Representative Task Order 1:

Review and Analysis of Compliance Information in Support of Onsite Compliance Reviews Pursuant to Section 504 of the Rehabilitation Act of 1973, as amended

Description of Tasks

The vendor shall review and analyze information, statistical data, and other materials provided by the subject institution in response to NASA's information request(s), prior to the on-site review, including policies, procedures, and practices to identify (1) potential regulatory deficiencies and compliance concerns, such as evidence of non-compliance with procedural requirements, e.g., internal complaints procedures, or issues regarding architectural, communications or program accessibility; (2) best or promising practices relating to compliance; and (3) any additional data that might need to be reviewed and/or clarified on-site (e.g., accessibility surveys of buildings and facilities, methods of communication, complaints information). Review and analyze specific compliance information based on written summary of compliance issues particularly regarding information that triggers potential compliance concerns.

This order is subject to the terms and conditions of the contract.

Task Deliverables

The following deliverables will be required:

1. A written summary of compliance issues, best practices, and additional information needed, identified from review and analysis described above;

2. Develop interview questions for institutional administrators and/or program beneficiaries for interviews to occur onsite, via telephone, web conference or other means.

Period of Performance

1. The period of performance for the first task deliverable shall be 1 month from date requested.
2. The period of performance for the second task deliverable shall be 2 weeks from date requested.

Travel

No travel required.

Representative Task Order 2:
Participation in Onsite Interviews and Records Examination in Support of Onsite Compliance Reviews Pursuant to Section 504 of the Rehabilitation Act of 1973, as amended

Description of Tasks

The contractor shall conduct on-site interviews and records examination during onsite compliance reviews at NASA grant recipient institutions located nationally. The contractor shall inspect and examine recipient programs, services, systems, methods of communication, buildings and facilities onsite as necessary. The contractor shall conduct follow-up interviews by phone as necessary. The contractor shall schedule debriefings with NASA personnel on findings and concerns following each on-site visit. The contractor will transcribe interview notes into written interview reports after each on-site visit. The contractor shall be accompanied by a NASA Office of Diversity and Equal Opportunity staff person during the onsite visits

1. The contractor shall conduct on-site interviews with recipient institution program beneficiaries, e.g., students, museum patrons, and institutional staff, e.g., faculty members, administrative staff, and others as necessary.

2. The contractor shall conduct follow up interviews by telephone as necessary.

3. The contractor shall schedule and hold debriefings with NASA personnel to discuss findings and concerns following each on-site visit (may be done by telephone).

4. The contractor shall transcribe interview notes into written interview reports—one for each interview conducted on-site or post-on-site.

5. The contractor shall conduct onsite records examination as necessary.

6. The contractor shall inspect and examine recipient programs, services, systems, methods of communication, buildings and facilities onsite as necessary.

This order is subject to the terms and conditions of the contract.

Task Deliverables

In addition to the duties listed above, the following deliverable will be required:

1. The contractor shall provide written interview reports transcribing the interview notes. The time for completion of the reports will be 2 weeks following the on-site interviews.

Period of Performance

The period of performance for the task deliverable shall be due 2 weeks from date requested.

Travel
Travel may be required to on-site locations, as determined by NASA (Note: The on-site locations will be within the U.S. with estimated travel duration of 3 business days, not including travel days).

Representative Task Order 3:

Preparation of Draft Compliance Report in Support of Onsite Compliance Reviews Pursuant to Section 504 of the Rehabilitation Act of 1973, as amended

Description of Tasks

The contractor shall write a draft compliance report of the onsite compliance review of the recipient institution following the on-site visit. This task will require the contractor to:

1. analyze and synthesize data gathered from information request(s), records examination, site inspections and all interviews;
2. provide a detailed compliance assessment of the institution's programs, services, systems, methods of communication, buildings and facilities provided to its beneficiaries for all regulatory provisions addressed in the review; strategies and methods for taking corrective action or strengthening compliance; and promising practices either currently in place or being undertaken by the institution, or recommended; and
3. meet with NASA (may be conducted by phone) to review the draft compliance report and provide suggestions for negotiated agreements between NASA and the institution.

This order is subject to the terms and conditions of the contract.

Task Deliverable

The following deliverable will be required:

1. The contractor shall provide a written draft compliance report, as described above.

Period of Performance

The period of performance for the task deliverable shall be 2 months from the date requested.

Travel

No travel required.