FEDERAL BUREAU OF PRISONS (BOP)

STATEMENT OF WORK (SOW)

Life Safety Code Training Classes

1.0 GENERAL

1.1 Background

The Federal Bureau of Prisons (BOP) has approximately 36,500 employees in 122 locations throughout the United States and Puerto Rico. Each institution is self-sufficient with complex operations governed by Federal law and regulations, including Occupational Safety and Health Administration (OSHA) laws and regulations; state law and regulations where applicable; and Department of Justice (DOJ) and BOP policies and procedures.

Each institution has a dedicated Occupational Safety and Health Department with employees responsible for implementing the Safety and Health Program at the local level.

1.2 Scope

The scope of this contract is limited to provision of NFPA 101 Life Safety Code Training.

1.3 Objective

The objective of this solicitation is to provide an NFPA Life Safety Code Training program that fulfills BOP policy requirements in providing required training to Department employees.

1.4 Applicable Documents

- BOP Program Statement 1600.15, *National Occupational Safety and Health Policy* (April 8, 2024).
- Life Safety Code (NFPA 101 – Most Recent Copy)
- DOJ and BOP security, safety, and conduct policies.

2.0 SPECIFIC REQUIREMENTS / TASKS

2.1 Required Classes

The Contractor shall provide the BOP an NFPA 101 Life Safety Code Training program. The class must address the following:

- Introduction to the NFPA code development process;

- Review of the most recent life safety code structure (COR, special structures/high-rise, and occupancy chapters);
- Navigating the most recent life safety code;
- Review of the requirements in core chapters (chapters 1 to 10);
- Review of the requirements in occupancy specific chapters relating to jails and prisons, with a special emphasis on chapters dealing with the new and existing detention and correctional occupancies.
- Training must incorporate BOP-relevant scenarios (e.g., textile, metal works, electronic recycling, fleet operations, commercial laundry, warehouse operations, powerhouse, food service, chemical storage, maintenance, industries).

2.2 Experience

The program must be delivered by an authorized instructor who meets the following instructor evaluation criteria:

- Experience teaching Life Safety Code classes
- At least 5 years of full-time experience in the field of fire protection
- At least 3 years of experience teaching similar classes
- Presently serving on an NFPA committee or have served on an NFPA committee within the last 5 years
- Familiarity with a correctional environment
- Familiarity with the subjects listed in the statement of work

2.3 Class Scheduling and Training Content

- The BOP will provide a minimum 45-day notice to the Contractor on the class, dates, and location.
- Changes to the schedule may be made upon mutual agreement.
- For physical in-classroom training, Contractor shall provide a hard copy of course materials and applicable standards. Course materials and standards shall be sent electronically to each participant when training is on a virtual platform.
- The structure of all exercises and scenarios shall be reviewed and approved by the BOP prior to delivery.
- Each class will be three (3) days in length. Classroom hours will be from 7:30am to 4:30pm local time. All class work must be completed during the designated classroom hours. One hour lunch break will be provided each day. Breaks will be at least once per hour.

3.0 CONTRACTOR PERSONNEL

3.1 Qualified Personnel

The Contractor shall provide qualified instructors that align with section 2.2 of this Statement of Work. Instructor names and contact details shall be provided to the COR at least two weeks prior to the scheduled course.

3.2 Continuity of Support

The Contractor shall ensure uninterrupted delivery of training. If an instructor is unavailable, a fully qualified replacement shall be provided. The Contractor shall e-mail notification to the Contracting Officer's Representative (COR) prior to change of instructor.

3.3 Employee Identification

Contractor personnel shall wear Government-issued identification badges and comply with all BOP escort and security rules when teaching at a government site.

3.4 Employee Conduct

Contractor personnel shall comply with all applicable laws, regulations, and facility rules, and maintain professional standards of appearance and conduct.

3.5 Removal of Employees

The Government reserves the right to direct removal of Contractor personnel for misconduct or security reasons.

4.0 SECURITY AND OTHER APPLICABLE CONDITIONS

4.1 Security Requirements

- Contractor access to unclassified but Security Sensitive Information may be required.
- Contractors entering the Management and Specialty Training Center (MSTC) shall complete a background investigation (at no cost).
- Contractor personnel shall safeguard all sensitive information against unauthorized disclosure.

4.2 Period of Performance

- **Base Year**: Date of award – 12 months
- **Option Year 1**: Months 13–24
- **Option Year 2**: Months 25–36
- **Option Year 3**: Months 37–48
- **Option Year 4**: Months 49–60
- **Option, 6 month extension**: 61-66

4.3 Place of Performance

- Primary location: Management and Specialty Training Center, 11900 East Cornell Avenue, Aurora, CO 80014.
- Other federal facilities may be used as the place of performance if mutually agreed upon by the Government and Contractor.
- In lieu of on-site training, the BOP may request virtual classroom instruction. Vendor must meet the virtual training platform in use across the Bureau of Prisons- currently Microsoft Teams.

4.4 Hours of Operation (3 Day Class)

- Classes: 7:30 AM – 4:30 PM.
- Breaks: at least once per hour.
- Lunch: one hour.

4.5 Pricing

- The Contractor shall propose a **firm fixed price per class**, inclusive of:
  - All course materials, student manuals, and references.
  - Certificates of completion.
  - All contractor travel, per diem, lodging, and incidental expenses must be included in the per class pricing structure.
- Each class shall accommodate up to 30 students.
- The BOP may require up to 4 classes per year, in any combination of courses listed.

5.0 POST-AWARD CONFERENCE

The Contractor shall attend a Post Award Conference with the CO and COR within 20 business days of award, via teleconference.

6.0 GOVERNMENT-FURNISHED RESOURCES

The BOP will provide classroom facilities, furniture, projector, screen, whiteboard/chart paper, and markers.

7.0 CONTRACTOR-FURNISHED RESOURCES

The Contractor shall provide laptops, presentations, and all other materials/equipment not furnished by the Government.

8.0 DELIVERABLES

Deliverable	Description	Frequency	Government Acceptance Criteria	Responsible Party
Training Class	NFPA 101 Life-S afety Code	As scheduled	Delivered by qualified instructor; evaluated by students and COR	Contractor
Course Materials (in-person)	Hardcopy student manuals & standards	Each class	Provided to each attendee	Contractor
Course Materials (virtual)	Hardcopy student manuals & standards	Each class	Provided to each attendee	Contractor
Certificates of Completion	Training certificates	Each class	Provided to each attendee	Contractor
Instructor Information	Instructor names/contact info	2 weeks before each class	Approved by COR	Contractor
Class Evaluations	Student/course evaluations	Following each class	Reviewed by COR for performance	Contractor

9.0 RISK MANAGEMENT & CONTINGENCY PLANNING

The Contractor shall submit a Risk Mitigation Plan addressing:

- Instructor availability and continuity.
- Travel disruptions and schedule delays.
- Security clearance delays for instructors.
- Manpower continuity and substitution procedures.

The plan shall be updated annually or as directed by the COR.

10.0 QUALITY ASSURANCE

The COR will monitor contract performance via class evaluations, instructor feedback, and compliance with deliverables. A separate Quality Assurance Surveillance Plan (QASP) will define performance metrics and surveillance methods.