

NATIONAL FIRE ACADEMY
Contract Instructor Scope of Work

Dear National Fire Academy Contract Instructor:

On this website, you will find instructional requirements and other informational materials for the U.S. Fire Administration National Fire Academy's (NFA) course deliveries. The requirements are for the Resident courses, Regional Deliveries, Direct Deliveries, and State Weekend course offerings. The information sheet will assist you in submitting your quote(s). All NFA courses will be awarded based on bottom-line price. All quotes should be addressed to Mrs. Jo Ann Boyd.

Within 2-3 weeks after the bid due date, the successful bidder information for all courses will be placed on the website. You may access the information by using the following address: <http://www.usfa.fema.gov/applications/nfacid>. If you do not have access to the Internet, please feel free to continue contacting our NFA staff to obtain instructor bid information. If you do have access to the Internet, we prefer that you obtain the information from the website. Instructions for obtaining the information via the website are included in this package.

Also on this website are several items you need to be aware of and abide by. These items include:

- NFA Human Dignity Statement
- Contract Instructor Statement of Work
- NETC Instruction 1100.1, Conduct on the NETC Campus
- Firearms Notice
- DUNS/CCR Requirement Information
- Course Code Listing

If you have any questions while reviewing these materials, please feel free to contact either Mrs. Boyd at (301) 447-1157 or Mrs. Tonya Long at (301) 447-1135.

Sincerely,

Dr. Denis Onieal
Superintendent

DO:jb

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QUOTATION INSTRUCTIONS
For all National Fire Academy courses

General Instructions:

1. You may only submit quotes for those courses you have been prequalified to teach. Quotes will not be considered if you are not on the approved listing. (For resident and regional courses, if you are a support instructor, you may only submit quotes for the “support” role. If you are a lead instructor, your quote will be considered for the “lead” role and the “support” role.)
2. When submitting a quote, please be sure to include your social security number or the tax identification number, and your DUNS number. If you have a change in address, phone numbers, or email, please notify Mrs. Jo Ann Boyd in writing. The change will be made in our Procurement Database and also the National Fire Academy Contract Instructor Database which displays the information on our website. The information you provide should match what you have entered into the Central Contractor Database.
3. Your quotes must be mailed, faxed, or emailed to Mrs. Boyd. The fax number, email address, and mailing address are listed below. Please call to confirm receipt if you fax or email your quotes. Please be sure to adhere to the quote deadline. No late quotes can be accepted.

National Fire Academy
Attention: Mrs. Jo Ann Boyd
16825 South Seton Avenue
Emmitsburg, Maryland 21727
Fax: (301) 447-1834
email: joann.boyd@dhs.gov
(Please call to confirm receipt)

4. Bids must be submitted by the dates listed on the Course Delivery Schedules. No late bids can be accepted. Bids will be due on a quarterly basis in the months listed below.

<u>Bids will be due in:</u>	<u>For the courses to be held in the months of:</u>
August	October, November, and December
November	January, February, and March
February	April, May, and June
May	July, August, and September

NOTE: The specific due date for quotes will be listed on page one of the NFA Course Delivery Schedules

5. If your quotation is found to be the most “price reasonable,” a purchase order will be issued 30-45 days in advance of the course start date. However, you will be notified of course awards as soon as possible. Please note: based on the submission of your quote(s), it is assumed that you will be available to teach the course(s). If, for any reason, you find that you are not available to teach prior to the quotation submission deadline, please notify Mrs. Boyd immediately, so that she can withdraw your quote.

NATIONAL FIRE ACADEMY
Contract Instructor Scope of Work

Likewise, if you find that you cannot teach a course delivery after the award has been made and a purchase order issued, you must notify Mrs. Boyd immediately in writing. The NFA reserves the right to reject any bid that is not determined to be price reasonable.

6. Two-week awards will take precedence over any other award. Specifically, an instructor who has received a two-week award and is in line for a Regional Delivery, Direct Delivery, or State Weekend delivery will automatically be awarded the Resident two-week delivery.

Specific On-Campus Instructions

1. Airport pick-ups to NETC will be made only as indicated on the NETC Airport Transportation Schedule. Special runs or pick-ups by the NETC Transportation Office shall not be provided. If you cannot make flight arrangements that coincide with the NETC transportation system, you should include the cost of a rental car/limo in your quote(s). There is no transportation to/from the airport for State Weekend Programs. You should include the cost of a rental car or limo when providing your quote.

2. 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 4:00 p.m. In this instance, you will be provided housing for that night and check-out will be the next morning. Housing will not be provided for weekends between consecutive 2-week offerings unless a cost savings can be shown. If you are awarded consecutive courses and you request lodging for the weekend in between the courses, you must deduct the cost of one round trip from one of your two bids. Please coordinate this with Jo Ann Boyd. NETC reserves the right to assign rooms and will not consider special requests, unless required for a physical or mental handicap. If you have a need for special housing accommodations, please mark that on the quote being submitted. 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. Parking permits for contract instructors will now be issued by the personnel in the Housing Office in Building C. You no longer need to go to Security to obtain your parking permit.

IMPORTANT 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 penalty shall include removal of the contract instructor from the bidders list for the applicable course of a period not to exceed 12 months beginning on the date of the second nonemergency cancellation.

If a course is cancelled by NFA and the instructor has a non-refundable airline ticket, to receive a full refund, the instructor must submit the original airline ticket with his/her voucher. If an instructor can change the date of his/her ticket and is charged a "change fee," he/she must submit a receipt along with the voucher for the amount of the change fee. If requesting reimbursement for non-refundable airline tickets or change fee, the instructor must submit the required information within 30 days of the course start date.

NATIONAL FIRE ACADEMY
Contract Instructor Scope of Work

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. Please do not submit combination bids for consecutive courses held in different locations.

NATIONAL FIRE ACADEMY
Contract Instructor Scope of Work

QUOTE FORM

Date: _____

Name, Address, and Zip Code: _____

email address: _____

SSN or TIN: _____

*(If you prefer to have your purchase order issued to your
business, you must place the TIN number in the space above.)*

DUNS Number: _____

Course: _____

Location: _____

Dates: _____

For Resident and Regional courses only: (please check which role you are submitting a quote for)

- | | | |
|--|--|---------------------|
| _____ Lead | _____ Support | _____ Co-instructor |
| _____ Independent | _____ Team (Community Education Leadership) | |
| _____ Fire Service | _____ Education (Fire Service Course Design) | |
| _____ Fire Educator | _____ Health Educator (Developing Fire & Life Safety Strategies) | |
| _____ Legal Module Instructor | | |
| _____ Exercise Controller (EAFSOEM & CCNM) | | |

FOR RESIDENT COURSES AND STATE WEEKENDS:

Housing on the NETC campus will ____/will not ____ be required. Housing will be authorized for one night prior to the course start date only.

Total fee, per diem, and miscellaneous expenses, and travel costs:

\$ _____

This section pertains to the following courses: Fire Service Course Design, Management of Fire Prevention Programs, and Organizational Theory in Practice:

\$ _____ is my fixed-price quote for the one-day review of student papers/projects. (This one-day fixed-price fee must be included above in the total firm-fixed price quote for the job, as well as being indicated in this space provided).

For more information, please contact Jo Ann Boyd at (301) 447-1157 or Tonya Long at (301) 447-1135. You may fax your quotes to (301) 447-1834 or by email to: joann.boyd@dhs.gov. Please call to confirm receipt if you fax or email your bids.

SIGNATURE: _____

NATIONAL FIRE ACADEMY

Contract Instructor Scope of Work

CONTRACT INSTRUCTOR WEBSITE INFORMATION

The U.S. Fire Administration's National Fire Academy (NFA) recently enhanced the Contract Instructor area of the NFA web site to provide timely and up-to-date information in a "user friendly" way. Provided below are explanations of the area layout and helpful hints on how to better use the search capabilities.

You directly access this information at www.usfa.fema.gov/nfacid or from the NFA home page by clicking on the Contract Instructor link contained on the sidebar.

How to Become a National Fire Academy Contract Instructor – This link contains the most up-to-date information for NFA resident courses and the instructor selection criteria for these courses. Instructions for applying to be a contract instructor are also included. You can review the material online by clicking on the appropriate link, or materials can be downloaded in an Adobe Acrobat PDF or Microsoft Word file. If you have specific content-related questions regarding NFA courses, please contact the appropriate Program Chair at the phone number provided in the package.

Eligible Instructors – This link contains the names, addresses, phone numbers, email addresses, etc., for all NFA Contract Instructors unless NFA has been advised by the instructor not to publish his/her information. The purpose of posting this information is to assist the State Training Directors when soliciting NFA instructors to teach NFA courses within their own states. The list will also assist each of you, should you need to contact a co-instructor for any reason. Using the built in search function, you can search either by course or by instructor by entering the following criteria into the search area:

1. List by Course – course acronym, course code, and/or course title
2. List by Instructor – instructor's last name and first name.

After entering the search criteria then click on search and you should be provided the information below the search box. See Figure 1 below..

The screenshot shows a Microsoft Internet Explorer browser window displaying the National Fire Academy website. The address bar shows the URL: <http://www.usfa.fema.gov/nfacid/eligible.cfm>. The website header includes the National Fire Academy logo and navigation links: search, help, links, feedback, e-mail lists, home. The main content area is titled "National Fire Academy Contract Instructor Database - Eligible Instructors". Below the title, there is a welcome message and contact information for Joann Boyd. The search interface includes two sections: "List instructors by course" with a text input field for "Course (acronym, code, name):" and "List courses by instructor" with text input fields for "Instructor Name (last, first):" and a dropdown menu for "Instructor State:". Both sections have "Reset" and "Search" buttons.

Figure 1

NATIONAL FIRE ACADEMY

Contract Instructor Scope of Work

Successful Bid Awards – This area provides the listing of successfully awarded NFA Contract Instructors bids for the upcoming quarter. Again, using the built in search function you can search for information in various ways. Listed below are several examples for entering search criteria: See Figure 2 below.

- Blocks 1-3: Course acronym/Course code/Course title - *(list any or all three of the items requested)*
- Block 4: Course date range *(request the date range for the courses. If you want the entire quarter, you would enter 10/1/2000 to 12/31/2000).*
- Blocks 5-6: City/State *(enter the location of the course)*
- Block 7: Instructor's last name/first name *(list the instructor's last and first name).*

The screenshot shows a web browser window with the URL <http://www.usfa.fema.gov/nfacid/successful.cfm>. The page title is "National Fire Academy Contract Instructor Database - Successful Bidders". The page content includes a welcome message and a search form. The search form has the following fields:

- Course (acronym, code, name):
- Course Date Range: to
- Course City, State:
- Instructor Name (last, first):

There are "Reset" and "Search" buttons at the bottom of the form. The page also features a navigation menu with links for "search", "help", "links", "feedback", "e-mail lists", and "home".

Figure 2

After entering the search criteria then click on search and you should be provided the information below the search box. A list of all the NFA courses, with course codes and acronyms, is enclosed for your use.

Bid Package – The bid package is advertised on the NFA home page when quotes are being accepted for all NFA courses. This package may be viewed by individual pages or downloaded in an Adobe Acrobat PDF or Microsoft Word file.