

PEARL HARBOR NAVAL SHIPYARD AND INTERMEDIATE MAINTENANCE FACILITY (PHNSY & IMF)
HAZARDOUS MATERIALS TRANSPORTATION TRAINING

1.0. BACKGROUND

Training is required for Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility (PHNSY & IMF) personnel responsible for ensuring shipments of radioactive material, radioactive waste, and mixed wastes are proper for transportation and disposal. This includes personnel from Code 2380.1 Mixed & Solid Radioactive Waste Operations, Code 2380.4 Radioactive Material Shipping, Code 105.2 (Independent Reviewers), and other Code 2300 divisions with engineers who prepare packaging procedures or audit the shipment process.

2.0 OBJECTIVE/SCOPE

2.1 Contractor shall provide technical regulatory training to approximately 21 government employees (including those employees who are directly responsible for the technical requirements for packaging, classifying, and certifying radioactive material, radioactive waste, and mixed waste as proper for transportation and disposal) in an instructor-led classroom environment on the island of Oahu at the Pearl Harbor Naval Shipyard Training Center (Building 2). Training shall be conducted during normal business hours (0630 - 1500). All training sessions must be scheduled and completed in its entirety by 23 January 2015.

3.0 PERFORMANCE REQUIREMENTS

3.1 GENERAL: The contractor shall provide all management, labor, materials, supplies, and effective instruction, to include: a) arranging for delivery, receipt and storage of training materials not at PHNSY&IMF; b) making clear and effective presentations to individuals and groups; c) organize and communicate ideas and information appropriate to the listener and the situation and d) listen to others and provide appropriate feedback.

3.2 The following topic areas with learning objectives will be taught by the Contractor. All courses will be taught over the span of two and a half weeks during the duration of the contract.

- a. Basic Hazardous Material/Hazardous Waste/Radioactive Material (DOT) Transportation Training (36 hours) – Contractor shall provide initial / recurrent regulatory training on all hazards and radioactive material as required by Code of Federal Regulations, Title 49 – Transportation 172.704.
 - (i) One class (0630 – 1500, except the last day 0630-1100), not to exceed 13 students per class.
- b. IATA: Transport of Dangerous and Radioactive Goods by Air Shipper Certification Training (20 hours) – Contractor shall provide initial / recurrent regulatory training on all hazards and radioactive material as required by IATA Dangerous Goods Regulations paragraph 1.5.
 - (i) One class (0630 – 1500, except the first day 1130-1500), not to exceed 10 students per class.
- c. Advanced Mixed Waste Shipper Certification Training (32 hours) – Contractor shall provide 49 CFR, 10 CFR, and 40 CFR initial / recurrent training specific to the regulations applied to the shipment of wastes containing both radioactive and chemical hazards.
 - (i) One class (0630 - 1500), not to exceed 10 students per class.

3.3 Contractor shall: (a) provide course materials for up to the number of students indicated in 3.2a. through 3.2c.; (b) arrange for delivery, receipt and storage of training materials not at PHNSY&IMF; (c) provide interactive training; (d) provide examples and real life experiences; and (e) provide certificates of completion that reflect compliance to 49 CFR, IATA, 10 CFR, and 40 CFR (as applicable) within two months of course completion, and (f) provide training synopses for each course prior to contract award.

3.4 Contractor shall provide PHNSY & IMF course evaluation surveys to all attendees at the end of each class. The course evaluation survey shall address the quality of the instructional method and course content. Copies of all surveys received shall be submitted to the TPOCs at the end of each class.

3.5 PERFORMANCE PERIOD

3.5.1 Contractor will coordinate training schedule with Technical Point of Contact (TPOC) upon contract award. Student Government personnel must be completely trained no later than January 23, 2015.

3.6 TRAVEL: Travel shall be in accordance with Federal Acquisition Regulation (FAR) part 31.205-46 and current DOD Joint Travel Regulations (JTR).

3.7 SERVICE DELIVERY SUMMARY TABLE

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Overall Contractor Performance	Provide training courses as described in 3.2.	Observation by Command Training Manager	Continuous	100% delivery and compliance.
Course Evaluation	Present Participant evaluations at the end of each block of instruction as described in 3.4	Copy of participant evaluations at the end course.	Continuous	90% delivery and compliance.

4.0 QUALITY ASSURANCE

4.1 The Contractor is responsible for implementing and maintaining a Quality Control Program (QCP) to ensure that the work performed meets or exceeds contract requirements and results in the correction of potential and actual problems. The QCP shall be implemented on the first day of contract performance and shall describe what will be reviewed and outline actions to be taken by the Contractor, should review(s) and/or inspections identify areas requiring remedial action. Of special interest to the Government are performance standards or metrics that address quality of training and customer satisfaction. Contractor is responsible for implementing all current DOT, IATA, NRC, and EPA environmental rules and regulations into all course lesson plans.

5.0 GOVERNMENT FURNISHED PROPERTY, SERVICES

5.1 All classes will be held in a classroom space, with stand-alone computer or laptop & SMART board projection system available for use. The contractor is prohibited from using any other electronic devices (e.g. projector remotes, USB drives) connected to the computer or laptop. If used, presentation data must be on a CD or DVD only.

6.0 CONTRACTOR QUALIFICATIONS

6.1 Contractor/Instructor must have a thorough knowledge and understanding of rules and regulations for DOT, IATA, NRC, and EPA (including RCRA). Contractor/Instructor shall have experience as instructors and subject matter experts.

7.0 CONTRACTOR PERSONNEL

7.1 The Contractor shall furnish experienced and knowledgeable personnel to perform all work specified. Contractor is required to comply with Public Law 105-270, Section 5(2)(A). This law states that Contractors will not perform inherently governmental functions. Section 5(2)(A) of this Public Law defines the term “inherently governmental function” as a “function that is so intimately related to the public interest as to require performance by Federal Government employees.” Per Section 5(2)(B), inherently governmental functions include management of Government programs requiring value judgments, conduct of foreign relations, selection of program priorities, and the direction of intelligence and counter-intelligence operations. Per Section 5(2)(C), inherent government functions DO NOT include, (i) gathering information for or providing advice, opinions, recommendations, or ideas to Federal Government officials; or (ii) any function that is primarily ministerial and internal in nature.”

7.2 Contractor personnel shall not establish an employee-employer relationship with Government personnel under this contract.

7.2.1 Contractors shall not provide personal services.

7.2.2 Contractor personnel will make clear to all individuals they engage with that they are contractor employees and not Government employees. When participating and introducing themselves during official events wherein Government, non-Government, or foreign personnel are present, Contractor personnel will identify themselves as employees of the Contractor.

7.2.3 Contractor personnel cannot manage, supervise, or task Government employees or military personnel while performing under this contract. Contractor personnel may not make any commitment to non-DoD personnel, including a foreign official, which commits the expenditure of U.S. Government resources, unless specifically authorized.

7.3 Contractor personnel must be clearly identified (i.e. company shirt, pin, visible company ID, etc.) in a visible location as to who their employer is.

7.4 Data phones, phones with a camera feature, cameras of any type **and all other electronic recording devices** are not allowed within PHNSY & IMF.

7.5 U.S. Citizenship is required for facility access. Two weeks prior to the start of performance, the Contractor shall submit a formal letter to the TPOC requesting facility access to include the following information – full name of all personnel working on this contract; Social Security number; date of birth, place of birth, and citizenship. The contractor shall state that information has been verified and shall have supporting records on file, if required for examination.

8.0 PLACE OF PERFORMANCE

8.1 Pearl Harbor Naval Shipyard Training Center (Building 2), Joint Base Pearl Harbor Hickam, Hawaii

96860.

8.2 Normal business hours of operation are 0630-1500, Monday through Friday, excluding Federal Holidays.

8.2.1 If a holiday falls on a Saturday, the holiday is observed on the preceding Friday. If a holiday falls on a Sunday, the holiday is observed on the following Monday.

8.2.2 Federal Holidays:

Federal Holidays:

New Year's Day	1st of January
Martin Luther King, Jr. Day	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4th of July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	11th of November
Thanksgiving Day	4th Thursday in November
Christmas Day	25th of December

9.0 TECHNICAL POINT OF CONTACT (TPOC)

9.1 Mr. Neilson Chun, Code 2380.4, Branch Head, 808-473-8000 x3302, neilson.chun@navy.mil

9.2 Ms. Gail Sunada, Code 2380.4, Nuclear Engineer, 808-473-8000 x5678, gail.sunada@navy.mil

10.0 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract **for the PHNSY & IMF** via a secure data collection site.

Contracted services excluded from reporting are based on Product Services Codes (PSCs). The Excluded PSCs are:

- (1) W, Lease of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address

<https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.