



**FEMA**

October 1, 2024

Dear National Fire Academy Contract Instructor:

Welcome to the Instructor information section of our website for National Fire Academy's (NFA) instructors. We have streamlined much of the contract instructor bidding and award information. Please read the instructor information carefully as some information has been updated. The course schedules are fully integrated into the Instructor Dashboard feature that allows eligible instructors to place their bids and monitor their award status on-line. Instructors teaching 2- and 6-day off campus courses have access to course coordination plans (CCP) within their dashboards. The CCP has also been added to the 2-day, on-campus course offerings. If Friday night instructions are required for a 2-day on-campus course offering, it will be noted. In addition, the dashboard functionality provides instructors with the ability to download course materials and access their course evaluation reports.

The following information along with the webpage provides materials that will assist you in placing your bid(s), general information on how to submit a bid (bids must now meet the minimum bid requirement of \$1.00), the bid schedule, additional information concerning on-campus residential courses, special bidding instructions concerning specific curriculum area(s) and/or courses, and a host of policies and procedures that you need to be familiar with. Information referencing contract instructor observation and evaluation has been added; this can be found within the policies and procedures section.

**IMPORTANT CAMPUS HEALTH SAFETY INFORMATION:**

All instructors are required to follow National Emergency Training Center (NETC) policies in place at the time of instruction, which includes but is not limited to health and wellness, safety, and security. Current NETC guidelines can be found online at [https://www.usfa.fema.gov/downloads/pdf/netc\\_welcome\\_package.pdf](https://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf)

For off-campus deliveries, NFA instructors must adhere to the local public health and safety mandates which are in place at the time of instruction at the facility where the course will be delivered.

**ALSO PLEASE NOTE:**

NETC regulations (44 C.F.R. Part 15 and Policy 119-22, VII.A.8 and VII.A.10) prohibit personal possession of alcohol or firearms on campus. Refer to the important NETC policy information on page 18.

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. If a meal ticket is not purchased, the individual will be asked to leave campus and acquire housing at his/her own expense. Refer to the on-campus specific instructions contained on page 10-11 regarding meal ticket policy.

In order to ensure the highest quality of instruction, awards will be made based on what is in the Government's best interest. The Government reserves the right to award to other than the lowest priced offeror for reasons such as, but not limited to:

- Mentoring a new instructor;
- Observing/evaluating an instructor;
- Ensuring/maintaining instructor currency;
- Obtaining the services of an instructor with a particular skill set; or
- Obtaining the services of an instructor that possesses special attributes that will enhance the course delivery.

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. Additionally, bids that are not considered to be fair and reasonable will be rejected.

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). Thank you in advance for your continued support and dedication to the professionalism of the Nation's fire service.

Sincerely,

A handwritten signature in black ink, appearing to read "Eriks J. Gabliks". The signature is fluid and cursive, with the first name being the most prominent.

Eriks J. Gabliks  
Superintendent  
National Fire Academy

Attachments

## **BIDDING INSTRUCTIONS**

### **For all National Fire Academy courses**

#### General Instructions

Although the Government is not required to award instructor micro-purchase orders based on competition, NFA is accepting quotes for instructional delivery of the courses identified in this bid package. Awards will be made based on what is in the Government's best interest. The Government reserves the right to award to other than the lowest priced offeror for reasons such as, but not limited to, the following:

- To mentor a new instructor;
  - To observe/evaluate an instructor;
  - To ensure/maintain instructor currency;
  - To obtain services of an instructor with a particular skill set; or
  - To obtain services of an instructor that possesses special attributes that will enhance the delivery.
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 Unique Entity Identifier number (UEI). 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 in the System for Award Management (SAM).
  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). Bids must meet the minimum bid requirement of \$1.00. 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 provided by the state/local host; please refer to the Course Coordination Plan (CCP). For 6-day off-campus offerings, the state/local host is responsible for providing ground transportation for the instructor from the airport to the lodging facility, to the class site, and return to the airport. The airport listed on the CCP will be where the state/local host should plan to pick up the instructor. Instructors are reminded for any course offerings that are awarded during the October 1 - November 14 timeframe, you are required to participate in a one-time conference call session in September where Continuing Resolution and course delivery details are discussed. You should consider this when placing your bids – typically the duration of the conference calls do not exceed 15 minutes.
  4. When submitting a bid, it must be done independently and in accordance with Federal Acquisition Regulations (FAR); specifically, FAR clause - 52.203-2 <https://www.acquisition.gov/far/52.203-2?searchTerms=52.203-2>

## Independent Price Determination

The offeror certifies that –

- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor related to –
    - (i) Those prices;
    - (ii) The intention to submit an offer; or
    - (iii) The methods or factors used to calculate the prices offered.
  - (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law.
5. To submit a bid, you will need to log in to your Instructor Dashboard from the National Fire Academy Contract Instructor and State Officials Page. The link is: <https://www.usfa.fema.gov/nfa/about/contract-instructors/>. Scroll down until you see the contract instructor log in.
  6. 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. You must reset your password every 90 days. If longer than 90 days, your account will need to be reset. Please send a message to the instructor mailbox @ [FEMA-NFAInstructor@fema.dhs.gov](mailto:FEMA-NFAInstructor@fema.dhs.gov).
  7. 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.)
  8. After your bid(s) have been placed, you will receive a confirmation email message.
  9. The National Fire Academy 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.
  10. Bids that are not considered to be fair and reasonable will be rejected.

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

### 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.

<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	<b>August 1</b>
September 1 – October 1	January, February, March	<b>November 1</b>
December 1 – January 1	April, May, June	<b>February 1</b>
March 1 – April 1	July, August, September	<b>May 1</b>

If your bid/quotation is found to be in the best interest of 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 Instructor Guide (SM) and Student Manual (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.

### **Special Instructions for Administration of Public Assistance for Community Recovery Course (R0335)**

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. This is necessary to prepare course materials and logistics prior to the start of the course.

### **Special Instructions for Exercise of Executive Leadership: Self Course (R5201)**

The statement of work for this course includes accessing the NFA Online Mediated/Blackboard classroom for the two weeks prior to the start of on campus instruction to review and grade students pre-course assignments and two weeks after the conclusion of on campus instruction to review and grade students post-course assignments.

### **Special Instructions for Exercise of Executive Leadership: Organization Course (R5202)**

The statement of work for this course includes accessing the NFA Online Mediated/Blackboard classroom for the four weeks prior to the start of on campus instruction to review and grade students pre-course assignments and 10 days after the conclusion of on campus instruction to review and grade students post-course assignments.

### **Special Instructions for Exercise of Executive Leadership: Community Course (R5203)**

The statement of work for this course includes accessing the NFA Online Mediated/Blackboard classroom for the four weeks prior to the start of on campus instruction to review and grade students pre-course assignments and 10 days after the conclusion of on campus instruction to review and grade students post-course assignments.

### **Special Instructions for Exercise of Executive Leadership: Capstone II Course (R5204)**

The statement of work for this course includes accessing the NFA Online Mediated/Blackboard classroom for the two weeks prior to the start of on campus instruction to review and grade students pre-course assignments and record students in-class assignments.

## **Special Instructions for Battlefield Guide for Exercise of Executive Leadership: Capstone II Course (R5204)**

Using the general details of the curriculum for Executive Leadership (R5204) Unit 3 curriculum (Integrating the Exercise of Leadership from Gettysburg to Fire and Emergency Service) facilitate a Pre-staff Ride Briefing (conducted in the classroom the day before the staff ride); facilitate a staff ride of the Gettysburg National Military Park (starting and ending from the NETC); and facilitate a Post Staff Ride Integration Activity (conducted in the classroom immediately following the Gettysburg Staff Ride).

Coordinate with R5204 contract instructors and the R5204 Training Specialist at least 48 hours prior to pre-staff Ride Briefing to verify all activity times, number of students with assigned roles and questions, and any potential modifications based on weather, special student needs, park logistics, etc.

Review and make recommendations to the R5204 Training Specialist for any modifications/replacement of related curriculum.

Assist R5204 contract instructors with evaluation of any required student assessment tools.

## **Special Instructions for Emergency Medical Services: Quality Management (R0158)**

Instructors are expected to access the NFA Online Mediated/Blackboard classroom for the two weeks prior to the start of on campus instruction. Instructors will be expected to grade and provide feedback for students' pre-course assignments during the two-weeks.

## **Special Instructions for Emergency Medical Services: Incident Operations (R0147)**

This 6-day course is a practical application of ICS-200 knowledge, skills, and abilities. The course utilizes two roles for instructional delivery and management, Instructors and Exercise Controllers.

Instructors are expected to deliver course content, including didactic presentation, class activities, and simulations/exercises in accordance with the current version Instructor Guide. During exercises, Instructors are expected to facilitate exercise progression and students' actions, responses, and critical decision making. This role is during the full 6 days of the course.

Exercise Controllers are expected to setup, transition, and breakdown exercise equipment, materials, and supplies, manage government furnished equipment necessary for the exercises (including accountability of radios and other equipment/materials), simulate dispatch and various resources, and assist Instructors with facilitation of exercise progression and students' actions, responses, and critical decision making. This role is days 3-6 (Tuesday – Friday of an NFA resident offering) of the 6-day course.

## **Special Instructions for Fire and Investigative Sciences Courses**

### **Fire Investigation: First Responders (F/S/W0770)**

This two-day course presents a basic overview of a fire investigation. Instructors will present the basics of fire chemistry and explain the role of the first responder in relation to fire suppression and fire investigation. The course will stress the importance of fire scene awareness, evidence identification, preservation, and the basics of a fire investigation.

Physical requirement:

Instructors should be able to lift and move 20 pounds to facilitate the delivery of course materials and participate in student activities.

### **Fire Investigation: Essentials (R0772)**

This 10-day course is the foundation of the fire investigation curriculum. The course utilizes National Fire Protection Association (NFPA) 921, and other professional documents to address the technical and scientific knowledge and skills needed to conduct successful fire/arson investigations. Instructors use a combination of classroom instruction, activities, written assignments and group projects, and students will demonstrate the ability to conduct science-based fire investigations that culminate, when appropriate, in prosecution for the crime of arson. A K-9 may be present in class with their handler.

Instructor assignments for the Essentials classes are broken down into three roles which are eligible for bids:

### **Pre-Course Week & Week 1:**

This instructor will assist with class starting on the Monday of the week prior to the class starting (Pre-Course Week) and going through the Friday of the first week of class (Week 1). This instructor will be heavily involved in assisting with the logistics of the setup of the Burn Range and classrooms. This instructor will, among other duties, help set up the Burn Cells, Flashover Cells and in some classes, the Multi-Cell Unit. This instructor will also provide limited classroom instruction during Week 1.

### **Week 1 & Week 2:**

This instructor will assist with class starting on the Monday of Week 1 going through Thursday of the second week of class (Week 2). This instructor will, among other duties, also help set up the Burn Cells and Flashover Cells, as well as the scenarios for the fire scene practicals. This instructor will also provide limited classroom instruction during Week 1 and Week 2. This instructor will assist with the grading of essays and presentations. This instructor will assist the Training Specialist in making sure all administrative and logistical matters are completed at the end of the course.



### **One Week (Thursday Week 1 through Wednesday Week 2):**

This instructor will assist with class starting on the Thursday of Week 1 going through Wednesday of the second week of class (Week 2). This instructor will, among other duties, also help set up the Burn Cells and Flashover Cells, as well as the scenarios for the fire scene practicals. This instructor will also provide limited classroom instruction during Week 1 and Week 2. This instructor will assist with the grading of essays.

Physical requirements:

Instructors (excluding legal) must be able to lift and move up to 50 pounds to facilitate the delivery of course materials and participate in student activities. Instructors are responsible for assisting with the placement (lifting, carrying, rolling, moving, stacking/unstacking) of furniture, furnishings, carpet, and other items in each burn cell and preparing individual burn cells for use by the students. Instructors may be required to use short ladders (under 16 feet), hand trucks, carts, small power tools, hand tools, and shovels and to demonstrate the use of other scene-processing tools.

Instructors are required to participate in the student activities/demonstrations in various capacities, including setup and presenting the demonstrations.

Instructors are required to work outdoors and should be capable of working in various weather conditions, including inclement weather, during periods of rain, heat, snow and ice.

### **Fire Investigation: Electrical Systems (R0776)**

This six-day, specialized course addresses the critical skills essential to the effective investigation and evaluation of fires involving potential electrical fire causes.

Instructors/Technicians will demonstrate current techniques, practices, protocols and standards that assist investigators in the evaluation of electrical systems and associated components.

Physical requirements:

Instructors (excluding legal) must be able to lift and move up to 50 pounds to facilitate the delivery of course materials and participate in student activities. Instructors are responsible for assisting with the placement (lifting, carrying, rolling, moving, stacking/unstacking) of furniture, furnishings, carpet, and other items in each burn cell and preparing individual burn cells for use by the students. Instructors may be required to use short ladders (under 16 feet), hand trucks, carts, small power tools, hand tools, and shovels and to demonstrate the use of other scene-processing tools.

Instructors are required to participate in the student activities/demonstrations in various capacities, including setup and presenting the demonstrations.

Instructors are required to work outdoors and should be capable of working in various weather conditions, including inclement weather, during periods of rain, heat, snow and ice.

### **Fire Investigation: Forensic Evidence and Interviewing (R0780)**

This new six-day course, with two weeks of pre-course work (three weeks total), is an intense, interactive, and realistic experience providing students with information on various types of forensic evidence and related information that can be gathered at a fire scene and the knowledge and skills to document, collect, and submit evidence for investigations. Students will be required to perform realistic, hands-on practicals of collecting and submitting items of evidence.

Instructors should have, and be able to demonstrate, specialized skills of crime scene processing, on include, but not limited to: fingerprints, tire/shoe impressions, and tool mark impressions. Instructors should also have specialized knowledge in evidence collection and packaging.

Physical requirements:

Instructors must be able to lift and move up to 50 pounds to facilitate the delivery of course materials and participate in student activities. Instructors are responsible for assisting with the placement (lifting, carrying, rolling, moving, stacking/unstacking) of training materials, to include mannequins, furniture, furnishings, carpet, and other items in practical scenarios for use by the students. Instructors may be required to use short ladders (under 16 feet), hand trucks, carts, small power tools, hand tools, and shovels and to demonstrate the use of other scene-processing tools.

Instructors are expected to be engaged with students for the two weeks prior to the start of on campus instruction. Instructors will be involved answering questions, interacting with students via email, telephone, or other electronic means. Instructors will have written assignments to grade and provide feedback throughout the two-weeks of pre-course work. Primarily this is accomplished through the learning management system (Blackboard, Canvas, etc.). The estimated level of effort is 4 to 5 hours of engagement per week for each week of pre-course work. A K-9 may be present in class with their handler.

### **Fire Investigation: Case Preparation and Testimony (R0790)**

This six-day course on campus, with two weeks of pre-course work (3 weeks total) is an intense, interactive, and realistic experience providing students with case development, case review, and the knowledge and skills to prepare to testify as an expert. This course is offered in a blended format; students are assigned a cold case file two weeks prior to arrival with corresponding course work.

Instructors are expected to be engaged with students for the two weeks prior to the start of on campus instruction. Instructors will be involved answering questions, interacting with students via email, telephone, or other electronic means. Instructors will have written assignments to grade and provide feedback throughout the two-weeks of pre-course work. Primarily this is accomplished through the learning management system (Blackboard, Canvas, etc.). The estimated level of effort is 4 to 5 hours of engagement per week for each week of pre-course work.

Legal staff will conduct a roundtable discussion with students on topics such as qualifying as an expert, courtroom demeanor and expert testimony. Legal staff will also review and critique students' written reports. Further, legal staff will assist in providing a realistic courtroom experience by providing direct- and cross-examinations of the given scenarios.

### **Special Instructions for Advanced Life Support Response to Hazardous Materials Incidents (R0247)**

A simulator operations instructor (SOI) will work the second week of class. During the second week of class, the SOI shall operate the simulator during all scenarios and assist in practical exercises. The travel day will be Sunday (of week 2) and Friday (of week 2).

### **Special Instructions for the Hazardous Materials Curricula and Emergency Response to Terrorism Curricula**

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

Instructors are expected to deliver course content, including didactic presentation, class activities, and simulations/exercises in accordance with the current version Instructor Guide or as directed by the Training Specialist. During exercises and activities, instructors are expected to facilitate exercise/activity progression and students' actions, responses, and critical decision making.

**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 Investigation	Fire Investigation: Essentials	Instructor – Pre-Course Week and Week 1	Monday of Pre-Course Week through Friday of Week 1
	Fire Investigation: Essentials	Instructor – Week 1 and Week 2	Monday of Week 1 through Thursday of Week 2
	Fire Investigation: Essentials	Instructor – One Week	Thursday of Week 1 through Wednesday of Week 2
	Fire Investigation: Essentials	Legal	2nd Wednesday of offering
Fire Investigation	Fire Investigation: Forensic Evidence and Interviewing	Instructor	Pre-Course work two weeks prior to course start date; Sunday through Friday Instruction services
	Fire Investigation: Case Preparation and Testimony	Instructor	Pre-Course work two weeks prior to course start date; Sunday through Friday Instruction services
	Fire Investigation: Case Preparation and Testimony	Legal	Monday through Thursday of offering
Fire Investigation	Fire Investigation: Electrical Systems	Electrical Technician	Tuesday through Thursday
	Fire Investigation: Electrical Systems	Instructor	Sunday through Friday
Fire Investigation	Fire Investigation: Technical Aspects	Fire Investigator	Monday through Friday
	Fire Investigation: Technical Aspects	Fire Engineer	Wednesday through Thursday
Emergency Medical Services	Emergency Medical Services: Incident Operations	Exercise Controller	Tuesday through Friday
Incident Management	Command and Control of Fire Department Operations at Natural and Man-Made Disasters	Exercise Controller	1st Thursday through 2nd Thursday of offering
Leadership and Executive Development	Exercise of Executive Leadership: Capstone I	Battlefield Guide	Sunday through Monday of offering
Planning and Information Management	Emergency Resource Deployment Planning (SOC)	Instructor (Primary)	Prep day Saturday; Instruction Sunday through Friday
	Emergency Resource Deployment Planning (SOC)	Instructor (Standards of Cover)	Prep day Saturday; Instruction Sunday through Wednesday

Planning and Information Management	Emergency Resource Deployment Planning (SOC)	Instructor (Geographic Information Systems)	Prep day Tuesday (PM); Instruction Wednesday through Thursday
Planning and Information Management	Analytical Tools for Decision-Making	Instructor (Primary)	Prep day Saturday; Instruction Sunday through Friday
		Instructor (Data)	Prep day Saturday; Instruction Sunday through Friday
Hazardous Materials	Advanced Life Support in Hazardous Materials Response	Simulator Operations Instructor (SOI)	Prep day Sunday (2nd week); Instruction Monday through Thursday (2nd week)

## Specific On-Campus Instructions

1. Airport Transportation: Airport transportation to the National Emergency Training Center (NETC) is only as indicated on the NETC Airport Transportation Schedule: [https://www.usfa.fema.gov/downloads/pdf/netc\\_welcome\\_package.pdf](https://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 [FEMA-NETC-Housing@fema.dhs.gov](mailto:FEMA-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. Check-in time is 2:00 p.m., on the day of arrival. 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. For 2-day, on-campus offerings, you may arrive on Friday and you must depart campus on Sunday. 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 by emailing [FEMA-NFAInstructor@fema.dhs.gov](mailto:FEMA-NFAInstructor@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. Please advise whether you have any special allergies or medical disabilities that would require special housing accommodation(s) while you are staying on the NETC campus. Your accommodation(s) must be specified in writing by your physician or medical attendant on their stationery. This can be mailed to the following address or faxed:

National Emergency Training Center  
ATTN: Smiley White  
16825 South Seton Avenue  
Emmitsburg, MD 21727  
(301) 447-1052 (fax)

The request, along with your physician's documentation, must be sent to the NETC prior to your arrival on campus. No special accommodations can be made without prior approval. Please do not contact the Housing Office directly to request special accommodations.

While we make every attempt to accommodate your request for special housing, we cannot guarantee specific dormitory rooms.

If you have special dietary needs, you should contact the cafeteria at (301) 447-1551 prior to arrival on campus.

Security is responsible for providing emergency medical services at NETC. Any instructor, who may have special needs in the event of an emergency, should consider notifying Security upon arrival to the campus.

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. If a meal ticket is not purchased, the individual will be asked to leave campus and acquire housing at his/her own expense.

PLEASE NOTE: NETC has instituted a new process for purchasing meal tickets. You must now purchase your meal ticket within two weeks prior to your arrival on the campus. You should go to <http://netcmealtickets.com/> to order your meal ticket. The cost of the meals will obviously be based on the length of the stay on campus. If you have questions regarding your meal ticket, please call 301-447-1551.

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.
4. Adherence to the following clause:

**HSAR 3052.204-71**

**CONTRACTOR EMPLOYEE ACCESS (SEP 2012)**

**ALTERNATE I (SEP 2012)**

(a) *Sensitive Information*, as used in this clause, means any information, which if lost, misused, disclosed, or, without authorization is accessed, or modified, could adversely affect the national or homeland security interest, the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of information:

- (1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland

Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);

(2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, "Policies and Procedures of Safeguarding and Control of SSI," as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);

(3) Information designated as "For Official Use Only," which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and

(4) Any information that is designated "sensitive" or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

(b) "Information Technology Resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(c) Contractor employees working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required. All Contractor employees requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.



(d) The Contracting Officer may require the Contractor to prohibit individuals from working on the contract if the Government deems their initial or continued employment contrary to the public interest for any reason, including, but not limited to, carelessness, insubordination, incompetence, or security concerns.

(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the Contracting Officer. For those Contractor employees authorized access to sensitive information, the Contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

(g) Before receiving access to IT resources under this contract the individual must receive a security briefing, which the Contracting Officer's Technical Representative (COTR) will arrange and complete any nondisclosure agreement furnished by DHS.

(h) The Contractor shall have access only to those areas of DHS information technology resources explicitly stated in this contract or approved by the COTR in writing as necessary for performance of the work under this contract. Any attempts by Contractor personnel to gain access to any information technology resources not expressly authorized by the statement of work, other terms and conditions in this contract, or as approved in writing by the COTR, is strictly prohibited. In the event of violation of this provision, DHS will take appropriate actions with regard to the contract and the individual(s) involved.

(i) Contractor access to DHS networks from a remote location is a temporary privilege for mutual convenience while the Contractor performs business for the DHS Component. It is not a right, a guarantee of access, a condition of the contract, or Government Furnished Equipment (GFE).

(j) Contractor access will be terminated for unauthorized use. The Contractor agrees to hold and save DHS harmless from any unauthorized use and agrees not to request additional time or money under the contract for any delays resulting from unauthorized use or access.

(k) Non-U.S. citizens shall not be authorized to access or assist in the development, operation, management or maintenance of Department IT systems under the contract, unless a waiver has

been granted by the Head of the Component or designee, with the concurrence of both the Department's Chief Security Officer (CSO) and the Chief Information Officer (CIO) or their designees. Within DHS Headquarters, the waiver may be granted only with the approval of both the CSO and the CIO or their designees. In order for a waiver to be granted:

(1) There must be a compelling reason for using this individual as opposed to a U.S. citizen; and

(2) The waiver must be in the best interest of the Government.

(1) Contractors shall identify in their proposals the names and citizenship of all non-U.S. citizens proposed to work under the contract. Any additions or deletions of non-U.S. citizens after contract award shall also be reported to the contracting officer.

(End of clause)

## 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 the “CCP” link. (See screen shot below.)

For 2-day off-campus offerings, ground transportation is provided by the State/local host; please refer to the CCP. For 6-day off-campus offerings, ground transportation is provided by the State/local host; please refer to the CCP.

Beginning in FY2014 – states can offer any 2-day NFA course as a train-the-trainer delivery. As a result, your audience may include other fire service instructors and educators. You will need to work closely with the state to determine audience needs.

The screenshot shows the U.S. Fire Administration instructor dashboard. At the top, there is a navigation bar with links for 'Instructor dashboard', 'Instructor evaluations', 'My profile', and 'My biography'. The user is signed in. Below the navigation bar is the heading 'Courses You're Eligible to Bid On'. There are filters for 'Start date', 'End date', 'Delivery', 'Curriculum', and 'Show cancelled courses?'. A 'Filter' button is present. Below the filters, it says '3 courses filtered by: All Courses'. A table lists the courses with columns for 'Code / Course / Delivery', 'Dates / Location', 'Roles and Bids', 'Deadline', and 'CCP'. The 'CCP' column is highlighted with a red box.

Code / Course / Delivery	Dates / Location	Roles and Bids	Deadline	CCP
F0633 - Youth Firesetting Intervention Specialist 2-day off-campus	4/19/2023 - 4/20/2023 Waterford, MI	Instructor: Bid Now	8 days	CCP

### **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 may 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 cancelled 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 of if he/she is the lowest priced offeror 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.

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 National Fire Academy 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.

Contract Instructor Observation and Evaluation: In accordance with NFA-specific Standard Operating Procedure 500.3 “Contract Instructor Observation and Evaluation,” by accepting an instructional contract with the NFA, instructors are automatically subject to the provisions of this observation and evaluation program and shall uphold and support them without compromise or exception.

## **Important NETC Policy Information**

You are required to follow all NETC Campus policies/guidelines at time of instruction, which includes but not limited to health and wellness, safety and security, and emergencies.

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: Prohibited on Campus.** Due to heightened security requirements, please understand security and law enforcement personnel may search you, your vehicle or your luggage. 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 NETC, **do not bring weapons of any kind to campus.** Weapons includes knives with blades longer than 3 inches, machetes, bow and arrows, ammunition, rifles, shotguns, pistols, etc. Sworn/Commissioned and State Peace Officer Standards, and Training-Certified Officers, Federal Officers, or local officers with concurrent jurisdiction who require a firearm for the performance of required official duties must declare at the point of entrance to the campus and store the firearm with security for the duration of the stay.

**ALCOHOLIC BEVERAGES:** Alcohol is not allowed on-site and will be confiscated. Consumption of alcoholic beverages is limited to the Command Post Pub (On Campus Licensed Bar) and the Log Cabin (consumption supervised by on campus bar personnel) at NETC.

*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.

## **NETC Human Dignity Statement**

The uniqueness of all individuals at the National Emergency Training Center (NETC) is recognized in their individual diversity, which can be a resource that enriches the working and learning environment through the sharing of differing perspectives. Equal opportunity is provided to all employees, students, contractors and visitors. This is supported by:

- Ensuring equal opportunity to all employees, students, contractors and visitors;
- Prohibiting all discrimination and harassment;
- Supporting affirmative employment policies and practices;
- Encouraging employees, students, contractors and visitors to communicate and behave in a manner that is sensitive to, and acknowledges the viewpoints of others;
- Regarding diversity as a resource that enriches the working and learning environment through the sharing 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.

Employees, students, contractors and visitors are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and will result in appropriate administrative or disciplinary action including removal and debarment from the facility.



# Administrative Requirements for Instructors

## Registration in System for Award Management (SAM)

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (UEI) (generated by SAM.gov).

It is your responsibility as a contract instructor to maintain and keep your SAM registration current. This includes your address (physical, as well as, e-mail) and banking/direct deposit information. If your address changes, please notify us in writing, as well as updating your address in SAM. 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) 504-1899, 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.

The screenshot shows the SAM.gov homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The main header features the SAM.GOV logo and a badge stating "Official U.S. Government Website 100% Free". Below the header, there are two main columns of content. The left column, titled "The Official U.S. Government System for:", lists various services: Contract Opportunities (was fbo.gov), Contract Data (Reports ONLY from fpls.gov), Wage Determinations (was wdol.gov), Federal Hierarchy (Departments and Subtiers), Assistance Listings (was cfda.gov), Entity Information (Entities, Disaster Response Registry, and Exclusions), and Entity Reporting (SCR and Bio-Preferred Reporting). The right column, titled "Register Your Entity or Get a Unique Entity ID", includes a sub-header "Register your entity or get a Unique Entity ID to get started doing business with the federal government." and three buttons: "Get Started", "Renew Entity", and "Check Registration Status". Below these columns is a search bar with the text "Already know what you want to find?" and a search button. The bottom section contains two boxes: "Announcements" with three news items dated Nov 29 and Nov 23, and "Have Questions about SAM.gov?" which includes a video player titled "Video: How to get a Unique Entity ID" showing a list of benefits for a Unique Entity ID.

Background Suitability Process/National Crime Information Center (NCIC)

Background Suitability Process/National Crime Information Center (NCIC) check: Effective October 10, 2019 by direction of FEMA Personal Security Division (PSD), Office of the Chief Security Officer (OCSO) we are only required to process a National Crime Information Center (NCIC) check for National Fire Academy (NFA) Instructors to be conducted every six (6) months. Training, Administration, Planning and Analysis (TAPA) Section staff will contact NFA Instructors to obtain the Personally Identifiable Information (PII).

The following Personally Identifiable Information (PII) will be required every six (6) months after the initial NCIC computer check:

- Full name
- Date of birth
- Place of birth
- Social Security number

**As of October 5, 2022, the FEMA Facilities Access Form must be completed and signed in order for the NCIC check to be performed. TAPA staff will request this be completed by instructors in order to meet this requirement.**

Note: *Repeat fingerprinting is no longer required.*

# **Contract Instructor Statement of Work**

## **February 1, 2023**

### ***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 (located within [Instructor Dashboard](#))
- Appropriate NFA Evaluation instruments
- Course Sponsor Coordination Plan (located within [Instructor Dashboard](#))
- Course Roster
- NETC Contractor Background and Suitability Requirements  
<https://www.usfa.fema.gov/nfa/about/contract-instructors/teach-for-nfa.html>
- NFA Human Dignity Statement
- All related DHS/FEMA/USFA policies and instructions
- Academic Code of Conduct and Ethics (Series 700.1)
- Conduct on the NETC Campus (Series 700.1a, NETC Instruction 119-22)
- NETC Vehicle Registration and Parking Policy ([NETC Instruction 119-4](#))
- Student Performance Measures: Grades Policy and Table (Series 700.4 & 700.4.1)
- Student Performance Measures: Assessment and Course Retake Policy (Series 700.5)
- Student Performance Measures: Maintaining Student Grades (Series 700.7)
- Academic Grievances and Grade Appeals (Series 700.6)
- NFA Graduation Procedures
- NFA Student Dress Code (Series 700.1a, NETC Instruction 119-22, VII. Section F)
- NETC IT Security Policies (Series 700.8)

## ***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, 9-day, 6-day, and 2-day courses.

Off-Campus Course: 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 State sponsored and enfranchised courses

Training Specialist: refers to the individual responsible for courses within a specific curriculum area such as Fire investigation, 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, Administration, Planning and Analysis (TAPA) Branch: 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 (IG), including content, sequence, timing, audiovisual presentation, and instructional methodology; this may include the use of a computer-based Learning Management System (LMS), bring your own device (BYOD) technology – student use of laptop computers, tablets and other hand-held devices to read and view electronic course materials.
5. Ensure that your instructional materials are the most current version of the course. NFA IGs can be located in the Instructor Dashboard for the courses that you are eligible to teach.

6. Grade any 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, graded answer sheets, and letter recorded student grades; submitting the recorded scores/grades the above items 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. For off-campus courses please submit the above items to the state/local host. If a blank grade sheet is not provided in the IG, the instructor must prepare a grade sheet, which lists the student's name and a letter grade for each student. NOTE: These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent.
7. Meet with students who wish to appeal their end-of-course grade and notify the NFA Training Specialist before the meeting is conducted with the student. Notify the local host representative of this meeting. Notify the state/local host and NFA immediately if a student fails the course. A student who receives an incomplete or failure for a course shall be allowed the opportunity to remediate the grade to a passing score.
8. At the conclusion of the course delivery, the instructor will submit all course delivery materials (student evaluations (unless using online evaluations), student roster with letter grades recorded, projects, and graded exam sheets) to the Training Specialist and/or Program Manager. Test documents and any extra materials that were not used shall be returned to the Training Specialist and/or Program Manager to ensure security and integrity of the course assessment process. For off-campus courses please submit the above items to the state/local host. Note: Graded exam answer sheets shall be given to the students for their review, but they must be collected and returned to the NFA with the course delivery materials.
9. Report student discipline problems to the Training Specialist and/or Program Manager (whichever is applicable) or local site representative as soon as possible.
10. 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) or local site representative upon completion of the course.
11. 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 #22.
12. Present student certificates in accordance with established program procedures.
13. 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.
14. 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.

15. 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.
16. Treat students fairly, equitably and in accordance with the NFA Human Dignity Statement.
17. Prevent 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 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. Brief students on the Academic Code of Conduct and Ethics policy.
20. Brief students on and initiate the end-of-course evaluation process. Instructors will receive log-on cards with directions for completing the online evaluation. Instructors shall provide sufficient time during regular class hours for students to complete the end-of-course evaluation survey and excuse themselves from the classroom during this time. In addition, instructors shall brief students on the NFA's long-term evaluation process.
21. 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.
22. 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).
23. Be present the entire period of performance stated on the contract instructor's purchase order. Failure to fulfill this requirement in its entirety 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 TAPA Program Specialist to process a modification to the instructor's purchase order.

24. Dress in a professional manner and present themselves as professionals and in accordance with the NFA student dress code.

### **Additional Instructor Responsibilities**

1. Instructors may be required to use our Learning Management System (LMS) in on-campus or off-campus classes. If required to use the LMS, training will be offered. Additionally, instructors must complete the annual system security process to retain access to the LMS.
2. Research current issues and prepare items to augment and supplement existing materials with recent lessons learned or late-breaking events.
3. Accomplish on-going review of course content and recommend improvements in editorial, format, pagination, and content tracking of educational materials and supporting visuals.
4. Undertake necessary interaction with related USFA program office activities.
5. Plan for upcoming modules/course of instruction and carry-over to upcoming deliveries regarding presentation of new materials.
6. Prepare for “next-up” presentation(s).
7. Coordinate other class support activity (i.e., Library, campus staff and/or contractors, etc.).
8. Grade course-specific assessments, papers, projects, tests, final exams, written assignments, etc., using established/government furnished grading rubrics and in accordance with item #6 of general requirements.
9. Coordinate and plan for required post-course evaluation of student projects (i.e., review of 6-month submissions in selected courses).
10. Undertake assigned changes in computer support such as transferring selected materials to software graphics.
11. 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.
12. Provide routine maintenance specific to courses presented in a laboratory environment.
13. Individual tutoring and counseling, both during and sometimes after the normal class day, for students having difficulties with class materials.



14. Provide “customer service” and technical assistance support to students, both in and outside of the classroom.
15. Assist individual and groups of students with class projects.
16. 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.
17. Assist other instructor(s) with such things as group activities, usually occurring on an hourly basis.
18. On a limited basis, serve as a guest lecturer in other classes.
19. Assist in the development of other instructor(s) and team-teach to mentor new instructors.
20. Participate in appropriate and related miscellaneous activities on campus (i.e., Focus Group sessions, sharing of subject matter expertise with campus staff and contractors).
21. 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.
22. 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 (available electronically on [Instructor Dashboard](#));
- Electronic access to all applicable DHS/FEMA/USFA/NFA policies, instructions, directives;
- Course grading rubrics and/or written instructions and procedures for grading and recording of student assessments; and
- Computer based Learning Management System (i.e. Blackboard)

### ***DELIVERABLES***

Upon period of performance, contract instructor shall provide:

- Completed grade sheet with student name and letter grade; and
- Oral and/or written recommendations concerning the course, materials, equipment, facilities, etc.

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

Instructors delivering NFA courses on campus shall:

1. Stay aware of and in compliance with all current campus health and safety protocols while remaining vigilant in protecting yourself and students from avoidable infections on campus (COVID-19, flu, colds, etc.).
2. Remind students of the importance of health awareness and compliance with protective measures on campus so that all NFA community members can succeed in a safe and productive learning environment.
3. Acquire a key for their classrooms from Security, Building V-1 prior to class start-up. **Note:** Updated campus security protocol now requires a daily check-out/check-in of classroom key(s) from Building V-1.
4. Obtain cabinet and closets keys from the individual Training Specialist.
5. 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.
6. Secure classrooms and assigned breakout rooms when they are not occupied; instructors should lock the classroom when the students are dismissed for lunch and unlock it when they return.
7. On the first morning of class, correct the course roster, note “no shows” and return marked up rosters to the NETC staff representative present.
8. Refrain from using the copier in the administrative staff area.
9. Non-Government owned computers (laptop, tablets) used by instructors, students, guest lecturers must be connected to the peripheral cable access points (HDMI, Audio, USB) on the podium, only. No personal equipment may be connected directly to a government owned computer, i.e. disconnecting cables to make connections. No USB device (thumb drive, memory stick, external drive) may be connected to any government computer. Training Specialist can assist with the transfer of files from instructors or students, if necessary.
10. Secure the instructor work rooms (Building J, Room 112A) when leaving for the day.
11. Return to Security in Building V-1, 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. (NETC Occupant Emergency Plan Instructor/Student Guide)
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.

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

The Volunteer Incentive Program and the component courses of the program along with VIP Weeks 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.
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. Direct all questions concerning the course delivery, student application requirements, course cancellations, and payment/invoicing directly to the Program Manager.
2. Direct all questions concerning curriculum content directly to the appropriate NFA Training Specialist (Curriculum Manager).
3. Provide their own transportation to and from NETC.
4. Housing is provided on campus per the instructor purchase order.
5. Check out the assigned classrooms to ensure that everything required for the course is available. Classrooms and equipment are set up in advance for the two-day on-campus programs.

6. Participate in a brief introduction meeting with other instructors, the SWPM, and state staff members on Friday evening or Saturday morning, as determined by the SWPM. The meeting is held in the State Weekend Operations Center in Building J, Room 124.
7. Administer, review, correct and provide feedback on quizzes, tests, final exams, written assignments, papers, etc. using established government-furnished grading rubrics.
8. Maintain security over all teaching materials (e.g., tests, answer keys, answer sheets and student grades); submitting the above items 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 must not be reproduced or distributed without written permission of the NFA Training Specialist or Deputy Superintendent.
9. Meet with students who wish to appeal their end-of-course grade and notify the NFA Training Specialist and/or Program Manager before the meeting is conducted with the student. Notify the state representative of this meeting. Notify the state/local host and NFA immediately if a student fails for the course.
10. At the conclusion of the course delivery, the instructor will submit all course delivery materials – signed student roster with letter grades recorded, projects, and exam grade sheets to the SWPM. Test documents and any extra materials that were not used shall be returned to the SWPM to ensure security and integrity of the course assessment process. **Note:** Graded exam answer sheets shall be given to the students for their review, but they must be collected and returned to the NFA with the course delivery materials.
11. Per instructions, assist the students with the online course evaluation process.
12. Certificates will be emailed to the students by the NETC Admissions Office upon successful completion of the course. **Note:** If a student does not receive a final letter grade of C or higher (score of 70 percent or above), the student will not receive a certificate. A student who receives an incomplete or failure for a course shall be allowed the opportunity to remediate the grade to a passing score.
13. After the class, a follow-up email will be sent to the instructor requesting comments/feedback on the course delivery. The instructor's response must be sent to [FEMA-NFA-OutreachTraining@fema.dhs.gov](mailto:FEMA-NFA-OutreachTraining@fema.dhs.gov) and it should contain the course title, date of delivery, and location.

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

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

The 6-day, off-campus courses are coordinated by the Program Manager (PM).

In addition to the above listed requirements, Instructors shall:

1. Communicate course delivery requirements and travel arrangements with the PM and local site contact at least 25 days in advance of the start date of the course.
2. Upon completion of the course delivery, the instructor will provide the state/local host the off-campus course cover sheet, letter graded roster and graded exams. The state host shall scan and email the off-campus course cover sheet, letter graded roster and graded exams to the NFA within 3-7 days following the course end date. Paper copies should be maintained by the state/local host until the electronic copies are received by the NFA. After which they should be properly disposed of by shredding. This is effective January 1, 2023, with a period of January, 2023 to March 1, 2023 allowed for the transition. Test documents and any extra materials that were not used must be disposed of properly (e.g., shredded/destroyed) to ensure security and integrity of the course assessment process. **Note:** Graded exam answer sheets may be given to the students for their review, but then must be collected and scanned for return to the NFA.
3. Certificates will be emailed to the students by the NETC Admissions Office upon successful completion of the course. **Note:** If a student does not receive a final letter grade of C or higher (score of 70 percent or above), the student will not receive a certificate. A student who receives an incomplete or failure for a course shall be allowed the opportunity to remediate the grade to a passing score.
4. If an NFA course delivery kit was provided, it must be inventoried at the conclusion of the course, and the packing slip must be signed off on by the instructor to ensure that everything is accounted for, prior to mailing back to NFA.
5. A follow-up email will be sent to the instructor after the class requesting comments/feedback on the course delivery. The instructor’s response must be sent to: [FEMA-NFA-OutreachTraining@fema.dhs.gov](mailto:FEMA-NFA-OutreachTraining@fema.dhs.gov) and should contain the course title, date of delivery and location.

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

The 2-day off-campus courses and the component courses of the program along with scheduling are coordinated by the Program Manager (PM) who is responsible for managing course deliveries.

In addition to the above requirements, Instructors shall:

1. Contact at least 25 days before the delivery 1) the state and local representative (listed on the Course Coordination Plan (CCP) to discuss travel itinerary, lodging, classroom setup, etc.; and 2) the PM to discuss any other essential course/administrative information.
2. Administer, review, correct and provide feedback on quizzes, tests, final exams, written assignments, papers, etc., using established/government furnished grading rubrics. Maintain security over all teaching materials; e.g., tests, answer keys, graded answer sheets, and letter recorded; submitting the above items to the local site representative at the end of the course delivery, in accordance with the form and procedures developed for each course. If a blank grade sheet is not provided in the IG, the instructor must prepare a grade sheet, which lists the student's name and a letter grade for each student. **Note:** These materials shall not be reproduced or distributed without written permission of the Training Specialist or Deputy Superintendent.
3. Certificates will be emailed to the students by the NETC Admissions Office upon successful completion of the course. **Note:** If a student does not receive a final letter grade of C or higher (score of 70 percent or above), the student will not receive a certificate. A student who receives an incomplete or failure for a course shall be allowed the opportunity to remediate the grade to a passing score.
4. Upon completion of the course delivery, the instructor will provide the state/local host the off-campus course cover sheet, letter graded roster and graded exams. The state host shall scan and email the off-campus course cover sheet, letter graded roster and graded exams to the NFA within 3-7 days following the course end date. Paper copies should be maintained by the state/local host until the electronic copies are received by the NFA. After which they should be properly disposed of by shredding. This is effective January 1, 2023, with a period of January, 2023 to March 1, 2023 allowed for the transition. Test documents and any extra materials that were not used must be disposed of properly (e.g., shredded/destroyed) to ensure security and integrity of the course assessment process. **Note:** Graded exam answer sheets may be given to the students for their review, but then must be collected and scanned for return to the NFA.
5. A follow-up email will be sent to the instructor after the class requesting comments/feedback on the course delivery. The instructor's response must be sent to: [FEMA-NFA-OutreachTraining@fema.dhs.gov](mailto:FEMA-NFA-OutreachTraining@fema.dhs.gov) and should contain the course title, date of delivery and location.