

REQUEST FOR INFORMATION (RFI)  
For  
NAVIGATION SEAMANSHIP AND SHIP-HANDLING  
CONTRACTOR INSTRUCTOR SERVICES (NSS CIS)

**1.0 Description**

1.1 Naval Warfare Center Training Systems Division, NAWCTSD, is conducting market research, in support of Contractor Instruction Services (CIS) for Navigation, Seamanship and Ship-handling (NSS) training located at multiple sites worldwide. NAWCTSD is seeking information on Service Contract Act applicable, hourly labor rate, for the anticipated requirement. It is anticipated that the appropriate Department of Labor (DOL) category appropriate for this effort is a (15090) Technical Instructor. DOL defines a technical instructor is described as follows:

The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.

**The proposed action is to solicit those listed under the FTSS III MAC only.**

**2.0 Requirements**

**INSTRUCTOR QUALIFICATIONS AND CERTIFICATIONS.** All Contractor instructors shall be certified as instructors consistent to their professional certifications and correlated to the appropriate professional wage scale. Services shall be provided with post Senior Navy Commanding Officers or Master Mariners that can offer a balanced solution to deliver proper training perspective which reflects the professional civilian and military mariners' operational experience of Navigation and Ship-handling techniques. While military experience is preferred, a diverse approach can deliver the professional civilian and military mariners' unique perspectives and skill sets to Navigation and Seamanship that is vital to provide the Naval Officer a comprehensive and thorough understanding of ship-handling characteristics as well as the interaction of vessels in complex and high density maritime environments.

**CONTRACT INSTRUCTOR (CI) QUALIFICATIONS.** Minimum Requirements for personnel providing instruction and assessment must include:

- a. Former Senior Navy Surface Ship Commanding Officer with at least 3 years in Command, at sea service, OR U.S. Coast Guard (USCG) licensed as a Master, Any Gross Tons, Oceans, with 3 years at sea experience, as a ships Master; AND

- b. Have received appropriate guidance in instructional techniques and competency assessment methods and practice involving the use of simulators AND possess at least 2 years' experience in conducting training and assessment using a full mission or part task bridge simulator; OR
- c. Completed a USCG accepted Train the Trainer program based upon IMO Model Course 6.09 Training Course for Instructors; AND
- d. Completed A-061-0042 VMS Operator Course or A-061-0044 VMS 9 Operator or approved equivalent.
- e. Demonstrated expert level knowledge and understanding of NSS subject areas outlined in this section, NSS Training Requirements Document (TRD), current version of the Surface Ship Navigation Department Organization and Regulations Manual (NAVDORM), standard Navy conning commands, maritime education and training best practices, U.S. Navy Surface Ship particulars and maneuvering characteristics for all ship classes.

### **3.0 Responses**

3.1 Interested parties are requested to respond to this RFI with a white paper.

3.2 White papers in Microsoft Word for Office 2010 compatible format are due no later than 17 December 2015, 11:00am EST. Responses shall be limited to three (3) pages and submitted via e-mail only to shaan.charran@navy.mil. Please be advised that all submissions become Government property and will not be returned.

3.3 The white paper shall provide administrative information, and shall include the following as a minimum:

3.3.1 Name, mailing address, phone number, fax number, and e-mail of designated point of contact.

3.3.2 Recommendation.

**THIS IS A REQUEST FOR INFORMATION (RFI) ONLY.** This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the Government to contract for any supply or service whatsoever. Further, the Navy is not at this time seeking proposals and will not accept unsolicited proposals. Respondee are advised that the U.S. Government will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be synopsized on the Federal Business Opportunities (FedBizOpps) website and Navy Electronic Commerce Online (NECO). It is the responsibility of the potential offerors to monitor these sites for additional information pertaining to this requirement.

#### **4.0 Questions**

Questions regarding this announcement shall be submitted in writing by e-mail to the Contract Specialist, Shaan A. Charran, at [shaan.charran@navy.mil](mailto:shaan.charran@navy.mil). Verbal questions will NOT be accepted. Questions will be answered via an email response. The Government does not guarantee that questions received after 16 December 2015 will be answered.