MENTOR PROGRAM
PERFORMANCE WORK STATEMENT

1. INTRODUCTION

This is a non-personal services contract to provide a comprehensive Mentor Program as required by Marine Corps Systems Command (MARCORSYSCOM) Human Capital Management. The Mentor Program fosters professional growth, leadership development, and knowledge transfer among participating personnel. As described in this Performance Work Statement (PWS), Section 11, the Government shall not exercise any supervision or control over the contract service providers performing the services herein.

1.1 Scope

The Contractor shall administer the Mentor Program as designated in each Contract Line Item Number (CLIN). The Contractor shall provide all personnel, equipment, supplies, transportation, tools, materials, supervision, and other items and non-personal services necessary to facilitate the Mentor Program as defined in this PWS, except for those items specified as Government furnished facilities, equipment, and services. The Contractor shall perform to the standards in this contract.

2. PROGRAM REQUIREMENTS

The Contractor shall execute the following minimum requirements for the Mentor Program. The Contractor shall ensure that program offerings are fully compliant with Section 508 of the Rehabilitation Act. The Mentor Program shall be executed annually. Each program cohort shall consist of an active mentoring period of not less than six (6) months and not more than nine (9) months, beginning with the Program Orientation and concluding with the Program Completion events described below. Deliverables corresponding to the below program requirements shall be delivered in accordance with Section 9 of this PWS.

2.1 Mentor Matching

The Contractor shall facilitate a comprehensive matching process to recruit and pair mentors and mentees effectively:

- **2.1.1 Program Application:** The Contractor shall provide a program application and collect and analyze application information for prospective mentors, situational mentors, and mentees. Mentors participate in a formal mentoring partnership throughout the program. Situational mentors support individuals in a short-term capacity as needed. The Contractor shall collect a brief biography for each prospective applicant as part of the application process. Applications shall include a requirement for supervisory concurrence for participation in the program and participant acknowledgement of program requirements.

- **2.1.2 Application Intake and Management:** The Contractor shall provide and manage the application intake process (using either an online application platform or an equivalent secure electronic process, such as encrypted email and standardized forms) to collect and maintain applications. If an online platform is used, the Contractor shall provide the Technical POC with read-only administrative access to the platform to monitor application status and review candidate data in real-time. If an equivalent electronic process is used, the Contractor shall provide the Technical POC with regular application status updates, as defined during the Post-Award Planning Conference, and direct access to the submitted application files.

  Regardless of the method used the Contractor must be able to export and provide all compiled application data to the Government via an Excel spreadsheet or other Government-approved standardized format upon request at no additional cost. *(Note: Platform security requirements are defined in Section 14.3 of this PWS).*

  The Government's acceptance and use of any Contractor-provided platform is contingent upon a full review and approval of the platform's associated Terms and Conditions by the Government's Contracting Officer and Legal Counsel. Any terms that conflict with U.S Federal law, the Federal Acquisition Regulation and its applicable supplements, or the terms of this PWS are void and unenforceable against the Government.

- **2.1.3 Structured Matching Event:** The Contractor shall facilitate a "Matching Event" (such as, a "Speed Mentoring" event or structured networking forum). This event shall provide mentees and prospective mentors an opportunity to interact and assess professional compatibility. The Contractor shall provide mentees with access to mentor biographies and mentors to mentee biographies.

- **2.1.4 Mentor Assignment:** Following the Matching Event, the Contractor shall collect participant pairing preferences. The Contractor shall consider participant input, career goals, position information, experience, and organizational goals to establish matches. The Contractor must assign mentees a mentor outside of their direct supervisory chain.

2.2 Program Orientation

The Contractor shall provide a Mentor Program Orientation for all selected mentors and mentees prior to the formal start of mentoring partnerships. The orientation shall cover program expectations, roles and responsibilities, communication strategies, and guidelines for successful mentoring partnerships. The Contractor shall provide a mentoring partnership agreement to each mentor and mentee partnership. The Contractor shall collect the signed mentoring partnership agreement within ten business days of the orientation.

2.3 Goal Development and Identification of Development Activities

The Contractor shall provide templates and guidance to assist mentees in developing goals and identifying appropriate development activities to support mentee goals. Mentees and mentors

shall reference these goals and activities throughout the mentoring partnership. The Contractor shall establish and communicate a deadline for mentees to establish goals and development activities. However, the Contractor shall not require mentees to submit copies of their plans to the Contractor.

2.4 Mentor and Mentee Support

The Contractor shall provide ongoing support for mentoring partnerships throughout the program:

- **2.4.1 Initial Mentor Training:** The Contractor shall provide training designed to support individuals new to mentoring. Initial Mentor Training is required for new mentors and recommended for returning mentors. Mentees shall not attend this training. Initial mentor training required for program participation shall not exceed two (2) hours in duration.

- **2.4.2 Refresher Mentor Resources:** The Contractor shall provide asynchronous mentoring refresher material on best practices (such as videos, one-pagers, digital modules, etc.) to returning mentors.

- **2.4.3 Midpoint Formal Check-In:** The Contractor shall conduct a formal check-in with mentors and mentees at the program's midpoint. This check-in shall include opportunity for participants to reflect on their progress with their goals and development actions.

- **2.4.4 Ongoing Support:** The Contractor shall support and engage mentoring pairs through regular informal check-ins and by providing supplemental resources (e.g. guides, microlearning, talking points or prompts, reflection questions, suggested activities, etc.). The Contractor shall conduct at least three informal check-ins during each active mentoring period.

  The Contractor shall also provide troubleshooting for relationship challenges and facilitate reassignment if a mentoring pair is deemed incompatible. In cases where reassignment is not possible, the mentoring relationship shall be dissolved. The Contractor shall reassign or dissolve partnerships with the prior approval of the Technical POC.

2.5 Career Development Events

For each Mentor Program cycle, the Contractor shall provide between three to four educational opportunities (workshops, seminars, or forums) designed to advance mentees' career development. Individual events shall be between one to four hours in length. These events shall address topics related to technical proficiency, interpersonal skills, communication, organizational political savvy, problem solving, agility, and/or influence. The Contractor is not required to address all topics listed and may suggest additional topics for approval by the Technical POC. The Contractor shall provide for rotation of career development event topics if the Government elects to exercise option years. These educational opportunities shall be optional for program participants and attendance shall be open to the command's general workforce.

2.6 Program Completion or Celebration

The Contractor shall facilitate a formal program completion or celebration event at the conclusion of the mentorship cycle. This event shall, at a minimum:

- Acknowledge the contributions of mentors
- Celebrate mentee achievements
- Incorporate reflection on "lessons learned"
- Facilitate a guided discussion around next steps for mentees to assist them in identifying their next professional development milestone and formally documenting at least one (1) concrete next career goal.
- Provide participants with a certificate of completion

2.7 Participant Program Attendance and Absenteeism

To support program integrity and responsible use of Government resources, the Government designates certain aspects of the Mentor Program as required for participants. The Contractor shall not authorize or approve participant absences. The Contractor must notify the Technical POC of any absent participant upon attendance roster submission as outlined in the deliverables section of this PWS.

The Contractor shall maintain regular communication with participants to ensure timely completion of program requirements. The Contractor shall make proactive, good-faith attempts to resolve any minor participant issues (such as participant missed communication or anticipated delayed assignment submission). In the event participants miss submission deadlines or participants are non-responsive (no response after two email attempts), the Contractor shall promptly notify the Technical POC and provide the email documentation of the Contractor's communication with the participant. The Technical POC will determine next steps.

The table below outlines the participation and completion requirements for mentees and mentors:

Participant Requirement	Mentee Requirement	Mentor Requirement	Contractor Action If Requirement Not Met
2.7.1 Application Submission	**Required**	**Required**	Participants may not participate in the program. Exceptions shall be made solely by the Technical POC. The Contractor is to advise participants to direct inquiries following application suspense to the Technical POC.
2.7.2 Mentor Matching Attendance	**Required**	**Required** *(Recommended for Situational Mentors)*	Participant biographies are made available to mentors and mentees for review. The Contractor shall not delay their timeline for finalizing participant matches for any participant who has not submitted their rankings by the Contractor's deadline. For any participant who fails to submit rankings, the Contractor shall assign a match

			based on the participant's submitted biography and profile data.
2.7.3 Orientation Attendance	**Required**	**Required for New Mentors** *(Recommended for Returning Mentors and Situational Mentors)*	The Contractor shall provide all participants access to a recording of the orientation.
2.7.4 Mentoring Partnership Agreement Submission	**Required**	**Required** *(Not Required for Situational Mentors)*	The Contractor shall take the steps outlined above to monitor progress and communicate issues to the Technical POC. All participants must have a signed agreement to participate in the program.
2.7.5 Initial Mentor Training	Not Required	**Required for New Mentors** *(Recommended for Returning Mentors and Situational Mentors)*	The Contractor shall provide participants who were absent from this session with a recording of the mentor training.
2.7.6 Midpoint Formal Check-in	**Required**	**Required** *(Not Required for Situational Mentors)*	If the midpoint formal check-in was a synchronous event, the Contractor shall contact mentors and mentees not in attendance to complete their formal check-in via email. The Contractor shall notify the Technical POC of any issues as outlined above.
2.7.7 Career Development Events	Recommended	Recommended	None required.
2.7.8 Program Completion or Celebration	**Required**	**Required** *(Not Required for Situational Mentors)*	The Contractor shall provide certificates of complete to those not in attendance to the Technical POC.

3. OPTIONAL / ADDITIONAL REQUIREMENTS

The Contractor shall provide the following options as independently executable tasks or separate Contract Line Item Numbers (CLINs) as required by the Government:

3.1 Stand-Alone Mentoring Skills Workshops

The Contractor shall provide stand-alone workshops focused on building mentoring skills (such as, active listening, providing constructive feedback, supporting goal-setting, boundary setting, etc.). These workshops are intended for individuals who wish to improve their ability to mentor personnel within their own team (distinct from the core program which matches individuals outside the supervisory chain). The Contractor shall provide a catalog of their Commercial Off the Shelf (COTS) offerings and customization fees.

3.2 New Supervisor Mentoring Options

The Contractor shall provide specialized mentor and mentee support options (such as mentor training, ongoing resources, career development sessions, etc.) specifically tailored to the needs of newly appointed supervisors. These options must focus on the transition from individual contributor to leader, addressing topics such as conflict resolution, performance management, difficult conversations, effective delegation, and navigating organizational leadership structures. The Contractor shall provide a catalog of their Commercial Off the Shelf (COTS) offerings and customization fees. This option may include a group mentoring format.

4. PROGRAM FORMAT

The Contractor shall facilitate mentor program events in a hybrid or virtual format as designated in each CLIN. Hybrid events are defined as events facilitated simultaneously to in person and virtual attendees. The Contractor shall provide a Microsoft Teams or Zoom for Government meeting link and conference line option for events.

5. TARGET AUDIENCE

The Contractor shall provide a program suited for a target audience of 30-45 MARCORSYSCOM and Portfolio Acquisition Executive Marine Corps (PAE-MC) personnel in accordance with each CLIN.

As referenced in PWS Section 2.5 Career Development Events, these events shall be optional for program participants and open to the general workforce. These offerings shall accommodate between 20 – 30 attendees.

6. PROGRAM ADMINISTRATION

The Contractor shall designate a Program Coordinator who shall act as the primary liaison for the Government's Technical POC and participants. The Contractor shall manage all administrative aspects of program management, except for those services explicitly designated as Government-furnished. The responsibilities are as follows:

Administrative Task	Government Responsibility	Contractor Responsibility
6.1 Program Administration & Management	• Designate a Technical POC to provide organizational	• Designate a Program Coordinator for the

	guidance and oversee contract performance.	Technical POC and participants. • Administer the program in accordance with the program requirements of this PWS.
6.2 Participant Recruitment & Enrollment	• Advertise the program to personnel. • Approve participant selections and matches.	• Provide program information to the Government to support promotion. • Manage participant application process. • Keep participant information secure.
6.3 Roster Management	• For events designated in Section 2.5 of this PWS, provide the initial roster, including names and Government emails, to the Contractor prior to the scheduled start date of events. • Provide the finalized roster the business day prior to the course. • Record final attendance in the system of record.	• Use the attendance roster provided by the Government for all event communications related to Section 2.5 of this PWS. • For all program events, deliver a signed attendance record or virtual attendance report to the Technical POC as defined the deliverables within this PWS.
6.4 Participant Communication & Materials Distribution	• Field general inquiries from the workforce prior to the opening of the application window and between active cohort cycles. • Serve as the final authority for program policy interpretation and adjudicate any administrative escalations (such as participant dismissal) brought forward by the Contractor. • Collect evaluation feedback from participants.	• Answer routine participant inquiries. Communicate program information, individual event information, and schedule updates. Distribute materials in accordance with this PWS. • The Contractor shall not conduct evaluations, solicit performance feedback, or use Government email addresses for any purpose outside the scope of this contract.
6.5 Government Facility: Technical/ Facility Support	• Reserve Government facilities required for in-person or hybrid events. • Maintain availability during course delivery to address	• Serve as the first point of contact for basic technical support for participants attempting to access online resources.

	Government equipment or facility issues. • Direct participants to the Enterprise Service Desk for technical support related to Government networks and equipment.	• Ensure compatibility of digital resources selected for use during program with Government networks.
6.6 Pre-Event Readiness	• Provide access to the secure Government facility classroom for program events hosted at Government facilities.	• Ensure the facilitator is present and ready in the physical or virtual classroom no less than 30 minutes prior to the scheduled start time to assist participants. • Provide and manage all necessary equipment, software, and materials required for course delivery, except for items explicitly listed as Government-Furnished in Section 8.

7. FACILITATOR QUALIFICATIONS

The Contractor shall ensure all facilitators possess the technical expertise and adult-learning experience necessary to effectively deliver the program curriculum and achieve the required performance standards.

8. PLACES OF PERFORMANCE

8.1 Physical Event Delivery Locations

Hybrid events shall be delivered at a Government-provided facility at Marine Corps Base Quantico (MCBQ), VA or Stafford, VA (Tech Parkway Campus).

8.2 Government-Provided Facilities

For program events held at Government-provided facilities, the Government will provide a facility that can seat the number of students participating in the event and is equipped with speakers, a large screen television, and a high-definition multimedia interface (HDMI) and Universal Serial Bus (USB) connections. Prior to arrival at the Government facility, the Contractor's laptop must possess the necessary ports or adapters to connect to standard HDMI and USB inputs. Some facilities may also be equipped with a video camera, a hand-held microphone, and ceiling microphones. For events requiring hybrid delivery at Government facilities, the Government will provide a commercial hotspot for Contractor internet access.

The Contractor is only authorized to rearrange the following items in a Government-provided facility to support instructional delivery: participant tables, chairs, podiums, and wheeled whiteboards. The Contractor shall not move, rearrange, or remove any other furniture, fixtures, or equipment from the event space. At the conclusion of the event, the Contractor shall restore the room to its original configuration.

9. DELIVERABLES

The Contractor shall deliver each deliverable below in accordance with its corresponding sub-CLIN.

Deliverable	Description
9.1 Post-Award Planning Conference Meeting Meetings	Following contract award and following the Government exercising any optional program requirement (e.g. Supervisory Mentor Cohorts or Stand-Alone Mentor Courses), the Contractor will meet with the Technical POC (either virtually or in-person) to conduct a planning conference. The purpose of this meeting is to finalize the specific schedule, review PWS requirements, and coordinate initial administrative actions for newly activated programs. The deliverable under this section is the written Post-Award Task Order Planning Conference minutes, which shall document the discussion, decisions, and agreed-upon schedule from the conference.
9.2 Program Status Meeting Minutes	To ensure successful program execution, the Contractor shall participate in status meetings on an ad-hoc basis as program needs arise, not to exceed five (5) meetings per contract year for the base Mentor Program. For each optional program requirement exercised by the Government, the Contractor shall participate in up to two (2) additional ad-hoc status meetings. These meetings may be conducted virtually and shall be considered within the baseline scope of the respective CLIN at no additional cost to the Government. The deliverable under this section is the written Program Status Meeting minutes, which shall document the discussion, decisions, and agreed-upon schedule from the conference. Exclusions: Contractor testing of equipment, coordination of logistics for events hosted at Government-facilities, and email communications are not considered status meetings.
9.3 Master Program Schedule	The Contractor, in coordination with the Technical POC, shall develop a quoted program schedule. This schedule must detail the individual event descriptions, date, time, participant capacity, and location (including the virtual meeting link and conference line) for each event and align with the Government's calendar and facility availability. Additionally, the schedule shall outline milestones for participants such as submission of mentoring partnership agreements, goals and

	development action development, etc. The final schedule requires Government approval and is binding once approved.
9.4 Candidate Application & Participant Matches	The Contractor shall deliver the compiled candidate application data and the quoted list of mentor and mentee matches to the Technical POC for approval. The Contractor shall complete application collection and the matching process in accordance with Section 2.1 of this PWS. This deliverable shall be provided via an Excel spreadsheet or a Government-approved electronic format.
9.5 Curriculum Package	The Contractor shall submit the following materials for Government approval for all program events as designated in Section 2 of this PWS: 1. Agendas or outlines for each program event 2. Event objectives or outcomes 3. Event slides (as applicable) 4. Pre-work and/or reading material (as applicable) 5. Mentoring Partnership Agreement form 6. Goal and development activity planning templates 7. Mentor Refresher Materials 8. Ongoing Support Resources 9. All other participant-facing handouts and resources Any resources provided in PDF format must have editable fields for participants when there are activities or questions embedded within the file. The Government will accept or return for corrections.
9.6 Pre-Event Communication	The Contractor shall provide a calendar invitation to all registered participants for each program event which includes location information and virtual meeting links, as applicable. The Contractor shall also send pre-event communication to relay final event details, any pre-work or materials, and a point of contact for inquiries. The Contractor shall copy the Technical POC on this correspondence.
9.7 Program Material Distribution	The Contractor shall distribute all required physical or digital course materials directly to participants. For advanced distribution of physical materials, the Contractor shall coordinate mailing logistics with the Technical POC. The Contractor shall be responsible for all shipping and postage costs under this contract. The Contractor shall distribute materials to participants attending events virtually in a digital format. Refresher material for mentors shall be delivered to mentors prior to the start of the mentoring partnership.
9.8 Attendance Verification	The Contractor shall provide the Technical POC with the signed Government-provided attendance roster after the conclusion of each

	event. For hybrid or virtual events, the Contractor must also provide a platform-generated report logging each virtual attendee's name and total time in the event.
9.9 Program Completion	The Contractor shall distribute a certificate of completion to each participant who successfully completed the mentor program.

10. CONTRACTOR IDENTIFICATION

Contractor employees shall identify themselves as contractor personnel by introducing themselves, or being introduced, as Contractor personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

11. NON-PERSONAL SERVICES

Contractor personnel performing services under this contract 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 PWS. Contractor employees shall perform their duties independent of, and without the supervision of, any Government official. The tasks, duties, and responsibilities set forth in the contract may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying federal policy, obligating the appropriate funds of the United States Government, overseeing the work of federal employees, providing direct person services to any federal employee, otherwise violating the prohibitions set for in parts 7.5 and 37.1 of the FAR.

12. SECURITY

12.1 Security Requirements

The information provided to the Contractor will be unclassified and/or Controlled Unclassified Information (CUI). The Contractor is not required or expected to have a Facility Clearance (FCL) and contractor personnel supporting this effort are not required to possess Personnel Clearance Levels. If the company has a Defense Information System for Security (DISS) account, the Facility Security Officer (FSO) is required to establish, populate, and own the DISS record of every contractor processed for and/or issued a Common Access Card (CAC). Any contractor personnel requiring access to U.S. Government CUI shall possess a completed background investigation (minimum of a T-1/NACI) for this Public Trust Position. Due to Insider Threat concerns, the contracting company is requested to notify the MARCORSYSCOM Personnel Security (PERSEC) Office at 703-432-3952/3490/3374, within 24 hours of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any contractor performing on this contract if they have been issued a CAC and/or a MARCORSYSCOM building badge.

In accordance with DoDI 5200.48, "Controlled Unclassified Information (CUI)," and Title 32 CFR Part 2002, Controlled Unclassified Information (CUI), all contractors supporting MARCORSYSCOM who receive, store, or generate CUI are required to take the DoD Mandatory CUI Training, available on the Security Awareness Hub at: https://securityawareness.usalearning.gov/cui/index.html. Per DoDI 5200.48 and pursuant to contractual requirements, DoD contractors require initial CUI training and annual CUI refresher training. Additional MARCORSYSCOM specific CUI training and guidance can be attained by contacting the MARCORSYSCOM Security Classification Management Office (SCMO) at 703-432-3141 / 3140 or MCSC_ACSG2_SCMO@usmc.mil.

While performing aboard NAVY/USMC sites, the Contractor shall comply with the provisions of DoD Directive 5205.02E, "DoD Operations Security (OPSEC) Program," SECNAVINST 3070.2A, "Operations Security," MCSCO 3070.1B, "Operations Security Program," Marine Corps Order 3070.2A, "The Marine Corps Operations Security (OPSEC) Program," and the MARCORSYSCOMO P5510.2D, "Security Manual." Additional guidance the Contractor shall adhere to is the DoDI 5230.24, "Distribution Statements on Technical Documents," Executive Order 13526, "Classified National Security Information", and Title 32 CFR Part 2002, Controlled Unclassified Information (CUI). The Contractor will reference the appropriate Security Classification Guidance (SCG) when generating or deriving CUI and classified information and/or hardware at government or authorized contractor facilities. At all other sites the Contractor shall comply with the local command and/or program OPSEC plan. Contractor personnel shall follow OPSEC concepts and principles in the conduct of this requirement to protect critical information, personnel, facilities, equipment, and operations from compromise. All contractors (including subcontractors) shall supplement their current security practices by requiring any personnel involved in executing this contract to complete government-sponsored and administered OPSEC training.

12.2 Base and Building Access

All contractor personnel accessing MCBQ and Marine Corps Systems Command (MARCORSYSCOM) must comply access control policy identified within MCSCO 5530.2A Access Control Order.

Marine Corps Installation Gate Access. Access onto Marine Corps installations requires the use of an active Department of Defense Personally Identifiable Verification (PIV) credential (i.e., Common Access Card (CAC), Military Dependent Identification Card, Military Retiree Identification Card, Transportation Worker Identification Credential) or temporary visitor pass that can be scanned at all installation gates prior to being granted access onto the installation.

The Contractor is responsible for obtaining all necessary installation access credentials (e.g. visitor passes, Defense Biometric Identification System (DBIDS) registration) for all personnel performing under this contract. The Contractor shall ensure it personnel furnish the required identification documents and allow sufficient time to complete all required processing at the installation visitor center prior to the scheduled start of any in-person event. Delays due to the

Contractor's failure to secure proper access will not be grounds for excusable delay. The Government shall complete any necessary sponsorship requirements to facilitate Contractor installation access, provided the Contractor submits information in a timely manner. Contractor personnel who require routine/reoccurring access to MCBQ and are not receiving a CAC in support of this contract effort (or do not already have an acceptable PIV) are eligible for a DBID card. Contractors who access requirements are not considered to be routine/reoccurring will need to obtain a temporary visitor pass from the installation's visitor center. DBID cards may be obtained at no cost from the MCBQ Provost Marshall's Office (PMO) after coordination with the COR and the MARCORSYSCOM Physical Security (PHYSEC) Team. To obtain a DBID card, the vendor shall submit a completed Vendor Screening Form (obtained from the Technical POC or the PHYSEC Team) via: encrypted email to mcsc_physicalsecurity@usmc.mil, faxing to 703-432-3481 (ATTN: Physical Security), or a hand delivered typed hard copy to the PHYSEC Team at Building 2200. The information on the Vendor Screening Form will be used by MCBQ PMO to conduct a background check. The vendor will be notified of the results of their vendor screening background check by the PHYSEC Team and/or Technical POC. Vendors who do not meet the eligibility standards, will not be cleared for access onto MCBQ or MCSC. Vendors who meet the eligibility standards and receive a favorable response to the background check will be required to complete the DBID registration process using a website address/link that will be provided by the PHYSEC Team or Technical POC. Once the vendor has successfully completed the DBID registration process, a registration code will be provided. The registration code shall be printed, and hand carried by the vendor to MCBQ PMO, Bldg. 2043, between the hours of 0700 - 1500 to be issued the DBID card. DBID cards will be issued for a period of 3 years regardless of contract expiration. For additional questions regarding submission of the Vendor Screening Form or access requirements, you may contact the PHYSEC Team at mcsc_physicalsecurity@usmc.mil or by calling 703-432-3964/3608.

Marine Corps Systems Command (MARCORSYSCOM) Facility Access. All contractor personnel accessing MARCORSYSCOM facilities/buildings, must maintain compliance with access control policy identified within MCSC Order 5530.2A - Access Control Order. Access into MCSC facilities requires use of a command facility access badge issued by the PHYSEC Team. Contractor personnel assigned to sit within MARCORSYSCOM spaces with a dedicated (by name) workspace will be considered "on-site" contractors and may be issued a Green badge with the holder's photograph. Contractor personnel that frequently visit (three or more times a week) MARCORSYSCOM spaces will be considered "off-site" contractors and may be issued an Orange badge with the holder's photograph. Issuance of a MARCORSYSCOM facility access badge shall be initiated by the Technical POC using the Badge Request process hosted on the MARCORSYSCOM SharePoint at https://usmc.sharepoint-mil.us/sites/MCSC_G2/SitePages/Physical%20Security.aspx. Vendors may be issued a MARCORSYSCOM facility badge prior to issuance of a CAC or DBID card; however, receipt of an unfavorable response will result in deactivation of any currently issued MARCORSYSCOM facility access badge. All other vendors supporting this contract who do not meet the "Green" or "Orange" badge standards shall be required to have their visit to MARCORSYCOM notified in advance using the MARCORSYSCOM Visitor Notification at https://usmc.sharepoint-mil.us/sites/MCSC_G2/SitePages/Physical%20Security.aspx. Visitor notifications shall only be submitted by a MARCORSYSCOM sponsor with access to the MARCORSYSCOM SharePoint. Visitors who arrive at MARCORSYSCOM facilities without an approved Visitor Notification on

file shall be turned away unless a MARCORSYSCOM escort with a “White,” “Powder Blue,” or “Green” badge can be reasonably coordinated. Vendors possessing an “Orange” badge are not authorized to escort visitors without an approved Visitor Notification on file. All “Green” and “Orange” badges will be programmed with unescorted access into approved MARCORSYSCOM facilities Monday through Friday from 0630-1700. Unescorted access outside of these times to include federal holidays, furloughs, shutdowns, etc. is restricted. For additional questions regarding MARCORSYSCOM facility access requirements, you may contact the PHYSEC Team at mcsc_physicalsecurity@usmc.mil or by calling 703-432-3964/3608.

12.3 Data Security and Platform Hosting

If the Contractor uses an external online platform for any part of the Mentor Program, the platform must be fully compliant with all Federal and DoW requirements for protecting CUI, including the security control outlined in NIST SP 800-171.

All participant data (including Personal Identifiable Information (PII) and CUI) shall be stored on servers located exclusively with in the Continental United States (CONUS). The platform itself must be Section 508 compliant. The Contractor acknowledges that all data collected via the platform remains the property of the U.S. Government.

13. COURSE SCHEDULE CHANGES

13.1 Base or Facility Operating Status

If a change in base or facility operating status affects a hybrid course, the Government reserves the right to either transition the event to a virtual delivery format or reschedule it to a future date at no change in price. If operating status interrupts a course already in progress, the remaining components shall be completed virtually or rescheduled at no additional cost.

13.2 Low Enrollment

The Government establishes a minimum enrollment of 12 participants for career development events. If enrollment falls below the threshold, the Government may cancel or reschedule the career development event at no cost. The Government will notify the Contractor of a low-enrollment cancellation no later than five (5) business days prior to the course start date. The Government will limit rescheduling due to low enrollment to a single occurrence per individual event.

13.3 Contractor-Requested Changes

The Government acknowledges that unforeseeable circumstances may necessitate a Contractor-requested schedule change. The Contractor shall notify the Technical POC immediately upon identifying the need. Habitual or unreasonable schedule change requests by the Contractor shall be documented as a failure to perform under the terms of this contract.

14. STANDARDS OF PERFORMANCE

Standards of performance are delineated in the Quality Assurance Surveillance Plan.