AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
J	1		15

2. AMENDMENT/MODIFICATION NUMBER	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQUISITION NUMBER	5. PROJECT NUMBER *(If applicable)*
0003	29 Jun 2026	See Continuation Sheet	

6. ISSUED BY CODE N00189

NAVSUP FLT LOG CTR NORFOLK
ATTENTION CODE 301, 1968 GILBERT STREET SUITE 600
NORFOLK, VA 23511-3392
UNITED STATES
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7. ADMINISTERED BY *(If other than Item 6)* CODE

SCD: PAS:

8. NAME AND ADDRESS OF CONTRACTOR *(Number, street, county, State and ZIP Code)*

CODE FACILITY CODE

(X)

☒ 9A. AMENDMENT OF SOLICITATION NUMBER N0018926QB055

9B. DATED *(SEE ITEM 11)* 28 May 2026

☐ 10A. MODIFICATION OF CONTRACT/ORDER NUMBER

10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

See Continuation

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation data, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
☐	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
☐	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (*Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

The purpose of this amendment is to update PWS contact hours for clarification. Please note all highlighted areas for changes made.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA *(Signature of Contracting Officer)*	16C. DATE SIGNED

Previous edition unusable

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SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

Continuation of Description

Miscellaneous text in this section has been modified to:

Adjunct Faculty Support

for

USNCC Instructional Support Services

Section 1 General Information

BACKGROUND

The U.S. Naval Community College (USNCC) aims to advance the Navy's warfighting advantage and enhance operational readiness by providing world-class, naval-relevant education to a globally deployed force. In 2024, USNCC continues to partner with higher education institutions to deliver a wide selection of academic degree programs to enlisted service members. The USNCC Naval Studies Certificate, which has five courses, constitutes part of the degree curriculum at Partner Institutions. The five courses are: NAV101 Naval Ethics and Leadership, NAV102 Modern Naval History, NAV103 Naval Force Design, NAV104 U.S. National Defense Establishment and Civil-Military Organization, and NAV105 Introduction to Geopolitics (Capstone). In addition to the Naval Studies Certificate program, the US Naval Community College will be providing college level education courses to include, but not limited to, English, Math, and Science.

The USNCC has four key goals:

- Develop and deliver naval-relevant programs that advance warfighting advantages and operational readiness by providing relevant education to enlisted service members.
- Support student achievement for enlisted Sailors, Marines, and Coast Guardsmen.
- Develop and execute a strategy that supports continuous improvement to institutional effectiveness and student success.
- The USNCC will be the vanguard of the learning systems and andragogy for the Naval Education Enterprise.

SCOPE:

The USNCC requires Instructional Support Services Faculty primarily for instructing core Naval Studies Courses and occasionally Faculty/Instructors for Navalized General Education courses. Faculty shall provide asynchronous instruction of the USNCC General Education courses to USNCC students. USNCC courses are typically eight (8) weeks and less frequently sixteen (16) weeks long and equivalent to three (3) semester hours. Additionally, USNCC will develop and launch additional navalized courses in the future to offer to USNCC students. The USNCC will remain flexible in the volume of Naval Studies and General Education Courses it teaches each term. The USNCC will provide the estimated number of courses on a mutually agreed to timeline in advance of the anticipated start date of the respective term.

OBJECTIVES:

The objective of this procurement is to provide USNCC with quality faculty with the subject matter expertise needed to provide navalized instruction of USNCC courses which are focused on providing enlisted Sailors, Marines, and Coast Guardsmen asynchronous online courses to develop 21st Century skills to enhance operational readiness.

This procurement provides professional adjunct faculty subject matter expertise labor categories. Faculty will administer college level courses in accordance with the USNCC provided course syllabi, course reading materials, assignment instructions and rubrics, and relevant supporting materials developed for these courses. The provided syllabi will articulate the course learning objectives, as well as the grading criteria to ensure instructional effectiveness and student learning. Support tasks include developing appropriate lesson plans from the USNCC provided course syllabi, administrating and grading student written assessments and examinations, submitting

assignment grades as well as final grades. Support may also involve but may not be limited to preparing and submitting an end-of-course memorandum to include recommended administrative changes and any suggested changes to course structure and content, if applicable.

SECTION 2:

TASKS / REQUIREMENTS

A key requirement is to provide uniquely qualified faculty in support of USNCC educational programs. Faculty shall maintain professional proficiency and can be evidenced by a program of personal scholarly advancement. Evidence of professional qualifications and experience (e.g. publications, professional memberships, credentials) shall be provided upon request by the Contracting Officer's Representative (COR) (or designee). Faculty will be provided with the core shell for the respective course(s) they have been assigned. The course core shell includes instructional materials, core lectures, assignments, rubrics, and threaded discussion topics. Faculty may supplement core materials (no more than 15%) with current events and/or relevant past experiences. Faculty shall teach no more than two (2) courses per term, following an initial term of one course for evaluation purposes (terms are Fall I, Fall II, Spring I, and Spring II, Summer) without pre-approval of the USNCC Contracting Officer's Representative (COR) (or designee). All contractor personnel shall be either academically qualified (AQ) or professionally qualified (PQ), in accordance with USNCC's *Faculty Handbook*.

Mode of delivery. All USNCC courses are non-resident/distributed courses that follow an academic calendar and are delivered virtually using USNCC LMS (currently Blackboard). The courses are taught in a fully online, asynchronous format (a certain amount of work per week that will be completed by the student and supported by the faculty, defined by the course syllabus) or a hybrid format. Generally, USNCC courses are eight (8) weeks long and equivalent to three (3) semester hours.

***Project Manager (PM):**

a. The Contractor shall identify a qualified PM and alternate with a master's degree in a relevant field such as political science, history, public policy, law, organizational leadership, management. Project Manager shall have 5 years of experience providing services of similar size, scope and complexity. The Contractor shall provide a designated alternate for the PM, as applicable, who has full authority to act for the Contractor on all contract matters relating to this contract. The PM or alternate shall be available during the Government's regular working hours.

b. The Contractor shall provide a list of names and resumes of those qualified at least 10 days prior to task order issuance. An updated list shall be submitted to the COR (or designee) as personnel change or as requested.

c. The PM shall meet with the COR (or designee) within seven (7) business days after contract award. At a minimum, monthly thereafter or as required to provide project related information.

d. The Contractor shall submit a project management plan within ten (10) business days of contract award.

e. The Contractor shall submit progress reports within five (5) business days after the end of each term.

f. The Contractor shall submit financial reports within five (5) business days after the end of each term.

g. The Contractors PM will not be required to provide more than 35 hours of support per term.

Initial Onboarding/Course Orientation: Onboarding/Course Orientation is to familiarize new instructional support service providers with USNCC's mission, overview of the US Naval Community College programs and associated courses, as well as the technical and logistical requirements and processes associated with course delivery. Each Contractor personnel is required to attend a one-time onboarding/course orientation, which is anticipated to take up to one hour during the week preceding the start of teaching the first time. After the initial onboarding, during the course orientation portion; Contractor personnel shall collect required teaching content and materials for the course being taught, as identified in USNCC-developed course syllabi (to be provided as GFI), to prepare and teach the material to USNCC students. The majority of the course content will be provided by USNCC in the Learning Management System (LMS). Contractor personnel shall have the capability to upload to LMS any additional course content to supplement the provided course materials. Contractor personnel shall be responsible for tailoring, distributing all such corollary materials, to include

audio visual aids, PowerPoint presentations, hand-outs, facilitating student research activities, including group projects, and other like tools/activities.

Contractor personnel: Teaching, student support, assessment, and reporting. Contractor personnel shall teach no more than two (2) courses per term over the academic year (Fall I, Fall II, Spring I, and Spring II, Summer) without pre-approval of the USNCC point of contact.

Contractor personnel shall follow USNCC's syllabi for the courses, which will articulate the course learning and enabling objectives and the grading criteria to ensure instructional effectiveness and student learning. Contractor personnel will be provided the core shell for the course(s) for which they are instructing. The course core shell includes instructional materials, core lectures, assignments, rubrics, and threaded discussion topics. Contractor personnel may supplement core materials (no more than 15%) with current events and/or relevant past experiences. Any materials developed by Contractor personnel as part of this contract that are used and/or uploaded onto USNCC LMS shall become Government property. Any videos embedded via announcements should be limited in duration and file size. All materials uploaded shall follow current USNCC Academic and IT policies. Any supplemented materials used by Contractor personnel must not violate copyright laws or other restricted use. The Government will not incur any costs associated with the use of any supplemental materials developed and/or used by Contractor personnel. All supplemental materials used require pre-approval by the USNCC Dean and/or Associate Dean of the Academics Program. Failure to comply could lead to removal from instruction and the contract.

Methodology. Contractor personnel shall present the course in an effective manner, tailoring teaching methodology to accommodate special course requirements. In the case of special student needs identified by USNCC student services personnel, the Government shall develop a plan to accommodate the identified needs.

Student support. Contractor personnel shall facilitate threaded discussions with students; guide student project development to include scoping, review, and modifications; guide student research to include developing strategy and methodology and identifying tools and resources; advise student writing relevant to the course they are taking; and advise student presentations. Presentations and answers to questions shall be well-reasoned, well-researched, and shall be up-to-date in terms of current Navy, Marine Corps, and/or Coast Guard doctrine, scientific/engineering advancements, and in accordance with the highest standards at higher education institutions like USNCC.

Tracking and evaluating student progress. USNCC shall define, identify, and provide the standards, assessment tools, and Blackboard-generated reports to be used. Contractor personnel shall use the USNCC Instruction Rubric; provided as GFI post award, to track and evaluate student grades, assignment quality, and timeliness data on a weekly basis for tracking overall student progress, course effectiveness, and any areas of concern on student success in their section(s). USNCC shall define, identify, and provide the standards, assessment tools, and Blackboard-generated reports to be used. Contractor personnel shall preemptively follow up with any of their students who are perceived to be struggling, at risk of not passing, or not actively participating in the course and be responsive to their student needs and concerns. Contractor personnel shall notify USNCC all 'at risk' students using the LMS At Risk identification process. Contractor personnel shall adhere to acceptable metrics to assess student progress, such as performance on quizzes, exams, papers, or projects. Contractor personnel shall report on student progress regularly to individual students, at least bi-weekly to the USNCC lead faculty for the course, USNCC Academic Affairs and USNCC Student Services. The reports may also be required orally in daily, weekly meetings, and as requested by the COR (or designee).

Grading and final grades. Contractor personnel shall complete all grading and record the final grade in the USNCC LMS within five (5) business days of the stated end date of the course. Contractor personnel shall provide robust written feedback using USNCC rubrics and provide appropriate written feedback on drafts and papers. Contractor personnel shall provide information as requested by USNCC on missing, incomplete, or disputed grades. The reporting format shall comply with USNCC requirements, as defined in the USNCC Faculty Handbook. USNCC's Contracting Offcicer Representative (COR) and Full Time Faculty shall resolve 'Incomplete' grades with the student concerned in accordance with USNCC academic policy. 'Incomplete' grades shall be resolved by the end of the term following the term in which the 'Incomplete' grade occurred. USNCC COR and Course Leads will coordinate with Contractor personnel to create an approved plan for student completion that may require additional instruction by USNCC Full Time Faculty. Contractor personnel shall provide information as requested by USNCC on missing, incomplete, or disputed grades.

Contact hours. Contractor personnel shall spend on average six (6) hours per week per course iteration (section) in providing instruction, supporting students, office hours, grading, providing feedback, and other associated administrative requirements. In addition to the above 6 contact hours, scheduled office hours for student consultation shall be a minimum of one (1) hour per week. For each course iteration taught, Contractor personnel shall be available during one (1) non-standard hour per week on an as-needed basis if students are not available to meet during standard office hours. The non-standard hours can be in lieu of standard office hours if required by the students' schedule. Additionally, Contractor personnel shall be authorized an additional eight (8) hours the week prior to the start of the semester for onboarding activities, and an additional eight (8) hours the week following the conclusion of the semester for post-term final grading.

Communication, feedback and response to student inquiry. All communication with USNCC students shall be done via LMS and/or corporate email and not through unofficial channels (e.g., personal cell phones). Contractor personnel shall respond to student inquiries and/or emails the same day whenever possible, within twenty-four (24) hours during weekdays, or by the following Monday morning over a weekend. Contractor personnel shall provide feedback on written assignments within four (4) business days of receipt of assignment. Contractor personnel shall respond to threaded student discussion posting to provide feedback to students, encourage dialogue among the student cohort, and enhance their critical thinking skills. Contractor personnel shall have no default advising or mentoring duties beyond supporting their enrolled students in completion of their course and achieving their academic goals. Contractor personnel will comply with appropriate USNCC policy (Academic, Adjunct Faculty) and Standard Operating Procedures (SOP). Contractor personnel will conduct themselves in accordance with Department of the Navy, Department of Defense, and US Government standards and regulations.

Contractor personnel shall comply with USNCC policies and Standard Operating Procedures. Contractor personnel shall conduct themselves in accordance with DOD, DON, and USNCC regulations and standards. Instructor compliance with policies, subject experts, and good teaching practices by USNCC faculty and administration using USNCC Instruction evaluation rubric. Discrepancies will be provided to the contractor representative for correction. Evaluations shall remain at an acceptable level of 80% or greater. If evaluations should fall beneath the acceptable level, discussions between the contractor and Government shall be held to remedy the root cause of the poor performance evaluation.

Qualifications

Project Manager (PM):

The Contractor shall provide a PM and designated alternate, as applicable, who has full authority to act for the Contractor on all contract matters relating to this contract. The PM or alternate shall be available during the Government's regular working hours. The Contractor shall identify an experienced and qualified PM with a Master's degree in a relevant field (political science, history, public policy, law, organizational leadership, management) with a minimum of five (5) years of experience in project management providing services of similar size, scope and complexity.

Naval Studies Faculty/Instructor:

Contractor personnel shall maintain professional proficiency and can be evidenced by a program of personal scholarly advancement; participation in professional societies, and related meetings, etc. Evidence of professional qualifications and experience (e.g. publications, professional memberships, credentials) shall be made readily available upon request by the Contracting Officer's Representative (COR) (or designee). USNCC will have the final determination on new candidates as they are queued to instruct a Naval Studies course. This determination is to ensure the proposed candidate(s) meet the core naval studies requirements as delineated below. USNCC shall utilize Quality Assurance Surveillance Methods (using rubric), faculty observation, and student feedback, to ensure requirements are met. In the event requirements are not met, USNCC reserves the right to recommend removal.

USNCC expects that a significant majority of faculty will have experience in the national security field, prior military teaching, military service, military or government experience, or deep academic expertise in national security topics. All USNCC naval studies faculty will possess the following baseline criteria:

1. Relevant military experience or similar experience in government, and/or working with military personnel;

2. Prior teaching experience at the collegiate level, with an emphasis on prior online teaching;

3. Appropriate academic credentials and a record of scholarship/research consistent with the teaching role they are assigned.

In accordance with the USNCC Policy on Faculty and Facilitator Qualifications (26 Aug 2025) and the *USNCC Faculty Handbook*, all faculty shall be either academically qualified (AQ) or professionally qualified (PQ).

The ratio of AQ to PQ faculty sought is 80% to 20%. USNCC seeks a rigorously qualified faculty to ensure high-quality teaching.

Academic Experience Requirements: Faculty with academic qualifications (AQ) must possess a terminal degree (preferred) or Master's (minimum requirement) in a related field, with at least 18 hours of credit in the specific field of study. Prior relevant experience in teaching in online environments is also required. Additionally, faculty must have experience with Learning Management Systems and be available to teach courses across multiple terms.

Professional Experience Requirements: Faculty with specific, high-level professional experience that is directly relevant to the course's subject matter (PQ faculty) must hold at least a bachelor's degree in addition to their significant and substantive relevant experience in a military or related setting. This experience must uniquely qualify them to teach the specific subject area. Relevant professional experience may include, but is not limited to, prior military service or experience, particularly in positions of service-wide prominence, and when the experience results in renowned expertise that is aligned with the learning outcomes of the course.

Examples of PQ faculty characteristics/experience:

Teaching:

- Demonstrated teaching experience in an online modality for working adults. Faculty must have experience teaching at least one semester-equivalent course specifically in an online higher education environment at an accredited college or university.
- Demonstrated understanding of Andragogy and Adult Learning Theory.
- Demonstrated strong student and/or peer evaluations of their teaching.
- Experience with online Learning Management Systems (LMS) to include Blackboard or similar LMS.

Military:

- Significant and substantive relevant experience in a military or related setting that makes them uniquely or substantively qualified to teach the specific subject area. This will typically include at least 10 years of direct field experience, with at least five of those years at a senior leadership level, in the specific course area being taught.
- Demonstrated prior military experience preferred professional experience. USNCC is particularly interested in faculty members who have served in the uniformed or civilian sectors of the Department of the Navy, US Navy, US Marine Corps, or US Coast Guard.

Contractor personnel. Contractor personnel supporting NAV 101, 102, 103, 104 shall be either academically qualified (AQ) or professionally qualified (PQ), as per USNCC policies noted above. Contractor personnel supporting NAV 105 shall be AQ and have significant coursework in the relevant field of study. All contractor personnel shall be either academically qualified (AQ) or professionally qualified (PQ).

General Education Faculty/Instructor (ENG/MTH/SCI/etc.):

Academically Qualified (AQ) faculty shall have a minimum of a master's degree (doctorate degree preferred), in an appropriate field of study, with at least 18 hours of graduate-level credit in the relevant field(s).

Adjunct faculty for general education will be academically qualified (AQ). To be considered academically qualified, faculty must have a graduate degree in a relevant general education discipline (English, journalism, communication, math, a science field). Prior post-secondary teaching experience in a general education course, or similar post-secondary academic support center experience is highly desirable.

Professionally Qualified (PQ) faculty will have at least 5 years of post-secondary asynchronous general education instruction or post-secondary advising in a student support center, in addition to possessing a minimum of 18 graduate credits in a relevant degree field.

General faculty responsibilities. All faculty members must meet the below-listed conditions. In addition they shall perform the duties below:

a. Must possess a computer, fast and reliable internet access, and corporate e-mail to facilitate communication with students, faculty, and the BB LMS.

b. Online teaching experience: Prior teaching experience is strongly preferred. The large majority of Contractor provided faculty shall have taught at least one (1) semester-equivalent online higher education course at an accredited college/university, with experience teaching in the field of study strongly preferred.

c. Military experience: Prior experience as a Service member or as a civilian employee of the U.S. Department of Defense (DOD) is preferred, specifically in a military education institution.

d. Experience with online Learning Management Systems (LMS). Adjunct faculty shall have prior experience in Blackboard LMS or similar (LMS).

e. Shall be available to teach courses across multiple terms.

f. Shall provide robust, timely and specific written feedback using USNCC rubrics and provide appropriate written feedback (and digital formats such as video/audio, as supported in the LMS) on drafts and papers.

g. Shall provide information on missing, incomplete, or disputed grades. The reporting format shall comply as defined in the USNCC Faculty Handbook, to be provided as GFI after contract award. USNCC Contracting Officer's Representative (COR) and USNCC full time faculty will resolve incomplete grades with concerned student in accordance with USNCC academic policy. USNCC COR and course leads will coordinate with instructors to create an approved plan for student completion of all incomplete grades that may require additional instruction by USNCC full time faculty. Will finalize all incomplete grades and submit final grades when students provide the required work.

h. Provide the end-of-course memorandum that summarizes students' performance in the course and lessons learned.

i. Certify that their classes are conducted in compliance with published USNCC policies.

USNCC shall define, identify, provide standards, assessment tools, and Blackboard-generated reports to be used. Faculty shall use the USNCC provided Syllabi and Instruction Rubric; both to be provided as Government Furnished Information post contract award. The syllabi will articulate the course learning and objectives, as well as the grading criteria to ensure instructional effectiveness and student learning. Instructors will be provided with the core shell for the course(s) for which they are providing instruction. The course core shell includes instructional materials, core lectures, assignments, and threaded discussion topics. Instructors may supplement core materials (no more than 15%) with current events and/or relevant past experiences.

The rubric shall be used to track and evaluate student grades, assignment quality, and timeliness of data on a weekly basis for tracking overall student progress, course effectiveness, and any areas of concern of student success in their section(s). The instructors shall be responsive to their students' educational needs and concerns. Instructors shall notify USNCC of all 'at risk' students using the LMS At Risk identification process. Instructors shall adhere to acceptable metrics to assess student progress, such as performance on quizzes, exams, papers, or projects. Faculty shall report on student progress regularly to individual students, at least bi-weekly to the USNCC lead faculty for the course, USNCC Academic Affairs and USNCC Student Services.

Each assigned instructor is required to attend a one-time onboarding, which is anticipated to take one week preceding the start of teaching for the first time. After the initial onboarding, each course will have an orientation, which occurs prior to commencement of instruction. The instructor shall collect required teaching content and materials for the course being taught, as identified in USNCC provided syllabi to prepare for and teach the course material to USNCC students. The preponderance of course content will be provided by USNCC within the Learning Management System (LMS). However, instructors shall have the capability to upload to LMS any additional course content to supplement the provided course materials. Instructors shall be responsible for tailoring, distributing corollary materials to include audio visual aids, PowerPoint presentations, virtual hand-outs, facilitating student research activities including group projects, and other similar tools or activities.

All communication with USNCC students shall be done via LMS and/or corporate email. Faculty shall respond to student inquiries and /or emails the same day, when possible. Faculty replies shall be sent within twenty-four hours during weekdays, or by the following Monday morning over a weekend. Faculty shall provide feedback on written assignments within four (4) business days of receipt of assignment. Faculty shall respond to threaded student discussion posting to provide feedback to students, encourage dialogue among the student cohort, and enhance their critical thinking skills. Faculty shall have no default advising or mentoring duties beyond supporting their enrolled students in completion of their course and achieving their academic goals. Faculty will comply with appropriate USNCC policies (Academic, Adjunct Faculty) and Standard Operating Procedures (SOP). Faculty will conduct themselves in accordance with Department of the Navy, Department of Defense, and US Government standards and regulations. All instructors shall comply with USNCC policies and Standard Operating Procedures. Evaluations shall remain at an acceptable level of 80% or greater. If evaluations should fall beneath the acceptable level, discussions between the contractor and Government shall be held to remedy the root cause of the poor performance evaluation.

All USNCC courses are non-resident/distributed courses that follow an academic calendar and are delivered virtually using USNCC LMS (currently Blackboard). Duties include conducting asynchronous instruction; reviewing and evaluating student essays (as applicable), examinations, and other written and verbal assessments; developing curricula; and performing educational administrative functions as required. In support of this primary objective, the department develops core curricula and provides graduate-level instruction in the primary areas.

The relevant fields and illustrative teaching experience for each of the **Naval Studies** courses are as shown in the following table:

Course	**Fields**	**Illustrative Teaching Experience**
NAV101	Military ethics, philosophy, leadership, law (post JD degree, such as, LLM in military law), U.S. history, and political science.	Introductory courses in law of warfare, international law, military ethics, leadership, organizational behavior, law of the sea and freedom of navigation, and security studies.
NAV102	U.S. History, military history, government, strategic studies, and public policy.	Introductory courses in U.S. history, military history, strategy, defense policy, and security studies.
NAV103	U.S. national security studies, American government, political science, organizational design, naval engineering, and systems engineering.	Courses in U.S. defense strategy/policy, introduction to U.S. politics and government, systems engineering, naval systems design, public policy, and public policy analysis.

NAV104	U.S. national security studies, American government and politics, comparative politics, public policy, public administration, and American history.	Courses in U.S. politics and government, politics and public policy, U.S. history, U.S. defense policy and/or strategy, civics, and civic engagement.
NAV105	Political science, comparative politics, international relations, and U.S. security studies.	Introductory courses in World politics, global security studies, American foreign policy, and U.S. national security.

The relevant fields and illustrative teaching experience for each of the **General Education** courses are as shown in the following table:

Course	**Fields**	**Illustrative Teaching Experience**
English	18 graduate credit hours in English, composition, mass comm; Post-secondary English teaching / post-secondary writing center experience	Introductory courses in English, academic or technical writing, and written communication.
Critical Thinking	Master's Degree; Preferred earned PhD Degree in either philosophy, rhetoric, communication, psychology, or general humanities.	Introductory courses in logic, critical thinking, psychology, philosophy, and rhetoric.
Math	MS degree in Math, Statistics or related field from and accredited institution with minimum of 18 graduate credit hours in the subject.	Introductory college math courses such as finite math, intro to statistics, algebra, pre-calc, etc., in an asynchronous online format.
Science	MS degree in an engineering or physical science field (physics, chemistry, geology, etc.) from an accredited institution with minimum 18 graduate credit hours in the subject field.	Introductory college-level natural science courses, such as: physics, chemistry, geology, oceanology, etc., in an online format.

Any exceptions to the above qualifications for faculty must be approved by the USNCC Contracting Officer's Representative (COR).

Section 3: Start Up Plan

A smooth and orderly start-up is necessary to ensure minimum disruption to USNCC's Academic Schedule. The Contractor shall not recruit for start-up staffing on Government premises or otherwise act to disrupt official Government business. The Contractor shall assume full responsibility for all tasks identified in this PWS, within 15 business days after contract award. The Contractor shall provide a detailed Start-up Plan that describes the process, and schedule for providing an orderly transition, in accordance with the guidance herein, for all elements of the PWS. The objectives of the Start-up Plan are to show how the contractor will assume responsibility for all tasks, identify impacts and mitigate risk to scheduled courses.

The Contractor is responsible for performing due diligence to ensure that impacts/risk factors are identified and

explain how their mitigation plans will address those risks. The Contractor shall establish a Project Management

team capable of providing overall coordination and management support of all start-up activities. The Contractor shall include a project management schedule that shows how they will minimize risk to USNCC's Academic Schedule.

Note: Invoicing by the contractor will begin as of the commencement of the performance period of services. No reimbursement will be paid by the government for efforts expended during the start-up period.

Any exceptions to the above qualifications for contractor provided faculty must be approved in advance by the Contracting Officer's Representative (COR) prior to class assignment.

Section 5: Travel: There is no requirement for Contractor personnel to be on site at Quantico, VA.

Section 6: Reimbursement of Travel Costs: N/A

Section 7: Security Requirements

The contractor shall ensure each employee has a current favorably completed National Agency Check with Written Inquiries (NACI). In addition, each employee must be screened before and throughout the term of this contract for any non-illegal behaviors that jeopardize the reputation of USNCC. Throughout the term of the contract, the Contractor shall report to the COR (or designee) within one (1) calendar day any professional and academic misconduct and any non-criminal behaviors of employees supporting this contract. Examples of reportable behaviors include but are not limited to sexual harassment, relief for cause, plagiarism, and other violations of ethical and academic norms.

Contractor employees whose work is unclassified and non-sensitive shall meet the following minimum requirements:

(i) Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and

(ii) Must have a favorably completed NACI including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

(i) SF-85 Questionnaire for Non-Sensitive Positions

(ii) Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)

(iii) Original Signed Release Statements

The contractor shall ensure each employee has a current favorably completed NACI or ensure successful FBI fingerprint results have been gained and investigation has been processed and completed and a determination made by DCSA. Failure to provide the required documentation at least thirty (30) days prior to the individual's start date may result in delaying the individual's start date. In addition, each employee must be screened before and throughout the term of this contract for any non-illegal behaviors that jeopardize the reputation of USNCC.

Throughout the term of the contract, the Contractor shall report to the COR (or designee) within one (1) calendar day any professional and academic misconduct and any non-criminal behaviors of employees supporting this contract. Examples of reportable behaviors include but are not limited to sexual harassment, relief for cause, plagiarism, and other violations of ethical and academic norms.

Section 8: Place of Performance

There is no requirement for Contractor personnel to be on site at Quantico, VA.

Section 9: Period of Performance

The contract will have a two-year ordering period. Task orders issued against the base contract will have a period of performance no more than 12-months.

Section 10: Other Conditions/ Requirements:

Any materials developed for use by the Contractor as part of this contract shall become Government property. Any videos embedded via announcements shall be in low definition (480 or lower) and five (5) minutes or less. All materials uploaded shall follow current USNCC Academic and IT policies. Any supplemented materials used by Contractor personnel must not violate copyright laws or other restricted use. All supplemental materials used require pre-approval by the USNCC Dean and/or Associate Dean of the Academics Program. Failure to comply could lead to removal from instruction and the contract.

Section 11: Non-Personal Services

Contractor personnel performing services under this IDIQ contract (and resultant task orders) shall be controlled, directed and supervised at all times by management personnel of the contractor. Contractor management shall ensure that employees properly comply with the performance work standards outlined in the IDIQ contract (and resultant task orders). Contractor personnel shall perform their duties independent of, and without supervision of, any Government official. The tasks, duties, and responsibilities set forth in the IDIQ contract (and resultant task orders) 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, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Subparts 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.

COR APPOINTMENT:

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s) (COR) for this IDIQ contract (and resultant task orders): to be provided at time of award

(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR: N /A

(c) The COR will act as the Contracting Officer's Representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract, or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract.

(d) It is emphasized that only a Contracting Officer has the authority to modify the terms of the contract, therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the contract between the contractor and any other person be effective or binding on the Government. When/if, in the opinion of the contractor, an effort outside the existing scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action shall be taken by the contractor under such direction unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

Section 12: Training

All contractor personnel shall complete:

a. DOD Cyber Awareness Challenge.

b. DOD/DON Personally Identifiable Information (PII),

c. The completion of a USNCC 6221r1 form will be required for LMS access. Other additional training may be required.

Section 13: QUALITY ASSURANCE SURVEILLANCE PLAN (QASP).

USNCC will evaluate Contractor performance in accordance with the Quality Assurance Surveillance Plan (QASP).

Deliverables	**Performance Standard**	**Acceptable Quality Level**	**Monitoring Method**
Meetings with COR (or designee)	Meetings shall be coordinated with the COR's (or designee's) schedule and with the frequency required in the PWS. The PM shall be prepared to discuss progress and financial status reports.	Meetings shall be coordinated and conducted in a professional manner. PM shall be prepared to discuss the program, to include any submitted reports and/or Instructor challenges/successes.	Government review and acceptance
Project Management Plan	A project management plan shall be prepared and submitted in accordance with the PWS.	The project management plan will include, at a minimum, plan of action and milestone schedule, as well as any risks.	Government review and acceptance
Student Progress Reports	Student progress shall be assessed and reported.	Any required input will be completed in accordance with the course schedule.	Government review and acceptance

Final Grades	All grading shall be completed and final grades entered into USNCC LMS within five (5) business days of the stated course end-date.	Contractor personnel shall respond within twenty-four (24) hours to any USNCC requests regarding missing grades, incomplete grades and/or disputed grades.	Government review and acceptance
Incomplete Grades	Contractor personnel shall seek resolution of all "incomplete" grades in accordance with USNCC procedures.	Contractor personnel shall seek resolution of all "incomplete" grades in accordance with the USNCC timeline.	Government review and acceptance
Monthly Status Reports including Progress and financial reports	The PM will meet with the COR monthly and submit progress and financial reports within five (5) business days after the end of each month.	Monthly meetings between the COR and PM will be held, subject to the COR's schedule. Progress and financial reports will be reviewed/ discussed, as necessary.	Government review and acceptance

Incentive: Satisfactory contract performance will be documented on the Contractor Performance Assessment Reporting System (CPARS)

Disincentive: Unsatisfactory contract performance will be documented on the Contractor Performance Assessment Reporting System (CPARS)

Section 14: Deliverables And Milestones

Anticipated deliverables and frequency identified below, task orders will identify specific deliverables and dates applicable to each task order:

	PWS Reference	

Deliverable		**Frequency**
Listing of Qualified Contractor personnel	**Sect 2. b. Tasks / Requirements**	10 days after contract award. An updated list shall be submitted monthly thereafter to the COR
PM meeting with COR	**Sect 2. c. Tasks / Requirements**	The PM shall meet with the COR within seven (7) business days after contract award. At a minimum, monthly thereafter or as required to provide project related information.
Project management plan	**Sect 2. d. Tasks / Requirements**	Within ten (10) days after contract award.
Progress reports	**Sect 2. e. Tasks / Requirements**	Within five (5) business days after each term.
Financial reports	**Sect 2. f. Tasks / Requirements**	Within five (5) business days after each term.
Student progress reports	**Section 2. Tracking and evaluating student progress**	Weekly and when requested by COR.
Final grades	**Section 2. Final Grades**	Within five (5) business days of the stated end date of the course.

Section 15: Data Rights

Data Rights: The Government shall have those rights in technical data and software that applicable statute and regulation require the Government to receive. No deliverable technical data or non-commercial software data shall be delivered to the USNCC with less than unlimited rights unless all DFARS requisites for marking of restrictive legends have been met. Contractor personnel shall not release any data or information developed and/or obtained under performance of this contract unless authorized by Government personnel or upon written approval of the Contracting Officer in accordance with DFARS 252.204-7000 Disclosure of Information.

Data Protection: The Contractor shall safeguard covered defense information, including USNCC student data (PII), as per DFARS 252.204-7012 Safeguarding Covered Information and Cyber Incident Reporting as well as safeguard USNCC student data (PII) consistent with the rules of the Federal Education Rights and Privacy Act (FERPA) (20 U.S.C. (S) 1232g; 34 CFR Part 99).

Cyber Incident Reporting: Any cyber incidents that occur must be reported as per specified in DFARS 252.204-7012. The Contractor shall report any cyber incidents that occur to the COR within six (6) hours of said incident.

Cloud Computing: The Contractor shall represent whether cloud computing will be used in the performance of the TO (DFARS 252.239-7009 Representation of Use of Cloud Computing)

GFE/GFI: The Government will not provide any GFE or GFI beyond those identified and mentioned above. Contractor personnel shall have the capabilities and resources required to complete the tasks described above. Contractor personnel shall provide their own access to a computer with built-in or external webcam, reliable high-speed (min 48 Mbps) broadband internet, headphones, microphone, and telephone (or cell phone) for communication with USNCC Course Leads or staff. Any additional items the Contractor personnel may desire to use shall be provided at the expense of the contractor and/or based on the contractor's internal policies.