

**STATEMENT OF WORK
COURSE DELIVERY
MN4053 – DEFENSE BUDGET AND FINANCIAL MANAGEMENT
MN3172 – RESOURCING NATIONAL SECURITY: POLICY AND PROCESS
GRADUATE SCHOOL OF BUSINESS AND PUBLIC POLICY
NAVAL POSTGRADUATE SCHOOL**

1.0 Background:

MN4053 is a four-credit-hour graduate level course of instruction, taught to Department of Navy civilian and officer personnel via Distance Learning (DL). The class size is approximately 25 students. The course is required in the Master of Systems Analysis DL degree program (363). Details of the curriculum may be found in the NPS catalog at <http://www.nps.edu/Academics/Admissions/Registrar/AcademicCatalog/>. The contractor shall instruct the course using a syllabus and meeting identified course objectives. Course materials will be provided by GSBPP. The contractor may supplement those materials as needed to support the contractor's delivery style. Course materials and communication with students will largely be through the NPS SAKAI Collaboration and Learning Environment.

MN4053 Defense Budget and Financial Management - Course Description: This distance learning course analyzes the resource requirements process within the Department of Defense (DoD) and in the executive and legislative branches of the federal government. It begins with a summary of the current threat situation and potential changes to it. Once the threat is defined, the study of the resource allocation process to meet the threat begins. The course covers the resource planning and budgeting processes of the Department of the Navy, DoD and the federal government. It includes the politics of executive and congressional budgeting, and DoD budget and financial management processes and procedures including budget formulation and execution. It also includes analysis of the Planning, Programming, Budgeting Execution System (PPBES) used by DoD to plan, budget and implement national defense resource management policy and programs. Other areas included are budget process and fiscal policy reform and the dynamics of internal DoD competition for resources. Executive and congressional budget processes are assessed to indicate how national security policy is resourced and implemented through the budget process. Spending for national security policy is tracked from budget submission through resolution, authorization and appropriation. Budget formulation, negotiation, and execution strategies are evaluated to indicate the dynamics of executive-legislative competition over resource allocation priorities. Supplemental appropriation patterns and current year budget execution patterns and problems are also considered.

Course Objectives:

- (1) Describe the broader policy context in which defense budget decisions are made.
- (2) Describe the budget system for national defense: the principal actors, processes, and products of the system, including those both inside and outside the Department of Defense.
- (3) Summarize the structure and content of the federal and defense budgets, and describe trends over time.
- (4) Apply the concepts, principles, and theories of policy and practice to address financial management changes typical of future assignments.

MN3172 is a three-credit-hour graduate level course of instruction, taught to Department of Navy civilian and officer personnel via Distance Learning (DL), Collaborate. The class size is approximately 25 students. The course is required in the Master of Science in Contract Management (MSCM) and Master of Science in Program Management (MSPM) DL degree programs (835 and 836, respectively). Details of the curriculum may be found in the NPS catalog at <http://www.nps.edu/Academics/Admissions/Registrar/AcademicCatalog/>. The contractor shall instruct the course using a syllabus and meeting identified course objectives. Course materials will be provided by GSBPP. The contractor may supplement those materials as needed to support the contractor's teaching and delivery style. Course materials and communication with students will largely be through the NPS SAKAI Collaboration and Learning Environment.

MN3172 Resourcing National Security: Policy and Process – Course Description: This course analyzes federal policy-making with emphasis on resource decision making for national defense. The roles of principal budget participants are examined in detail. Executive (especially DoD) and congressional budget processes are assessed to indicate how national security policy is implemented through resource allocation. Spending for national security policy is tracked from budget submission through resolution, authorization and appropriation. The politics of budgeting for national defense is evaluated to indicate the dynamics of executive-legislative competition over scarce federal resources.

Course Objectives:

- (1) Understanding of the policy process in the U.S. federal government and how budgeting relates to public policy.
- (2) Conversant in the basic budget processes, the structure of the federal budget, fiscal policy, and the broad trends in the content of the budget.
- (3) Describe the budget system for national defense.
- (4) Recognize budgeting issues affecting national defense.
- (5) Appreciate the legal framework for, and key processes of, executing the defense budget.

MN3172 shall be taught via Blackboard Collaborate. Collaborate is a tool used to hold class online in a synchronized fashion. The professor and the students click on a hyperlink that takes them to an online “classroom” where they can stream video and audio (see and hear each other), project PowerPoint, share applications, take quizzes, and do other things. Class is held at a regularly scheduled time for a 3 hour block each week during the term. It is like Skype or GoToMeeting but with much more capability. Potential contract instructors who are familiar with similar tools such as Elluminate or Blackboard could easily adapt. For additional information: <http://www.blackboard.com/Platforms/Collaborate/Overview.aspx>.

MN4053 shall be taught asynchronously. Asynchronous classes do not “meet” at a regularly scheduled time. The students do work at their own pace, usually with deliverables (such as homework) due periodically throughout the academic quarter. Interaction is not synchronized across all the students, but takes place using chat rooms, discussion boards, phone calls and email. This is similar to correspondence courses.

2.0 Scope:

The Graduate School of Business and Public Policy (GSBPP) at the Naval Postgraduate School (NPS), Monterey, CA has a requirement to deliver one section of graduate level course, Resourcing national Security: Policy and Process (MN3172), in the Winter Quarter (January 2015-March 2015) and one section of graduate level course, Defense Budget and Financial Management (MN4053) (April 2015-June 2015), in the Spring quarter. It is preferable that one contractor deliver both courses.

3.0 Tasks:

The contractor shall deliver one asynchronous Distance Learning (DL) section of MN4053 and one DL section of MN3172 via Collaborate, to approximately 25 students. The contractor shall deliver the course to accomplish the objectives of the course as identified in this Statement of Work, outlined in the catalog course description, and using materials provided by GSBPP. The contractor shall deliver the courses on the days, during the hours, and in the locations specified in the place of performance.

The contractor shall perform the following tasks:

- 3.1 The contractor shall coordinate with the Course Coordinator to discuss conduct of the course, to include: student demographics and culture, course materials and objectives, SAKAI site use and development, course alignment with overall curriculum, operation of DL equipment, grading, and other nuances of GSBPP education programs.
- 3.2 The contractor shall become familiar with prepared course materials, lessons plans and/or other class activities in a manner sufficient to accomplish course objectives at a graduate education level. The contractor may make minor variations and updates to the syllabus and course materials to support the instructor’s course delivery style, as necessary
- 3.3 The contractor shall upload course materials as necessary to the Sakai NPS Collaborative Learning Environment.
- 3.4 The contractor shall administer and grade homework assignments, quizzes, projects, and exams to students, and provide feedback
- 3.5 The contractor shall establish office hours to be available to students via email and telephone.
- 3.6 The contractor shall determine and post final course grades for each student within one week of the end of the respective quarters of each section.

4.0 Deliverables:

The contractor shall be responsible for preparing deliverables in support of the tasks identified in this SOW (tasks 3.1, 3.3, and 3.5 do not have tangible deliverables associated).

- 4.1 Any updates and variations to the Course Syllabus
- 4.2 Any updates and variations to the Course Materials
- 4.3 Any updated or variations to homework, quizzes, projects, and exams
- 4.4 Mid-term assessment to include assessed grades of any homework, quizzes, projects, and exams
- 4.5 Course grades

Performance Work Summary

Task	What will be inspected	Acceptable Quality Level (AQL)	Inspection Method	Frequency
3.1	Meeting with Course Coordinator	Adequate understanding of student demographics and culture, course materials and objectives, SAKAI site use and development, course alignment with overall curriculum, operation of DL equipment, grading, and other nuances of GSBPP education programs.	Personal discussion between Course Coordinator and Contractor	NLT one week before course starts

3.2	Understanding of course objectives/ updated course materials	Adequate understanding of prepared course materials and objectives.	Personal discussion between Course Coordinator and Contractor and updated materials (if applicable)	NLT week before course starts
3.3	Sakai site is update-to-date	Sakai site has necessary course materials	Inspection of the Sakai site by Course Coordinator	Throughout the course
3.4	Graded homework assignments, quizzes, projects, and exams	Grades and feedback provided to homework assignments, quizzes, projects, and exams	Student feedback to Course Coordinator	As specified in course syllabus
3.5	Office hours	Availability to students via email and telephone displayed in the Sakai site and course syllabus	Student feedback to Course Coordinator	NLT first day of Class
3.6	Post final grades	Grades are posted in PYTHON	Posted Grades	NLT one week after final exam

The surveillance method for the deliverables listed above will be personal observation at NPS. If performance falls below the AQL defined above, the Contracting Officer's Representative (COR) shall document the instance(s), coordinate with the Contracting Officer and advise the Contractor. The Contractor will be requested to review the documentation and provide a written response on how performance will be corrected in the future. Re-performance of any work for failure to perform in accordance with the specified AQL or task requirement shall be completed at the Contractor's own expense and at no additional cost to the Government.

5.0 Minimum Personnel Qualification:

The minimum qualifications include:

- MBA, MPA, or MPP degree in political science, public policy, or public management.
- Graduate level adult education teaching experience within the last 10 years in the field of federal budgeting
- Prior experience teaching in a distributed mode (online, for example: Elluminate, Blackboard Collaborate)

6.0 Period of Performance:

MN3172 - (Winter Quarter): 15 December, 2014 – 26 March, 2015

MN 4053 - (Spring Quarter): 27 March, 2015 – 30 June, 2015

7.0 Place of Performance:

The courses will be taught either from a DL studio at the Graduate School of Business and Public Policy (GSBPP) at the Naval Postgraduate School, Monterey, California or at the contractor's location. Class preparation, grading and student advising may be performed either in a specified NPS DL facility or remotely at the contractor's location. GSBPP will provide office space, telephone, computer equipment in Ingersoll Hall for use by the contractor if desired.

8.0 Work Week and Hours of Operation:

The Contractor shall provide course delivery in accordance with the NPS Master Class Schedule, which shall be prepared in 2-4 weeks before the required courses start. Courses may be scheduled Monday through Friday during normal working hours excluding federal holidays. Normal working hours are 0700-1700, Monday through Friday, unless requirements dictate otherwise. MN4053 and MN3172 will be scheduled for delivery at some time within these normal work hours and will be scheduled for Four hours per week and three hours per week, respectively. Course preparation, grading and advising students may be performed outside normal working hours.

9.0 Travel: None required/authorized under any resulting contract.

10.0 Government Furnished Property:

GSBPP will provide access to the necessary software and websites required to execute the outlined tasks. GSBPP will NOT provide equipment for performance at the contractor's location.

11.0 Classification: Unclassified. US Citizens Required.

12.0 Privacy Act Statement:

“Pursuant to Title 5 United States Code 552a(m)(1), the contractor and all employees of the contractor working under this contract are required to comply with the requirements of 5 U.S.C. 552a (“The Privacy Act of 1974”).”

13.0 Contractor Identification:

In accordance with DFAR 211.106, there shall be a clear distinction between Government employees and service contractor employees. Service contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

14.0 Non-Personal Services Statement:

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will insure that employees properly comply with the performance work standards outlined in the SOW. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

15.0 Invoice Schedule:

Contractor may invoice upon completion of course delivery.

Invoices shall be submitted at the end of each quarter. All invoices need to be submitted electronically via WAWF. Hard copy invoices cannot be accepted. Invoices must identify the invoicing period. If charges against more than one line item have occurred during the invoicing period, all charges must be combined into one invoice. The contractor’s failure to include the necessary information or a more frequent invoice submission than authorized will result in invoices being rejected.