				
6. ISSUED BY CODE	W9133L	7. ADMINISTERED BY (Ifother than item 6)	CO	DE	
NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY		See Item 6			
ARLINGTON VA 22202-3231					
8. NAME AND ADDRESS OF CONTRACTOR (DARE MIGHTY THINGS	No., Street, County, S	tate and Zip Code)	9A. AMENDM	ENT OF SOL	ICITATION NO.
1000 MARKET STREET			9B. DATED (S	EE ITEM 11)
BLDG 1, SUITE 102 PORTSMOUTH NH 03801				CONTRACT	CODDED NO
			X 10A. MOD. OF W9133L-07-D-		
	1		10B. DATED	(SEE ITEM 1	.3)
CODE 1HHM9	FACILITY COD	<u>e 1HHM9</u> Pplies to amendments of soli	X 17-Aug-2007		
The above numbered solicitation is amended as set forth			is extended,	is not exten	ded
Offer must acknowledge receipt of this amendment prio				15 Hot exten	
(a) By completing Items 8 and 15, and returning		; (b) By acknowledging receipt of this amendme		fer submitted;	
or (c) By separate letter or telegram which includes a re RECEIVED AT THE PLACE DESIGNATED FOR TH				TO BE	
REJECTION OF YOUR OFFER. If by virtue of this am				tter,	
provided each telegram or letter makes reference to the s	olicitation and this amend	ment, and is received prior to the opening hour a	nd date specified.		
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)				
		O MODIFICATIONS OF CONTRACT T/ORDER NO. AS DESCRIBED IN IT:			
A. THIS CHANGE ORDER IS ISSUED PURSU				ADE IN TH	ΙE
CONTRACT ORDER NO. IN ITEM 10A.				<u> </u>	
B. THE ABOVE NUMBERED CONTRACT/O office, appropriation date, etc.) SET FORT				as changes in	paying
C. THIS SUPPLEMENTAL AGREEMENT IS	ENTERED INTO PU	RSUANT TO AUTHORITY OF:			
X D. OTHER (Specify type of modification and a	authority)				
Contract Qause 52.217-9, Option to Extend t		act			
E. IMPORTANT: Contractor X is not,	is required to sign	h this document and return	copies to the issuin	g office.	
14. DESCRIPTION OF AMENDMENT/MODIFI	CATION (Organized	by UCF section headings, including solid	citation/contract subj	ect matter	
where feasible.) Modification Control Number: starra9008	1239				
A) The purpose of this modification is to exerc	ise Option Year 1. Th	ne Period of Performance is extended	to 31 August 2009.		
B) The government hereby evokes contract c	lause 52 217-9 to ex	tend the term of the contract to 31 Au	nust 2009 All rates	listed in the	
base contract and revised per this modificatio			5		
the contractor does release and forever disch			orm all liabilities, obl	igations and	
claims, w hatsoever, in law and in equity, unde	er and arising out of t	his modification.			
C) No other changes are made. See Summary	y of Changes for deta	ils.			
Except as provided herein, all terms and conditions of the do	cument referenced in Item9	A or 10A, as heretofore changed, remains uncha	nged and in full force and	l effect.	
15A. NAME AND TITLE OF SIGNER (Type or		16A. NAME AND TITLE OF CC	NTRACTING OFFI		or print)
		(b) (6) / CONTRACTING OF TEL: 703 607-2089	FICER EMAIL: (b) (6)		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	16B. UNITED STATES OF AME		160	. DATE SIGNED
		_{BY} (b) (6)		20	-Aug-2008
(Signature of person authorized to sign)		(Signature of Contracting Of	ficer)	23	
EXCEPTION TO SF 30 APPROVED BY OIRM 11-84	3	0-105-04	STA	ANDARD FO	RM 30 (Rev. 10-83)
ALLKOVED DI VINW 11-04		ested Record #FA-10-0134	NGB FOIA Readi January 5, 2011	ng Room Re	cord 3.243
	Released b Page 82 of	y Army National Guard 165	January 5, 2011 Page 82 of 165		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION B - SUPPLIES OR SERVICES AND PRICES

Global Changes

CLIN 0001 -- CLIN 9002 The CLIN type priced has been deleted.

CLIN 1001

The option status has changed from Option to Option Exercised.

CLIN 1002

The option status has changed from Option to Option Exercised.

SECTION F - DELIVERIES OR PERFORMANCE

The following Delivery Schedule item for CLIN 0002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2007 TO 31-AUG-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2007 TO 31-AUG-2008	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 1001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2008 TO 31-AUG-2009	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2008 TO 31-AUG-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 1002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2008 TO 31-AUG-2009	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2008 TO 31-AUG-2009	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 2001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2009 TO 31-AUG-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2009 TO 31-AUG-2010	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 2002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2009 TO 31-AUG-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC

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POP 01-SEP-2009 TO	N/A	N/A
31-AUG-2010		FOB: Destination

The following Delivery Schedule item for CLIN 3001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2010 TO 31-AUG-2011	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2010 TO 31-AUG-2011	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 3002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2010 TO 31-AUG-2011	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2010 TO 31-AUG-2011	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 4001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2011 TO 31-AUG-2012	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC

POP 01-SEP-2011 TO	N/A	N/A
31-AUG-2012		FOB: Destination

The following Delivery Schedule item for CLIN 4002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2011 TO 31-AUG-2012	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2011 TO 31-AUG-2012	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 5001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2012 TO 31-AUG-2013	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2012 TO 31-AUG-2013	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 5002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2012 TO 31-AUG-2013	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC

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POP 01-SEP-2012 TO	N/A	N/A
31-AUG-2013		FOB: Destination

The following Delivery Schedule item for CLIN 6001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2013 TO 31-AUG-2014	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2013 TO 31-AUG-2014	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 6002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2013 TO 31-AUG-2014	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2013 TO 31-AUG-2014	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 7001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2014 TO 31-AUG-2015	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC

POP 01-SEP-2014 TO	N/A	N/A
31-AUG-2015		FOB: Destination

The following Delivery Schedule item for CLIN 7002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2014 TO 31-AUG-2015	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2014 TO 31-AUG-2015	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 8001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2015 TO 31-AUG-2016	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2015 TO 31-AUG-2016	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 8002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2015 TO 31-AUG-2016	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
---------------	----------	-----------------	-----

POP 01-SEP-2015 TO	N/A	N/A
31-AUG-2016		FOB: Destination

The following Delivery Schedule item for CLIN 9001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2016 TO 31-AUG-2017	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2015 TO 31-AUG-2016	N/A	N/A FOB: Destination	

The following Delivery Schedule item for CLIN 9002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2016 TO 31-AUG-2017	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2015 TO 31-AUG-2016	N/A	N/A FOB: Destination	

(End of Summary of Changes)

					ORI	DER FO	R SUPPI	JES OR S	SERVI	CES			Р	AGE 1 OF	6
W9133L	MENTNO. -07-D-00		DER/		0003	IVERY ORDI 19133L	ER/ CALL NO.	(YYYYMMMI 2008 Aug 2	9 9	W81MN B8		TNO.	5. PR	LIORITY	
6. ISSUEI NGB-ZC-/ 1411 JEFI ARLINGT	AQ - W91: FERSON	DAVIS		, ,	DE V	9133L		DMINISTERE		her than i	6) CODE			ELIVERY FO	ATION
9. CONT NAME AND ADDRESS	DARE M (b) (6) 1000 MA	IIGHT ARKET , SUIT	STRE	NGS EET	E 1H	HM9		FACILITY	1HHM9	SEE 12.D Net 30	MAIL INVOICE	;		MARK IF BUSIN SMALL SMALL DISADVAN WOMEN-C TIN BL OCK	NTAGED
14. SHIP	TO SCHE	ĐU	LE	COD	E		DFAS DFAS VENE 8899	AYMENT WI INDIANAPOLI INDIANAPOLI INDIANAPOLI IOR PAY DEPT E 56TH ST. INAPOLIS IN 4	S-HQ0105 S 53800		CODE HQ01	05	P ID	MARK ALI ACKAGES A APERS WIT ENTIFIC ATI NUMBERS I O CKS 1 AN	AND IH IO N IN
16. TYPE	DEL IVE CAL L	RY/	х	This delivery	order/	call is issued of	on another Gove	mment agency or	r in accordan	e with and	subject to terms an	d conditions	s ofabove numb	ered contract.	
OF ORDER	PURCH.	ASE		ACCEPTA ORDER A	NCE.	ng on terms sp THE CON IAY PREVI	IOUSLY HAV	EREBY ACC	ISNOW M	IODIFIEL	REPRESENTE D, SUBJECT TC ME.	O BY THE ALL OF	E NUMBERE THE TERM	D PURCHA S	SE
🗌 If th		m ark	ed, su	pplier must	-	Acceptance DATA/LC		RE e following nu	mber of co		I YPED NAME	AND TIT	ΓLE	DATE SI (YYYYMM	
See S	Schedul 4 NO.	e		19. SCH	EDUL	E OF SUPP	PLIES/ SERVI	CES	OI	JANTIT RDERED/ CCEPTEI	21. UNIT	22. UNI I	F PRICE	23. AMO	DUNT
quantity or quantity ac 27a. QUA	dered, ind ccepted bel ANTITY	icate b ow qua IN C	y X. If untity o OL UN	rdered and e MN 20 HAS	e as er actu ncircle SBEE	al EMAIL: (b) (6	ED STATES OF 607-1260) (6)		CONT	(b) ((6) ORDERING OFFI		25. TOTAL 26. DIFFERENCE		56.00
	ECTED			RIZED GC	CO	NTRACT E	ND CONFOR		c. DATH	3 (MMDD)	d. PRINTED GOVERNME				RIZED
e. MAIL	ING ADI	ORES	S OF 2	AUTHORI	ZED (GOVERNMI	ENT REPRES	SENTATIVE	28. SHIP	NO.	29. DO VOUC		30. INITIALS		
f. TELEI 36. I cert				g. E-MA			payment.			RTIAL JAL MENT	32. PAID BY		33. AMOUN CORRECT I 34. CHECK		D
a. DATE (YYYYMM)		SI GN	ATUI	re and t	ITLE	OF CERTI	FYING OFFI	CER	PA	MPLETE RTIAL NAL			35. BILL O	FLADINGN	10.
37. RECE	LIVED A	Г	38.	RECEIVEI	O BY		39. DATE I		40.TOT.		41. S/R ACCC	UNT NO.	42. S/R VO	UCHER NO.	
DD Form	1155, C	DEC 2	001				FOIA Require Released b Page 90 of		1#FA-10-0 Nal ⁻ Guard	134 N IS OB SC	DLETE January	DIA Readi / 5, 2011) of 165	ng Room Re	ecord	

Section B - Supplies or Services and Prices

ITEM NO 1001	SUPPLIES/SERVICES ChalleNGe Program Train FFP Base Period Labor - This i Training and Technical As accordance with the Perfor FOB: Destination PURCHASE REQUEST N	s a FFP CLIN for sistance for the Na mance Work State	ational Guard C ement.		AMOUNT \$2,580,199.00
	ACRN AB CIN: W81MNB82412000			NET AMT	\$2,580,199.00 \$2,580,199.00
ITEM NO 1002	SUPPLIES/SERVICES Travel and Other Direct Co COST Base Period Travel. This i Costs for Training and Tec Program. FOB: Destination PURCHASE REQUEST N	is a cost reimbursa hnical Assistance	for the Nationa		AMOUNT \$1,553,957.00
	ACRN AC CIN: W81MNB82412000	1002		ESTIMATED COST	\$1,553,957.00 \$1,553,957.00

NGB FOIA Reading Room Record January 5, 2011 Page 91 of 165 Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLININSPECT AT1001Destination1002Destination

INSPECT BY Government Government ACCEPT AT Destination Destination ACCEPT BY Government Government Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
1001	POP 01-SEP-2008 TO 31-AUG-2009	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
1002	POP 01-SEP-2008 TO 31-AUG-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AB: 97801003607818105504WHO59E0002512379NPYW81MNB824120009NPY37044220 AMOUNT: \$2,580,199.00 CIN W81MNB82412000: \$2,580,199.00

AC: 97801003607818105504WHO59E0002512397NPYW81MNB824120009NPY37044220 AMOUNT: \$1,553,957.00 CIN W81MNB824120001002: \$1,553,957.00

CLAUSES INCORPORATED BY FULL TEXT

252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (MAR 2008)

(a) Definitions. As used in this clause--

(1) Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area WorkFlow (WAWF) or another electronic form authorized by the Contracting Officer.

(3) Payment request means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet at https://wawf.eb.mil/.

(c) The Contractor may submit a payment request and receiving report using other than WAWF only when--

(1) The Contracting Officer authorizes use of another electronic form. With such an authorization, the Contractor and the Contracting Officer shall agree to a plan, which shall include a timeline, specifying when the Contractor will transfer to WAWF;

(2) DoD is unable to receive a payment request or provide acceptance in electronic form;

(3) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment; or

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 94 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 94 of 165 (4) DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System).

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

(e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

(End of clause)

ADDITIONAL INFORMATION

1.	The Contractor POC is (b) (6)		at 703-752-4331 or (b) (6)
2.	The Contracting Officer is (b) (6)	at 703-607-1260, (b) (6)
3.	The COR is (b) (6)	at <mark>(b) (6)</mark>	, (703)607-0784.

4. The Contractor shall submit all invoices in Wide Area Work Flow, to the address listed in Block 15 of the DD Form 1155 and may provide an additional copy to the COR at the address listed below:

NGB-ZC-AY ATTN: (b) (6) 1411 Jefferson Davis Hwy, Arlington, VA 22202

				ORDER FO	OR SUPPI	LIES OR S	SERVIC	CES			Ρ.	AGE 1 OF	19
AGREEN W9133L	ACT/PURC MENTNO. 07-D-00			2. DELIVERY ORD		(<i>YYYYMMMD</i>) 2009 Jan 22	D)	W81MN B83		FNO.	5. PR	IORITY	
1411 JEF	d by Aq - W913 Ferson ['On VA 222	AVIS H		DE W9133L		DMINISTEREI		her than (5) CODE			ELIVERY FC DESTINA OTHER ee Schedule if	ATION
NAME AND	RACT OR DARE M (b) (6) 1000 MA S BLDG 1, PORTSM	GHTY RKET S SUITE	THINGS	DE 1HHM9		FACILITY	1HHM9	(SEE 12.D Net 30	DELIVER TO FOB YYYYMMDD) SC HEDULE ISCOUNT TERMS Days MAIL INVOICE			MARK IF BUSIN X SMALL SMALL DISADVAN WOMEN-0 IN BL OCK	NTAGED
14. SHIP SEE SCH N/A N/A AA N	IEDULE		COE	DE SCHED1	DFAS 8899 DEPT	AYMENT WI 5/HQ/VENDOR E. 56TH ST. . 3800 WAPOLIS IN 40	PAY-HQ010	DE BY	CODE HQ01	05		MARK ALL CKAGES A APERS WII ENTIFIC ATI NUMBERS II O CKS 1 AN	ND IH IO N N
16. TYPE	DELIVE CALL	RY/ X	This delivery	y order/call is issued	on another Gove	rnment agency or	in accordanc	e with and	subject to terms an	d conditions	ofabove numb	ered contract.	
🗌 If th		narked	ORDER A AND CON ACTOR , supplier mus	ANCE. THE CON SIT MAY PREA IDITIONS SET F t sign Acceptance TION DATA/L	AOUSLY HAV FORTH, AND SIGNATUI e and return th	VE BEEN OR I AGREES TO I RE	SNOW M PERFORM	ODIFIED THE SA	, SUBJECT TC	ALL OF	THE TERM	D FORCHAS	GNED
See \$	Sche dule M NO.	•	19. SCH	EDULE OF SUP.	PLIES/ SERVI	CES	OR	JANTITY DERED/ CEPTEI	21. UNIT	22. UNI T	PRICE	23. AMO	UNT
quantity or quantity ac 27 a. QUA	rdered, indi ccepted belo	cate by X w quant IN COL	overnment is san . If different, en ity ordered and e , UMN 20 HA RCEIVED	ne as TEL: 607 ter actual EMAIL: encircle. BY: D(6	7-1258 b)(6)		CONT	(b) ((O)		25. TOTAL 26. DIFFERENCE	\$214,412 s	2.00
b. signa	ATURE O	F AUT	HORIZED GO	CONTRACT E			c. DATE		d. PRINTED GOVERNME				IZED
e. MAIL	ING ADD	RESSO	OF AUTHORI	ZED GOVERNM	ENT REPRES	SENTATIVE	28. SHIP	NO.	29. DO VOUC		30. INITIALS		
	E b. \$	accour	nt is correct	AIL ADDRESS and proper fo		CER	31. PAY	MENT MPLETE RTIAL	32. PAID BY		CORRECT H		
37. RECE	EIVED AT	· .	38. RECEIVE	D BY	39. DATE I	(MDD)	40.TOTA CONT	AL AINERS	41. S/R ACCO			UCHER NO.	
DD Form	1155, DI	EC 200	1		FOIA Requ Released b Page 96 of		#FA-10-0 haliGuard	134 1 IS OB SC	^{DLETE} January	21A Readil 5, 2011 5 of 165	ng Room R€	ecord	

Section B - Supplies or Services and Prices

ITEM NO 1001	SUPPLIES/SERVICES	QUANTITY 214,412	UNIT Dollars, U.S.	UNIT PRICE \$1.00	AMOUNT \$214,412.00			
EXERCISED OPTION	TION FFP							
	Base Period Labor - This is a FFP CLIN for non-personal services to perform Training and Technical Assistance for the National Guard ChalleNGe Program in accordance with the Performance Work Statement. FOB: Destination PURCHASE REQUEST NUMBER: W81MNB83652000							
				NET AMT	\$214,412.00			

ACRN AA CIN: W81MNB836520001001 \$214,412.00

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN INSPECT AT 1001 Destination INSPECT BY Government ACCEPT AT Destination

ACCEPT BY Government

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 98 of 165 Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
1001	POP 22-JAN-2009 TO 31-AUG-2009	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

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ACCOUNTING AND APPROPRIATION DATA

AA: 97901003607918105504WHO59E0002512379NPYW81MNB836520009NPY37044220 AMOUNT: \$214,412.00 CIN W81MNB836520001001: \$214,412.00

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CLAUSES INCORPORATED BY REFERENCE

252.232-7003 Electronic Submission of Payment Requests and Receiving MAR 2008 Reports

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PERFORMANCE WORK STATEMENT

PERFORMANCE-BASED WORK STATEMENT FOR NATIONAL GUARD YOUTH CHALLENGE PROGRAM TRAINING & TECHNICAL ASSISTANCE

1.0 INTRODUCTION

The National Guard Youth Challe*NG*e Program (NGYCP) has a need for a program that provides participating Challe*NG*e staff with technical assistance and high quality learning opportunities and experiences from an International Association for Continuing Education and Training (IACET) accredited provider. The program must be student-centric, student-friendly, and appropriate to the distinctive circumstances of the Challe*NG*e staff member. Access to high-quality learning shall be classroom-based as well as via the Internet. This program will continue to build skills, knowledge, and networks of Challe*NG*e staff utilizing standardized national curriculum, as Challe*NG*e programs across the country seek to meet the particular needs of high school age atrisk youth.

2.0 BACKGROUND

Congress initially authorized the NGYCP in Section 1091 of the National Defense Authorization Act for Fiscal Year 1993. The Act provides for the Secretary of Defense acting through the Chief of the National Guard Bureau to conduct a National Guard Civilian Youth Opportunities Program (known as the NGYCP). The Act authorizes the Secretary to use the National Guard to provide military based training, including supervised work experience in community service and conservation projects, to civilian youth who cease to attend secondary school before graduating so as to improve the life skills and employment potential of such youth.

To carry out the Challe*NG*e program in a state, the Chief, National Guard Bureau enters into an agreement with the Governor of the State under which the Governor establishes, organizes, and administers the Program in the State. Currently, there are 32 programs in 26 States and Puerto Rico.

The first four years of the Challe*NG*e program were 100% federally funded. In Fiscal Year 1998, Congress adopted legislation (*US Code: Title 32, Section 509*) mandating state – federal cost sharing for the Challe*NG*e program. Currently the percentage of federal dollars allocated to each state program will not exceed 60% of the cost of operating the state Challe*NG*e program site during that year.

The mission of National Guard Youth Challe*NG*e Program is to intervene in the lives of at risk youth between the ages of 16 and 18 years and produce program graduates with the values, skills, education and self-discipline to succeed as adults. The program consists of eight core component areas that are used to foster the holistic growth of

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 102 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 102 of 165 participants. The component areas are: academic excellence, service to community, health and hygiene, job skills, leadership/followership, life coping skills, physical fitness, and responsible citizenship.

States agree to select program participants from applicants who meet the following eligibility standards:

- 16 –18 years of age at the time of entry into the program
- A high school dropout
- A volunteer

• A citizen or legal resident of the United States and the State in which the program is operated

- Unemployed.
- Not currently on parole or probation for anything other than juvenile status

offenses, not awaiting sentencing, and not under indictment, charged, or convicted of a felony.

• Free from use of illegal drugs or substances.

• Physically and mentally capable to participate in the program with reasonable accommodation for physical and other disabilities

The Challe*NG*e program is co-educational and consists of a five-month Residential Phase and a one-year Post –Residential Phase. The Residential Phase, which includes a two week Pre-Challe*NG*e Phase, is conducted in a quasi-military structured and disciplined environment. During this phase, the participants focus on the rigorous formal education and training program embodied in the eight core components with emphasis on development of the mind, body and personal values. Career opportunities are explored and personal goals and objectives are developed in action plans.

Each Challe*NG*e program annually identifies the maximum number of participants targeted for graduation. Federal and State resources are then allocated to the program based on that number. Current Challe*NG*e program states are listed below along with class graduation target numbers.

1. ALABAMA	200	17. MICHIGAN	200
2. ALASKA	250	18. MISSISSIPPI	400
3. ARIZONA	224	19. MONTANA	200
4. ARKANSAS	132	20. NEW JERSEY	200
5. CALIFORNIA	300	21. NEW MEXICO	200
6. FLORIDA	250	22. NORTH CAROLINA	220
7. GEORGIA (FG)	211	23. OKLAHOMA	250
8. GEORGIA (FS)	400	24. OREGON	200
9. HAWAII	200	25. PUERTO RICO	200
10. INDIANA	200	26. SOUTH CAROLINA (CO)	250
11. ILLINOIS	800	27. SOUTH CAROLINA (CL)	200
12. KENTUCKY	220	28.TEXAS	200
13. LOUISIANA (CB)	400	29.VIRGINIA	258

14. LOUISIANA (GL)	400	30. WISCONSIN	220
15. LOUISIANA (CM	250	31. WEST VIRGINIA	200
16. MARYLAND	200	32. WYOMING	200

The Post-Residential Phase is designed to provide graduates of the Residential Phase with on-going support from a mentor during the succeeding 12 months. The mentoring process actually begins during the Residential phase when cadets and prospective mentors undergo mentor training. Following the required training, each cadet is matched with a caring, responsible adult by the middle of the Residential Phase. The mentoring relationship begins at that point and continues for a period of one year following graduation.

During the Post-Residential Phase, cadets are required to become involved in placement activities that support achievement of their goals. These activities are identified as being placed in either a job, in school or college, in a training program, in military service, or participating in full-time volunteer service such as caring for an elderly or incapacitated family member. Key to program success is suitable, stable placement complimenting the cadets' attributes and goals.

2.1 NGYCP Training & Technical Assistance

The objective of the NGYCP Training and Technical Assistance Program (TTAP) is to equip Challe*NG*e program staff with the skills, knowledge, and networks necessary to intervene in and reclaim the lives of at-risk youth to produce program graduates with the values, skills, education and self-discipline necessary to succeed as adults.

(Note: Participant's travel to and from training events is not the responsibility of the TTAP contractor.)

2.2 Foundations

The foundations of the TTAP are those learning opportunities that provide a basis for and/or support all other trainings. The skills and knowledge transferred in these settings are foundational to the mission of the program.

2.2.a. Basic Course. A minimum of fourteen (14) five-day Basic Courses shall be provided for all staff members that work directly with youth. Each course shall accommodate up to 50 participants. All new staff members shall have the opportunity to attend a Basic Course within twelve months of hire. The course objectives are to execute strategies to enhance staff integration and demonstrate an increased understanding of the NGYCP and at-risk youth in general. Course content is IACET accredited and designed to positively impact overall program outcomes by providing skills, knowledge, and networks that staff may use to improve the cadet experience and enhance the organizational climate. Participants successfully completing the thirty-hour course shall earn 3 CEUs. The Basic Course will be delivered onsite of or within proximity of a Challe*NG*e

Program during scheduled program cycle breaks. Level 1 (reaction) and level 2 (testing) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.2.b. Instructor Training Course. The Instructor Training Course (ITC) will provide a minimum of twenty-four (24) hours of training for a select group of Challe*NG*e staff leaders to work effectively as adjunct instructors for the TTAP. This will be accomplished through and a minimum of four (4) one-hour distance learning modules as well as practical application and observation. Challe*NG*e staff leaders who are selected to serve as adjunct faculty shall complete the ITC at least one month prior to assisting in a course. Participants successfully completing the ITC shall earn 2.4 CEUs. Participant to instructor ratio for each course will not exceed 25:1.

2.2.c. New Program Task Force. The Challe*NG*e New Program Task Force supports new Challe*NG*e programs with targeted training and technical assistance that facilitates successful program launch and integration in the national Challe*NG*e community. The New Program Task Force shall be able to accommodate up to two new programs a year. It shall consist of:

- A two-day program start up workshop for up to 26 participants at a national training center, providing operational guidance for lead staff of programs preparing to start their first class within the following 6 months;
- An onsite Basic Course (see 2.2.a);
- A two-day post-graduation staff debrief summit;
- Four (4) distance learning components of one hour in length
- Six (6) program site visits, two days each
- A peer mentoring handbook providing guidance to senior directors assigned as mentors to new directors

This eighteen-month task force seeks to accelerate the maturation of programs through a cost-effective front-loaded investment.

2.2.d. CPI Instructor Certification Course. A minimum of two CPI instructor training courses shall be provided in the first year of the contract and one each year thereafter for instructor certification in Nonviolent Crisis Intervention. Each course shall be a four-day, twenty-four-hour training experience with a certified Crisis Prevention Institute (CPI) instructor and accommodate up to thirty participants in a facility meeting CPI requirements. Contractor will be expected to coordinate with CPI on the marketing and logistics of this training opportunity.

2.3 Functional Area Specific Training

Functional-specific courses are those learning opportunities designed for specific functional areas of expertise within Challe*NG*e, including Cadre, Counselors, Instructors, Post-Residential Staff, Recruiters, and Website Administrators.

2.3.a. Cadre Course. Six (6) five-day classroom based Cadre Courses will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.b. Counselors Course. One (1) five-day classroom based Counselors Course will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.c. Educators Course. One (1) five-day classroom based Educators Course will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.d. Post-Residential Course. Two (2) five-day classroom based Post-Residential Course will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.d. Recruiters Course. One (1) three-day classroom based Recruiters Course will be conducted annually, providing twenty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 2 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.e. Website Administrators Workshop. One (1) two-day classroom based workshop will be provided for Website Administrators annually, providing fifteen hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 1.5 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 25:1.

Each functional specific training opportunity shall feature speakers, cutting edge research, and best practices unearthed through internal benchmarking studies. Participants successfully completing each course or workshop shall receive 1 CEU for every 10 hours of training. All functional-specific courses will be held in a traditional classroom setting within a state of the art training center and be limited to 26 participants per course to ensure an optimal learning experience.

2.4 Leadership Training

Leadership Training provides opportunities for Directors, Supervisors, and other lead staff members to develop policy and strategy, network, enhance leadership skills, and share innovations to improve the performance of all programs.

2.4.a. Summer Program Directors Workshop. The Fall Challe*NG*e Program Director's Workshop is a three-day workshop for Program Directors held in the fall each year. This workshop must accommodate up to 50 Challe*NG*e Program Directors as well as other representatives from within the federal government. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. The fall workshop is held in a hotel or retreat setting selected annually by NGB. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.b. Winter Program Directors Workshop. The Spring Challe*NG*e Program Director's Workshop is a two-day workshop held annually in a hotel in the Washington, DC area for Program Directors. Event logistics for the spring workshop require five days of support as it must be coordinated with an annual USO Awards ceremony, NGYF banquet, and other events of interest to the Challe*NG*e program. This workshop must accommodate up to 50 Challe*NG*e Program Directors as well as other representatives from within the federal government. Hotel accommodations need to be available for up to 50 cadets and chaperones participating in the events of the week. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.c. Annual Workshop. The Challe*NG*e Annual Workshop is a four-day event for senior Challe*NG*e program staff, and must accommodate up to 400 participants. This event is held each year in early January during the program cycle break. The purpose of the workshop is to convene key Challe*NG*e staff from around the country, expose participants to new ideas and facilitate networking opportunities with program counterparts from other states. The contractor shall design, develop, and execute an event that will include no fewer than:

- Thirty-six (36) discrete 90-minute seminars (6 concurrent sessions, 6 training tracks) led by qualified subject matter experts selected by the contractor and approved by NGB,
- A minimum of two (2) functional planning opportunities of at least one (1) hour in length, providing a venue for participants to share innovative ideas and practices, learn from each other, and become inspired and equipped to make improvements to their programs. Food will be provided.
- A minimum of two (2) general/plenary sessions of at least one hour in length with at least 2 nationally recognized keynote speakers selected based on their ability to inspire conference participants in areas that align with the conference theme.
- Awards Banquet designed to be the capstone feature of this event, including a sit-down dinner, complete staging, an emcee with VIP speakers, and awards for high-performing programs and individual contributors.

The location for this event will be in a region designated by the COR. The venue will be suitable to support the workshop design, including state of the art A/V and training technology. All event planning, management, and logistics shall be provided by the contractor. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.d. New Directors Leadership Workshop. The New Directors Leadership Workshop is a two-day workshop providing twelve hours of training designed to impact overall program outcomes by providing new Challe*NG*e Program Directors with the fundamental skills, knowledge, and networks to ensure program leadership success. Each workshop shall incorporate peer-to-peer learning in the instructional design and accommodate up to 26 participants. This workshop will be offered once a year and held in a classroom setting at a state of the art national training center. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 2:1.
2.4.e. Supervisors Course. The Supervisors Course is a five-day course for Challe*NG*e staff members who hold or may move into supervisory roles. The course is designed to equip supervisors to effectively manage teams and programs while creating an environment that fosters staff development and operational success. This course shall be offered twice each year and held in a classroom setting at a state of the art national training center. Each course shall accommodate 25 participants. Participants successfully completing the course shall earn 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.5 Products

The TTAP will be required to develop and maintain stand-alone deliverables that serve to expand the skills, knowledge, and/or networks of Challe*NG*e staff.

2.5.a. Web-based Clearinghouse. The NGYCP website provides a gateway for applicants, parents, mentors, staff, stake-holders and the public to begin accessing information about Challe*NG*e. The contractor is required to maintain a public and private website for the Challe*NG*e program that includes:

- Public site. The top level of the website will include the national program description, photo galleries illustrating the components and phases of the program, news about the program, and statistics about results of the program, accessible to the public. A minimum of 5 news stories posted monthly and statistics updated annually.
- **State websites**. The contractors shall host all 32 Challe*NG*e program websites, including online applications, photo galleries, bulletin boards, and contact information. State websites must be launched a minimum of three months prior to the start of a new program.
- Staff only portal. A staff-only portal for event registration, photo galleries, news stories, resources, and bulletin boards to support nationwide communities of practice. A minimum of five news stories, one event-related photo gallery, and one resource knowledge object added each month. A monthly e-newsletter to all portal users serves as a digest of all monthly additions.

The contractor shall ensure that sufficient resources are provided to build and manage a website capable of handling 500,000 visits per month with a 99.5% uptime. Contractor shall maintain domain registration as well as all

templates, architecture, and design of website. The website must be operational within sixty (60) days of contract award.

The website must be hosted on a server located in a physically secure environment and secured by restricted access and must be redundant in power and Internet access, ensuring uptime across major power outages and periods of heavy Internet congestion.

2.5.b. Training Needs Assessment. The TTAP shall conduct an annual analysis to identify organizational training needs and publish findings and recommendations in a four-color document that is a minimum of twenty pages. Four briefings will be conducted for directors and COR each year to seek input, inform directors and NGB regarding findings and trends, and finally to distribute the document.

2.5.c. Course Catalog. A course catalog will be published annually within 3 months of the start of the new training year, no later than 1 June, detailing training opportunities available to all Challe*NG*e staff. This four-color document shall be a minimum of thirty-five pages. The production timeline for this product will include NGB review. It will include sufficient information for potential students to determine the suitability of a course for them; at minimum descriptions, dates, and locations for all training opportunities for Challe*NG*e staff from September through August of the training year. A minimum of six copies of the catalog will be distributed to each program, with additional copies available for stakeholders. It will also be made available online through the Challe*NG*e website staff only portal.

2.5.d. Operational and Training Tools. The TTAP will develop, produce, and maintain an inventory of operational and training tools for Challe*NG*e staff, including manuals and training kits for residential and post-residential Challe*NG*e staff, and for mentors and mentees. One new print product of at least twenty pages in length shall be produced each year. All operational and training tools in print form shall also be made available online through the Challe*NG*e website staff only portal. Production timelines for any operational and training tools will include NGB review.

2.5.e. Distance learning modules. Four (4) distance learning modules, onehour in length, per year shall be created and made available through the Challe*NG*e website staff only portal to further extend the learning available to staff. Distance learning modules will be capable of supporting synchronous and asynchronous learning, and self-directed or instructor-led training opportunities. They will be launched to meet market demands based on the annual training needs assessment findings. **2.5.f. Benchmarking Studies**. The TTAP will design and deliver a comprehensive benchmarking program to drive the development of training curriculum. The products developed through the benchmarking program include a minimum of two (2) white papers and description of ten promising practices per year (a minimum of five practices per study). The benchmarking study process includes two (2) summits per study, a two-day Summit Part I for subject matter experts and a half-day Summit Part II for program directors.

2.6 Support

The TTAP support includes back-office logistical services that ensure successful delivery of foundations, courses, seminars, and products.

2.6.a. Event Registration System. An online registration system accessible through the Challe*NG*e website staff only portal will be maintained for Challe*NG*e staff to register for courses. The registration system must be capable of producing CEU transcripts as well as participation reports as needed, including but not limited to: participant name, program, email address, courses attended, dates of attendance, CEUs acquired. must be operational within thirty (30) days of contract award.

2.6.b. Training Facility. The TTAP will maintain a fully-equipped state of the art national training facility within 1 hour drive of a major airport. The training facility will have multimedia capabilities, including DVD, overhead projector, internet connection, and videoconferencing, and the capacity to train up to 30 students per class. Capacity to cater in hot meals required.

2.6.c. IACET accreditation. Contractor shall maintain status as an IACET-authorized provider of CEUs, with the ability to comply with all audit requests.

2.6.d. Technical Assistance – Onsite Visits. No fewer than five (5) Challe*NG*e programs will receive an onsite visit of two days each year for customized one-on-one or small-group coaching on specific programmatic or technical issues. Post-trip reports shall provide details of onsite TA diagnosis and after action plans.

2.6.e. Technical Assistance – Call/Email Center. Technical assistance shall be provided via phone and email. All requests for information shall receive a response within one business day, with a capacity to respond to up to fifty issues per week. Asynchronous support shall be provided through the Challe*NG*e website staff only portal. A ninety-minute web-facilitated conference call for Website Administrators will be provided monthly as a proactive group TA

opportunity. All issues will be recorded in a TA database, which must be operational within thirty (30) days of contract award.

2.6.f. Contractor Briefings. Contractor shall prepare and deliver monthly written reports of performance toward contract requirements to the COR no later than the 6th business day of the month. Face-to-face briefings will occur quarterly.

2.7 Purpose of NGYCP Training & Technical Assistance Contract

The purpose of this contract is to equip Challe*NG*e leaders and staff with the skills, knowledge, and networks necessary to intervene effectively in the lives of at-risk youth and to produce responsible and productive citizens. This contract shall be awarded to a single prime contractor that shall be responsible for ensuring that all requirements of this Performance-Based Work Statement (PBWS) are satisfied.

2.8 Role of the Contractor

The Contractor shall serve as the overall provider and integrator of training and technical assistance opportunities and resources. The ability of the Contractor to assess, design, develop, deliver and evaluate high-quality training, whether classroom-based on online, will be vital to the success of the TTAP initiative.

ADDITIONAL INFORMATION

1.	The Contractor POC is (b) (6)	at 703-	-752-4331, and at (b) (b)	
2.	The Contracting Officer is (b) (5)	at 703-607-1258, and at (b) (6)	
3.	The COR is (b) (6)	at (703) 607-078	84, and at (b) (6)	

4. Any questions on allow ability of charges are to be directed to the Contracting Officer prior to commitment. Any requirement which would increase the amount of the contract must be accomplished by the Contracting Officer through an issuance of a modification.

5. Invoices will be submitted and processed through Wide Area Workflow-Receipt and Acceptance (WAWF-RA) in accordance with DFARS 252.232-7003, Electronic Submission of Payment Requests. Information regarding WAWF-RA is available on the internet at <u>https://wawf.eb.mil</u>.

WIDE AREA WORKFLOW INVOICE INSTRUCTIONS:

Contractor shall submit payment request using the following method(s) as mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.

Wide Area Workflow (WAWF) (see instructions below)

Web Invoicing System (WInS)(<u>https://ecweb.dfas.mil</u>)

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 112 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 112 of 165 American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (<u>http://www.X12.org</u> and <u>http://www.dfas.mil/ecedi</u>)

Other (please specify)_____

DFAS POC and Phone: DFAS INDIANAPOLIS, 888-332-7366

WAWF is the preferred method to electronically process vendor request for payment. This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at <u>https://wawf.eb.mil</u> and (ii) ensure an electronic business point of contact (POC) is designated in the Central Contractor Registration site at <u>http://www.ccr.gov</u> within ten (10) calendar days after award of this contract/order.

Questions concerning payments should be directed to the Defense Finance and Accounting Service (DFAS) Indianapolis at 888-332-7366. Please have your purchase order/contract number ready when calling about payments.

You can easily access payment and receipt information using the DFAS web site at <u>http://www.dfas.mil/contractorpay.html</u>. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.

The following codes and information will be required to assure successful flow of WAWF documents.

TYPE OF DOCUMENT	[Check the appropriate block]
Commercial Item Financing	3
Construction Invoice (Cont	ractor Only)
Invoice (Contractor Only)	
Invoice and Receiving Repo	ort (COMBO) or Supply
X Invoice as 2-in-1 (Services)	Only) Service
Performance Based Paymer	nt (Government Only)
Progress Payment (Governi	ment Only)
Cost Voucher (Government	Only)
Receiving Report (Governm	eent Only)
ISSUE BY DODAAC: W91331	

ADMIN BY DODAAC: W9133L

ACCEPT BY DODAAC: W81MNB

SHIP TO DODAAC: W9133L

LOCAL PROCESSING OFFICE DODDAC: N/A

PAYMENT OFFICE FISCAL STATION CODE: HQ0105

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AMENDMENT OF SOLICITA	ATION/MODIF	ICATION OF CONTRACT	•	1. CONTRACT	ID CODE	PAGE OF PAGE
		1		J		1 10
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.			5. PROJECTI	NO.(Ifapplicable)
01	23-Jan-2009	W81M N B83652000				
5. ISSUED BY CODE	W9133L	7. ADMINISTERED BY (Ifother than item 6)		COI	DE	
NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231		See Item 6				
3. NAME AND ADDRESS OF CONTRACTOR	(No., Street, County, S	State and Zip Code)	9	A. AMENDMI	ENT OF SOI	LICITATION NO
DARE MIGHTY THINGS (0) (6) 1000 MARKET STREET			9	B. DATED (S	EE ITEM 11)
BLDG 1, SUITE 102 PORTSMOUTH NH 03801			X	0A. MOD. OF W9133L-07-D-	CONTRAC 0015-0004	Γ/ORDER NO.
			1	0B. DATED (SEE ITEM	13)
CODE 1HHM9	FACILIT Y COD	DE 1HHM9	X	22-Jan-2009		
11.	THIS ITEM ONLY A	PPLIES TO AMENDMENTS OF SOLI	CITA	TIONS		
The above numbered solicitation is amended as set fort	h in Item 14. The hour and	date specified for receipt of Offer	is	s extended,	is not exten	ded.
or (c) By separate letter or telegram which includes a re RECEIVED AT THE PLACE DESIGNATED FOR TH REJECTION OF YOUR OFFER. If by virtue of this ar provided each telegram or letter makes reference to the 2. ACCOUNT ING AND APPROPRIATION DATION D	IE RECEIPT OF OFFERS I mendment you desire to cha solicitation and this amend	PRIOR TO THE HOUR AND DATE SPECIFIE nge an offer already submitted, such change may	D MAY be made	? RESULTIN e by telegramor let		
	(required)					
		O MODIFICATIONS OF CONTRACT T/ORDER NO. AS DESCRIBED IN IT				
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	JANT TO: (Specify a	uthority) THE CHANGES SET FORTH	IN II	TEM 14 ARE M	IADE IN TH	IE
C B. THE ABOVE NUMBERED CONTRACT/C office, appropriation date, etc.) SET FORT	TH IN ITEM 14, PUR	SUANT TO THE AUTHORITY OF FA	VE CH AR 43.	HANGES (such a 103(B).	as changes in	paying
C. THIS SUPPLEMENTAL AGREEMENT IS	SENTERED INTO PU	IRSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and	authority)					
. IMPORTANT: Contractor is not,	X is required to sig	n this document and return1	copi	es to the issuing	g office.	
 DESCRIPTION OF AMENDMENT/MODIFI where feasible.) Modification Control Number: senios9009 A. The purpose of this modification is to corre provided. Section 2.4.c w ill now state that for 	9385 ect the PWS. Section			-		e
B. All other terms and conditions remain unch	anged. See Summar	y of Changes.				
xcept as provided herein, all terms and conditions of the d	ocument referenced in Items	9A or 10A, as heretofore changed, remains uncha	inged a	nd in full force and	effect.	
5A. NAME AND TITLE OF SIGNER (Type or	print)	16A. NAME AND TITLE OF CC (6) (6) CONTRACT SPEC TEL: 607-1258	CIALIST	ACTING OFFIC	CER (Type o	or print)
5B. CONTRACTOR/OFFEROR	15C. DATE SIGNEI	D 16B. UNITED STATES OF AME			160	C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting O	fficer)		23	3-Jan-2009
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SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The following have been modified: <u>PERFORMANCE WORK STATEMENT</u> PERFORMANCE-BASED WORK STATEMENT FOR NATIONAL GUARD YOUTH CHALLENGE PROGRAM TRAINING & TECHNICAL ASSISTANCE

1.0 INTRODUCTION

The National Guard Youth Challe*NG*e Program (NGYCP) has a need for a program that provides participating Challe*NG*e staff with technical assistance and high quality learning opportunities and experiences from an International Association for Continuing Education and Training (IACET) accredited provider. The program must be student-centric, student-friendly, and appropriate to the distinctive circumstances of the Challe*NG*e staff member. Access to high-quality learning shall be classroom-based as well as via the Internet. This program will continue to build skills, knowledge, and networks of Challe*NG*e staff utilizing standardized national curriculum, as Challe*NG*e programs across the country seek to meet the particular needs of high school age at-risk youth.

2.0 BACKGROUND

Congress initially authorized the NGYCP in Section 1091 of the National Defense Authorization Act for Fiscal Year 1993. The Act provides for the Secretary of Defense acting through the Chief of the National Guard Bureau to conduct a National Guard Civilian Youth Opportunities Program (known as the NGYCP). The Act authorizes the Secretary to use the National Guard to provide military based training, including supervised work experience in community service and conservation projects, to civilian youth who cease to attend secondary school before graduating so as to improve the life skills and employment potential of such youth.

To carry out the Challe*NG*e program in a state, the Chief, National Guard Bureau enters into an agreement with the Governor of the State under which the Governor establishes, organizes, and administers the Program in the State. Currently, there are 32 programs in 26 States and Puerto Rico.

The first four years of the Challe*NG*e program were 100% federally funded. In Fiscal Year 1998, Congress adopted legislation (*US Code: Title 32, Section 509*) mandating state – federal cost sharing for the Challe*NG*e program. Currently the percentage of federal dollars allocated to each state program will not exceed 60% of the cost of operating the state Challe*NG*e program site during that year.

The mission of National Guard Youth Challe*NG*e Program is to intervene in the lives of at risk youth between the ages of 16 and 18 years and produce program graduates with the values, skills, education and self-discipline to succeed as adults. The program consists of eight core component areas that are used to foster the holistic growth of participants. The component areas are: academic excellence, service to community,

health and hygiene, job skills, leadership/followership, life coping skills, physical fitness, and responsible citizenship.

States agree to select program participants from applicants who meet the following eligibility standards:

- 16-18 years of age at the time of entry into the program
- A high school dropout
- A volunteer

operated

- A citizen or legal resident of the United States and the State in which the program is
- Unemployed.

• Not currently on parole or probation for anything other than juvenile status offenses, not awaiting sentencing, and not under indictment, charged, or convicted of a felony.

- Free from use of illegal drugs or substances.
- Physically and mentally capable to participate in the program with

reasonable accommodation for physical and other disabilities

The Challe*NG*e program is co-educational and consists of a five-month Residential Phase and a one-year Post –Residential Phase. The Residential Phase, which includes a two week Pre-Challe*NG*e Phase, is conducted in a quasi-military structured and disciplined environment. During this phase, the participants focus on the rigorous formal education and training program embodied in the eight core components with emphasis on development of the mind, body and personal values. Career opportunities are explored and personal goals and objectives are developed in action plans.

Each Challe*NG*e program annually identifies the maximum number of participants targeted for graduation. Federal and State resources are then allocated to the program based on that number. Current Challe*NG*e program states are listed below along with class graduation target numbers.

1. ALABAMA 2. ALASKA		200 250	17. MICHIGAN 18. MISSISSIPPI		200	400
3. ARIZONA		230	19. MONTANA		200	400
4. ARKANSAS	132	224	20. NEW JERSEY		200	
5. CALIFORNIA	300		21. NEW MEXICO		200	
	300					
6. FLORIDA		250	22. NORTH CAROLINA		220	
7. GEORGIA (FG)		211	23. OKLAHOMA			250
8. GEORGIA (FS)		400	24. OREGON		200	
9. HAWAII		200	25. PUERTO RICO			200
10. INDIANA		200	26. SOUTH CAROLINA	(CO)	250	
11. ILLINOIS		800	27. SOUTH CAROLINA	(CL)	200	
12. KENTUCKY	220		28.TEXAS		200	
13. LOUISIANA (CB)	400		29.VIRGINIA		258	
14. LOUISIANA (GL)	400		30. WISCONSIN		220	
15. LOUISIANA (CM	250		31. WEST VIRGINIA	200		
16. MARYLAND		200	32. WYOMING		200	

The Post-Residential Phase is designed to provide graduates of the Residential Phase with on-going support from a mentor during the succeeding 12 months. The mentoring process actually begins during the Residential phase when cadets and prospective mentors undergo mentor training. Following the required training, each cadet is matched with a caring, responsible adult by the middle of the Residential

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 117 of 165 Phase. The mentoring relationship begins at that point and continues for a period of one year following graduation.

During the Post-Residential Phase, cadets are required to become involved in placement activities that support achievement of their goals. These activities are identified as being placed in either a job, in school or college, in a training program, in military service, or participating in full-time volunteer service such as caring for an elderly or incapacitated family member. Key to program success is suitable, stable placement complimenting the cadets' attributes and goals.

2.1 NGYCP Training & Technical Assistance

The objective of the NGYCP Training and Technical Assistance Program (TTAP) is to equip Challe*NG*e program staff with the skills, knowledge, and networks necessary to intervene in and reclaim the lives of at-risk youth to produce program graduates with the values, skills, education and self-discipline necessary to succeed as adults.

(Note: Participant's travel to and from training events is not the responsibility of the TTAP contractor.)

2.2 Foundations

The foundations of the TTAP are those learning opportunities that provide a basis for and/or support all other trainings. The skills and knowledge transferred in these settings are foundational to the mission of the program.

2.2.a. Basic Course. A minimum of fourteen (10) five-day Basic Courses shall be provided for all staff members that work directly with youth. Each course shall accommodate up to 50 participants. All new staff members shall have the opportunity to attend a Basic Course within twelve months of hire. The course objectives are to execute strategies to enhance staff integration and demonstrate an increased understanding of the NGYCP and at-risk youth in general. Course content is IACET accredited and designed to positively impact overall program outcomes by providing skills, knowledge, and networks that staff may use to improve the cadet experience and enhance the organizational climate. Participants successfully completing the thirty-hour course shall earn 3 CEUs. The Basic Course will be delivered onsite of or within proximity of a Challe*NG*e Program during scheduled program cycle breaks. Level 1 (reaction) and level 2 (testing) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.2.b. Instructor Training Course. The Instructor Training Course (ITC) will provide a minimum of twenty-four (24) hours of training for a select group of Challe*NG*e staff leaders to work effectively as adjunct instructors for the TTAP. This will be accomplished through and a minimum of four (4) one-hour distance learning modules as well as practical application and observation. Challe*NG*e staff leaders who are selected to serve as adjunct faculty shall complete the ITC at least one month prior to assisting in a course. Participants successfully completing the ITC shall earn 2.4 CEUs. Participant to instructor ratio for each course will not exceed 25:1.

2.2.c. New Program Task Force. The Challe*NG*e New Program Task Force supports new Challe*NG*e programs with targeted training and technical assistance that facilitates successful program launch and integration in the national Challe*NG*e community. The New Program Task Force shall be able to accommodate up to two new programs a year. It shall consist of:

- A two-day program start up workshop for up to 26 participants at a national training center, providing operational guidance for lead staff of programs preparing to start their first class within the following 6 months;
- An onsite Basic Course (see 2.2.a);
- A two-day post-graduation staff debrief summit;
- Four (4) distance learning components of one hour in length

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- Six (6) program site visits, two days each
- A peer mentoring handbook providing guidance to senior directors assigned as mentors to new directors

This eighteen-month task force seeks to accelerate the maturation of programs through a costeffective front-loaded investment.

2.2.d. CPI Instructor Certification Course. A minimum of two CPI instructor training courses shall be provided in the first year of the contract and one each year thereafter for instructor certification in Nonviolent Crisis Intervention. Each course shall be a four-day, twenty-four-hour training experience with a certified Crisis Prevention Institute (CPI) instructor and accommodate up to thirty participants in a facility meeting CPI requirements. Contractor will be expected to coordinate with CPI on the marketing and logistics of this training opportunity.

2.3 Functional Area Specific Training

Functional-specific courses are those learning opportunities designed for specific functional areas of expertise within Challe*NG*e, including Cadre, Counselors, Instructors, Post-Residential Staff, Recruiters, and Website Administrators.

2.3.a. Cadre Course. Six (6) 3 day/2 day mix of in class and eLearning based Cadre Courses will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.b. Counselors Course. One (1) five-day classroom based Counselors Course will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.c. Educators Course. One (1) five-day classroom based Educators Course will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.d. Post-Residential Course. Two (2) five-day classroom based Post-Residential Course will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.d. Recruiters Course. One (1) three-day classroom based Recruiters Course will be conducted annually, providing twenty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 2 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 119 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 119 of 165 **2.3.e. Website Administrators Workshop.** One (1) two-day classroom based workshop will be provided for Website Administrators annually, providing fifteen hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 1.5 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 25:1.

Each functional specific training opportunity shall feature speakers, cutting edge research, and best practices unearthed through internal benchmarking studies. Participants successfully completing each course or workshop shall receive 1 CEU for every 10 hours of training. All functional-specific courses will be held in a traditional classroom setting within a state of the art training center and be limited to 26 participants per course to ensure an optimal learning experience.

2.4 Leadership Training

Leadership Training provides opportunities for Directors, Supervisors, and other lead staff members to develop policy and strategy, network, enhance leadership skills, and share innovations to improve the performance of all programs.

2.4.a. Summer Program Directors Workshop. The Fall Challe*NG*e Program Director's Workshop is a three-day workshop for Program Directors held in the fall each year. This workshop must accommodate up to 50 Challe*NG*e Program Directors as well as other representatives from within the federal government. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. The fall workshop is held in a hotel or retreat setting selected annually by NGB. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.b. Winter Program Directors Workshop. The Spring Challe*NG*e Program Director's Workshop is a two-day workshop held annually in a hotel in the Washington, DC area for Program Directors. Event logistics for the spring workshop require five days of support as it must be coordinated with an annual USO Awards ceremony, NGYF banquet, and other events of interest to the Challe*NG*e program. This workshop must accommodate up to 50 Challe*NG*e Program Directors as well as other representatives from within the federal government. Hotel accommodations need to be available for up to 50 cadets and chaperones participating in the events of the week. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.c. Annual Workshop. The Challe*NG*e Annual Workshop is a four-day event for senior Challe*NG*e program staff, and must accommodate up to 400 participants. This event is held each year in early January during the program cycle break. The purpose of the workshop is to convene key Challe*NG*e staff from around the country, expose participants to new ideas and facilitate networking opportunities with program counterparts from other states. The contractor shall design, develop, and execute an event that will include no fewer than:

- Thirty-six (36) discrete 90-minute seminars (6 concurrent sessions, 6 training tracks) led by qualified subject matter experts selected by the contractor and approved by NGB,
- A minimum of two (2) functional planning opportunities of at least one (1) hour in length, providing a venue for participants to share innovative ideas and practices, learn from each other, and become inspired and equipped to make improvements to their programs. Food will be provided.

- A minimum of two (2) general/plenary sessions of at least one hour in length with at least 2 nationally recognized keynote speakers selected based on their ability to inspire conference participants in areas that align with the conference theme.
- Awards Banquet designed to be the capstone feature of this event, including a sit-down dinner, complete staging, an emcee with VIP speakers, and awards for high-performing programs and individual contributors.

The location for this event will be in a region designated by the COR. The venue will be suitable to support the workshop design, including state of the art A/V and training technology. All event planning, management, and logistics shall be provided by the contractor. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.d. New Directors Leadership Workshop. The New Directors Leadership Workshop is a twoday workshop providing twelve hours of training designed to impact overall program outcomes by providing new Challe*NG*e Program Directors with the fundamental skills, knowledge, and networks to ensure program leadership success. Each workshop shall incorporate peer-to-peer learning in the instructional design and accommodate up to 26 participants. This workshop will be offered once a year and held in a classroom setting at a state of the art national training center. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 2:1.

2.4.e. Supervisors Course. The Supervisors Course is a five-day course for Challe*NG*e staff members who hold or may move into supervisory roles. The course is designed to equip supervisors to effectively manage teams and programs while creating an environment that fosters staff development and operational success. This course shall be offered twice each year and held in a classroom setting at a state of the art national training center. Each course shall earn 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.5 Products

The TTAP will be required to develop and maintain stand-alone deliverables that serve to expand the skills, knowledge, and/or networks of Challe*NG*e staff.

2.5.a. Web-based Clearinghouse. The NGYCP website provides a gateway for applicants, parents, mentors, staff, stake-holders and the public to begin accessing information about Challe*NG*e. The contractor is required to maintain a public and private website for the Challe*NG*e program that includes:

- Public site. The top level of the website will include the national program description, photo galleries illustrating the components and phases of the program, news about the program, and statistics about results of the program, accessible to the public. A minimum of 5 news stories posted monthly and statistics updated annually.
- State websites. The contractors shall host all 32 ChalleNGe program websites, including online applications, photo galleries, bulletin boards, and contact information. State websites must be launched a minimum of three months prior to the start of a new program.

Staff only portal. A staff-only portal for event registration, photo galleries, news stories, resources, and bulletin boards to support nationwide communities of practice. A minimum of five news stories, one event-related photo gallery, and one resource knowledge object added each month. A monthly e-newsletter to all portal users serves as a digest of all monthly additions.

The contractor shall ensure that sufficient resources are provided to build and manage a website capable of handling 500,000 visits per month with a 99.5% uptime. Contractor shall maintain domain registration as well as all templates, architecture, and design of website. The website must be operational within sixty (60) days of contract award.

The website must be hosted on a server located in a physically secure environment and secured by restricted access and must be redundant in power and Internet access, ensuring uptime across major power outages and periods of heavy Internet congestion.

2.5.b. Training Needs Assessment. The TTAP shall conduct an annual analysis to identify organizational training needs and publish findings and recommendations in a four-color document that is a minimum of twenty pages. Four briefings will be conducted for directors and COR each year to seek input, inform directors and NGB regarding findings and trends, and finally to distribute the document.

2.5.c. Course Catalog. A course catalog will be published annually within 3 months of the start of the new training year, no later than 1 June, detailing training opportunities available to all Challe*NG*e staff. This four-color document shall be a minimum of thirty-five pages. The production timeline for this product will include NGB review. It will include sufficient information for potential students to determine the suitability of a course for them; at minimum descriptions, dates, and locations for all training opportunities for Challe*NG*e staff from September through August of the training year. A minimum of six copies of the catalog will be distributed to each program, with additional copies available for stakeholders. It will also be made available online through the Challe*NG*e website staff only portal.

2.5.d. Operational and Training Tools. The TTAP will develop, produce, and maintain an inventory of operational and training tools for Challe*NG*e staff, including manuals and training kits for residential and post-residential Challe*NG*e staff, and for mentors and mentees. One new print product of at least twenty pages in length shall be produced each year. All operational and training tools in print form shall also be made available online through the Challe*NG*e website staff only portal. Production timelines for any operational and training tools will include NGB review.

2.5.e. Distance learning modules. Four (4) distance learning modules, one-hour in length, per year shall be created and made available through the Challe*NG*e website staff only portal to further extend the learning available to staff. Distance learning modules will be capable of supporting synchronous and asynchronous learning, and self-directed or instructor-led training opportunities. They will be launched to meet market demands based on the annual training needs assessment findings.

2.5.f. Benchmarking Studies. The TTAP will design and deliver a comprehensive benchmarking program to drive the development of training curriculum. The products developed through the benchmarking program include a minimum of two (2) white papers and description of ten promising practices per year (a minimum of five practices per study). The benchmarking study process includes two (2) summits per study, a two-day Summit Part I for subject matter experts and a half-day Summit Part II for program directors.

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2.6 Support

The TTAP support includes back-office logistical services that ensure successful delivery of foundations, courses, seminars, and products.

2.6.a. Event Registration System. An online registration system accessible through the Challe*NG*e website staff only portal will be maintained for Challe*NG*e staff to register for courses. The registration system must be capable of producing CEU transcripts as well as participation reports as needed, including but not limited to: participant name, program, email address, courses attended, dates of attendance, CEUs acquired. must be operational within thirty (30) days of contract award.

2.6.b. Training Facility. The TTAP will maintain a fully-equipped state of the art national training facility within 1 hour drive of a major airport. The training facility will have multimedia capabilities, including DVD, overhead projector, internet connection, and videoconferencing, and the capacity to train up to 30 students per class. Capacity to cater in hot meals required.

2.6.c. IACET accreditation. Contractor shall maintain status as an IACET-authorized provider of CEUs, with the ability to comply with all audit requests.

2.6.d. Technical Assistance – Onsite Visits. No fewer than five (5) Challe*NG*e programs will receive an onsite visit of two days each year for customized one-on-one or small-group coaching on specific programmatic or technical issues. Post-trip reports shall provide details of onsite TA diagnosis and after action plans.

2.6.e. Technical Assistance – Call/Email Center. Technical assistance shall be provided via phone and email. All requests for information shall receive a response within one business day, with a capacity to respond to up to fifty issues per week. Asynchronous support shall be provided through the Challe*NG*e website staff only portal. A ninety-minute web-facilitated conference call for Website Administrators will be provided monthly as a proactive group TA opportunity. All issues will be recorded in a TA database, which must be operational within thirty (30) days of contract award.

2.6.f. Contractor Briefings. Contractor shall prepare and deliver monthly written reports of performance toward contract requirements to the COR no later than the 6th business day of the month. Face-to-face briefings will occur quarterly.

2.7 Purpose of NGYCP Training & Technical Assistance Contract

The purpose of this contract is to equip Challe*NG*e leaders and staff with the skills, knowledge, and networks necessary to intervene effectively in the lives of at-risk youth and to produce responsible and productive citizens. This contract shall be awarded to a single prime contractor that shall be responsible for ensuring that all requirements of this Performance-Based Work Statement (PBWS) are satisfied.

2.8 Role of the Contractor

The Contractor shall serve as the overall provider and integrator of training and technical assistance opportunities and resources. The ability of the Contractor to assess, design, develop, deliver and evaluate high-quality training, whether classroom-based on online, will be vital to the success of the TTAP initiative.

(End of Summary of Changes)

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02	02-Feb-2009	W81M N B83652000				
6.ISSUED BY CODE	W9133L	7. ADMINISTERED BY (If other than item 6)		COL	DE	
NGB-ZC-AQ - W9133L						
1411 JEFFERSON DAVIS HWY		See Item 6				
ARLINGTON VA 22202-3231						
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PORTSMOUTH NH 03801			X 10	A. MOD. OF	CONTRACT	ORDER NO.
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or (c) By separate letter or telegram which includes a re						
RECEIVED AT THE PLACE DESIGNATED FOR TH						
REJECTION OF YOUR OFFER. If by virtue of this an provided each telegram or letter makes reference to the s	•			• •	ter,	
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A. THIS CHANGE ORDER IS ISSUED PURSU	ANT TO: (Specify au	thority) THE CHANGES SET FORTH	IN ITE	EM 14 ARE M	IADE IN TH	E
CONTRACT ORDER NO. IN ITEM 10A.						
X B. THE ABOVE NUMBERED CONTRACT/C	RDER ISMODIFIED	TO REFLECT THE ADMINISTRATIV	VE CHA	ANGES (such a	as changes in	paving
office, appropriation date, etc.) SET FORT	H IN ITEM 14, PURS	UANT TO THE AUTHORITY OF FA	R 43.10	03(B).	us entanges m	pujing
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D. OTHER (Specify type of modification and	autnority)					
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14. DESCRIPTION OF AMENDMENT/MODIFI where feasible.)	CATION (Organized)	by UCF section headings, including solic	tation	contract subje	ect matter	
Modification Control Number: senios9009	9421					
A. The purpose of this no cost modification is	to make administrativ	e corrections to the PWS.				
D. No other changes are made. See Summer	, of Changes					
B. No other changes are made. See Summar	y of Changes.					
Except as provided herein, all terms and conditions of the do	ocument referenced in Item9	A or 10A, as heretofore changed, remains unchan	nged and	l in full force and	effect.	
15A. NAME AND TITLE OF SIGNER (Type or	print)	16A. NAME AND TITLE OF CO	NTRA	CTING OFFIC	CER (Type o	r print)
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		TEL: 607-1258		Mail: (b) (6)	<u>і</u>	
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SECTION SF 30 BLOCK 14 CONTINUATION PAGE

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To carry out the Challe*NG*e program in a state, the Chief, National Guard Bureau enters into an agreement with the Governor of the State under which the Governor establishes, organizes, and administers the Program in the State. Currently, there are 32 programs in 26 States and Puerto Rico.

The first four years of the Challe*NG*e program were 100% federally funded. In Fiscal Year 1998, Congress adopted legislation (*US Code: Title 32, Section 509*) mandating state – federal cost sharing for the Challe*NG*e program. Currently the percentage of federal dollars allocated to each state program will not exceed 60% of the cost of operating the state Challe*NG*e program site during that year.

The mission of National Guard Youth Challe*NG*e Program is to intervene in the lives of at risk youth between the ages of 16 and 18 years and produce program graduates with the values, skills, education and self-discipline to succeed as adults. The program consists of eight core component areas that are used to foster the holistic growth of participants. The component areas are: academic excellence, service to community,

health and hygiene, job skills, leadership/followership, life coping skills, physical fitness, and responsible citizenship.

States agree to select program participants from applicants who meet the following eligibility standards:

- 16-18 years of age at the time of entry into the program
- A high school dropout
- A volunteer

operated

- A citizen or legal resident of the United States and the State in which the program is
- Unemployed.

• Not currently on parole or probation for anything other than juvenile status offenses, not awaiting sentencing, and not under indictment, charged, or convicted of a felony.

- Free from use of illegal drugs or substances.
- Physically and mentally capable to participate in the program with

reasonable accommodation for physical and other disabilities

The Challe*NG*e program is co-educational and consists of a five-month Residential Phase and a one-year Post –Residential Phase. The Residential Phase, which includes a two week Pre-Challe*NG*e Phase, is conducted in a quasi-military structured and disciplined environment. During this phase, the participants focus on the rigorous formal education and training program embodied in the eight core components with emphasis on development of the mind, body and personal values. Career opportunities are explored and personal goals and objectives are developed in action plans.

Each Challe*NG*e program annually identifies the maximum number of participants targeted for graduation. Federal and State resources are then allocated to the program based on that number. Current Challe*NG*e program states are listed below along with class graduation target numbers.

1. ALABAMA		200	17. MICHIGAN		200	
2. ALASKA		250	18. MISSISSIPPI			400
3. ARIZONA		224	19. MONTANA		200	
4. ARKANSAS	132		20. NEW JERSEY		200	
5. CALIFORNIA	300		21. NEW MEXICO		200	
6. FLORIDA		250	22. NORTH CAROLINA	4	220	
7. GEORGIA (FG)		211	23. OKLAHOMA			250
8. GEORGIA (FS)		400	24. OREGON		200	
9. HAWAII		200	25. PUERTO RICO			200
10. INDIANA		200	26. SOUTH CAROLINA	A (CO)	250	
11. ILLINOIS		800	27. SOUTH CAROLINA	A (CL)	200	
12. KENTUCKY	220		28.TEXAS		200	
13. LOUISIANA (CB)	400		29.VIRGINIA		258	
14. LOUISIANA (GL)	400		30. WISCONSIN		220	
15. LOUISIANA (CM	250		31. WEST VIRGINIA	200		
16. MARYLAND		200	32. WYOMING		200	

The Post-Residential Phase is designed to provide graduates of the Residential Phase with on-going support from a mentor during the succeeding 12 months. The mentoring process actually begins during the Residential phase when cadets and prospective mentors undergo mentor training. Following the required training, each cadet is matched with a caring, responsible adult by the middle of the Residential

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 127 of 165 Phase. The mentoring relationship begins at that point and continues for a period of one year following graduation.

During the Post-Residential Phase, cadets are required to become involved in placement activities that support achievement of their goals. These activities are identified as being placed in either a job, in school or college, in a training program, in military service, or participating in full-time volunteer service such as caring for an elderly or incapacitated family member. Key to program success is suitable, stable placement complimenting the cadets' attributes and goals.

2.1 NGYCP Training & Technical Assistance

The objective of the NGYCP Training and Technical Assistance Program (TTAP) is to equip Challe*NG*e program staff with the skills, knowledge, and networks necessary to intervene in and reclaim the lives of at-risk youth to produce program graduates with the values, skills, education and self-discipline necessary to succeed as adults.

(Note: Participant's travel to and from training events is not the responsibility of the TTAP contractor.)

2.2 Foundations

The foundations of the TTAP are those learning opportunities that provide a basis for and/or support all other trainings. The skills and knowledge transferred in these settings are foundational to the mission of the program. Training will be redesigned periodically to meet needs of NGB.

2.2.a. Basic Course. A minimum of ten (10) five-day classroom Basic Courses shall be provided for all staff members that work directly with youth. Each course shall accommodate up to 50 participants. All new staff members shall have the opportunity to attend a Basic Course within twelve months of hire. The course objectives are to execute strategies to enhance staff integration and demonstrate an increased understanding of the NGYCP and at-risk youth in general. Course content is IACET accredited and designed to positively impact overall program outcomes by providing skills, knowledge, and networks that staff may use to improve the cadet experience and enhance the organizational climate. Participants successfully completing the thirty-hour course shall earn 3 CEUs. The Basic Course will be delivered onsite of or within proximity of a Challe*NG*e Program during scheduled program cycle breaks. Level 1 (reaction) and level 2 (testing) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.2.b. Instructor Training Course. The Instructor Training Course (ITC) will provide a minimum of twenty-four (24) hours of training for a select group of Challe*NG*e staff leaders to work effectively as adjunct instructors for the TTAP. This will be accomplished through and a minimum of four (4) one-hour distance learning modules as well as practical application and observation. Challe*NG*e staff leaders who are selected to serve as adjunct faculty shall complete the ITC at least one month prior to assisting in a course. Participants successfully completing the ITC shall earn 2.4 CEUs. Participant to instructor ratio for each course will not exceed 25:1.

2.2.c. New Program Task Force. The Challe*NG*e New Program Task Force supports new Challe*NG*e programs with targeted training and technical assistance that facilitates successful program launch and integration in the national Challe*NG*e community. The New Program Task Force shall be able to accommodate up to two new programs a year. It shall consist of:

- A two-day program start up workshop for up to 26 participants at a national training center, providing operational guidance for lead staff of programs preparing to start their first class within the following 6 months;
- An onsite Basic Course (see 2.2.a);
- A two-day post-graduation staff debrief summit;
- Four (4) distance learning components of one hour in length

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- Six (6) program site visits, two days each
- A peer mentoring handbook providing guidance to senior directors assigned as mentors to new directors

This eighteen-month task force seeks to accelerate the maturation of programs through a costeffective front-loaded investment.

2.2.d. CPI Instructor Certification Course. A minimum of two CPI instructor training courses shall be provided in the first year of the contract and one each year thereafter for instructor certification in Nonviolent Crisis Intervention. Each course shall be a four-day, twenty-four-hour training experience with a certified Crisis Prevention Institute (CPI) instructor and accommodate up to thirty participants in a facility meeting CPI requirements. Contractor will be expected to coordinate with CPI on the marketing and logistics of this training opportunity.

2.3 Functional Area Specific Training

Functional-specific courses are those learning opportunities designed for specific functional areas of expertise within Challe*NG*e, including Cadre, Counselors, Instructors, Post-Residential Staff, Recruiters, and Website Administrators. Training will be redesigned periodically to meet needs of NGB.

2.3.a. Cadre Course. Six (6) 3 day/2 day mix of in class and eLearning based Cadre Courses will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.b. Counselors Course. One (1) five-day classroom based Counselors Course will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.c. Educators Course. One (1) five-day classroom based Educators Course will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.d. Post-Residential Course. Two (2) five-day classroom based Post-Residential Course will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.d. Recruiters Course. One (1) three-day classroom based Recruiters Course will be conducted annually, providing twenty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 2 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 129 of 165 NGB FOIA Reading Room Record January 5, 2011 Page 129 of 165 **2.3.e. Website Administrators Workshop.** One (1) two-day classroom based workshop will be provided for Website Administrators annually, providing fifteen hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 1.5 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 25:1.

Each functional specific training opportunity shall feature speakers, cutting edge research, and best practices unearthed through internal benchmarking studies. Participants successfully completing each course or workshop shall receive 1 CEU for every 10 hours of training. All functional-specific courses will be held in a traditional classroom setting within a state of the art training center and be limited to 26 participants per course to ensure an optimal learning experience.

2.4 Leadership Training

Leadership Training provides opportunities for Directors, Supervisors, and other lead staff members to develop policy and strategy, network, enhance leadership skills, and share innovations to improve the performance of all programs.

2.4.a. Summer Program Directors Workshop. The Fall Challe*NG*e Program Director's Workshop is a three-day workshop for Program Directors held in the fall each year. This workshop must accommodate up to 50 Challe*NG*e Program Directors as well as other representatives from within the federal government. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. The fall workshop is held in a hotel or retreat setting selected annually by NGB. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.b. Winter Program Directors Workshop. The Spring Challe*NG*e Program Director's Workshop is a two-day workshop held annually in a hotel in the Washington, DC area for Program Directors. Event logistics for the spring workshop require five days of support as it must be coordinated with an annual USO Awards ceremony, NGYF banquet, and other events of interest to the Challe*NG*e program. This workshop must accommodate up to 50 Challe*NG*e Program Directors as well as other representatives from within the federal government. Hotel accommodations need to be available for up to 50 cadets and chaperones participating in the events of the week. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.c. Annual Workshop. The Challe*NG*e Annual Workshop is a four-day event for senior Challe*NG*e program staff, and must accommodate up to 400 participants. This event is held each year in early January during the program cycle break. The purpose of the workshop is to convene key Challe*NG*e staff from around the country, expose participants to new ideas and facilitate networking opportunities with program counterparts from other states. The contractor shall design, develop, and execute an event that will include no fewer than:

- Thirty-six (36) discrete 90-minute seminars (6 concurrent sessions, 6 training tracks) led by qualified subject matter experts selected by the contractor and approved by NGB,
- A minimum of two (2) functional planning opportunities of at least one (1) hour in length, providing a venue for participants to share innovative ideas and practices, learn from each other, and become inspired and equipped to make improvements to their programs. Food will be provided.

- A minimum of two (2) general/plenary sessions of at least one hour in length with at least 2 nationally recognized keynote speakers selected based on their ability to inspire conference participants in areas that align with the conference theme.
- Awards Banquet designed to be the capstone feature of this event, including a sit-down dinner, complete staging, an emcee with VIP speakers, and awards for high-performing programs and individual contributors.

The location for this event will be in a region designated by the COR. The venue will be suitable to support the workshop design, including state of the art A/V and training technology. All event planning, management, and logistics shall be provided by the contractor. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.d. New Directors Leadership Workshop. The New Directors Leadership Workshop is a twoday workshop providing twelve hours of training designed to impact overall program outcomes by providing new Challe*NG*e Program Directors with the fundamental skills, knowledge, and networks to ensure program leadership success. Each workshop shall incorporate peer-to-peer learning in the instructional design and accommodate up to 26 participants. This workshop will be offered once a year and held in a classroom setting at a state of the art national training center. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 2:1.

2.4.e. Supervisors Course. The Supervisors Course is a five-day course for Challe*NG*e staff members who hold or may move into supervisory roles. The course is designed to equip supervisors to effectively manage teams and programs while creating an environment that fosters staff development and operational success. This course shall be offered twice each year and held in a classroom setting at a state of the art national training center. Each course shall earn 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.5 Products

The TTAP will be required to develop and maintain stand-alone deliverables that serve to expand the skills, knowledge, and/or networks of Challe*NG*e staff.

2.5.a. Web-based Clearinghouse. The NGYCP website provides a gateway for applicants, parents, mentors, staff, stake-holders and the public to begin accessing information about Challe*NG*e. The contractor is required to maintain a public and private website for the Challe*NG*e program that includes:

- Public site. The top level of the website will include the national program description, photo galleries illustrating the components and phases of the program, news about the program, and statistics about results of the program, accessible to the public. A minimum of 5 news stories posted monthly and statistics updated annually.
- State websites. The contractors shall host all 32 ChalleNGe program websites, including online applications, photo galleries, bulletin boards, and contact information. State websites must be launched a minimum of three months prior to the start of a new program.

Staff only portal. A staff-only portal for event registration, photo galleries, news stories, resources, and bulletin boards to support nationwide communities of practice. A minimum of five news stories, one event-related photo gallery, and one resource knowledge object added each month. A monthly e-newsletter to all portal users serves as a digest of all monthly additions.

The contractor shall ensure that sufficient resources are provided to build and manage a website capable of handling 500,000 visits per month with a 99.5% uptime. Contractor shall maintain domain registration as well as all templates, architecture, and design of website. The website must be operational within sixty (60) days of contract award.

The website must be hosted on a server located in a physically secure environment and secured by restricted access and must be redundant in power and Internet access, ensuring uptime across major power outages and periods of heavy Internet congestion.

2.5.b. Training Needs Assessment. The TTAP shall conduct an annual analysis to identify organizational training needs and publish findings and recommendations in a four-color document that is a minimum of twenty pages. Four briefings will be conducted for directors and COR each year to seek input, inform directors and NGB regarding findings and trends, and finally to distribute the document.

2.5.c. Course Catalog. A course catalog will be published annually within 3 months of the start of the new training year, no later than 1 June, detailing training opportunities available to all Challe*NG*e staff. This four-color document shall be a minimum of thirty-five pages. The production timeline for this product will include NGB review. It will include sufficient information for potential students to determine the suitability of a course for them; at minimum descriptions, dates, and locations for all training opportunities for Challe*NG*e staff from September through August of the training year. A minimum of six copies of the catalog will be distributed to each program, with additional copies available for stakeholders. It will also be made available online through the Challe*NG*e website staff only portal.

2.5.d. Operational and Training Tools. The TTAP will develop, produce, and maintain an inventory of operational and training tools for Challe*NG*e staff, including manuals and training kits for residential and post-residential Challe*NG*e staff, and for mentors and mentees. One new print product of at least twenty pages in length shall be produced each year. All operational and training tools in print form shall also be made available online through the Challe*NG*e website staff only portal. Production timelines for any operational and training tools will include NGB review.

2.5.e. Distance learning modules. Four (4) distance learning modules, one-hour in length, per year shall be created and made available through the Challe*NG*e website staff only portal to further extend the learning available to staff. Distance learning modules will be capable of supporting synchronous and asynchronous learning, and self-directed or instructor-led training opportunities. They will be launched to meet market demands based on the annual training needs assessment findings.

2.5.f. Benchmarking Studies. The TTAP will design and deliver a comprehensive benchmarking program to drive the development of training curriculum. The products developed through the benchmarking program include a minimum of two (2) white papers and description of ten promising practices per year (a minimum of five practices per study). The benchmarking study process includes two (2) summits per study, a two-day Summit Part I for subject matter experts and a half-day Summit Part II for program directors.

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2.6 Support

The TTAP support includes back-office logistical services that ensure successful delivery of foundations, courses, seminars, and products.

2.6.a. Event Registration System. An online registration system accessible through the Challe*NG*e website staff only portal will be maintained for Challe*NG*e staff to register for courses. The registration system must be capable of producing CEU transcripts as well as participation reports as needed, including but not limited to: participant name, program, email address, courses attended, dates of attendance, CEUs acquired. must be operational within thirty (30) days of contract award.

2.6.b. Training Facility. The TTAP will maintain a fully-equipped state of the art national training facility within 1 hour drive of a major airport. The training facility will have multimedia capabilities, including DVD, overhead projector, internet connection, and videoconferencing, and the capacity to train up to 30 students per class. Capacity to cater in hot meals required.

2.6.c. IACET accreditation. Contractor shall maintain status as an IACET-authorized provider of CEUs, with the ability to comply with all audit requests.

2.6.d. Technical Assistance – Onsite Visits. No fewer than five (5) Challe*NG*e programs will receive an onsite visit of two days each year for customized one-on-one or small-group coaching on specific programmatic or technical issues. Post-trip reports shall provide details of onsite TA diagnosis and after action plans.

2.6.e. Technical Assistance – Call/Email Center. Technical assistance shall be provided via phone and email. All requests for information shall receive a response within one business day, with a capacity to respond to up to fifty issues per week. Asynchronous support shall be provided through the Challe*NG*e website staff only portal. A ninety-minute web-facilitated conference call for Website Administrators will be provided monthly as a proactive group TA opportunity. All issues will be recorded in a TA database, which must be operational within thirty (30) days of contract award.

2.6.f. Contractor Briefings. Contractor shall prepare and deliver monthly written reports of performance toward contract requirements to the COR no later than the 6th business day of the month. Face-to-face briefings will occur quarterly.

2.7 Purpose of NGYCP Training & Technical Assistance Contract

The purpose of this contract is to equip Challe*NG*e leaders and staff with the skills, knowledge, and networks necessary to intervene effectively in the lives of at-risk youth and to produce responsible and productive citizens. This contract shall be awarded to a single prime contractor that shall be responsible for ensuring that all requirements of this Performance-Based Work Statement (PBWS) are satisfied.

2.8 Role of the Contractor

The Contractor shall serve as the overall provider and integrator of training and technical assistance opportunities and resources. The ability of the Contractor to assess, design, develop, deliver and evaluate high-quality training, whether classroom-based on online, will be vital to the success of the TTAP initiative.

(End of Summary of Changes)

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AMENDMENT OF SOLICITA	TION/MODIF	ΓΛΤΙΟΝ ΟΓ CONTRACT	1. CONTRA	ACTID CODE	PAGE OF	PAGES
AMENDMENT OF SOLICITA		ICATION OF CONTRACT		S	1	4
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECTI	NO.(Ifapplicat	ble)
P00002	31-Aug-2009					
6. ISSUED BY CODE	W9133L	7. ADMINISTERED BY (If other than item 6)		CODE		
NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231		See Item 6				
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, S	tate and Zip Code)	9A. AMEN	DMENT OF SOL	LICITATIO	NNO.
DARE MIGHTY THINGS (b) (6)		-		(SEE ITEM 11	\ \	
1000 MARKET STREET BLDG 1, SUITE 102			9D. DATEI	(SEE ITEM II)	
PORTSMOUTH NH 03801			X 10A. MOD. W9133L-0	OF CONTRAC -D-0015	T/ORDER N	√O.
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11. 1		PPLIESTO AMENDMENTS OF SOLI	CITATIONS			
The above numbered solicitation is amended as set forth	in Item 14. The hour and c	ate specified for receipt of Offer	is extended,	is not exten	ided.	
Offer must acknowledge receipt of this amendment prior	to the hour and date speci	fied in the solicitation or as amended by one oft	he following method	ls:		
(a) By completing Items 8 and 15, and returning	1	; (b) By acknowledging receipt of this amendme		· · · · · · · · · · · · · · · · · · ·		
or (c) By separate letter or telegramwhich includes a ref RECEIVED AT THE PLACE DESIGNATED FOR THI				ENT TO BE		
REJECTION OF YOUR OFFER. If by virtue of this am				or letter,		
provided each telegram or letter makes reference to the s	•			,		
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)					
		O MODIFICATIONS OF CONTRACT T/ORDER NO. AS DESCRIBED IN ITI				
A. THIS CHANGE ORDER IS ISSUED PURSU CONTRACT ORDER NO. IN ITEM 10A.	ANT TO: (Specify at	thority) THE CHANGES SET FORTH	IN ITEM 14 AF	E MADE IN TH	ΗE	
CONTRACT ORDER NO. IN ITEM IOA.						
B. THE ABOVE NUMBERED CONTRACT/O office, appropriation date, etc.) SET FORT				ich as changes ir	n paying	
\mathbf{x} C. THIS SUPPLEMENTAL AGREEMENT IS			K 45.105(D).			
52.217-9 Option to Extend the Term of the Co	ntract					
D. OTHER (Specify type of modification and a	uthority)					
E. IMPORTANT: Contractor X is not,	is required to sign	n this document and return	copies to the is	suing office.		
14. DESCRIPTION OF AMENDMENT/MODIFIC where feasible.) Modification Control Number: senios9009		by UCF section headings, including solic	titation/contract	subject matter		
A. Pursuant to FAR 52.217-9 Option to Extend	the Term of the Cont	ract, the purpose of this modification is	s to exercise Op	tion Period 2.		
B. Performance period is extended to 31 Augumodification are in effect starting 1 September		•	riod 2 and revis	ed per this		
C. No other changes are made. See Summary	of Changes.					
Except as provided herein, all terms and conditions of the do	cument referenced in Item9	A or 10A, as heretofore changed, remains uncha	nged and in full forc	and effect.		
15A. NAME AND TITLE OF SIGNER (Type or		16A. NAME AND TITLE OF CO	-		or print)	
	. /	(b) (6) / CONTRACT OFFICER TEL: 703-607-1127	EMAIL: (b) (6		1 /	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	(b) (6)	RICA		C. DATE SIG	
(Signature of person authorized to sign)		(Signature of Contracting Of	ficer)	3	1-Aug-2009	•
EXCEPTION TO SF 30	2	0-105-04		ST ANDARD FC)RM 30 (Res	v 10-83)
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		y Army National Guard	January 5, 20 Page 135 of 1	Prescribed by G ading Room Re FAR (48 CFR) 5 65	3.243	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION B - SUPPLIES OR SERVICES AND PRICES

CLIN 2001 The option status has changed from Option to Option Exercised.

CLIN 2002

The option status has changed from Option to Option Exercised.

The following have been added by full text: <u>RATES</u>

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Table 1 Dare Mighty Things Proposed Labor Rates, Base and Option Years 1 through 9 Solicitation W9133L-07-R-0035

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Principal	s	235.26	69	243.26	\$	251.53	÷	260.08	S	268.92		278.07	1	287.52	5	297.30	69	307.41	4	317.86
Director	69	137.74	49	142.42	\$	147.27	69	152.27	5	157.45		162.80	1	168.34	4	174.06	14	170.08	9	186.11
Program Manager II	\$	119.84	s:	123.91	-	128.13	1	132.48	5	136.99		141.65	-	146.46	4	151 44	9 4	156.50	• •	161.001
Principal Consultant	Ś	137.98	69	142.67	-	147.52	*	152.54	10	157.72		163.09	- 10	168.63	- 14	174 37	÷ 4	180.29	9 6	186.42
Senior Consultant	~	123.66	\$	127.86	\$	132.21	5	136.71	*	141.36		146.16	5	151.13		156.27	÷ 4	161 58		167.00
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Jumor Consultant	\$	76.41	\$	10.97	64	69.18	\$	84.47	-	87.34		90.31	-	93 38		96.56	9 9	00 84		PC EVI
rincipal Analyst	5	115.04	\$	118.95	-	123.00	÷	127.18	~	131.50		135.97	66	140.60	-	145 38	5 0	150.37	n P	56 42
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Sr Mgmt Spec	\$	61.98	-	64.09	~	66.27	\$	68.52	N I	70.85		73.26	-	75.75		CE XL	5 4	80.00	è v	12.20
Management Specialist	S	48.35	\$	49.99	\$	69.15	69	53.45	÷	55.27 \$		\$1.15	s,	59.09		61.10	1	63.18 \$		65.33

Additional information regarding DMT's GSA MOBIS schedule may be viewed at http://www.gsaelibrary.gsa.gov/ElibMain/ElibHome under schedule number GS-10F-0057M.

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SECTION F - DELIVERIES OR PERFORMANCE

The following Delivery Schedule item for CLIN 0001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2007 TO 31-AUG-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 01-SEP-2007 TO 31-AUG-2008	N/A	N/A FOB: Destination	

(End of Summary of Changes)

				ORDER F	OR SUPPI	JES OR S	SERVIC	CES			P	AGE 1 OF	15
AGREEN W9133L	ACT/PURC MENTNO. 07-D-00			2. DELIVERY OR 0005		(YYYYMMMD 2009 Sep 01	D) 	W81MN B92		TNO.	5. PR	IORITY	
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9. CONT NAME AND ADDRESS	DARE M (b) (6) 1000 MA S BLDG 1,	IGHTY RKET S SUITE	THINGS	DE 1HHM9		FACILITY	1HHM9	(SEE 12.D Net 30	ELIVER TO FOB YTYYMMMDD) SC HEDULE ISCOUNT TERMS Days MAIL INVOICE			IARK IF BUSIN SMALL SMALL DISADVAN WOMEN-0 IN BL OCK	NTAGED
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16. TYPE	DEL IVE CAL L	RY/ X	This deliver	y order/call is issue	d on another Gove	mment agency or	in accordanc	e with and	subject to terms an	d conditions	ofabove numb	ered contract.	
X If th		marked	ORDER A AND CON ACTOR	ANCE. THE CO AS IT MAY PRE NDITIONS SET	VIOUSLY HAV FORTH, AND SIGNATU Se and return th	VE BEEN OR I AGREES TO I RE	ISNOW M PERFORM	ODIFIED THE SA	, SUBJECT TO	ALL OF	THE TERM	D PURCHAS	GNED
See S	Schedule M NO.	9	19. SCH	IEDULE OF SUP	PPLIES/ SERVI	CES	OF	JANTITY DERED/ CEPTEI	21. UNIT	22. UNI T	PRI CE	23. AMO	UNT
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Section B - Supplies or Services and Prices

ITEM NO 2001 EXERCISED OPTION	SUPPLIES/SERVICES Labor - ChalleNGe Progra FFP Contractor shall provide no	-	UNIT Dollars, U.S.	UNIT PRICE \$1.00	AMOUNT \$2,883,723.00
	support of the National Gu Performance Work Statem FOB: Destination PURCHASE REQUEST N	ard ChalleNGe Pro ent.	ogram in acco		
				NET AMT	\$2,883,723.00
	ACRN AA CIN: W81MNB92102002	2001			\$2,883,723.00
ITEM NO 2002	SUPPLIES/SERVICES	QUANTITY	UNIT Dollars, U.S.	UNIT PRICE	AMOUNT \$1,327,838.97
EXERCISED OPTION	Travel and Other Direct Co COST	osts			
	This is a not to exceed, cost to perform the discrete eler accordance with the Joint 7	ments of the PWS			
	FOB: Destination				
	PURCHASE REQUEST N	UMBER: W81MI	NB92102002		
				ESTIMATED COST	\$1,327,838.97
	ACRN AB CIN: W81MNB92102002	2002			\$1,327,838.97

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INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
2001	POP 01-SEP-2009 TO 31-AUG-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
2002	POP 01-SEP-2009 TO 31-AUG-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

ACCOUNTING AND APPROPRIATION DATA

AA: 97901003601018105504WH05000002512379NPYW81MNB921020029NPY37044220 AMOUNT: \$2,883,723.00 CIN W81MNB921020022001: \$2,883,723.00

AB: 97901003601018105504WH050000021T2379NPYW81MNB921020029NPY37044220 AMOUNT: \$1,327,838.97 CIN W81MNB921020022002: \$1,327,838.97

PERFORMANCE WORK STATEMENT

1.0 INTRODUCTION

The National Guard Youth Challe*NG*e Program (NGYCP) has a need for a program that provides participating Challe*NG*e staff with technical assistance and high quality learning opportunities and experiences from an International Association for Continuing Education and Training (IACET) accredited provider. The program must be student-centric, student-friendly, and appropriate to the distinctive circumstances of the Challe*NG*e staff member. Access to high-quality learning shall be classroom-based as well as via the Internet. This program will continue to build skills, knowledge, and networks of Challe*NG*e staff utilizing standardized national curriculum, as Challe*NG*e programs across the country seek to meet the particular needs of high school age atrisk youth.

2.0 BACKGROUND

Congress initially authorized the NGYCP in Section 1091 of the National Defense Authorization Act for Fiscal Year 1993. The Act provides for the Secretary of Defense acting through the Chief of the National Guard Bureau to conduct a National Guard Civilian Youth Opportunities Program (known as the NGYCP). The Act authorizes the Secretary to use the National Guard to provide military based training, including supervised work experience in community service and conservation projects, to civilian youth who cease to attend secondary school before graduating so as to improve the life skills and employment potential of such youth.

To carry out the Challe*NG*e program in a state, the Chief, National Guard Bureau enters into an agreement with the Governor of the State under which the Governor establishes, organizes, and administers the Program in the State. Currently, there are 32 programs in 26 States and Puerto Rico.

The first four years of the Challe*NG*e program were 100% federally funded. In Fiscal Year 1998, Congress adopted legislation (*US Code: Title 32, Section 509*) mandating state – federal cost sharing for the Challe*NG*e program. Currently the percentage of federal dollars allocated to each state program will not exceed 60% of the cost of operating the state Challe*NG*e program site during that year.

The mission of National Guard Youth Challe*NG*e Program is to intervene in the lives of at risk youth between the ages of 16 and 18 years and produce program graduates with the values, skills, education and self-discipline to succeed as adults. The program consists of eight core component areas that are used to foster the holistic growth of participants. The component areas are: academic excellence, service to community, health and hygiene, job skills, leadership/followership, life coping skills, physical fitness, and responsible citizenship.

States agree to select program participants from applicants who meet the following eligibility standards:

- 16 –18 years of age at the time of entry into the program
- A high school dropout
- A volunteer
- A citizen or legal resident of the United States and the State in which the program is operated
 - Unemployed.

• Not currently on parole or probation for anything other than juvenile status offenses, not awaiting sentencing, and not under indictment, charged, or convicted of a felony.

- Free from use of illegal drugs or substances.
- Physically and mentally capable to participate in the program with

reasonable accommodation for physical and other disabilities

The Challe*NG*e program is co-educational and consists of a five-month Residential Phase and a one-year Post –Residential Phase. The Residential Phase, which includes a two week Pre-Challe*NG*e Phase, is conducted in a quasi-military structured and disciplined environment. During this phase, the participants focus on the rigorous formal education and training program embodied in the eight core components with emphasis on development of the mind, body and personal values. Career opportunities are explored and personal goals and objectives are developed in action plans.

Each Challe*NG*e program annually identifies the maximum number of participants targeted for graduation. Federal and State resources are then allocated to the program based on that number. Current Challe*NG*e program states are listed below along with class graduation target numbers.

1. ALABAMA	200	17. MICHIGAN	200
2. ALASKA 3. ARIZONA	250 224	18. MISSISSIPPI 19. MONTANA	400 200
4. ARKANSAS	132	20. NEW JERSEY	200
5. CALIFORNIA	300	21. NEW MEXICO	200
6. FLORIDA	250	22. NORTH CAROLINA	220
7. GEORGIA (FG)	211	23. OKLAHOMA	250
8. GEORGIA (FS)	400	24. OREGON	200
9. HAWAII	200	25. PUERTO RICO	200
10. INDIANA	200	26. SOUTH CAROLINA (CO)	250
11. ILLINOIS	800	27. SOUTH CAROLINA (CL)	200
12. KENTUCKY	220	28.TEXAS	200
13. LOUISIANA (CB)	400	29.VIRGINIA	258
14. LOUISIANA (GL)	400	30. WISCONSIN	220
15. LOUISIANA (CM	250	31. WEST VIRGINIA	200
16. MARYLAND	200	32. WYOMING	200

The Post-Residential Phase is designed to provide graduates of the Residential Phase with on-going support from a mentor during the succeeding 12 months. The mentoring process actually begins during the Residential phase when cadets and prospective mentors undergo mentor training. Following the required training, each cadet is matched with a caring, responsible adult by the middle of the Residential Phase. The mentoring relationship begins at that point and continues for a period of one year following graduation.

During the Post-Residential Phase, cadets are required to become involved in placement activities that support achievement of their goals. These activities are identified as being placed in either a job, in school or college, in a training program, in military service, or participating in full-time volunteer service such as caring for an elderly or incapacitated family member. Key to program success is suitable, stable placement complimenting the cadets' attributes and goals.

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2.1 NGYCP Training & Technical Assistance

The objective of the NGYCP Training and Technical Assistance Program (TTAP) is to equip Challe*NG*e program staff with the skills, knowledge, and networks necessary to intervene in and reclaim the lives of at-risk youth to produce program graduates with the values, skills, education and self-discipline necessary to succeed as adults.

(Note: Participant's travel to and from training events is not the responsibility of the TTAP contractor.)

2.2 Foundations

The foundations of the TTAP are those learning opportunities that provide a basis for and/or support all other trainings. The skills and knowledge transferred in these settings are foundational to the mission of the program. Training will be redesigned periodically to meet needs of NGB.

2.2.a. Basic Course. A minimum of ten (10) five-day classroom Basic Courses shall be provided for all staff members that work directly with youth. Each course shall accommodate up to 50 participants. All new staff members shall have the opportunity to attend a Basic Course within twelve months of hire. The course objectives are to execute strategies to enhance staff integration and demonstrate an increased understanding of the NGYCP and at-risk youth in general. Course content is IACET accredited and designed to positively impact overall program outcomes by providing skills, knowledge, and networks that staff may use to improve the cadet experience and enhance the organizational climate. Participants successfully completing the thirty-hour course shall earn 3 CEUs. The Basic Course will be delivered onsite of or within proximity of a Challe*NG*e Program during scheduled program cycle breaks. Level 1 (reaction) and level 2 (testing) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.2.b. Instructor Training Course. The Instructor Training Course (ITC) will provide a minimum of twenty-four (24) hours of training for a select group of Challe*NG*e staff leaders to work effectively as adjunct instructors for the TTAP. This will be accomplished through and a minimum of four (4) one-hour distance learning modules as well as practical application and observation. Challe*NG*e staff leaders who are selected to serve as adjunct faculty shall complete the ITC at least one month prior to assisting in a course. Participants successfully completing the ITC shall earn 2.4 CEUs. Participant to instructor ratio for each course will not exceed 25:1.

2.2.c. New Program Task Force. The Challe*NG*e New Program Task Force supports new Challe*NG*e programs with targeted training and technical assistance that facilitates successful program launch and integration in the

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national Challe*NG*e community. The New Program Task Force shall be able to accommodate up to two new programs a year. It shall consist of:

- A two-day program start up workshop for up to 26 participants at a national training center, providing operational guidance for lead staff of programs preparing to start their first class within the following 6 months;
- Two onsite Basic Courses (see 2.2.a);
- A two-day post-graduation staff debrief summit;
- Four (4) distance learning components of one hour in length
- Six (6) program site visits, two days each
- A peer mentoring handbook providing guidance to senior directors assigned as mentors to new directors

This eighteen-month task force seeks to accelerate the maturation of programs through a cost-effective front-loaded investment.

2.2.d. CPI Instructor Certification Course. One CPI instructor training course shall be provided in the first year of the contract and one each year thereafter for instructor certification in Nonviolent Crisis Intervention. The course shall be a four-day, twenty-four-hour training experience with a certified Crisis Prevention Institute (CPI) instructor and accommodate up to thirty participants in a facility meeting CPI requirements. Contractor will be expected to coordinate with CPI on the marketing and logistics of this training opportunity.

2.3 Functional Area Specific Training

Functional-specific courses are those learning opportunities designed for specific functional areas of expertise within Challe*NG*e, including Cadre, Counselors, Instructors, Post-Residential Staff, Recruiters, and Website Administrators. Training will be redesigned periodically to meet needs of NGB.

2.3.a. Cadre Course. Ten (10) 3 day/2 day mix of in class and eLearning based Cadre Courses will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.b. Counselors Course. Two (2) five-day classroom based Counselors Courses will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment)

evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.c. Educators Course. Two (2) five-day classroom based Educators Courses will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.d. Post-Residential Course. Three (3) five-day classroom based Post-Residential Courses will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.e. Recruiters Course. Two (2) three-day classroom based Recruiters Courses will be conducted annually, providing twenty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 2 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.f. Website Administrators Workshop. One (1) four -day classroom based workshop will be provided for Website Administrators annually, providing fifteen hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 1.5 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 25:1.

Each functional specific training opportunity shall feature speakers, cutting edge research, and best practices unearthed through internal benchmarking studies. Participants successfully completing each course or workshop shall receive 1 CEU for every 10 hours of training. All functional-specific courses will be held in a traditional classroom setting within a state of the art training center and be limited to 26 participants per course to ensure an optimal learning experience.

2.4 Leadership Training

Leadership Training provides opportunities for Directors, Supervisors, and other lead staff members to develop policy and strategy, network, enhance leadership skills, and share innovations to improve the performance of all programs.

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 146 of 165 **2.4.a. Winter Program Directors Workshop.** The Winter Challe*NG*e Program Director's Workshop is a two-day workshop held annually in a hotel in the Washington, DC area for Program Directors. Event logistics for the Winter workshop require five days of support as it must be coordinated with a NGYF banquet, and other events of interest to the Challe*NG*e program. This workshop must accommodate up to 50 Challe*NG*e Program Directors as well as other representatives from within the federal government. Hotel accommodations need to be available for up to 50 cadets and chaperones participating in the events of the week. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.b. Annual Workshop. The Challe*NG*e Annual Workshop is a four-day event for senior Challe*NG*e program staff, and must accommodate up to 400 participants. This event is held each year in June during the program cycle break. The purpose of the workshop is to convene key Challe*NG*e staff from around the country, expose participants to new ideas and facilitate planning opportunities with program counterparts from other states. It is also designed to address important policy matters and highlight innovative practices of particular interest to Directors. The contractor shall design, develop, and execute an event that will include no fewer than:

- Thirty-six (36) discrete 90-minute seminars (6 concurrent sessions, 6 training tracks) led by qualified subject matter experts selected by the contractor and approved by NGB,
- A minimum of two (2) functional planning opportunities of at least one (1) hour in length, providing a venue for participants to share innovative ideas and practices, learn from each other, and become inspired and equipped to make improvements to their programs. Food will be provided.
- A minimum of two (2) general/plenary sessions of at least one hour in length with at least 2 nationally recognized keynote speakers selected based on their ability to inspire conference participants in areas that align with the conference theme.

The location for this event will be in a region designated by the COR. The venue will be suitable to support the workshop design, including state of the art A/V and training technology. All event planning, management, and logistics shall be provided by the contractor. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.c. New Directors Leadership Workshop. The New Directors Leadership Workshop is a two-day workshop providing twelve hours of training designed to impact overall program outcomes by providing new Challe*NG*e Program Directors with the fundamental skills, knowledge, and networks to ensure program leadership success. Each workshop shall incorporate peer-to-peer learning in the instructional design and accommodate up to 26 participants. This workshop will be offered once a year and held in a classroom setting at a state of the art national training center. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 2:1.

2.4.d. Supervisors Course. The Supervisors Course is a five-day course for Challe*NG*e staff members who hold or may move into supervisory roles. The course is designed to equip supervisors to effectively manage teams and programs while creating an environment that fosters staff development and operational success. This course shall be offered three times each year and held in a classroom setting at a state of the art national training center. Each course shall accommodate 25 participants. Participants successfully completing the course shall earn 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.5 Products

The TTAP will be required to develop and maintain stand-alone deliverables that serve to expand the skills, knowledge, and/or networks of Challe*NG*e staff.

2.5.a. Web-based Clearinghouse. The NGYCP website provides a gateway for applicants, parents, mentors, staff, stake-holders and the public to begin accessing information about Challe*NG*e. The contractor is required to maintain a public and private website for the Challe*NG*e program that includes:

- **Public site.** The top level of the website will include the national program description, photo galleries illustrating the components and phases of the program, news about the program, and statistics about results of the program, accessible to the public. A minimum of 5 news stories posted monthly and statistics updated annually.
- **State websites**. The contractors shall host all 32 Challe*NG*e program websites, including online applications, photo galleries, bulletin boards, and contact information. State websites must be launched a minimum of three months prior to the start of a new program.

 Staff only portal. A staff-only portal for event registration, photo galleries, news stories, resources, and bulletin boards to support nationwide communities of practice. A minimum of five news stories, one event-related photo gallery, and one resource knowledge object added each month. A monthly e-newsletter to all portal users serves as a digest of all monthly additions.

The contractor shall ensure that sufficient resources are provided to build and manage a website capable of handling 500,000 visits per month with a 99.5% uptime. Contractor shall maintain domain registration as well as all templates, architecture, and design of website. The website must be operational within sixty (60) days of contract award.

The website must be hosted on a server located in a physically secure environment and secured by restricted access and must be redundant in power and Internet access, ensuring uptime across major power outages and periods of heavy Internet congestion.

2.5.b. Training Needs Assessment. The TTAP shall conduct an annual analysis to identify organizational training needs and publish findings and recommendations in a four-color document that is a minimum of twenty pages. Four briefings will be conducted for directors and COR each year to seek input, inform directors and NGB regarding findings and trends, and finally to distribute the document.

2.5.c. Course Catalog. A course catalog will be published annually within 3 months of the start of the new training year, no later than 1 June, detailing training opportunities available to all Challe*NG*e staff. This four-color document shall be a minimum of thirty-five pages. The production timeline for this product will include NGB review. It will include sufficient information for potential students to determine the suitability of a course for them; at minimum descriptions, dates, and locations for all training opportunities for Challe*NG*e staff from September through August of the training year. A minimum of six copies of the catalog will be distributed to each program, with additional copies available for stakeholders. It will also be made available online through the Challe*NG*e website staff only portal.

2.5.d. Operational and Training Tools. The TTAP will develop, produce, and maintain an inventory of operational and training tools for Challe*NG*e staff, including manuals and training kits for residential and post-residential Challe*NG*e staff, mentors and mentees, and for orientation efforts. One new print product of at least twenty pages in length shall be produced each year. All operational and training tools in print form shall also be made available online through the

Challe*NG*e website staff only portal. Production timelines for any operational and training tools will include NGB review.

2.5.e. Distance Learning Modules. Four (4) distance learning modules, onehour in length, per year shall be created and made available through the Challe*NG*e website staff only portal to further extend the learning available to staff. Distance learning modules will be capable of supporting synchronous and asynchronous learning, and self-directed or instructor-led training opportunities. They will be launched to meet market demands based on the annual training needs assessment findings and be incorporated in Post-Residential and Supervisors Redesign..

2.5.f. Doctrine **Studies**. The TTAP will design and deliver a comprehensive doctrine program to drive the development of training curriculum. The products developed through the doctrine program will include at a minimum three (3) doctrinal manuals. The doctrine study process includes two (2) summits per study, a two-day Summit Part I for subject matter experts and a half-day Summit Part II for program directors.

2.6 Support

The TTAP support includes back-office logistical services that ensure successful delivery of foundations, courses, seminars, and products.

2.6.a. Event Registration System. An online registration system accessible through the Challe*NG*e website staff only portal will be maintained for Challe*NG*e staff to register for courses. The registration system must be capable of producing CEU transcripts as well as participation reports as needed, including but not limited to: participant name, program, email address, courses attended, dates of attendance, CEUs acquired. must be operational within thirty (30) days of contract award.

2.6.b. Training Facility. The TTAP will maintain a fully-equipped state of the art national training facility within 1 hour drive of a major airport. The training facility will have multimedia capabilities, including DVD, overhead projector, internet connection, and videoconferencing, and the capacity to train up to 30 students per class. Capacity to cater in hot meals required.

2.6.c. IACET accreditation. Contractor shall maintain status as an IACET-authorized provider of CEUs, with the ability to comply with all audit requests.

2.6.d. Technical Assistance – Onsite Visits. Five (5) Challe*NG*e programs will receive an onsite visit of two days each year for customized one-on-one or small-

FOIA Requested Record #FA-10-0134 Released by Army National Guard Page 150 of 165 group coaching on specific programmatic or technical issues. Post-trip reports shall provide details of onsite TA diagnosis and after action plans.

2.6.e. Technical Assistance – Call/Email Center. Technical assistance shall be provided via phone and email. All requests for information shall receive a response within one business day, with a capacity to respond to up to fifty issues per week. Asynchronous support shall be provided through the Challe*NG*e website staff only portal. A ninety-minute web-facilitated conference call for Website Administrators will be provided monthly as a proactive group TA opportunity. All issues will be recorded in a TA database, which must be operational within thirty (30) days of contract award.

2.6.f. Contractor Briefings. Contractor shall prepare and deliver monthly written reports of performance toward contract requirements to the COR no later than the 6th business day of the month. Face-to-face briefings will occur quarterly.

2.7 Purpose of NGYCP Training & Technical Assistance Contract

The purpose of this contract is to equip Challe*NG*e leaders and staff with the skills, knowledge, and networks necessary to intervene effectively in the lives of at-risk youth and to produce responsible and productive citizens. This contract shall be awarded to a single prime contractor that shall be responsible for ensuring that all requirements of this Performance-Based Work Statement (PBWS) are satisfied.

2.8 Role of the Contractor

The Contractor shall serve as the overall provider and integrator of training and technical assistance opportunities and resources. The ability of the Contractor to assess, design, develop, deliver and evaluate high-quality training, whether classroom-based or online, will be vital to the success of the TTAP initiative. One Senior Analyst or Consultant from the Dare Mighty Things full time staff will be working on-site and full time at the National Guard Bureau, JP1, Arlington, VA. This individual will be working solely on Youth Challenge issues.

Additional Information

Key personnel are those employees considered to be full time staff.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

252.232-7003 Electronic Submission of Payment Requests and Receiving MAR 2008 Reports

ADDITIONAL INFORMATION	
1. The Contractor POC is (b) (6)	at(703)752-4331,&at <mark>(b)(6</mark>)
2. The Contracting Officer is (b) (6)	at (703) 607-1127 & at (b) (6)
3. The COR is (b) (6)	at (703) 607-2754, & at (b) (6)

Any questions on allow ability of charges are to be directed to the Contracting Officer prior to commitment. Any requirement which would increase the amount of the contract must be accomplished by the Contracting Officer through an issuance of a modification.

Invoices will be submitted and processed through Wide Area Workflow-Receipt and Acceptance (WAWF-RA) in accordance with DFARS 252.232-7003, Electronic Submission of Payment Requests. Information regarding WAWF-RA is available on the internet at <u>https://wawf.eb.mil</u>.

WIDE AREA WORKFLOW INVOICE INSTRUCTIONS:

Contractor shall submit payment request using the following method(s) as mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.

Wide Area Workflow (WAWF) (see instructions below)

Web Invoicing System (WInS)(<u>https://ecweb.dfas.mil</u>)

American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (<u>http://www.X12.org</u> and <u>http://www.dfas.mil/ecedi</u>)

Other (please specify)_____

DFAS POC and Phone: DFAS INDIANAPOLIS, 888-332-7366

WAWF is the preferred method to electronically process vendor request for payment. This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at <u>https://wawf.eb.mil</u> and (ii) ensure an electronic business point of contact (POC) is designated in the Central Contractor Registration site at <u>http://www.ccr.gov</u> within ten (10) calendar days after award of this contract/order.

Questions concerning payments should be directed to the Defense Finance and Accounting Service (DFAS) Indianapolis at 888-332-7366. Please have your purchase order/contract number ready when calling about payments.

You can easily access payment and receipt information using the DFAS web site at <u>http://www.dfas.mil/contractorpay.html</u>. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.

The following codes and information will be required to assure successful flow of WAWF documents.

TYPE OF DOCUMENT

[Check the appropriate block]

Commercial Item Financing

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Invoice (Contractor Only)

Invoice and Receiving Report (COMBO) or Supply

Invoice as 2-in-1 (Services Only) Service

Performance Based Payment (Government Only)

Progress Payment (Government Only)

Cost Voucher (Government Only)

Receiving Report (Government Only)

ISSUE BY DODAAC: W9133L

ADMIN BY DODAAC: W9133L

ACCEPT BY DODAAC: W81MNB

SHIP TO DODAAC: W9133L

LOCAL PROCESSING OFFICE DODDAC: N/A

PAYMENT OFFICE FISCAL STATION CODE: HQ0105

AMENDMENT OF SOLICITA	TION/MODIE	ΙΟΛΤΙΟΝ ΟΓ ΟΟΝΤΡΑΟΤ	•	1. CONTRACT	D CODE	PAGE OF PAGES	
AMENDMENT OF SOLICITA		ICATION OF CONTRACT		J		1 12	
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.			5. PROJECTNO.(Ifapplicable)		
01	12-Nov-2009	W81M N B92102002					
6. ISSUED BY CODE	W9133L	7. ADMINISTERED BY (Ifother than item 6)		COL	DE		
NGB-ZC-AQ - W9133L		See Item 6					
1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231							
8. NAME AND ADDRESS OF CONTRACTOR (No. Street County S	tate and Zin Code)		9A. AMENDM	ENT OF SOL	ICITATION NO.	
DARE MIGHTY THINGS	ito, sileet, county, s						
1000 MARKET STREET				10B. DATED (SEE ITEM 13)			
BLDG 1, SUITE 102 PORTSMOUTH NH 03801			~				
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CODE 1HHM9	FACILITY COD	E 1HHM9 PPLIES TO AMENDMENTS OF SOLI		01-Sep-2009			
The above numbered solicitation is amended as set forth				is extended,	is not extend	led	
Offer must acknowledge receipt of this amendment prior					IS not extend	ieu.	
(a) By completing Items 8 and 15, and returning		t; (b) By acknowledging receipt of this amendme		0	èr submitted;		
or (c) By separate letter or telegram which includes a ref	èrence to the solicitation a	nd amendment numbers. FAILURE OF YOUR	ACK	NOWLEDGMENT			
RECEIVED AT THE PLACE DESIGNATED FOR THI REJECTION OF YOUR OFFER. If by virtue of this am					ter.		
provided each telegram or letter makes reference to the s	•				,		
12. ACCOUNTING AND APPROPRIATION DA	TA (If required)						
		O MODIFICATIONS OF CONTRACT T/ORDER NO. AS DESCRIBED IN IT					
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CONTRACT ORDER NO. IN ITEM 10A.	inter ro. (speeny a					L	
		TO BEELECT THE ADMINISTRATION			1		
B. THE ABOVE NUMBERED CONTRACT/O office, appropriation date, etc.) SET FORT					as changes m	paying	
C. THIS SUPPLEMENTAL AGREEMENT IS	ENTERED INTO PU	RSUANT TO AUTHORITY OF:					
	(1) (1)						
X D. OTHER (Specify type of modification and a 10 USC 2304 C Mutual Agreement Betw een E							
E. IMPORTANT: Contractor is not,	X is required to sig	n this document and return	co	pies to the issuing	g office.		
		by UCE section headings including solid	ritat	ion/contract subj	ect matter		
 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) 							
Modification Control Number: senios9010171							
A. The purpose of this no cost modification is	to make w ithin scope	changes to section 2.3.c. of the PWS	S.				
		0					
B. All other terms and conditions remain the sa	ame. See Summary o	of Changes.					
Except as provided herein, all terms and conditions of the do	cument referenced in Item9	A or 10A, as heretofore changed, remains uncha	nged	and in full force and	effect.		
15A. NAME AND TITLE OF SIGNER (Type or	print)	16A. NAME AND TITLE OF CC	DNT	RACTING OFFIC	CER (Type o	r print)	
		(b) (6) / CONTRACT OFFICER TEL: 703-607-1127		EMAIL: (b) (6)			
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	Page 154 o	1 105	Р	age 154 of 165			

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION A - SOLICITATION/CONTRACT FORM The 'Payment will be made by' organization has changed from DFAS/HQ/VENDOR PAY-HQ0105 8899 E. 56TH ST. DEPT. 3800 INDIANAPOLIS IN 46249-3800 to DFAS-INDIANAPOLIS-HQ0105 DFAS INDIANAPOLIS VENDOR PAY DEPT 3800 8899 E. 56TH ST. INDIANAPOLIS IN 46249-3800

SECTION F - DELIVERIES OR PERFORMANCE

The following have been modified: <u>PERFORMANCE WORK STATEMENT</u>

1.0 INTRODUCTION

The National Guard Youth Challe*NG*e Program (NGYCP) has a need for a program that provides participating Challe*NG*e staff with technical assistance and high quality learning opportunities and experiences from an International Association for Continuing Education and Training (IACET) accredited provider. The program must be student-centric, student-friendly, and appropriate to the distinctive circumstances of the Challe*NG*e staff member. Access to high-quality learning shall be classroom-based as well as via the Internet. This program will continue to build skills, knowledge, and networks of Challe*NG*e staff utilizing standardized national curriculum, as Challe*NG*e programs across the country seek to meet the particular needs of high school age atrisk youth.

2.0 BACKGROUND

Congress initially authorized the NGYCP in Section 1091 of the National Defense Authorization Act for Fiscal Year 1993. The Act provides for the Secretary of Defense acting through the Chief of the National Guard Bureau to conduct a National Guard Civilian Youth Opportunities Program (known as the NGYCP). The Act authorizes the Secretary to use the National Guard to provide military based training, including supervised work experience in community service and conservation projects, to civilian youth who cease to attend secondary school before graduating so as to improve the life skills and employment potential of such youth.

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NGB FOIA Reading Room Record January 5, 2011 Page 155 of 165 To carry out the Challe*NG*e program in a state, the Chief, National Guard Bureau enters into an agreement with the Governor of the State under which the Governor establishes, organizes, and administers the Program in the State. Currently, there are 32 programs in 26 States and Puerto Rico.

The first four years of the Challe*NG*e program were 100% federally funded. In Fiscal Year 1998, Congress adopted legislation (*US Code: Title 32, Section 509*) mandating state – federal cost sharing for the Challe*NG*e program. Currently the percentage of federal dollars allocated to each state program will not exceed 60% of the cost of operating the state Challe*NG*e program site during that year.

The mission of National Guard Youth Challe*NG*e Program is to intervene in the lives of at risk youth between the ages of 16 and 18 years and produce program graduates with the values, skills, education and self-discipline to succeed as adults. The program consists of eight core component areas that are used to foster the holistic growth of participants. The component areas are: academic excellence, service to community, health and hygiene, job skills, leadership/followership, life coping skills, physical fitness, and responsible citizenship.

States agree to select program participants from applicants who meet the following eligibility standards:

- 16 –18 years of age at the time of entry into the program
- A high school dropout
- A volunteer

• A citizen or legal resident of the United States and the State in which the program is operated

• Unemployed.

• Not currently on parole or probation for anything other than juvenile status offenses, not awaiting sentencing, and not under indictment, charged, or convicted of a felony.

• Free from use of illegal drugs or substances.

• Physically and mentally capable to participate in the program with reasonable accommodation for physical and other disabilities

The Challe*NG*e program is co-educational and consists of a five-month Residential Phase and a one-year Post –Residential Phase. The Residential Phase, which includes a two week Pre-Challe*NG*e Phase, is conducted in a quasi-military structured and disciplined environment. During this phase, the participants focus on the rigorous formal education and training program embodied in the eight core components with emphasis on development of the mind, body and personal values. Career opportunities are explored and personal goals and objectives are developed in action plans.

Each Challe*NG*e program annually identifies the maximum number of participants targeted for graduation. Federal and State resources are then allocated to the program

based on that number. Current Challe*NG*e program states are listed below along with class graduation target numbers.

 ALABAMA ALASKA ARIZONA ARKANSAS CALIFORNIA FLORIDA GEORGIA (FG) GEORGIA (FS) HAWAII INDIANA ILLINOIS KENTUCKY LOUISIANA (CB) LOUISIANA (CM) 	200 250 224 132 300 250 211 400 200 800 220 400 400 250	 17. MICHIGAN 18. MISSISSIPPI 19. MONTANA 20. NEW JERSEY 21. NEW MEXICO 22. NORTH CAROLINA 23. OKLAHOMA 24. OREGON 25. PUERTO RICO 26. SOUTH CAROLINA (CO) 27. SOUTH CAROLINA (CC) 28.TEXAS 29.VIRGINIA 30. WISCONSIN 31. WEST VIRGINIA 	200 400 200 200 220 250 200 250 200 250 200 258 220 200
15. LOUISIANA (CM 16. MARYLAND	250 200	31. WEST VIRGINIA 32. WYOMING	200 200

The Post-Residential Phase is designed to provide graduates of the Residential Phase with on-going support from a mentor during the succeeding 12 months. The mentoring process actually begins during the Residential phase when cadets and prospective mentors undergo mentor training. Following the required training, each cadet is matched with a caring, responsible adult by the middle of the Residential Phase. The mentoring relationship begins at that point and continues for a period of one year following graduation.

During the Post-Residential Phase, cadets are required to become involved in placement activities that support achievement of their goals. These activities are identified as being placed in either a job, in school or college, in a training program, in military service, or participating in full-time volunteer service such as caring for an elderly or incapacitated family member. Key to program success is suitable, stable placement complimenting the cadets' attributes and goals.

2.1 NGYCP Training & Technical Assistance

The objective of the NGYCP Training and Technical Assistance Program (TTAP) is to equip Challe*NG*e program staff with the skills, knowledge, and networks necessary to intervene in and reclaim the lives of at-risk youth to produce program graduates with the values, skills, education and self-discipline necessary to succeed as adults.

(Note: Participant's travel to and from training events is not the responsibility of the TTAP contractor.)

2.2 Foundations

The foundations of the TTAP are those learning opportunities that provide a basis for and/or support all other trainings. The skills and knowledge transferred in these settings are foundational to the mission of the program. Training will be redesigned periodically to meet needs of NGB.

2.2.a. Basic Course. A minimum of ten (10) five-day classroom Basic Courses shall be provided for all staff members that work directly with youth. Each course shall accommodate up to 50 participants. All new staff members shall have the opportunity to attend a Basic Course within twelve months of hire. The course objectives are to execute strategies to enhance staff integration and demonstrate an increased understanding of the NGYCP and at-risk youth in general. Course content is IACET accredited and designed to positively impact overall program outcomes by providing skills, knowledge, and networks that staff may use to improve the cadet experience and enhance the organizational climate. Participants successfully completing the thirty-hour course shall earn 3 CEUs. The Basic Course will be delivered onsite of or within proximity of a Challe*NG*e Program during scheduled program cycle breaks. Level 1 (reaction) and level 2 (testing) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.2.b. Instructor Training Course. The Instructor Training Course (ITC) will provide a minimum of twenty-four (24) hours of training for a select group of Challe*NG*e staff leaders to work effectively as adjunct instructors for the TTAP. This will be accomplished through and a minimum of four (4) one-hour distance learning modules as well as practical application and observation. Challe*NG*e staff leaders who are selected to serve as adjunct faculty shall complete the ITC at least one month prior to assisting in a course. Participants successfully completing the ITC shall earn 2.4 CEUs. Participant to instructor ratio for each course will not exceed 25:1.

2.2.c. New Program Task Force. The Challe*NG*e New Program Task Force supports new Challe*NG*e programs with targeted training and technical assistance that facilitates successful program launch and integration in the national Challe*NG*e community. The New Program Task Force shall be able to accommodate up to two new programs a year. It shall consist of:

- A two-day program start up workshop for up to 26 participants at a national training center, providing operational guidance for lead staff of programs preparing to start their first class within the following 6 months;
- Two onsite Basic Courses (see 2.2.a);
- A two-day post-graduation staff debrief summit;
- Four (4) distance learning components of one hour in length
- Six (6) program site visits, two days each

• A peer mentoring handbook providing guidance to senior directors assigned as mentors to new directors

This eighteen-month task force seeks to accelerate the maturation of programs through a cost-effective front-loaded investment.

2.2.d. CPI Instructor Certification Course. One CPI instructor training course shall be provided in the first year of the contract and one each year thereafter for instructor certification in Nonviolent Crisis Intervention. The course shall be a four-day, twenty-four-hour training experience with a certified Crisis Prevention Institute (CPI) instructor and accommodate up to thirty participants in a facility meeting CPI requirements. Contractor will be expected to coordinate with CPI on the marketing and logistics of this training opportunity.

2.3 Functional Area Specific Training

Functional-specific courses are those learning opportunities designed for specific functional areas of expertise within Challe*NG*e, including Cadre, Counselors, Instructors, Post-Residential Staff, Recruiters, and Website Administrators. Training will be redesigned periodically to meet needs of NGB.

2.3.a. Cadre Course. Ten (10) 3 day/2 day mix of in class and eLearning based Cadre Courses will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.b. Counselors Course. Two (2) five-day classroom based Counselors Courses will be conducted annually, providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.c. Educators Course. Two (2) five-day classroom based Educators Courses will be conducted annually, providing thirty hours of training in IACETaccredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1. The subtask for the redesign of the Educator's course will be eliminated in exchange for providing NGB-AY with an on-site data analyst at no additional cost. Individual shall begin work on-site no later than 11 December 2009.

2.3.d. Post-Residential Course. Three (3) five-day classroom based Post-Residential Courses will be conducted annually, each providing thirty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.e. Recruiters Course. Two (2) three-day classroom based Recruiters Courses will be conducted annually, providing twenty hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 2 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.3.f. Website Administrators Workshop. One (1) four -day classroom based workshop will be provided for Website Administrators annually, providing fifteen hours of training in IACET-accredited curriculum and an opportunity for participants to obtain 1.5 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 25:1.

Each functional specific training opportunity shall feature speakers, cutting edge research, and best practices unearthed through internal benchmarking studies. Participants successfully completing each course or workshop shall receive 1 CEU for every 10 hours of training. All functional-specific courses will be held in a traditional classroom setting within a state of the art training center and be limited to 26 participants per course to ensure an optimal learning experience.

2.4 Leadership Training

Leadership Training provides opportunities for Directors, Supervisors, and other lead staff members to develop policy and strategy, network, enhance leadership skills, and share innovations to improve the performance of all programs.

2.4.a. Winter Program Directors Workshop. The Winter Challe*NG*e Program Director's Workshop is a two-day workshop held annually in a hotel in the Washington, DC area for Program Directors. Event logistics for the Winter workshop require five days of support as it must be coordinated with a NGYF banquet, and other events of interest to the Challe*NG*e program. This workshop

must accommodate up to 50 Challe*NG*e Program Directors as well as other representatives from within the federal government. Hotel accommodations need to be available for up to 50 cadets and chaperones participating in the events of the week. This workshop is designed to address important policy matters and highlight innovative practices of particular interest to Directors. In addition, the contractor shall secure a nationally known master trainer for each workshop. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.b. Annual Workshop. The Challe*NG*e Annual Workshop is a four-day event for senior Challe*NG*e program staff, and must accommodate up to 400 participants. This event is held each year in June during the program cycle break. The purpose of the workshop is to convene key Challe*NG*e staff from around the country, expose participants to new ideas and facilitate planning opportunities with program counterparts from other states. It is also designed to address important policy matters and highlight innovative practices of particular interest to Directors. The contractor shall design, develop, and execute an event that will include no fewer than:

- Thirty-six (36) discrete 90-minute seminars (6 concurrent sessions, 6 training tracks) led by qualified subject matter experts selected by the contractor and approved by NGB,
- A minimum of two (2) functional planning opportunities of at least one (1) hour in length, providing a venue for participants to share innovative ideas and practices, learn from each other, and become inspired and equipped to make improvements to their programs. Food will be provided.
- A minimum of two (2) general/plenary sessions of at least one hour in length with at least 2 nationally recognized keynote speakers selected based on their ability to inspire conference participants in areas that align with the conference theme.

The location for this event will be in a region designated by the COR. The venue will be suitable to support the workshop design, including state of the art A/V and training technology. All event planning, management, and logistics shall be provided by the contractor. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop

2.4.c. New Directors Leadership Workshop. The New Directors Leadership Workshop is a two-day workshop providing twelve hours of training designed to impact overall program outcomes by providing new Challe*NG*e Program Directors with the fundamental skills, knowledge, and networks to ensure program leadership success. Each workshop shall incorporate peer-to-peer learning in the instructional design and accommodate up to 26 participants. This

workshop will be offered once a year and held in a classroom setting at a state of the art national training center. A level 1 (reaction) evaluation will be conducted after each occurrence of this workshop. Participant to instructor ratio for each course will not exceed 2:1.

2.4.d. Supervisors Course. The Supervisors Course is a five-day course for Challe*NG*e staff members who hold or may move into supervisory roles. The course is designed to equip supervisors to effectively manage teams and programs while creating an environment that fosters staff development and operational success. This course shall be offered three times each year and held in a classroom setting at a state of the art national training center. Each course shall accommodate 25 participants. Participants successfully completing the course shall earn 3 CEUs. Level 1 (reaction), level 2 (testing), and level 3 (behavioral assessment) evaluations will be conducted for each occurrence of this course. Participant to instructor ratio for each course will not exceed 25:1.

2.5 Products

The TTAP will be required to develop and maintain stand-alone deliverables that serve to expand the skills, knowledge, and/or networks of Challe*NG*e staff.

2.5.a. Web-based Clearinghouse. The NGYCP website provides a gateway for applicants, parents, mentors, staff, stake-holders and the public to begin accessing information about Challe*NG*e. The contractor is required to maintain a public and private website for the Challe*NG*e program that includes:

- Public site. The top level of the website will include the national program description, photo galleries illustrating the components and phases of the program, news about the program, and statistics about results of the program, accessible to the public. A minimum of 5 news stories posted monthly and statistics updated annually.
- **State websites**. The contractors shall host all 32 Challe*NG*e program websites, including online applications, photo galleries, bulletin boards, and contact information. State websites must be launched a minimum of three months prior to the start of a new program.
- Staff only portal. A staff-only portal for event registration, photo galleries, news stories, resources, and bulletin boards to support nationwide communities of practice. A minimum of five news stories, one eventrelated photo gallery, and one resource knowledge object added each month. A monthly e-newsletter to all portal users serves as a digest of all monthly additions.

The contractor shall ensure that sufficient resources are provided to build and manage a website capable of handling 500,000 visits per month with a 99.5% uptime. Contractor shall maintain domain registration as well as all templates, architecture, and design of website. The website must be operational within sixty (60) days of contract award.

The website must be hosted on a server located in a physically secure environment and secured by restricted access and must be redundant in power and Internet access, ensuring uptime across major power outages and periods of heavy Internet congestion.

2.5.b. Training Needs Assessment. The TTAP shall conduct an annual analysis to identify organizational training needs and publish findings and recommendations in a four-color document that is a minimum of twenty pages. Four briefings will be conducted for directors and COR each year to seek input, inform directors and NGB regarding findings and trends, and finally to distribute the document.

2.5.c. Course Catalog. A course catalog will be published annually within 3 months of the start of the new training year, no later than 1 June, detailing training opportunities available to all Challe*NG*e staff. This four-color document shall be a minimum of thirty-five pages. The production timeline for this product will include NGB review. It will include sufficient information for potential students to determine the suitability of a course for them; at minimum descriptions, dates, and locations for all training opportunities for Challe*NG*e staff from September through August of the training year. A minimum of six copies of the catalog will be distributed to each program, with additional copies available for stakeholders. It will also be made available online through the Challe*NG*e website staff only portal.

2.5.d. Operational and Training Tools. The TTAP will develop, produce, and maintain an inventory of operational and training tools for Challe*NG*e staff, including manuals and training kits for residential and post-residential Challe*NG*e staff, mentors and mentees, and for orientation efforts. One new print product of at least twenty pages in length shall be produced each year. All operational and training tools in print form shall also be made available online through the Challe*NG*e website staff only portal. Production timelines for any operational and training tools will include NGB review.

2.5.e. Distance Learning Modules. Four (4) distance learning modules, one-hour in length, per year shall be created and made available through the Challe*NG*e website staff only portal to further extend the learning available to staff. Distance learning modules will be capable of supporting synchronous and asynchronous learning, and self-directed or instructor-led training opportunities. They will be launched to meet market demands based on the annual training

needs assessment findings and be incorporated in Post-Residential and Supervisors Redesign..

2.5.f. Doctrine **Studies**. The TTAP will design and deliver a comprehensive doctrine program to drive the development of training curriculum. The products developed through the doctrine program will include at a minimum three (3) doctrinal manuals. The doctrine study process includes two (2) summits per study, a two-day Summit Part I for subject matter experts and a half-day Summit Part II for program directors.

2.6 Support

The TTAP support includes back-office logistical services that ensure successful delivery of foundations, courses, seminars, and products.

2.6.a. Event Registration System. An online registration system accessible through the Challe*NG*e website staff only portal will be maintained for Challe*NG*e staff to register for courses. The registration system must be capable of producing CEU transcripts as well as participation reports as needed, including but not limited to: participant name, program, email address, courses attended, dates of attendance, CEUs acquired. must be operational within thirty (30) days of contract award.

2.6.b. Training Facility. The TTAP will maintain a fully-equipped state of the art national training facility within 1 hour drive of a major airport. The training facility will have multimedia capabilities, including DVD, overhead projector, internet connection, and videoconferencing, and the capacity to train up to 30 students per class. Capacity to cater in hot meals required.

2.6.c. IACET accreditation. Contractor shall maintain status as an IACET-authorized provider of CEUs, with the ability to comply with all audit requests.

2.6.d. Technical Assistance – Onsite Visits. Five (5) Challe*NG*e programs will receive an onsite visit of two days each year for customized one-on-one or small-group coaching on specific programmatic or technical issues. Post-trip reports shall provide details of onsite TA diagnosis and after action plans.

2.6.e. Technical Assistance – Call/Email Center. Technical assistance shall be provided via phone and email. All requests for information shall receive a response within one business day, with a capacity to respond to up to fifty issues per week. Asynchronous support shall be provided through the Challe*NG*e website staff only portal. A ninety-minute web-facilitated conference call for Website Administrators will be provided monthly as a proactive group TA

opportunity. All issues will be recorded in a TA database, which must be operational within thirty (30) days of contract award.

2.6.f. Contractor Briefings. Contractor shall prepare and deliver monthly written reports of performance toward contract requirements to the COR no later than the 6th business day of the month. Face-to-face briefings will occur quarterly.

2.7 Purpose of NGYCP Training & Technical Assistance Contract

The purpose of this contract is to equip Challe*NG*e leaders and staff with the skills, knowledge, and networks necessary to intervene effectively in the lives of at-risk youth and to produce responsible and productive citizens. This contract shall be awarded to a single prime contractor that shall be responsible for ensuring that all requirements of this Performance-Based Work Statement (PBWS) are satisfied.

2.8 Role of the Contractor

The Contractor shall serve as the overall provider and integrator of training and technical assistance opportunities and resources. The ability of the Contractor to assess, design, develop, deliver and evaluate high-quality training, whether classroombased or online, will be vital to the success of the TTAP initiative. One Senior Analyst or Consultant from the Dare Mighty Things full time staff will be working on-site and full time at the National Guard Bureau, JP1, Arlington, VA. This individual will be working solely on Youth Challenge issues.

Additional Information

Key personnel are those employees considered to be full time staff.

(End of Summary of Changes)