

## PERFORMANCE WORK STATEMENT

1. The contractor will conduct a structured curriculum of undergraduate courses based on critical thinking and problem solving skills. The curriculum will be comprised of a series of courses totaling 24-30 semester credit hours. Completion of the 24-hour curriculum will result in a presentation of an Analytical Business Certificate. The prerequisite for the English course will be offered outside the certificate curriculum. Math and English placement tests will be scheduled at no cost as needed. Courses will be accelerated in duration, that is, one class meeting per week for a period of eight (8) weeks. All classes will be held during the day and may be held on any day, Monday through Thursday, but not on Friday. The student will be able to complete the full curriculum in 24 months. The preferred class size is 10-20 students.

2. Suggested curriculum follows:

MATH 121 Intermediate Algebra OR	3 semester credit hours
MATH 151 College Algebra	3 semester credit hours
PHIL 305 Business Ethics	3 semester credit hours
ECON 201 Principles of Macro-Economics	3 semester credit hours
ECON 202 Principles of Micro-Economics	3 semester credit hours
ENGL 101 Written Communication	3 semester credit hours
ENGL 217 Written Business Communication	3 semester credit hours
ACCT 201 Accounting Principles I	3 semester credit hours
ACCT 202 Accounting Principles II	3 semester credit hours
BUS 205 Elementary Economic and Business Statistics	3 semester credit hours

3. A maximum of four (4) sessions of classes will be conducted in a fiscal year. The Government, based on input from the contractor, will determine specific courses included in each session. The Government will establish specific timeframes and locations for individual classes. Classes will be held in a Government training facility at Rock Island Arsenal, Rock Island, IL. If, due to higher mission priorities, space on Rock Island Arsenal is not available, the Government will arrange for a facility within a ten-mile radius of Rock Island Arsenal.

4. The contractor will apply the same academic standards for ACALA Academy students as it does for all other students enrolled in the educational institution.

5. The contractor will provide individual assessment and counseling to any student who has successfully completed 21 semester credit hours in the curriculum and requests advice and guidance on continuing his/or her education toward the goal of a baccalaureate degree.

6. The contractor will designate a liaison to coordinate all activities regarding ACALA Academy with the Contracting Officer's Representative. The contractor's liaison will permanently serve in that capacity throughout the term of the contract. If any change in designation is necessary, the contractor will immediately inform the Contracting Officer's Representative and designate a replacement.

7. Within seven days after the midpoint in a course, the contractor will inform the Contracting Officer's Representative of any situations in which

a student's work is rated below the "C" level. Within 30 days of the completion of each class, the contractor will furnish grade reports to both the student and the Government.

8. The contractor will ensure that official transcripts are provided to students upon their individual request. Students will comply with the contractor's established procedures for requesting official transcripts.

9. If, during the conduct of any individual class, there is an unusual amount of negative feedback regarding the instruction techniques/methods or the professionalism of a specific instructor, the Contracting Officer's Representative will immediately communicate this information to the contractor. In cooperation with the Contracting Officer's Representative, the contractor will be responsible for investigating and resolving the situation.

10. Each student will complete a course evaluation within 30 days of completing an individual course. The purpose of this evaluation is to assess the overall effectiveness of the course, including course content, instruction techniques/methods, and course materials in meeting the objectives of both the student and the Government. Based on analysis of these evaluations, if the Contracting Officer's Representative determines that a specific instructor is either ineffective in his/her instruction techniques/methods or his/her conduct is unprofessional, the Government reserves the right to refuse instruction of future classes by that individual. Copies of course evaluations will be provided to the contractor.

11. At the direction of the Government, limited absence by a student from class may be necessary due to urgent priority mission, e.g. temporary duty travel. In such situations, the contractor will be flexible in working with the student to complete work as necessary.

12. The contractor may request withdrawal by the Government of any student for documented academic or disciplinary reasons.

13. The contractor will deliver syllabi and course materials for each individual course to the Government no less than one week prior to the course start date.

14. It is the Government's intent to reuse textbooks whenever possible; therefore, the contractor will not change the required text for a specific course without the Government's approval.

15. The contractor will accept the government-wide purchase card if the government determines this to be the best method of payment.

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2. Suggested curriculum follows:

MATH 100 Fundamentals of Mathematics	3 semester credit hours
MATH 121 Intermediate Algebra OR	3 semester credit hours
MATH 151 College Algebra	3 semester credit hours
PHIL 305 Business Ethics	3 semester credit hours
ECON 201 Principles of Macro-Economics	3 semester credit hours
ECON 202 Principles of Micro-Economics	3 semester credit hours
ENGL 101 Written Communication	3 semester credit hours
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