



**FEMA**

December 1, 2012

Dear National Fire Academy Contract Instructor:

Welcome to the Instructor section of the National Fire Academy's (NFA) Courses, Schedules and Instructor web page. This page integrates the NFA's course schedule and instructor bidding and award functions through the course schedule and instructor database (NFA Courses). With the implementation of this system, we have attempted to streamline much of the contract instructor bidding and award information. The course schedules are fully integrated into the Instructor Dashboard feature that allows eligible instructors to place their bids and monitor their award status online. Instructors teaching 2-, 6- and 10-day courses off campus, also have access to course coordination plans within their dashboards. In addition, the dashboard functionality also provides instructors with the ability to download course materials and access their course evaluation reports.

Enclosed you will find the following informational materials that will assist you in placing your bid(s): general information on how to submit a bid and the bid schedule, additional information concerning on-campus residential courses, special bidding instructions concerning specific curriculum area(s) and/or courses, as well as a host of policies and procedures that you need to be familiar with. We strongly encourage you to read through each section carefully, as some of the information has been updated.

Please note – the NFA reserves the right to make changes to the course delivery schedules and the competitive bid requirements. As a result, courses you previously bid on may no longer be offered for delivery and/or available for competitive bid.

If you have any questions regarding the NFA's bidding and/or award process, please contact us at: [FEMA-NFAInstructor@fema.dhs.gov](mailto:FEMA-NFAInstructor@fema.dhs.gov) or by calling (301) 447-1411. Thank you in advance for your continued support and dedication to the professionalism of the Nation's fire service.

Sincerely,

Dr. Denis Onieal  
Superintendent  
National Fire Academy

Enclosures

**BIDDING INSTRUCTIONS**  
**For all National Fire Academy courses**

General Instructions

1. You may only submit bids for those courses you have been prequalified to teach. Bids will not be considered if you are not on the approved listing.
2. When submitting a bid, you will be required to include your DUNS number. You are also required to keep your personal profile information current within your Instructor Dashboard – *this includes your Biography which must be completed and kept up-to-date*. Please note: the information you provide should match what you have entered into the System for Award Management (SAM) (formerly Central Contractor Registration (CCR)).
3. Your firm-fixed price bid should include your total fee, per diem, travel costs and miscellaneous expenses (include any fees for luggage by the airline and grading of papers where applicable). Please refer to the “Specific On-Campus Instructions” for additional information regarding on-campus lodging and airport transportation. Lodging is available for on-campus instructors. For 2-day off-campus offerings, local ground transportation is generally provided by the local host; please refer to the Course Coordination Plan (CCP). For 10-/6-day off-campus offerings, you should include the cost of ground transportation unless otherwise stated in the CCP.

For the course *Strategic Organizational Issues in Fire and EMS* (formerly Organizational Theory in Practice), please break out your fixed-price quote for the one-day review of student papers/projects. This is treated as a second line item on your purchase order.

4. To submit a bid, you will need to log in to your Instructor Dashboard from the National Fire Academy Courses, Schedules and Instructors page. Under the Instructors heading, please click on the Current Instructors – Please Sign In link.
5. Next, you will be asked to enter your username and password. If you have forgotten your username and/or password, there is a “Forgot Your Username or Password?” option.
6. After signing in, your personal Instructor Dashboard will be displayed where you may view course offerings that are available for bid. From this list of eligible courses, you can select the Bid Now option. (You will be asked to review and confirm your profile information each time you create a new log on session to place a bid – this includes reviewing and updating your Biography.)
7. After your bid(s) have been placed, you will receive a confirmation email message.
8. The NFA reserves the right to make changes to the course delivery schedules and the competitive bid requirements. As a result, courses you previously bid on may no longer be offered for delivery and/or available for competitive bid.

For additional assistance, please email [FEMA-NFAInstructor@fema.dhs.gov](mailto:FEMA-NFAInstructor@fema.dhs.gov) or call (301) 447-1411.

## National Fire Academy Bid Schedule

All bids must be submitted in accordance with the following schedule. Instructors will only be able to place bids during open bidding periods. Each open bidding period will include a 6-month window so that instructors will have the opportunity to update/resubmit bids that they had submitted previously.

<b>Open Bidding Period</b>	<b>For the Courses to be Held in the Months of:</b>	<b>Approximate Date Instructional Awards Will Be Posted</b>
June 1 – July 1	October, November, December January, February, March	For: October, November, December Classes <b>August 1</b>
September 1 – October 1	January, February, March April, May, June	For: January, February, March Classes <b>November 1</b>
December 1 – January 1	April, May, June July, August, September	For: April, May, June Classes <b>February 1</b>
March 1 – April 1	July, August, September October, November, December	For: July, August, September Classes <b>May 1</b>

If your bid/quotation is found to be the most “price reasonable,” or “best value to the Government,” a purchase order will be issued 30-45 days in advance of the course start date and sent to you electronically. At that time, you will be authorized to purchase your airline ticket(s). If you purchase your ticket(s) prior to receiving a purchase order, you are doing so at your own risk!

### Please Note:

In most cases, awards for on-campus courses will take precedence over any other award. However, the NFA reserves the right to award courses in a manner that is in the best interest of the Government.

NFA reserves the right to make changes to the course delivery schedules and the competitive bid requirements. As a result, courses/roles you previously bid on may no longer be offered for delivery and/or available for competitive bid.

**Special Instructions for the Planning and Information Management (PIM) Curriculum:**

The Statement of Work for this contract includes eight (8) hours of in classroom preparation time to be completed in the classroom on the day prior to the start date of the class. Preparation efforts may include but are not limited to small course content IG and SM revisions, changes to PowerPoint materials, adjustments in student handouts and/or activities based on recently available publications and minor revision to class specific IT workbooks resulting from software changes/additions available at the time of the class offering.

The inclusion of this addendum to the NFA Contract Instructor Statement of Work increases the Government provided lodging requirement by one (1) additional night. This additional night’s lodging is in the best interest of the Government and supports PL 93-498 and the mission of the NFA in the delivery of emerging issues, specialized application of technology, and Leadership training.

**Requirements for Module Instructors** (Housing will be approved for one night prior to, and through the, last day of the period of performance.)

<b>Curriculum</b>	<b>Course</b>	<b>Module</b>	<b>Period of Performance</b>
Fire/Arson and Explosion Investigation	Fire/Arson Origin and Cause Investigations	Instructor (2nd week)	2nd Monday through 2nd Friday of Offering
	Fire/Arson Origin and Cause Investigations	Legal	2nd Wednesday of Offering
Fire/Arson and Explosion Investigation	Interviewing and Interrogation Techniques for Courtroom Preparation and Testimony	Instructor	1st Monday through 2nd Friday of Offering
	Interviewing and Interrogation Techniques for Courtroom Preparation and Testimony	Instructor (1st week)	1st Monday through 1st Friday of Offering
	Interviewing and Interrogation Techniques for Courtroom Preparation and Testimony	Legal	2nd Monday through 2nd Thursday of Offering
Emergency Medical Services	Emergency Medical Services Incident Operations	Exercise Control	Tuesday through Friday
Incident Management	Executive Analysis of Fire Service Operations in Emergency Management	Exercise Controller	1st Thursday through 2nd Thursday of Offering
Incident Management	Command and Control of Natural and Man-Made Disasters	Exercise Control	1st Friday through 2nd Thursday of Offering

## Specific On-Campus Instructions

1. Airport Transportation: Airport transportation to NETC is only as indicated on the NETC Airport Transportation Schedule - [http://www.usfa.fema.gov/downloads/pdf/netc\\_welcome\\_package.pdf](http://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf). Please contact the Transportation Office before scheduling flights, as the schedule varies. Special runs/pick-ups will not be provided. If you cannot make flight arrangements that coincide with the NETC transportation schedule, you should include the cost of a rental car/limo in your quote(s). There is no transportation to/from the airport for the 2-day on-campus courses; so you should include the cost of a rental car/limo in your quote. If you plan to use the NETC shuttle, you **MUST** contact the Transportation Office 2 weeks prior to your arrival to reserve a seat. If you do not do so, a seat may NOT be available. For more information, please contact the Transportation Office at (301) 447-1113 or [netc-housing@fema.dhs.gov](mailto:netc-housing@fema.dhs.gov)
  
2. On-campus Housing: On-campus housing will be provided at no cost. If you request on-campus housing, it will be approved for one night prior to the course delivery start date. You will be required to check out of your room the day the course delivery ends; unless you are teaching a course that ends at 4 p.m. In this instance, you will be provided housing for that night and check out by 9 a.m. the next morning. Housing will not be provided for weekends between consecutive 10-day/6-day offerings unless a cost savings to the Government can be demonstrated. If you are awarded consecutive courses and you desire lodging for the weekend between the courses, you must deduct the cost of one round trip (minimum reduction of \$250.00) from one of your two bids provided such lodging is available. This must be coordinated with NFA purchasing staff (Tonya Long, phone 301-447-1135 or email [Tonya.Long@fema.dhs.gov](mailto:Tonya.Long@fema.dhs.gov) and/or LeeAnn Benamati, phone 301-447-1411 or email [LeeAnn.Benamati@fema.dhs.gov](mailto:LeeAnn.Benamati@fema.dhs.gov)) well in advance of your arrival; preferably upon receipt of your award notification. NETC reserves the right to assign rooms and will not consider special requests, unless required to accommodate a disability. If you have a need for special housing accommodations, please mark the appropriate box on the quote form. FEMA policy states that all persons staying on campus for more than one night are required to purchase a meal ticket from the campus cafeteria for each day they are on campus.
  
3. Issuance of Badges/Parking Permits: Only instructors staying on campus will be issued badges/parking permits at the Housing Office in Building C. Any instructor commuting to/from campus daily will be issued a badge and parking permit at the front gate. The badge will be effective for the entire period the instructor is teaching. The photo for the badge for a commuting instructor will be scanned from the individual's driver's license.

## Specific Off-Campus Instructions

You now have access to individual Course Coordination Plans (CCP) for off-campus course deliveries. The CCP contains specific information regarding the course delivery location, course sponsor name and contact information, lodging information and the nearest airport to the delivery location.

In the past, the nearest airport was listed separately in the bid package. Now you will need to view the CCP for the specific delivery you are bidding on to get that information. You can access the CCP through your dashboard by clicking on "View CCP" under Course/Delivery. (See screen shot below.)

For 2-day off-campus offerings, local ground transportation is generally provided by the local host; please refer to the CCP. For 10-/6-day off-campus offerings, you should include the cost of ground transportation unless otherwise stated in the CCP.

The screenshot shows a web browser window with the URL <http://www.usfa.dhs.gov/applications/nfacourses/main/eligible>. The page title is "USFA NFA Courses, Schedules and Instructors Eligible Courses". The navigation menu includes: About USFA, Order Publications, Statistics, Prevention Campaigns, USFA Kids, Fire-Safe Hotels, En Español, Help, and Contact Us. The breadcrumb trail is: USFA Home > NFA > Courses, Schedules and Instructors > Instructor Dashboard > Eligible Courses. The page is dated 5/26/11 9:14 AM EST. A yellow box contains the text: "Return to your dashboard to submit and manage live bids." Below this, it says "Page 1 of 1 ( 1 result )" and "Filter Eligible Courses". The section is titled "Second Semester (2011 - 2012)". The table below lists the following course:

Code	Course / Delivery	Role(s)	Dates	Location	Deadline
F166	Emergency Medical Services: Functions in the Incident Command System 2-Day Off-Campus <a href="#">View CCP</a>	Instructor <b>Bid Now</b>	4/10/12-4/11/12	Forsyth, GA	1 Day(s)

### **3052.209 - 72 - Disclosure of conflicts of interest.**

As prescribed in (HSAR) 48 CFR 3009.507, insert the following provision: Disclosure of Conflicts of Interest (DED 2003) The Department of Homeland Security (DHS) will award contracts only to those offerors whose objectivity is not impaired by conflicting interests. Based on this policy (a) The offeror shall provide a statement in its proposal which describes in a concise manner all past, present or planned organizational, financial, contractual or other interest(s) with an organization whose interests may be substantially affected by Departmental activities, and which is related to the work under this solicitation. The interest(s) described shall include those of the proposer, its affiliates, proposed consultants, proposed subcontractors for more than 20% of the work and key personnel of the offeror and any subcontractor accounting for more than 20% of the contract. Past interest shall be limited to within one year of the date of the offeror's technical proposal. Key personnel, for purposes of this clause, shall include any person owning more than 20% interest in the company, and the company's corporate officers, its senior managers and any employees responsible for making a decision or taking an action on this contract where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

(b) The offeror shall describe in detail why it believes, in light of the interest(s) identified in (a) above, that performance of the proposed contract can be accomplished in an impartial and objective manner.

(c) In the absence of any relevant interest identified in (a) above, the offeror shall submit in its proposal a statement certifying that to its best knowledge and belief no affiliation exists relevant to possible conflicts of interest. The offeror must obtain the same information from potential subcontractors prior to award of a subcontract.

(d) The Contracting Officer will review the statement submitted and may require additional relevant information from the offeror. All such information, and any other relevant information known to DHS, will be used to determine whether an award to the offeror may create a conflict of interest. If any such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the offeror and include appropriate provisions to mitigate or avoid such conflict in the contract awarded.

(e) The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the offeror for award. If nondisclosure or misrepresentation is discovered after award, the resulting contract may be terminated. If, after award, the Contractor discovers a conflict of interest with respect to the contract awarded as a result of this solicitation, which could not reasonably have been known prior to award, an immediate and full disclosure shall be made in writing to the Contracting Officer. The disclosure shall include a full description of the conflict, a description of the action the contractor has taken, or proposes to take, to avoid or mitigate such conflict. The Contracting Officer may, however, terminate the contract for convenience if he or she deems that termination is in the best interest of the Government.

(End of clause)

## **Important Policy Information**

**Cancellation Policy:** A contract instructor shall not be penalized for the cancellation of a course delivery as a result of an emergency situation beyond their control (i.e., severe illness and/or death of an immediate family member, acts of God or the public enemy, fires, floods, unusually severe weather, strikes and acts of the Government). A contract instructor shall be penalized for the cancellation of **more than one** course delivery within any 12-month period as a result of a nonemergency situation if a purchase order has been issued. The resulting penalty is as follows: For the applicable course, the instructor will be deemed ineligible to teach for a period not to exceed 12 months beginning on the date of the second nonemergency cancellation.

If a course is canceled by NFA and the instructor has a nonrefundable airline ticket, to receive a full refund, the instructor **must** submit a copy of the ticket to the Program Manager and Micropurchase Staff. A modification to the original purchase order will be processed. You may voucher separately. If an instructor can change the date of his/her ticket and is charged a “change fee,” he/she must submit a copy of the receipt to the Program Manager and Micropurchase Staff for the amount of the change fee. A modification to the original purchase order will be processed. You may voucher separately. If requesting reimbursement for nonrefundable airline tickets or change fee, the instructor **must** submit the required information **within 30 days** of the course start date.

**Consecutive Deliveries:** A contract instructor will not be allowed to teach consecutive deliveries in different locations regardless if he/she is the lowest qualified bidder for both deliveries. A contract instructor must have at least 1 full calendar day for travel purposes prior to the course start date. The full day would be the day after a scheduled class ends and the day before a scheduled class begins. NFA reserves the right to make exceptions on a case-by-case basis if it is in the best interest of the Government.

**Best Value to the Government:** When making a contract award based on “best value to the Government,” the Government reserves the right to award to other than the lowest priced quotation. The “best value to the Government” for NFA instructional delivery contract awards includes consideration of:

- price reasonableness;
- technical merit;
- curriculum requirements;
- instructor experience; and
- past performance.

In most cases, awards for on-campus courses will take precedence over any other award. However, the NFA reserves the right to award courses in a manner that is in the best interest of the Government.

The NFA reserves the right to make changes to the course delivery schedules and the competitive bid requirements. As a result, courses you previously bid on may no longer be offered for delivery and/or available for competitive bid.



Purchasing Airline Tickets: Instructors are not authorized to purchase airline tickets until they receive an approved purchase order (typically 30-45 days in advance of the course start date). The exception being unusual or mitigating circumstances that require verbal authorization from the micropurchasing/simplified acquisition staff. Examples include:

- 1) last minute/emergency instructor recruitment/replacement, and/or
- 2) need to quickly purchase an airline ticket because due to the remote location of the course delivery, reasonably priced airfare is limited.

In the event an instructor purchases a ticket without an approved purchase order or verbal authorization from the micropurchasing/simplified acquisition staff, he or she will be held liable for the full cost of the airline ticket.

## **Important NETC Policy Information**

Policy changes have occurred at the National Emergency Training Center that requires your immediate attention. Please read the following carefully and completely because you are responsible for the information it contains.

### **Firearms are prohibited on campus!**

Due to heightened security requirements, please understand that **you, your vehicle or your luggage may be searched by security and law enforcement personnel**. Maryland law is very narrow in its definition of Law Enforcement Officers who may carry firearms. For your own protection, and to expedite your processing into the National Emergency Training Center, do not bring any firearms to campus.

Sworn and state POST certified officers and Federal officers or local officers with concurrent jurisdiction **who require a firearm for the performance of required official duties must obtain an exception from the Director of Support Services or the NETC Security Specialist prior to arrival on campus**. You may call (301) 447-1405 for more information.

### **All personnel arriving at NETC must present photo identification.**

You shall be required to carry photo identification on you at all times. Entry to the campus will be denied without this form of identification.

If you have any questions or concerns, please contact the Security Specialist as noted, or the Admissions Office at (301) 447-1035.

## **Human Dignity Statement**

As cultural diversity increases among the American people, that change is being reflected in the composition of our Nation's fire and emergency services personnel. The U.S. Fire Administration's National Fire Academy recognizes the uniqueness of each individual and support human dignity by:

- Ensuring equal opportunity to all students, employees, and contractors;
- Prohibiting all discrimination and harassment;
- Supporting affirmative employment policies and practices on behalf of minorities, women, and persons with disabilities;
- Committing to resolve all human dignity issues;
- Encouraging students, staff, and contractors to communicate and behave in a manner which is sensitive to, and acknowledges the viewpoints of, others;
- Regarding diversity of a resource that enriches the learning environment through the hearing of differing perspectives, experiences, and ideas;
- Removing barriers to teamwork through collaboration, problem solving, and the constructive resolution of conflicts; and
- Continuing to identify and eliminate barriers to training, employment, and advancement of minorities, women, and persons with disabilities.

## Administrative Requirements for Instructors

### Registration in System for Award Management (SAM) (Formerly Central Contractor Registration (CCR))

It is your responsibility as a contract instructor to maintain and keep your SAM registration current. This includes your address and banking/direct deposit information. If your address changes, please notify us in writing as well as changing the information in Dun and Bradstreet (D&B) and SAM. The website for D&B is [www.dnb.com](http://www.dnb.com) and the website for SAM is: [www.sam.gov](http://www.sam.gov)

If you make changes in your banking information, e.g., direct deposit information, you will need to make the change directly within your SAM record; and you will also need to provide this information to the FEMA Finance Center in Winchester, Virginia, at (540) 504-1831, to avoid any delay in payment. In addition, we strongly advise that you annotate your invoice (if submitting an electronic invoice—use the Additional Details Block) with a note to indicate your banking information has changed. For example, if you have relocated to another State and as a result changed banks, you will need to make notification so that payment can be made to the correct account.

**NOTE:** The National Fire Academy has the right to refuse your bid and go to the next bidder to issue an award if your registration in SAM is not current.

System for Award Management - Microsoft Internet Explorer provided by NETC Tech Support [ext. 1175]  
https://www.sam.gov/portal/public/SAM/

File Edit View Favorites Tools Help  
Favorites | DHS Connect | Free Hotmail | Web Slice Gallery | System for Award Management

USER NAME:  PASSWORD:  LOG IN  
Forgot Username? Forgot Password? Create an Account

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

**CREATE USER ACCOUNT**  
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.  
Create User Account

**REGISTER/UPDATE ENTITY**  
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.  
Register/Update Entity

**SEARCH RECORDS**  
All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.  
Search Records

Need Help?

**WHAT IS SAM?**  
The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes.

NEWS AND ANNOUNCEMENTS USER GUIDES/HELPFUL HINTS FORMER CCR REGISTRANTS  
We have been experiencing an Additional information, such as a full If you had an active record in CCR, you have an active record in SAM. You do

Internet | Protected Mode: On 10:03 AM 12/3/2012

# **Contract Instructor Statement of Work December 2012**

## ***BACKGROUND***

The Federal Fire Prevention and Control Act of 1974, Public Law 93-498, authorizes the National Fire Academy (NFA) to function as the national focal point for fire prevention and control training. The NFA provides volunteer, combination and career fire service and allied professionals access to advanced training through on- and off-campus programs. The U.S. Fire Administration's NFA is located at the National Emergency Training Center (NETC) in Emmitsburg, Maryland.

## ***OBJECTIVE***

The objective of this contract is to obtain the services of a qualified contract instructor who will deliver NFA courses following the Instructor Guide and Student Manual in a manner which reflects the highest standards of the adult education profession and the American Council on Education College Credit Recommendation Service. Prior to, during and after delivery of the course, the contract instructor represents NFA and should therefore present him/herself accordingly. To ensure the highest quality of instruction, the NFA evaluates the performance of the instructor in accordance with this Statement of Work and evaluation instruments used in each training program.

## ***APPLICABLE DOCUMENTS***

The contractor (hereafter called "Instructor") shall perform classroom instruction and administration in conformance with the instructions and guidance provided in the following documents, as appropriate, for the program under which this contract is awarded. The contractor is responsible for being knowledgeable of and adhering to the following documents (available upon request):

- NFA Course Instructor Guide and Student Manual
- Appropriate NFA Evaluation instruments
- All related DHS/FEMA/USFA policies and instructions
- Course Roster
- Conduct on the NETC Campus (NETC Instruction 1100.1)
- NFA Human Dignity Statement
- NETC Vehicle Registration and Parking Policy (NETC Instruction 6250.1)
- NETC Contractor Background and Suitability Requirements (see Instructor FAQs – [http://www.usfa.fema.gov/\\_apps/nfacourses/faq.shtm](http://www.usfa.fema.gov/_apps/nfacourses/faq.shtm))
- Student Performance Measures: Grades Policy
- Student Performance Measures: Assessment and Course Retake Policy
- Student Performance Measures: Maintaining Student Grades
- Academic Grievances and Grade Appeals
- Academic Code of Conduct and Ethics
- NFA Graduation Procedures
- NFA Student Dress Code
- Stipend Forms
- Course Sponsor Coordination Plan
- NETC IT Security Policies

## ***DEFINITIONS***

For the purposes of the Statement of Work, the following definitions will be used:

On-Campus Course: refers to all NFA courses delivered on the NETC campus including 10-day, 6-day, and 2-day courses.

Off-Campus: refers to all NFA courses delivered at a location other than the NETC campus including 10-day, 6-day, and 2-day courses as well as enfranchised courses.

Training Specialist: refers to the individual responsible for courses within a specific curriculum area such as arson, public education, incident management, etc.

Program Manager: refers to the individual responsible for a specific program area where NFA courses serve as components of the program.

Training Technician: refers to the individual(s) responsible for purchasing for NFA (Micropurchase staff).

**SCOPE OF WORK**  
*(All Courses: On-Campus or Off-Campus)*

Under this contract, the instructor shall deliver NFA courses as described in the tasks below. This scope of work applies to any course taught in the on-or-off campus mode. Program-specific requirements follow this scope of work.

Courses may be delivered on the NETC campus in Emmitsburg, Maryland, or at selected sites throughout the United States. All required instructional materials, classroom keys and audiovisual and laboratory equipment will be furnished by the Government or host facility and made available by the start of the course delivery.

The instructor shall:

1. Meet and/or electronically communicate with the Training Specialist and/or Program Manager (whichever is applicable) prior to and upon completion of courses to discuss arrival times and any other essential course administrative information;
2. Obtain the permission of the Training Specialist before making any changes to the established/printed curriculum for the course that is being taught. Some examples of this include: changes to PowerPoint slides, use of outside print-based, audio and/or video materials and invitation of guest speakers/lecturers. While contract instructors are encouraged to provide current and innovative methods to improve the quality of the course delivery, Training Specialist approval is required. In addition, any alterations or deviations from content become the property of the NFA and must be provided to the Training Specialist at the end of the course delivery;
3. Ensure that all audiovisual equipment, laboratory equipment (when applicable) is in proper working condition and instructional materials/aids, e.g., student handouts, etc., are available before class begins;
4. Prepare for and deliver the course materials as prescribed in the Instructor Guide, including content, sequence, timing, audiovisual presentation and instructional methodology;
5. Administer, review, correct and provide feedback on quizzes, tests, final exams, written assignments, papers, etc., using established/government furnished grading rubrics. Maintain security of overall teaching materials; e.g., tests, answer keys, answer sheets and student grades; submitting the recorded scores/grades to the Training Specialist and/or Program manager at the end of the course delivery in accordance with the form and procedures developed for each course. NOTE: These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent;
6. Meet with students who wish to appeal their end-of-course grades and notify the Training Specialist and/or Program Manager before the meeting is conducted; (For off-campus courses, notify the local site representative.)
7. Return all quizzes, tests, final exams, written assignments, papers, etc., to students after the scores/grades have been formally recorded;
8. Report student discipline problems to the Training Specialist and/or Program Manager (whichever is applicable) or local site representative as soon as possible;

9. Keep an accurate student attendance record (course roster) for the entire length of the class and submit that report to the Training Specialist or Program Manager (whichever is applicable) upon completion of the course;
10. Brief students on the NFA end-of-course and long-term evaluation processes and facilitate the process either electronically online or by using paper questionnaires per the instructions in #19;
11. Present student certificates in accordance with established program procedures;
12. Return all reusable course materials for which the instructor has responsibility, and report equipment damage, loss or inoperability to the Training Specialist or Program Manager (whichever is applicable) and local site representative for off-campus courses;
13. Remove excess papers, used easel pad chart paper and tape on walls or boards and ensure classrooms are left in a neat and orderly condition;
14. Meet or discuss (telephone) with the Training Specialist and/or Program Manager (whichever is applicable) after the delivery and provide specific recommendations concerning the course, materials, equipment, facilities, etc., as appropriate;
15. Ensure that all equipment is used properly and is not removed from classrooms or laboratories;
16. Ensure that the Instructor's ability to evaluate and treat students fairly and equitably is not compromised;
17. Ensure against hostile environment incidents while conducting any class for the NFA. This includes (but is not limited to) admonishing students who make any comment that could be construed as offensive, and remaining alert for drifts in classroom atmosphere that could lead to inappropriate comments. Instructors will participate in Hostile Environment briefings during In-Service Training sessions and when requested;
18. Be familiar and in compliance with the DHS/FEMA/USFA policies and instructions that deal with: equal opportunity in Federal education and training programs, civil rights, equal opportunity and affirmative employment, accessible electronic and information technology, equal opportunity for persons with disabilities, sexual harassment, and harassment and retaliation, Internet security and physical security;
19. Be familiar with and abide by the NFA Human Dignity Statement;
20. Brief students on the Academic Code of Conduct and Ethics policy;



21. For off-campus course deliveries, distribute the end-of-course paper evaluation forms to the students on the last day of class. The instructor should then excuse himself/herself from the classroom while the students complete the forms. The forms should be collected by the State/Local Host, and the “End of Course Evaluation Sheet” should be completed and attached to the forms. The package should be placed in the postage-paid, pre-addressed envelope and mailed to the NFA’s Training and Evaluation Center by the State/Local Host;
22. Be responsible for general oversight of classroom activities during the course. The instructor(s) shall be prepared to deliver any of the units of instruction. The instructors shall contact each other to discuss and mutually agree upon which modules each instructor shall teach. The teaching responsibilities shall be as evenly distributed as possible; however, each instructor may be required to teach all of the modules should it become necessary;
23. When not actually performing classroom instruction, use such time solely in support of the contracted course delivery to prepare and complete course-related educational developmental tasks. All instructors shall be available in the classroom during the entire teaching day, except during scheduled meal periods. Exceptions to this policy must be approved by the Training Specialist or Program Manager (whichever is applicable);
24. Be present the entire period of performance stated on the contract instructor’s purchase order. Failure to fulfill this requirement in its entirety (including graduation) will result in a deduction (equitable adjustment) to the purchase order. Instructors must propose, in writing, an amount to be deducted from his/her purchase order to the NFA Training Specialist for approval who in turn will notify the Training Technician to process a modification to the instructor’s purchase order; and
25. Dress in a professional manner and present themselves as professionals and in accordance with the NFA student dress code.

### **Expected Work Activity of Instructors On or Off Campus When Not Actually Teaching**

#### **NON “ON-THE-PLATFORM” RESPONSIBILITIES**

1. Research current issues and prepare items to augment and supplement existing materials with recent lessons learned or late-breaking events;
2. Accomplish on-going review of course content and recommend improvements in editorial, format, pagination and content tracking of educational materials and supporting visuals;
3. Undertake necessary interaction with related USFA program office activities;
4. Plan for upcoming modules/course of instruction and carry-over to upcoming deliveries regarding presentation of new materials;
5. Prepare for “next-up” presentation(s);
6. Coordinate other class support activity (i.e., Learning Resource Center, campus staff and/or contractors, etc.);

7. Grade course-specific papers, projects, tests, final exams, written assignments, etc., using established/government furnished grading rubrics. Maintain security over all teaching materials; e.g., tests, answer keys, answer sheets, and student grades; submitting the recorded scores/grades to the Training Specialist and/or Program manager at the end of the course delivery in accordance with the form and procedures developed for each course. NOTE: These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent;
8. Coordinate and plan for required post-course evaluation of student projects (i.e., review of 6-month submissions in selected courses);
9. Undertake assigned changes in computer support such as transferring selected materials to software graphics;
10. Maintain all course teaching materials and in consultation with staff to ensure proper labeling of support items, storage and security of materials following use, etc.;
11. Provide routine maintenance specific to courses presented in in a laboratory environment;
12. Individual tutoring and counseling, both during and sometimes after the normal class day, for students having difficulties with class materials;
13. Provide “customer service” and technical assistance support to students, both in and outside of the classroom;
14. Assist individual and groups of students with class projects;
15. Serve as NFA’s “first point of contact” ascertaining and recommending action on special student needs such as a minor injury, illness, or an unexpected need to depart early for a back home emergency, etc.;
16. Assist other instructor(s) with such things as group activities, usually occurring on an hourly basis;
17. On a limited basis, serve as a guest lecturer in other classes;
18. Assist in the development of other instructor(s) and team-teach to mentor new instructors;
19. Participate in appropriate and related miscellaneous activities on campus (i.e., Focus Group sessions, sharing of subject matter expertise with campus staff and contractors, etc.);
20. On occasion, operate without support of any kind during periods when the facility is in a weather emergency shut-down phase or delayed opening status but while classes remain in session; and
21. In the rare event of a classroom or building emergency, instructors should take a student roster with them and assist in the safe evacuation of and accounting of students.

## ***GOVERNMENT FURNISHED MATERIALS***

The following materials will be provided by the Government:

- Instructor Guide materials;
- Electronic access and/or hard copy of all applicable DHS/FEMA/USFA/NFA policies, instructions, directives; and
- Course grading rubrics and/or written instructions and procedures for grading and recordation of student assessments.

## ***DELIVERABLES***

Upon period of performance, contract instructor shall provide:

- Completed grade book;
- Oral and/or written recommendations concerning the course, materials, equipment, facilities, etc.

## ***ON-CAMPUS COURSE DELIVERY***

Instructors delivering NFA courses on campus shall:

1. Acquire a key for their classroom(s) from Security, Building V prior to class startup;
2. Obtain cabinet and closets keys from the individual Training Specialist;
3. Review the “Property Accountability Inventory” form found on the podium when reporting to the classroom. If you note some item missing (except tables and chairs as these fluctuate), please report it to the IT Technician or COTR as outlined on the inventory form. If it is “after hours” and staff is not available, contact Security at extension 1111. You are not responsible for the missing property; you are only responsible for reporting the missing property;
4. Secure at all times classrooms and assigned breakout rooms when they are not occupied;
5. On the first morning of class, correct the course roster, note “no shows” and return marked up rosters to the NETC staff representative present;
6. Pre-set the door lock if you leave a student (on computer, doing a project, etc.) in the classroom or breakout room to ensure that the door will lock when the student closes it as he or she leaves;
7. Refrain from using the copier in the administrative staff area. Building J, Room 246 Instructor Work Room has a photocopier for instructor and student use;
8. Do not connect or allow students to connect personal computer equipment to Government computer equipment at any time; including laptops, thumb-drives, USB peripherals, etc.;
9. Notify students that a “classroom assistant,” located in J Lobby, is available to unlock classrooms for student use weekday evenings and weekends (schedule is posted on the Lobby Desk);
10. Secure the instructor work rooms (Building J, Rooms 112A and 246) when leaving for the day;
11. Return to Security, Building V, the classroom key(s) upon class completion and before departing campus;
12. Report classroom property and equipment issues to staff promptly, as outlined on the “Property Accountability Form” located in the classroom;
13. Maintain a current knowledge of and abide by NETC Emergency Plans including those for medical and fire incidents;
14. Park only in designated areas assigned to contract instructors;

## ***ON- CAMPUS “PROGRAM” SPECIFIC REQUIREMENTS***

### **Planning and Information Management (PIM) Curriculum:**

The Statement of Work for this contract includes eight (8) hours of in classroom preparation time to be completed in the classroom on the day prior to the start date of the class. Preparation efforts may include but are not limited to small course content Instructor Guide and Student Manual revisions, changes to PowerPoint materials, adjustments in student handouts and/or activities based on recently available publications and minor revision to class specific Information Technology workbooks resulting from software changes/additions available at the time of the class offering.

The inclusion of this addendum to the National Fire Academy (NFA) Contract Instructor Statement of Work increases the Government provided lodging requirement by one (1) additional night. This additional night's lodging is in the best interest of the Government and supports PL 93-498 and the mission of the NFA in the delivery of emerging issues, specialized application of technology, and Leadership training.

### **Volunteer Incentive Program (VIP):**

The Volunteer Incentive Program and the component courses of the program along with VIP Week's are coordinated by the Volunteer Incentive Program Manager (VIPM).

In addition to the above listed requirements, Instructors shall:

1. Keep the VIPM and the respective Training Specialist aware of any issues arising during delivery of VIP courses; and
2. Advise the respective Training Specialist and VIPM of a student needing to leave early.

### **2-Day On-Campus Courses:**

The 2-day on-campus courses are coordinated by the State Weekend Program Manager (SWPM).

In addition to the above listed requirements, Instructors shall:

1. Participate in a brief introduction meeting with other instructors, the SWPM and State staff members at 7:30 a.m. on the Saturday morning of the program in the State Weekend Operations Center in Building J, Room 124;
2. Administer, review, correct and provide feedback on quizzes, tests, final exams, written assignments, papers, etc., using established/government furnished grading rubrics. Maintain security of overall teaching materials; e.g., tests, answer keys, answer sheets and student grades; submitting the recorded scores/grades to the Training Specialist and/or Program Manager at the end of the course delivery in accordance with the form and procedures developed for each course. NOTE: These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent;

3. Meet with students who wish to appeal their end-of-course grades and notify the Training Specialist and/or Program Manager before the meeting is conducted (for off-campus courses, notify the local site representative.); and
4. Return all quizzes, tests, final exams, written assignments, papers, etc., to students after the scores/grades have been formally recorded.

## ***OFF-CAMPUS “PROGRAM” SPECIFIC REQUIREMENTS***

### **10-Day and 6-Day Off-Campus Courses:**

The 10-day and 6-day off-campus courses are coordinated by Program Managers (PM) who are responsible for managing course deliveries within specific regions.

In addition to the above listed requirements, Instructors shall:

1. Provide the PM and the local site contact with their travel itineraries at least 15 days in advance of the start of the delivery date;
2. Ensure that the course roster is corrected and provided to the site host within the first hour of the first day of class and that all exam records, graded tests and stipend forms are submitted to the local site representative upon completion of the course; and
3. Submit a signed Inventory and Accountability Record and post-course assessment to the PM within 7 days after completion of the course.

### **2-Day Off-Campus Courses:**

The 2-day off-campus courses and the component courses of the program along with scheduling are coordinated by PMs who are responsible for managing course deliveries within specific regions.

In addition to the above requirements, Instructors shall:

1. Contact at least 15 days before the delivery 1) the State and local representative (listed on the course coordination plan) to discuss travel itinerary, lodging, classroom setup, etc.; and 2) the PM to confirm receipt of instructional materials and discuss any other essential course/administrative information;
2. Inspect NFA-provided visuals for completeness and accuracy prior to arriving at the course site and call the PM if problems arise;
3. Administer, review, correct and provide feedback on quizzes, tests, final exams, written assignments, papers, etc., using established/government furnished grading rubrics. Maintain security of overall teaching materials; e.g., tests, answer keys, answer sheets and student grades; submitting the recorded scores/grades to the Training Specialist and/or Program manager at the end of the course delivery in accordance with the form and procedures developed for each course. NOTE: These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent.
4. Meet with students who wish to appeal their end-of-course grades and notify the Training Specialist and/or PM before the meeting is conducted (for off-campus courses, notify the local site representative);
5. Return all quizzes, tests, final exams, written assignments, papers, etc. to students after the scores/grades have been formally recorded; and

6. Return instructional visuals within 24 hours upon completion of the course by fourth Class Special Handling mail (label is provided). Note: In some cases, the PM will request the instructor to retain the visuals for assigned upcoming deliveries.