

Statement of Work

Leader Development and Education for Sustained Pease (LDESP)

This statement of work includes a requirement to implement the following list of development tasks and upgrades to the CCMR-LDESP site instance that will optimize the CLE to meet the unique needs of CCMR-LDESP.

1. Set up User Types for CCMR & LDESP: This involves establishing two different workspaces (one for LDESP and the other for CCMR) or login entry pages that have the identity and information pertaining to each of the programs as well as different user types for the two programs.
This task is expected to be completed 2 months after renewal/execution of the contract.
2. Change the url to ccmr-ldesp.org. This task is expected to be completed 2 months after renewal/execution of the contract.
This task is expected to be completed 1 month after renewal of the contract.
3. Create an independent login option and self-registration form that will create a new user account type for the users of the CCMR gateway. This task is expected to be completed 2 months after renewal/execution of the contract.
4. Design the CCMR public gateway page and test. This task is expected to be completed 2 months after renewal/execution of the contract. The interface should allow for CCMR executive participants to login and access the CCMR executive courses that will be housed on the site, through this gateway, which will be separate from the LDESP gateway.

Updates/customizations completed by:

Task	Deliverable that will be inspected	Due Date	Acceptable Quality Level (AQL)	Method	Frequency
1	Offer two different registration pages – one for CCMR & LDESP	25 August (or 2 months after contract is renewed/executed)	Both registration pages must be available for registration and participants should be able to automatically self-register.	Personal observation through the website by CCMR. 100% Inspection of Deliverables	Continuously through the period of performance and after completion 2 months after contract is renewed/executed

2	ldesp.org will be changed to ccmr-ldesp.org	25 August (or 2 months after contract is renewed/executed). This must be accomplished after Task 1 (Two different user types are set up)	Participants shall be automatically taken to www.ccmr-ldesp.org upon accessing the site.	Personal observation through the website by CCMR. 100% Inspection of Deliverables	Review after completion 2 months after contract is renewed/executed.
3	Offer different user types for CCMR and LDESP participants	25 August (or 2 months after contract is renewed/executed)	Participants will be able to select the user type, based on organization through the separate registration pages established as part of Task 1.	Personal observation through the website by CCMR. 100% Inspection of Deliverables.	Review after completion 2 months after contract is renewed/executed
4	CCMR public gateway page	25 August (or 2 months after contract is renewed/executed)	Gateway page and interface will be user friendly and allow for easy navigation for both LDESP and CCMR users.	Personal observation through the website by CCMR. The design of the gateway page must be approved by CCMR before completion. 100% Inspection of Deliverables	Continuously through the period of performance and after completion 1 month after contract is renewed/executed

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.

1.0 Place of Performance: Contractor's place of business.

2.0 Government Furnished Property: None.

3.0 Work Week and Hours of Operation:

The Contractor shall provide services during normal working hours excluding federal holidays. Normal working hours are 0730-1630, Monday through Friday, unless requirements dictate otherwise. Exceptions can be permitted by the COR upon request and at the COR's discretion.

Following is a list of holidays observed by the Government.

<u>Name of Holiday</u>	<u>Time of Observance</u>
New Year's Day	1 January
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

If any of the above holidays occur on a Saturday or a Sunday, then such holiday shall be observed by the Contractor in accordance with the practice as observed by the assigned Government employees at the using activity

4.0 Travel:

No travel will be reimbursed in support of this effort.

5.0 Security Requirements:

Contractor Key Personnel must be U.S. Citizens or possess a SECNAV waiver. This effort is unclassified.

6.0 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”).”

7.0 Identification of Contractor Employees:

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. Contractor personnel will be required to obtain and wear badges or other visible identification for meetings with Government personnel to provide a clear distinction between service contractor employees and Government personnel. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

8.0 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.