

PERFORMANCE WORK STATEMENT

1. The contractor will conduct a structured curriculum of undergraduate business based courses. The curriculum will be comprised of a series of courses totaling 24-28 semester credit hours. 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. The contractor will grant a Certificate in Business Management to each student who successfully completes the undergraduate business curriculum (minimum of 24 semester credit hours). The student will be awarded the Certificate in Business Management within 30 days following successful completion of the curriculum.
3. The contractor will conduct a structured curriculum of graduate business based courses that will culminate in a master's degree with emphasis on leadership and integrated business skills. The contractor will determine the total semester credit hours required for the degree. 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 preferred class size is 10-20 students.
4. The contractor will grant a master's degree to each student who successfully completes all courses included in the prescribed curriculum. The student will be awarded the degree within 30 days following successful completion of the curriculum.
5. 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.
6. The contractor will apply the same academic standards for Armament and Chemical Acquisition Activity (ACALA) Academy students as it does for all other students enrolled in the educational institution.
7. The contractor will grant full credit for all graduate level courses previously provided to ACALA Academy students by St. Ambrose University, Davenport, IA, and undergraduate level courses provided by St. Ambrose University and/or Black Hawk College, Moline, IL. The following is a list of these courses.

St. Ambrose University, Davenport, IA:

Graduate:

Business Logistics	3 semester credit hours
Project Management	3 semester credit hours
Human Resource Management	3 semester credit hours
Procurement & Supply Management	3 semester credit hours
Organizational Cultures & Systems	3 semester credit hours
Ethics, Integrity & Social Responsibility	3 semester credit hours

Undergraduate:

Organizational Theory	3 semester credit hours
Human Resource Management	3 semester credit hours
Legal Environment in Business	3 semester credit hours
Marketing	3 semester credit hours
Diversity in the Workplace	3 semester credit hours
Group Decision Making	3 semester credit hours
Principles of Management	3 semester credit hours
International Business	3 semester credit hours

Black Hawk College, Moline, IL:

Undergraduate:

Introduction to Business	3 semester credit hours
Marketing	3 semester credit hours
Macroeconomics	3 semester credit hours
Microeconomics	3 semester credit hours
Human Resource Management	3 semester credit hours
Accounting I (includes a Lab)	4 semester credit hours
Accounting II	3 semester credit hours
Communications	3 semester credit hours

8. The contractor will appropriately place students in the Master's Degree or Certificate in Business Management Programs in accordance with courses already completed by the student when enrolled in ACALA Academy.

9. The contractor will provide individual assessment and counseling to any student who has successfully completed 21 semester credit hours in the undergraduate business curriculum and requests advice and guidance on continuing his/or her education toward the goal of a baccalaureate degree. There are currently approximately 25 students in this status as of the start of this contract.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

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

17. 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.

18. 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.

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

PRICE EVALUATION SHEET

	Undergraduate Course Price per Semester Credit Hour	Graduate Course Price per Semester Credit Hour
Pricing Period 1: Award - 30 Sep 00	\$ <input style="width: 150px; height: 20px;" type="text"/>	\$ <input style="width: 150px; height: 20px;" type="text"/>
Pricing Period 2: 1 Oct 00 - 30 Sep 01	\$ <input style="width: 150px; height: 20px;" type="text"/>	\$ <input style="width: 150px; height: 20px;" type="text"/>
Pricing Period 3: 1 Oct 01 - 30 Sep 02	\$ <input style="width: 150px; height: 20px;" type="text"/>	\$ <input style="width: 150px; height: 20px;" type="text"/>
Total Price for all Pricing Periods	\$ _____	\$ _____
Multiplied by (x) the Est Total Number of Semester Credit Hours	x 624	x 144
Estimated Total Price	\$ _____	\$ _____
Total Evaluated Price	<div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: right; margin-right: 10px;"> _____ ↘ </div> <div style="margin: 0 10px;">+</div> <div style="text-align: left; margin-left: 10px;"> _____ ↙ </div> </div> <hr style="width: 100%; border: 1px solid black;"/> <div style="text-align: center;">\$ _____</div>	

Offerors must submit their Price per Semester Credit Hour for each Pricing Period in the bold outlined spaces.

The Government will sum the Price per Semester Credit Hour boxes to arrive at a Total Price for all Pricing Periods for both the Undergraduate and Graduate courses.

The Total Price for all Pricing Periods will be multiplied by the Estimated Total Number of Semester Credit Hours to arrive at the Estimated Total Price.

The Estimated Total Price for both the Undergraduate and Graduate courses will be added together, resulting in the Total Evaluated Price.

The contactor is reminded that the Total Evaluated Price is used for evaluation purposes only and does not obligate the Government in any way.

The Guaranteed Minimum Quantity to be awarded is 135 Undergraduate Semester Credit Hours (45 students x 3 Semester Credit Hours = 135) and 30 Graduate Semester Credit Hours (10 students x 3 Semester Credit Hours = 30). The offeror's prices for Pricing Period 1 will be used to calculate the Guaranteed Contract Award amount.