

**DRAFT STATEMENT OF WORK  
OIL SPILL RESPONSE COMPLIANCE CERTIFICATION AND INSTRUCTIONAL  
CONTRACT**

**1.0 INTRODUCTION.**

**1.1 Responsibility.**

1.1.1 The Naval Facilities Engineering Service Center (NAVFAC ESC) as the Course Curriculum Model Manager (CCMM), is tasked to manage the certification of students as First Responder Operations Level personnel for all Facility Response Teams (FRT), including Department of Defense (DoD) civilians, military and Port Operations contracted civilian personnel, in the Navy and Marine Corps. NAVFAC ESC currently supports about 73 activities worldwide with their Tier 1 on-water oil spill response equipment procurements and Facility Response Team (FRT) personnel certification requirements. This requirement is for the certified response personnel requirement that will be fulfilled by Navy oil spill response compliance certification courses sponsored by the Naval Safety and Environmental Training Center (NAVSAFENVTRACEN). These FRT Certification Courses are designed to teach oil spill response management techniques and the deployment, operation, and maintenance a variety of oil response systems and equipment. The Contractor shall also provide: Spill Management Team (SMT) Certification Course, Navy On-Site Coordinator (NOSC) support to site specific FRT program offices, New Skimmer Instructional Course, Oil Skimmer Operation and Maintenance Instructional Course, and Boom Repair Instructional Course when requested and funded by the Government.

**1.2 Purpose.**

1.2.1 Navy oil response certification and instructional courses allows personnel to gain in-depth knowledge of (1) oil spill response strategies and countermeasures, (2) hands-on exercises in the deployment, operation, and maintenance of containment and remediation systems (oil skimmers and booms), and (3) familiarization with applicable Federal, State, and local laws and regulations regarding the deployment and use of these systems.

There are six separate courses the Contractor shall be responsible for providing under this Statement of Work (SOW). The courses are:

- 1) The 5 day Facility Response Team (FRT) oil response certification course certifies personnel at the First Response Operation Level, as required by 29 CFR 1910.120.
- 2) The 3 day Facility Response Team (FRT) oil response certification course certifies personnel at the First Response Operation Level, as required by 29 CFR 1910.120. This course provides equivalent subject matter and exercises as the 5-day FRT certification course but is conducted for smaller class size.
- 3) The Oil Skimmer Operation and Maintenance (O&M) instructional course covers both equipment operation and maintenance, focusing on the major components of different types of skimmers currently in use including; the Kvichak/Marco Rapid Response Skimmer (RSS) gas inboard, diesel inboard or twin outboard gas/auxiliary power unit (APU) diesel configured units. Harbor Buster towed skimmers and wier-type portable skimmers units associated with vacuum trucks and other skimmers that may be procured by NAVFAC ESC for Navy activities are also included in this course as required.
- 4) The New Skimmer (NS) instructional course provides personnel with in-depth operational and maintenance knowledge of skimmer systems and propulsion for newly delivered oil skimmer equipment that includes:

manned and towed skimmers. Instruction includes classroom and on-water exercises to demonstrate skimmer hands-on operation and techniques for effective oil skimming.

- 5) The Spill Management Team (SMT) certification course provides personnel with information and skills through testing needed to operate a Unified Command under the Incident Command System.
- 6) The Boom Repair instructional course provides personnel with the hands on exercise and evaluation needed to repair worn or damaged oil spill response and permanent boom.

1.2.2 The Contractor shall also provide the following:

- 1) New Course Materials or Revisions (NCM/R) for oil spill response compliance certification courses or instructional courses, when required. Course materials shall be updated with revised compliance certification procedures, reference material, and compliance certification aids to support existing or new oil spill response certification processes that may be developed. Revisions will also include technical information and pictures for new response equipment procured by the Navy.
- 2) Navy On-Scene Coordinator (NOSC) training support shall include the preparation of a variety of oil spill compliance certification and reference material, providing information to improve the facilities guidance documents regarding compliance instructional quality, auditing compliance sessions, and providing guidance to FRT personnel who themselves are providing oil spill compliance training. NOSC support may include travel for on-site assessment, evaluation, survey and/or reporting for various oil spill related requests.

## **2.0 Scope.**

2.1 The Contractor shall (1) schedule and provide all oil response compliance certification and instructional courses required under this contract ; (2) modify or develop new oil spill systems and equipment compliance certification procedures and supporting reference materials, and compliance certification aids to support the compliance certification and instructional courses; (3) support Navy On-Scene Coordinator's (NOSC) oil spill response program requests; and (4) ascertain individual Navy activities' oil spill response readiness.

The Contractor shall review, provide recommendations, and suggest changes to the Navy provided draft course schedule that will be provided 3-6 months prior to scheduled course dates for the upcoming year. The Navy will provide activity name, location and approximate course dates in the schedule. The Navy will provide course schedule in MS Excel spreadsheet format with price columns (fixed course/reimbursable travel plus ODCs) to be completed by Contractor. The Contractor will provide an instructor for each scheduled course and ensure dates do not overlap with instructor's other course assignments, or fall on weekends and federal holidays. The Contractor shall contact and coordinate with the activity course date changes that best meet the NOSC and activities need and mission requirements. The Navy has final determination of courses to be scheduled, authority to cancel and add courses as needed based on current available Navy funding and other changing mission requirements.

The Contractor shall provide a written proposal for each course on the proposed annual schedule to NAVFAC ESC, 60 calendar days in advance of the start of the scheduled year of courses.

Throughout the scheduled year of courses, the Contractor shall notify NAVFAC ESC of any recommended course or schedule date changes at least 30 calendar days in advance. The Contractor shall coordinate instructor security access requirements, classroom reservations, presentation support arrangements, personnel availability for scheduled course dates, and response equipment availability and operational status with the various Navy and Marine Corps Facilities no less than 30(CONUS)-60(OCONUS) calendar days in advance of scheduled course dates.

## **3.0 APPLICABLE DOCUMENTS**

### 3.1 Specific Documents

The applicable sections of the following documents shall be used in developing the certification products and services in accordance with this Statement of Work (SOW):

- a) 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response
- b) OPA 90, Navy-Wide Model Facility Response Plan Outline, March 1994 (Revision 1, August 1994)
- c) OPNAVINST 5090.1C, Navy Environmental and Natural Resources Program Manual, 30 October 2007
- d) Oil Pollution Act of 1990, amendment to Section 311 (j) of the Federal Water Pollution Control Act (FWPCA)
- e) NAVEDTRA 130, Task Based Curriculum Development Manual, Volumes I, II, and III, February 1992
- f) Overseas Environmental Baseline Document (OEBGD), October 1992

### 4.0 SPECIFIC REQUIREMENTS.

#### 4.1 Provide Oil Spill Response Compliance Certification and Instructional Courses.

The Contractor shall coordinate efforts with NAVFAC ESC Oil Spill Response Program (OSRP) personnel and Naval and Marine Corps Facilities to develop an annual schedule of courses. The Contractor shall then provide spill response compliance certification and instructional courses at agreed upon Navy and Marine Corps Activities, as described herein:

4.1.1 Facility Response Team (FRT) 5 day –Certification course – the Contractor shall provide labor, services, processes and reference material defined herein to conduct 5 day FRT certifications. The certification is termed FRT certification when conducted in the CONUS, or OCONUS (overseas). The subject matter is the same for both certifications, except where host nation specific spill response documents guide the US Navy Facility Response oil recovery effort. A certification session will accommodate a nominal 25 personnel.

4.1.1.1 Certification Purposes and Description – The certification course is intended to qualify FRT personnel as First Responder Operations Level designation, as required by 29 CFR 1910.120, and to ensure qualified personnel are available to carry out the response requirements mandated by OPNAVINST 5090.1C, Navy Environmental Natural Resources Program Manual, dated 30 October 2007. The certification course is designed for activity personnel assigned to the FRT, and other personnel, as appropriate, who operate oil spill equipment. The certification course provides a classroom setting and hands-on refresher of the compliance certification criteria for all aspects of oil spill containment, recovery, operation and operating techniques, for US Government owned oil spill equipment. The harbor compliance certification portion of the course focuses on testing of on-water oil recovery/ containment configurations and sensitive area protection techniques, as required by the Facilities Response Plan. Each certification course is facility specific, and reinforces the need for a team effort to carry out the immediate response actions required by the Emergency Response Action Plan (ERAP) portion of the FRP. The course shall include a segment on Hazardous Waste Operation and Emergency Response (HAZWOPER) compliance, as it relates to oil spill response. Successful completion of the 5 day FRT compliance certification course will qualify students for an 8 hour HAZWOPER refresher certification.

The Compliance certification course includes oil spill refresher training, utilizing field-testing with an emphasis on hands-on testing, in the use of oil spill equipment, and an oil response practice exercise. Portions of the certification course criteria are conducted on the water and require personnel to be proficient in the operation of various types and configurations of oil spill equipment. The compliance certification course shall be in accordance with oil spill booming and response strategies contained in an activity's FRP and the United States Coast Guard (USCG) Area Contingency Plans. The final day of the certification course includes an on-water test, using simulated oil, to execute all of the on-water oil recovery and shoreline protection techniques and strategies promoted during certification course and include a post certification exercise critique.

Students are presented with the appropriate qualification card and certification as First Responder Operations Level designation at the successful conclusion of the course. The Certification course content shall include:

- a) Applicable Federal, State and local regulations.
- b) Navy policy and responsibilities.
- c) Hazardous Waste Operation and Emergency Response (HAZWOPER) compliance.

- d) Oil contingency plans.
- e) Oil spill equipment identification and inspection.
- f) Oil skimmers and oil skimmer equipment, boom handling boats, boom and mooring system deployment and operation.
- g) Oil spill response strategies and techniques for on-water containment, recovery, and shoreline protection.
- h) Simulated oil spill response drills.

4.1.2 Facility Response Team (FRT) 3 day –Certification course – the Contractor shall provide labor, services, processes and reference material defined herein to conduct 3 day FRT certifications. The certification is termed FRT certification when conducted in the CONUS, or OCONUS (overseas). The subject matter is the same for both certifications, except where host nation specific spill response documents guide the US Navy Facility Response oil recovery effort. These are 3 day certification courses, with a nominal class size of 15students.

4.1.2.1 Certification Purpose and Description- This certification is an equivalent version of the 5 day FRT certification course but of a shorter duration for a smaller class size. The certification subject matter content is the same as the 5day FRT certification course. The certification is intended for team compliance certification at specific facilities.

The certification course is intended to qualify FRT personnel as first Responder Operations Level designation, as required by 29 CFR 1910.120, and to ensure qualified personnel are available to carry out the response requirements mandated by OPNAVINST 5090.1C, Navy Environmental Natural Resources Program Manual, dated 30 October 2007. The certification course is designed for activity personnel assigned to the FRT, and other personnel, as appropriate, who operate oil spill equipment. The certification course provides a classroom setting and a hands-on refresher of the compliance certification criteria for all aspects of oil spill containment, recovery, operation and operating techniques, for US Government owned oil spill equipment. The harbor compliance certification portion of the course focuses on testing of on-water oil recovery/ containment configurations and sensitive area protection techniques, as required by the Facilities Response Plan. . Each certification course is facility specific, and reinforces the need for a team effort to carry out the immediate response actions required by the Emergency Response Action Plan (ERAP) portion of the FRP. The course shall include a segment on Hazardous Waste Operation and Emergency Response (HAZWOPER) compliance, as it relates to oil spill response. Successful completion of the 3 day FRT compliance certification course will qualify students for an 8 hour HAZWOPER refresher certification.

The Compliance certification course includes oil spill refresher training, utilizing field-testing with an emphasis on hands-on testing, in the use of oil spill equipment, and an oil response practice exercise. Portions of the certification course criteria are conducted on the water and require personnel to be proficient in the operation of various types and configurations of oil spill equipment. The compliance certification course shall be in accordance with oil spill booming and response strategies contained in an activity's FRP and the United States Coast Guard (USCG) Area Contingency Plans. The final day of the certification course includes an on-water test, using simulated oil, to execute all of the on-water oil recovery and shoreline protection techniques and strategies promoted during certification course and include a post certification exercise critique.

Students are presented with the appropriate qualification card and certification as First Responder Operations Level designation at the successful conclusion of the course. The Certification course content shall include:

- a) Applicable Federal, State and local regulations.
- b) Navy policy and responsibilities.
- c) Hazardous Waste Operation and Emergency Response (HAZWOPER) compliance
- d) Oil contingency plans.
- e) Oil spill equipment identification and inspection.
- f) Oil skimmers and oil skimmer equipment, boom handling boats, boom and mooring system deployment and operation.
- g) Oil spill response strategies and techniques for on-water containment, recovery, and shoreline protection.
- h) Simulated oil spill response drills.

4.1.3 Oil Skimmer Operation and Maintenance Instructional course (O&M) – The Contractor shall provide labor, services, processes, and reference material defined herein to conduct Oil Skimmer O&M course. This is a 5 day instructional course, with a nominal class size of 25 personnel.

4.3.1 Instruction Purpose and Description – This instructional course is specifically designed for activity personnel who perform organizational level scheduled and unscheduled maintenance tasks on various types of oil spill skimmer equipment. The certification covers both equipment operation and maintenance; focusing on the major components of different types of skimmers currently in use, including the Kvichak/Marco Rapid Response Skimmer (RRS) gas, diesel inboard or twin outboard gas/APU diesel configured units, NOFI Harbor Buster towed skimmers, Weir-type units associated with vacuum trucks and other skimmers that may be procured by NAVFAC ESC for Navy activities. In addition to formal classroom instruction, the Contractor shall evaluate personnel on the operation of various oil spill response systems by conducting simulated oil spill scenarios that exercise each of the equipment components.

4.1.4 New Skimmer (NS) Instructional Course – The Contractor shall provide labor, services, processes, and reference materials defined herein to conduct instruction of personnel on newly delivered skimmer equipment. These are 3 day courses, with a nominal class size of 15 personnel.

4.1.4.1 Instructional Purposes and Descriptions- This instructional course is designed to be given to FRT personnel shortly after delivery of any type of skimmer equipment to a Naval activity, or if a facility has a large turnover of personnel that require a more focused skimmer operation instruction on complex skimmer systems. The instruction will generally be concurrent with the delivery of a new skimmer at the respective facility. This skimmer orientation and instruction will provide personnel with the knowledge and skills to operate various on-board propulsion and recovery systems, conduct independent skimming operations, and employ V Leg and J Leg configuration oil skimming techniques. This course also combines pertinent segments from the 3 day FRT certification course in order to train personnel to apply: (1) correct oil spill equipment deployment, operation, and maintenance, (2) oil spill containment and collection procedures, (3) techniques and strategies for proper spill mitigation.

4.1.5 Spill Management Team (SMT) Certification Course - the Contractor shall provide labor, services, processes, and reference materials defined herein required to conduct SMT certifications. These are 2 day certification courses, with a nominal class size of 25 personnel.

4.1.5.1 Certification Purpose and Description- This certification course is designed to provide personnel with the knowledge and skills necessary to manage releases of various types of oil without regard to location, in compliance with applicable Federal, State, U.S. Coast Guard, and local regulations and statutes. The certification course is intended to ensure qualified personnel are available to carry out the oil spill response requirements mandated by OPNAVINST 5090.1C, including understanding the requirements of the National Preparedness for Response Exercise Program (PREP), United States Department of Transportation (USDOT), U.S. Coast Guard research and special programs, Environmental Protection Agency (EPA), and other site specific guidance, as applicable. Additionally, the course provides classroom compliance certification in the various aspects of oil spill containment, recovery, and operational techniques. The course focuses on students gaining a practical understanding of the overall spill management including discussions of: Incident Action Plans, Incident Command System, Facility Response Plans, the National Response System, and Area Contingency Plans. This will provide students with the knowledge to maintain an effective oil spill response program. The course includes tabletop exercises simulating various spill incidents, which require students to utilize pertinent elements of spill response management techniques. Students will be given a post exercise critique. The final day of class the students will have an examination administered. Upon receiving a passing grade on the examination, the student will receive certification in the requirements mandated by OPNAVINST 5090.1C, including understanding the requirements of the National Preparedness for Response Exercise Program (PREP) Department of Transportation (DOT), US Coast Guard research and special programs, Environmental Protection Agency (EPA) and other site specific guidance as applicable.

4.1.6 Boom Repair (BR) Instructional course – The Contractor shall provide labor, services, processes and sample materials defined herein to conduct a Boom Repair course and exercise. This is a 1 day course, with a nominal class size of 25 personnel.

4.1.6.1 Exercise Purpose and Description – This course and exercise is designed to provide personnel with the knowledge and expertise to effectively apply repair techniques on various boom sample materials utilized for oil spill prevention.

Each person will develop the ability to identify damages that may occur to the various boom sample materials or components, ascertain the severity of each type of damage, and effectively employ and administer repair processes. Personnel perform actual “hands-on” classroom repair exercises, utilizing a variety of boom repair tools and equipment, which will return the repaired material or component to full operational use. Included will be quality assurance inspection techniques of existing and or repaired boom material or components that will ensure their suitability for continued use.

## **4.2 Revise, Update Oil Spill Compliance Certification and Instructional Course Materials.**

4.2.1 New Course Materials/Revisions (NCM/R)-shall be updated by the Contractor when required. NCM/R consists of revised and updated course materials for oil spill response compliance certification and/or instructional courses. Revised and updated compliance certification and instructional procedures shall include the most current regulatory references, response equipment technical data and current equipment pictures, and other training aids and processes developed.

4.2.2 Purpose and Description – The Contractor shall conduct an internal annual review of 3- and 5-day FRT certification courses and recommend changes to the Government. This review includes FRT certification course review or revision, based upon changes that are required by the Navy’s Overseas Environmental Baseline Guidance Document (OEBGD), or other governing standards for a foreign country where an activity may be located. Other certification or instructional course materials shall be updated and revised, as required. When government funding is available, a NCM/R meeting may be requested by NAVFAC ESC program personnel to review and revise course materials with the Contractor’s instructors. The Contractor shall revise or update existing courses, and develop new oil response compliance certification process or material, as necessary, to incorporate (1) new or revised Federal, State and local laws or regulations, (2) information on the deployment, operation, and maintenance of new or modified oil spill response equipment, (3) new or revised site spill response contingency plans, and (4) other general or site specific data relating to CONUS and overseas Navy oil spill response readiness.

4.2.2.1 Types of compliance certification and instructional course materials to be revised, updated, or developed include Contractor Certifying and Personal Compliance Certification Guides, classroom exercises, certification and instructional handouts, post-certification examinations, and compliance certification and instructional reference materials such as videos, slides presentations, vu-graphs, and projection overlays.

4.2.3 All current certification and instructional course material, revisions, updates or new material shall contain, and require the Contractor if applicable to:

4.2.3.1 Illustrate information on the prediction of tides and currents, with tide-tables. Show current tables and tidal charts. Explain methods for the physical measurement of wind and currents that affect the spread of on water oil spills.

4.2.3.2 Illustrate the spreading forces of gravity, inertia, surface tension, viscosity, weathering, windrowing, and leading edge consolidation for oil spills on the water.

4.2.3.3 Illustrate videos or other visual media showing the entrainment of oil under oil containment booms. Provide examples that explain the necessary maximum angle with which to deploy booms, to avoid entrapment under varying wind current conditions.

4.2.3.4 Illustrate the difference between various types of absorbent material for recovering spilled oil, along with the technical and economical advantages or disadvantages of each.

4.2.3.5 Illustrate types of communications systems used by the Navy, Coast Guard, industry, the public, and their roles in spill operations (i.e. CB radio, Marine VHF, UHF and standard Navy radio frequencies).

4.2.3.6 Illustrate the use of safety precautions, including the use of protective clothing the responders should employ.

4.2.3.7 Illustrate the various predominate shore cleanup technologies for the type of shoreline environment such as: sand beaches, marshland, rocky shoreline, etc.

4.2.3.8 Illustrate the use of a Vessel of Opportunity Skimming System (VOSS), determining vessel availability, and how vessels can be rigged to work with standard Navy work boats.

4.2.3.9 Illustrate information on the importance of, and relationships between, Emergency Response Action Plans (ERAPS), Facilities Response Plans (FRPs) and Area Response Plans (ARPs)

4.2.3.10 Illustrate information on how the Navy Facility Response Team (FRT) may be called to respond to spills at other Navy and non-Navy activities, when requested by the Coast Guard, or as part of Area Contingency Plans.

4.2.3.11 Illustrate the use of various standard Navy facility response equipment, Supervisor of Salvage (SUPSALV) equipment and the United States Coast Guard (USCG) VOSS equipment.

4.2.3.12 Illustrate procedure to gain access to this SUPSALV and USCG equipment.

4.2.3.13 Illustrate different interim contaminated liquid and solid waste storage methods used during response operations.

4.2.3.14 Illustrate sufficient information in the Certification Guides and course instructional material to ensure that all questions in the classroom quizzes and final exams can be correctly answered.

4.2.3.15 Provide reference information, augmented by visual aids or illustrations that depict methods of booming to divert oil to where vacuum trucks can be deployed; protection of entrances to environmentally or economically sensitive areas, and containment of oil around a vessel that has spilled oil.

4.2.3.16 Illustrate the importance of why, and how to use, the chain of command in reporting oil spills.

4.2.3.17 Provide classroom quizzes at least once per day, so that students may demonstrate their understanding and mastery of course certification and instructional objectives.

4.2.3.18 Illustrate equipment cleanup procedures recommended, following an oil spill response action. Emphasize fresh water flushing of outboards, cleaning of booms, and skimmer servicing.

4.2.3.19 As part of the Preparedness for Response Exercise Program (PREP) and OPA 90 regulations. Illustrate the importance of periodic drills for FRT teams, and the importance of compliance certifying other team members to improve their individual skill levels.

4.2.4 The Contractor shall provide each student attending the FRT certification courses described in this SOW, a copy of the following:

- a) Certification Guide, which is a compliance certification reference document containing all pertinent data relating to material being tested, which includes a certification agenda outlining the schedule and objectives of the certification.
- b) Certification Handouts (as applicable)
- c) Post-certification written course examination (to be administered to each person to be certified) if used in lieu of hands on exercises and testing.
- d) Personal: Data sheet IAW (NAVOSHENVTRACEN 1500.2)

- e) Certification Critique Sheet IAW (NAVSAFENVTRACEN 1500.1), which is provided by the Naval Safety and Environmental Training Center (NAVSAFENVTRACEN). The Certification Critique Sheets are to be filled out by each person at the conclusion of the certification course.

4.2.5 The Contractor shall administer the course examination or conduct hands on test exercises for each student at the completion of each certification or instructional course described in this SOW. All students who successfully complete the classroom/hands on portion of the certification courses and receives a passing grade on the examination will be given a NAVSAFENVTRACEN Certificate and First Responder Operations Level Qualification Card.

4.2.6 The Contractor shall provide the Government a course completion report on observed site specific compliance success, class participation of students, and any other compliance or equipment related concerns or comments within 15 days following the completion of each certification or instructional course conducted. Included with the Report shall be a copy of the Course Critique Sheets completed by each student at the conclusion of the certification or instructional course. The Report shall also contain a summary of observations made during the Course The report shall also contain recommendations for additional site specific readiness compliance certification exercises or site specific or course process/operational improvements, if deemed necessary.

4.2.7 The Contractor shall use the following procedures in modifying or developing FRT certification courses.

- a) Assess, analyze, and include in the FRT certification course objective, when appropriate, the activity's specific needs.
- b) Select subject matter according to pertinent regulations, guidelines, professional judgment and analysis of target student population needs.
- c) Structure the subject matter logically so that students learn, retain and master information needed to respond to oil spills effectively. Reinforce important concepts and skills by using examples from actual spills.
- d) Select, organize, and sequence certification course exercises, scenarios, and activities to complement appropriate methods of certification. Ensure that certification course strategies and reference materials are in consonance with certification course objectives.
- e) Consider student needs, facilities, equipment, and materials necessary for conducting site specific certification courses.
- f) Remain cognizant of references and changes in Laws, regulations or policy.
- g) Establish Points of Contact (POCs) at each Navy and Marine Corps Activities where certification courses will be conducted.

### **4.3 Support Navy On-Scene Coordinator (NOSC) Oil Spill Compliance Certification Programs.**

4.3.1 The Contractor shall provide support to Navy On-Scene Coordinator (NOSC) training that is conducted by the Naval Sea Systems Command (NAVSEASYS COM) at various Naval activities in the CONUS and overseas. Request support may include: the preparation of a variety of oil spill compliance certification and reference material, providing information or improve the facilities guidance documents regarding FRT compliance certification quality, or auditing compliance certification sessions and providing guidance to FRT personnel, who themselves are providing oil spill compliance training.

4.3.2 The Contractor shall assist the Government during NOSC lead PREP drills that satisfy OPA-90 compliance certification requirements. Requested support may include: planning, observing, evaluating, guiding, or assisting FRTs in meeting compliance certification goals and objectives.

4.3.3 Requested support may also include the review, revision, or development of oil spill the facilities guidance documents such as the Facilities Response Plan (FRP) and the Spill prevention Control and Countermeasures (SPCC) Certification Guide.

4.3.4 Guidance documents, Compliance certification and reference material developed by the Contractor shall be site specific, and include pertinent Federal, State, and local laws and regulations.

4.3.5 When specified, the Contractor shall review existing guidance documents, compliance certification and reference material for adequacy.

4.3.6 When specified, the Contractor shall demonstrate to Navy activity personnel the use of various oil spill compliance certification and reference material and effective methods of certification procedures.

#### **4.4 Conduct Final Course Completion Report**

4.4.1 Included as part of the scheduled FRT and other certification or instructional courses, the Contractor shall prepare a final written report stating an activity's overall readiness to respond to on-water oil spills and note any program and/or equipment discrepancies identified during the conduct of the course. Each Activity course report shall include: (1) status and discrepancies for oil spill response equipment and vessels operated during course exercises, (2) review of emergency response and contingency plans, (3) visitation of operationally sensitive or high risk areas, and (4) review oil spill response readiness issues with appropriate activity personnel. The Final Course Completion Report shall include a readiness evaluation, along with recommendations to the Government relating to:

- a) Various oil spill response equipment
- b) Short and long range spill response planning strategies.
- c) Individual site oil spill contingency plans.
- d) Equipment inventory (boom, boats, platforms, skimmers, vacuum trucks).
- e) Adjacent harbors, waterways and other environmentally sensitive surrounding areas.
- f) Compliance certification needs of the activity's FRT including its effectiveness.
- g) Annual Allowance and Requirement Review(A2R2) survey reports.

4.4.2 The Contractor shall provide a final Course Completion Report for each compliance certification and instructional support site visit within 15 calendar days after completion of each course conducted. The Contractor will use MSWord2007 or later software and agreed upon document format for report preparation.

The Report will be converted to Acrobat 9.0 or later software format by the Contractor for distribution to Navy and Marine Corps facilities receiving course, NOSC and NAVFAC ESC via Email attachment. The Course Completion Report shall include:

- a) COURSE INFORMATION: Facility location, course conducted, course dates and instructor name.
- b) SUMMARY: Introductory summary stating general personnel and equipment readiness to respond to Tier 1 on-water spill events. Include general assessment of facility capabilities; limitations due to equipment, personnel, mission, weather or other facility conditions affecting conduct of course. Include brief summary for any out brief that was conducted and who was in attendance.
- c) FACILITY FRT CONTACT(s): List 1 or 2 primary facility contacts for compliance certification coordination and correspondence. Include: title/rank, first and last name, organization, phone number(s), Email address and

any other information or comments that are pertinent for future contact.

- d) **STUDENT LIST:** List student rank/title, first and last name, organization (Port Ops, Fire Dept, Environmental Office, etc.), US or foreign military service, DoD civilian, contracted civilian (identify company). Identify students receiving full course, 8-hour refresher certificate, or fulfilling the instructional course requirements.
- e) **NAVFAC RESPONSE EQUIPMENT EVALUATION:** List all NAVFAC provided response equipment that was available and observed during the course. Provide identifying information (such as; 21UB1009, Applied Fabric boom reel with diesel powerback, Slickbar 24 inch response boom, etc.) if available and condition, operational status, discrepancies, needed and recent repairs and any other comments deemed important by the instructor.
- f) **TRAINING EVALUATION:** List and provide brief comment for:
  - a. Classroom setup, location with comment on future course planning
  - b. On-water equipment support
  - c. Communications available and use
  - d. Personnel availability and attendance
  - e. On-water techniques demonstrated (J-leg tow, U-leg anchored, Harbor Buster deployed and towed, etc.)
  - f. Spill exercise(s) performed with summary of events.
- g) **SENSITIVE AREA PROTECTION VALIDATION:** Review sensitive area strategies provided in the Facility Response Plan (FRP) with students. Conduct on-water response exercise(s) if possible to validate published protection strategies. Vary exercises and locations each year to allow students to validate and improve their response to potential spill events for varied scenarios in their area of responsibility.
- h) **SITE REVIEW SUMMARY:** Provide Site Findings and Recommendations for correction. This section will address facility, organizational, personnel, and equipment response finding with instructor recommendation(s) for correction or improvement. Include pictures that provide for additional illustration of current equipment condition, facility layout and response exercise operations.

## **5.0 QUALIFICATIONS AND PERFORMANCE REQUIREMENTS**

### **5.1 Experience and Resources**

5.1.1 The Contractor shall maintain the technical expertise and resources necessary to develop and conduct all requirements described in this SOW. Additionally, the Contractor shall demonstrate experience in:

- a) Monitoring and ensuring the quality control of products and services provided under this SOW.
- b) Providing periodic contract status reports to the Government annually.
- c) Overseeing the work of subcontractors, when applicable.

### **5.2 Work Force.**

5.2.1 The Contractor shall be responsible for furnishing, maintaining, supervising, and directing a work force, which is capable of effectively performing the work described in this SOW for the number of courses or support required each

year.

5.2.2 Because course scheduling often requires conducting simultaneous courses in widely separated geographic locations, both in the CONUS and overseas, the Contractor shall ensure that qualified course instructors available for conducting the number of courses each year described herein. The course scopes described in this SOW and maximum student attendance requires the Contractor provide only one (1) instructor per course.

### **5.3 Certifying Contractor Qualifications.**

5.3.1 The Certifying Contractor shall have at a minimum, a Bachelors degree in one of the following disciplines: (1) chemistry, (2) environmental engineering, (3) chemical engineering, (4) environmental studies or other related physical or biological sciences; plus 10 years experience in administrating, managing and participating as a lead certifying administrator in compliance certification programs that involve the preparation of the Oil Spill Response Certification as described in this SOW.

5.3.2 The Certifying Contractor shall possess:

- a) Comprehensive knowledge and expertise in the areas of Environmental Laws and Oil Spill Response Management.
- b) Comprehensive knowledge and understanding of applicable Federal, State and local laws or regulations or requirements, as they relate to Navy Oil Response compliance certification.
- c) Experience in developing and modifying certifications in accordance with NAVEDTRA 130.
- d) Familiarity with the various Federal, State, local laws and navy regulations as they pertain to oil spill response requirements and procedures.
- e) Expertise regarding the deployment techniques, operations, and maintenance of a variety of Navy oil spill response equipment, (i.e. skimmer systems, boom platforms and vacuum trucks).
- f) Detailed knowledge of the design use, operation and maintenance of the Navy's Rapid Response Skimmers (RRS), the Harbor Buster towed skimmer and other portable skimmers in existing inventory.
- g) Experience in acting as a representative to the Government to debrief Navy and Marine Corps activity command personnel when requested at the conclusion of the courses.

### **5.4 Certifying Contractor Resumes**

5.4.1 The Contractor shall submit resumes for all proposed course instructors for each certification and instructional course they are qualified to instruct. No substitutions of course instructors shall be made without the prior submission of a current resume for the proposed individual that has been reviewed and approved by the Government. Each resume shall include a full description of the proposed instructor educational background, classroom testing experience, practical experience, and expertise in the subject matter.

## **6.0 CONTRACTOR/GOVERNMENT FURNISHED EQUIPMENT AND MATERIAL.**

### **6.1 Contractor Furnished Equipment (CFE)/Contractor Furnished Material (CFM).**

6.1.1 The Contractor shall supply, as CFE/CFM, all necessary compliance certification course materials and supplies for classroom certification scenarios and testing covered in paragraph “**4.2 Revise, Update, Oil Spill Compliance Certification Course Materials**” of this SOW. The Contractor shall insure the quantitative and qualitative accuracy and sufficiency of the course materials used, to ensure each student demonstrates the required level of proficiency for the

applicable certification. The following material will normally be supplied as CFE/CFM. Other CFE/CFM in direct support of compliance certification courses may be supplied on a case by case basis, upon mutual agreement between the Government and the Contractor:

- a) Material and materials review as specified in the appropriate Contract Data Requirements Lists (CDRLs).
- b) Instructor computers for projecting classroom course presentations, generation of course handouts, storing site pictures and videos, and preparation of FRT Reports.
- c) Digital Still or Video Cameras for documenting, as appropriate, site specific data to support in-classroom /on-water compliance certification and instruction.
- d) Small scale equipment and demonstration aides to illustrate operation and response strategies in the classroom when appropriate.
- e) Sample equipment and materials to support classroom discussion and demonstration such as but not limited to: boom connectors, boom materials, sorbents, repair tools and supplies.

## **6.2 Government Furnished Equipment (GFE) or Support Services**

6.2.1 The Government will furnish Government Furnished Equipment to the Contractor for use while conducting the compliance certification or instructional courses required by this SOW.

The following GFE will be supplied, as required, to the Contractor for use during the conduct of the certification course.

- a) Certification On-Water GFE – Skimmers, Boats, Booms, Boom Platforms, Mooring Systems, Radios, etc.
- b) Certification In-Classroom GFE Support – VCR, Television, Chalk boards, Slide Projector (Regular/Digital)
- c) Administrative Support – Reproduction services for Certificates, and wallet certification cards, if required.

Additional GFE in direct support of compliance certification courses may be supplied on a course by course basis, upon mutual written agreement between the Government and the Contractor.

## **7.0 Travel**

### **7.1 Compliance Certification and Instructional Course Locations and Administration**

7.1.1 The area of cognizance for oil spill compliance certification and instructional courses provided by the Navy is worldwide. Air and surface travel to the various course destinations average approximately 80% CONUS locations and 20% to overseas locations. The Contractor shall provide all travel itineraries to the various scheduled oil spill compliance courses, 30 calendar days in advance of the course start date. The Contractor shall coordinate site specific travel with the NAVFAC ESC Security office and program sponsor by providing instructor personnel and travel information as requested to prepare any and all travel documentation as follows:

- a) The Contractor shall provide the Government a Contractor Safety Plan that includes instructor travel to, from and during scheduled certification courses. Information will include instructor next of kin contact information in case of injury, death, delays, etc. This plan shall not include Navy and Marine Corps operational safety information that is provided in course materials or by on-site Activity personnel prior to on-water operational exercises.

- b) The Government shall prepare and authorize Ant-Terrorism Plans (ATP) for travel to overseas locations when required. Contractor shall contact and coordinate overseas travel with the NAVFAC ESC Security Office 30-45 days in advance of departure date. Not all overseas locations require this document.
- c) The Government shall prepare and submit Area Clearances/Site Visit requests when required. This is generally a requirement for overseas travel. The Contractor Instructor shall provide NAVFAC ESC Security Office with personnel travel information 30-45 days in advance of scheduled travel.
- d) The Contractor with Government assistance, if needed, will arrange for any Government transportation required for Contractor conveyance to/from and within remote or overseas location, when required due to the absence of suitable commercial transportation. This will include MACC flights or contracted military transportation while conducting Government business under this contract.
- e) All instructors shall maintain a current CAC ID card. The Contractor shall coordinate and provide information to the NAVFAC ESC Security Office when required and requested to obtain or renew their CAC ID. The Contractor CAC provided DOES NOT include access to Government secured computer network systems.
- f) All Contracted Instructors shall provide background information as required by the Government to conduct a Background Investigation (BI) as a condition of new or continued employment under this contract.
- g) Contracted Instructors conducting overseas courses shall complete Anti-Terrorism online training annually prior to travel and provide proof of certification to NAVFAC ESC Security Office.
- h) Contracted Instructors conducting overseas courses shall complete Survival, Evasion, Resistance, and Escape (SERE 100) on line training every 2 years prior to travel and provide proof of certification to NAVFAC ESC Security Office.
- i) All Contractor Instructors shall complete an Isolated Personnel Report (ISOPREP). The Contractor shall verify the information every 6 months and update any information that has changed. All Contracted Instructors will initially complete DD Form 1833 to fulfill this requirement.
- j) Contracted Instructors traveling to remote overseas locations such as Diego Garcia, Souda Bay Greece, and Guantanamo Bay Cuba shall coordinate directly with the activity to obtain an Entry Clearance Request about 30-45 days in advance of scheduled travel.
- k) Contracted Instructors shall complete the Human Rights certification course, as required for some overseas locations. Contract Instructor shall contact the NAVFAC ESC Security Office to determine course locations that have this requirement.
- l) The Contractor shall obtain Country Insurance (currently only required for Rota, Spain courses) prior to scheduled travel. Cost of this requirement shall be included in the Contractors' proposal for trips to countries requiring Country Insurance. Contractor shall indicate if they have a current Country Insurance Policy or if they need to obtain a new policy. Contractor reimbursement for this insurance expense is included with Contractor invoice request following course completion.
- m) All scheduled courses require a FEC-ESC Support Agreement signed by the Activity Public Works Officer prior to travel. NAVFAC ESC prepares and coordinates directly with the Activity PWOs and Contractor support is NOT REQUIRED.
- n) The Contractor shall perform all requirements of this SOW in accordance with the terms and conditions of this contract.

**7.2 Material Classification and Instructor Access.**

7.2.1 There will be no classified material contained within the content of any course required by this SOW; however, instructor(s) may require access to security controlled areas where classes may be held. In the event the Contractor requires access to security controlled areas, the Government will provide interim site visit/area clearances support for Contractor personnel. Request for security controlled area access, shall be provided to the government no later than 30 days in advance of convening any particular certification course, as appropriate

**8.0 GOVERNMENT FURNISHED INFORMATION (GFI).**

8.1 The GFI for this contract may consist of existing or previously developed compliance certification or instructional course support materials or other related course information developed by the Government for each of the courses described herein. The Government is under no obligation to provide any existing or previously developed support materials to the Contractor.

**9.0 DELIVERABLE ITEMS.**

**9.1 Data Items.**

9.1.1 Various Data Items shall be provided by the Contractor to the Government at the times and places specified below and in the DD-1423 Contract Data Requirements Lists (CDRLs). In accordance with FAR 27.404-1, Unlimited Rights Data, and FAR clause 52.227-1, Rights in Data, all course materials developed by the Contractor under the requirements of this contract are, and shall remain, the property of the Government.

**9.2 Types and Quantities.**

9.2.1 Deliverables shall be copies of Drafts, and originals and copies of Final. Data Items specified in the DD-1423, and delineated in the following Table:

Data Item	Title	Draft/Final	Schedule
A001	Certifying Guide	Final	ASREQ
A002	Certification Guide	Final	ASREQ
A003	Certification and Instructional Handouts	Final	ASREQ
A004	Certification and Instructional Reference Materials	Final	ASREQ
A005	Certification and Instructional Material Change Package	Draft	ASREQ
A006	Certification and Instructional Material Change Package	Final	ASREQ
A007	Course Completion Report	Final	ASREQ