

STATEMENT OF WORK (SOW)
5-day Instructor led in person Project Management Professional Exam Prep Course

1.1 SCOPE/BACKGROUND

The United States Coast Guard (USCG) Project Resident Office Lockport, La would like to procure a 5-day instructor led in person course designed for individuals who want to apply for Project Management Institute, Inc. (PMI)® Project Management Professional (PMP)® certification. The course shall utilize industry best practices and certification requirements, including:

- Utilizing a curriculum aligned with *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and course must provide Professional Development Units (PDUs)
- Course must utilize a FAC-P/PM curriculum meeting FAI training requirements for entry, mid, and senior level certifications and courses must be able to fulfill USCG Continuous Learning Points (CLPs) or Continuing Education Units (CEUs) requirements.

2.0 SPECIFIC REQUIREMENTS/TASKS

The contractor shall provide a 5-day instructor led in person course at the facility of the Project Resident Office, 8365 Highway 308 South, Lockport, La 70447 for the dates 03 Feb 2025 thru 07 Feb 2025 for 15-20 students. The contractor shall provide all course materials for each participant, shipping of course materials, and training certificates upon successful completion. The 5-day course shall be designed for individuals who want to apply for Project Management Institute, Inc. (PMI)® Project Management Professional (PMP)® certification. The course shall utilize industry best practices and certification requirements, including:

- Utilizing a curriculum aligned with *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and course must provide Professional Development Units (PDUs)
- Course must utilize a FAC-P/PM curriculum meeting FAI training requirements for entry, mid, and senior level certifications and courses must be able to fulfill USCG Continuous Learning Points (CLPs) or Continuing Education Units (CEUs) requirements as follows:

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Management Services
- Level: Intermediate
- CPEs: 40

Professional Development Units (PDUs)

- Credits: 35

Continuous Learning Points (CLPs)

- Credits: 40

3.4 EMPLOYEE IDENTIFICATION

3.4.1 Contractor employees visiting Government facilities must wear an identification badge that, at a minimum, displays the Contractor name, the employee's photo, name, and badge expiration date. Visiting Contractor employees must comply with all Government escort rules and requirements. All Contractor employees must identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.

3.5 EMPLOYEE CONDUCT

Contractor's employees must comply with all applicable Government regulations, policies, and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of DHS uniforms, and possession of weapons) when visiting or working at Government facilities. The Contractor must ensure Contractor employees present a professional appearance at all times and that their conduct must not reflect discredit on the United States or the Department of Homeland Security. The Project Manager must ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

3.6 REMOVING EMPLOYEES FOR MISCONDUCT OR SECURITY REASONS

The Government may, at its sole discretion (via the Contracting Officer), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

4.1 SECURITY

Coordinate with the CSO Office and DHS Instruction Handbook 121-01-007, Department of Homeland Security Personnel Suitability and Security Program to check appropriate box. Add any additional sections with "-or-" if appropriate and delete the others.

Security Risk and Background Investigation Form Requirements

The requirements office anticipates the following:

Check Applicable Box	Tier Investigation	Risk	Form
	1	Low Risk, Non-Sensitive, Physical/Logical Access (HSPD-12 Credentialing)	SF85
	2	Moderate Risk, Public Trust	SF85P
	3	Non-Critical Sensitive, L, Confidential and Secret Information	SF86
	4	High Risk, Public Trust	SF85P
	5	Q, Top Secret, Compartmented Information, Critical Sensitive, Special Sensitive	SF86

Accordingly, all Contractor employees provided for this requirement must be eligible for a Secret Clearance.

4.2 PERIOD OF PERFORMANCE

The period of performance for this contract shall be from February 3 to February 7, 2025.

4.3 PLACE OF PERFORMANCE

The place of performance will be the United States Coast Guard at Project Resident Office Lockport, located at 8365 HWY 308, Lockport, LA 70374.

5.0 GOVERNMENT FURNISHED RESOURCES

The Government shall provide a training facility that is suitable for adult learning and is arranged in table group style including;

- A head table, podium, and chair for the instructor
- A whiteboard with dry-erase markers and eraser
- A flipchart easel, pad, and markers
- An instructor computer with Microsoft Office® (version 2007 or later), LCD projector, and screen for a PowerPoint® (version 2007 or later) presentation