

Contractors interested in participating in this requirement should contact Glenn Caruso at carusog@marshallcenter.org or by phone at +49(0)8821 750-2218. The closing date for the receipt of quotes is 25 September 2008. Quotes shall include all costs associated with the requirement, including travel.

GEORGE C. MARSHALL EUROPEAN CENTER FOR SECURITY STUDIES
CONTRACTING OFFICER'S REPRESENTATIVE TRAINING
1ST Quarter FY09

1. Introduction.

The George C. Marshall European Center for Security Studies is an international educational institution run by the United States Department of Defense. Its mission is to create a more stable security environment by advancing democratic defense institutions and relationships promoting active, peaceful engagement; and enhancing enduring partnerships between the nations of America, Europe and Eurasia.

2. Background.

This contract is for non-personal services. It does not create employment rights with the U.S. Government whether actual, inherent, or implied. By agreeing to perform the services described in these specifications, the Contractor acknowledges that he/she is not, and will not become, an employee of the U.S. Government. The Contractor further agrees that he/she will not bring any cause or action in any forum claiming that he/she has become an employee of the U.S. Government.

3. Program Objectives and Scope of Work.

3.1. The Contractor shall provide classroom training to facilitate participants learning basic Contracting Officer's Representative skills, using the Defense Security Cooperation Agency (DSCA) COR Handbook dated 13 September 2007 as a general guideline.

3.2. Training Objectives.

3.2.1. The Contractor shall provide the audience with a general overview of topics such as:

- 3.2.1.1. Acquisition process
- 3.2.1.2. Market Research
- 3.2.1.3. Basic Source Selection
- 3.2.1.4. Unauthorized Commitments
- 3.2.1.5. Quality Assurance
- 3.2.1.6. Processing Invoices
- 3.2.1.7. Inspection/Acceptance
- 3.2.1.8. Ethics
- 3.2.1.9. Past Performance Evaluations

4. Specific Tasks.

4.1. The Contractor shall conduct a not to exceed 4-day course/workshop using lectures, group discussions, exercises, etc. to facilitate the audience's understanding of the basic functions of a COR. The Contractor's training should be consistent with the principles outlined in the DSCA COR Handbook, but may be adapted as necessary. The class size is anticipated to be approximately 25 people, most of whom currently serve as CORs or Contract Specialists.

5. Security/Sensitivity.

5.1. All work associated with this performance work statement is Unclassified.

5.2. Installation Clearance Requirements.

(a) Per the GCMC security procedures for non-DoD ID card holders (<http://www.marshallcenter.org> – Under Contractors link), the Contractor will be authorized and must obtain an Installation Pass for Sheridan Kaserne and Artillery Kaserne, Garmisch, from the local U.S. Army Garrison – Garmisch Administrative Office. Failure on the part of the Contractor to maintain currency of the Installation Pass will be considered sufficient grounds for the Government to cancel the Agreement prior to its normal expiration.

(b) Access to U.S. installations and controlled areas is limited to personnel who meet security criteria and are authorized by Host Nation law to work in that country. Failure to submit required information/data and obtain required documentation or clearances in accordance with AE Regulation 190-16, Installation Access Control, will be grounds for denying access to U.S. installations and controlled areas. The Contractor is responsible to ensure that any Subcontractor used in performance of this contract complies with these requirements and that all employees, of both the Contractor and any Subcontractor utilized by the Contractor, are made aware of and comply with these requirements.

(c) The Contractor shall comply with the requirements associated with Installation Access Control. The Government is not liable for any costs associated with performance delays due solely to a firm's failure to comply with Installation Access Control (IAC) processing requirements.

(d) The Contractor shall return installation passes to the issuing Installation Access Control Office (IACO) when the contract is completed or when a contractor employee no longer requires access.

(e) AE 190-16 (and AE 190-16-G German translation) can be found on the following website:
<http://www.hq.usacce.army.mil/>

(f) Below is the responsible Organizational Sponsor & Installation Access Control Office for this contract:

Organizational Sponsor: Marissa Polintan
Location: Marshall Center Human Resources Division
Building No: 102, Room 317
DSN Phone No: 440-2251
Commercial Phone No: 011-8821-750-2251

Installation Access Control Office: CPT Robert Newbauer
Location: Marshall Center Security
Building No: 112, Room 115
DSN Phone No: 440-2326
Commercial Phone No: 011-8821-750-2326

6. Government Furnished Equipment (GFE)/Government Furnished.

6.1. The Government will provide furnish training room with audio visual equipment (computer, screen, etc.) for use during the course.

7. Technical Points of Contact (POCs).

7.1. The Contractor shall contact the GCMC Contracting Officer within 14 days of receipt of the Notice to Proceed by the technical POC to coordinate the course syllabus.

7.2. The following individuals will act as the Primary and Alternate technical POCs.

a. Primary technical POC:

Name: Marissa Polintan

Organization: Defense Security Cooperation Agency, George C. Marshall European Center for Security Studies
Address: Unit 24502, APO AE 09053
Phone No.: 08821-750-2251
Fax No.: 08821-750-2746
Internet Address: polintanm@marshallcenter.org

b. Alternate technical POC:

Name: Johnette Chun
Organization: Defense Security Cooperation Agency, George C. Marshall European Center for Security Studies
Address: Unit 24502, APO AE 09053
Phone No.: 08821-750-2479
Fax No.: 08821-750-2479
Internet Address: chunj@marshallcenter.org

8. Other Direct Costs.

8.1. Training materials for the workshop shall be provided by the Contractor including a CD.

9. Administrative.

9.1. The Contractor shall present a neat, well-groomed professional appearance at all times.

9.2. The Contractor shall conduct himself/herself in a professional manner consistent with Marshall Center standards. The Contractor is expected to interact with the Marshall Center staff in a courteous, polite, and professional business manner.

9.3. The Contractor shall safeguard all government property in the work area. Facilities and equipment shall be secured at the close of each business day. The Contractor shall adhere to all physical security regulations and procedures while performing under this contract.

10. Other Pertinent Information or Special Considerations.

10.1. Packaging, Packing and Shipping Instructions are as follows. The Contractor shall provide all deliverables and other project related products, reports, etc., as an electronic file email attachment whenever possible. The Contractor shall generate all document deliverables in standard GCMC office automation software products. All software, documentation, training literature, and any other deliverables described in this contract will be wholly owned by GCMC.

11. Contractor Travel.

11.1. Travel will be required and shall be included in the total cost.

12. Invoices.

12.1. The Contractor shall submit invoices to the following addressee:

The George C. Marshall European Center for Security Studies
Attn: Marissa Polintan
Address: Unit 24502
Phone: 08821-750-2251
Email: polintanm@marshallcenter.org

12.2. The invoice document shall include, as a minimum, the following information in order to ensure proper payment:

Name and address of the Contractor (legal and doing business as);
Cage Code number;
Invoice number and date;
Contract line items number(s) and/or subline number for service/delivery rendered;
Period of performance covered by invoice;
Term of any prompt payment discount offered;
Name, title, and phone number of person to be notified in case of defective invoices.

12.3. Payment will be made using the GPC card.

13. Period of Performance.

13.1. The period of performance for this effort will be completed no later than 31 December 2008. The start date will be established prior to award of this contract, based on mutually agreeable timeframes.

14. Quality Assurance.

14.1. The Government will monitor the Contractor's performance under this contract using personal observations by the technical POCs and course participant feedback. The two key areas to be monitored are the timeliness of the services and the quality of the services in terms of the Contractor's success in meeting the learning objective. If time permits, the Contractor will be given the opportunity to correct or address any adverse findings resulting from observations and feedback. Failure to correct any adverse findings or failure to deliver all services described in this contract may result in non-acceptance of the services by the Government. Failure to meet the standards of this contract may result in a deduction of price equal to the value of the unperformed or poorly performed services. Failure to provide services in accordance with this contract could also result in termination of the contract for cause and/or adversely impact the Contractor's ability to be selected for future contracts.

(end)