

NNH15534983R
Exhibit 2 - Representative Task Order
Age Discrimination Act of 1975, as amended

RTO

Title:

Requirements: Assist in Analyzing Compliance Information, Conducting Onsite Interviews and Developing Onsite Interview Reports, and Drafting Compliance Reports in Support of Onsite Compliance Reviews Pursuant to the Age Discrimination Act of 1975, as amended.

Description of Tasks:

In support of NASA's Office of Diversity and Equal Opportunity (ODEO), the contractor shall review and analyze information, statistical data, and other materials prior to the onsite review. This information is gathered by ODEO from grant recipient institutions. The information for review and analysis will identify: 1) potential regulatory deficiencies and compliance concerns, such as evidence of non-compliance with procedural requirements, (e.g., internal complaint procedures); 2) best or promising practices relating to compliance; and 3) any additional data that might need to be reviewed and/or clarified onsite (e.g., surveys, complaint information).

The contractor shall accompany ODEO staff on the onsite compliance review, assist in conducting interviews with institutional officials, administrators, faculty, staff, and students, including taking detailed interview notes. The contractor shall prepare interview reports.

1. The contractor shall conduct onsite interviews with institution program beneficiaries, (e.g., students), and institutional staff, (e.g., faculty members, and others) as necessary. A minimum number of 15 interviews and a maximum number of 25 interviews are required per onsite compliance review/report.
2. The contractor shall conduct onsite records examination during onsite compliance reviews at recipient institutions located nationally as necessary.
3. The contractor shall conduct follow up interviews by telephone as necessary.
4. The contractor shall schedule and hold debriefings with ODEO personnel to discuss findings and concerns following each onsite visit (may be done by telephone).
5. The contractor shall transcribe interview notes into written interview reports—one for each interview conducted onsite or post onsite.

Following the onsite compliance review, the contractor shall write a draft compliance review report of the recipient institution. This task will require the contractor to:

1. Analyze and synthesize data gathered from information requests, records examinations, and all interviews
2. Provide a detailed draft compliance review report for all regulatory provisions addressed in the compliance review, strategies and methods for strengthening compliance, and promising practices either currently in place or being undertaken by the institution, and recommendations
3. Meet with ODEO staff (may be by phone) to review the draft compliance report and provide suggestions for negotiated agreements between the ODEO and the institution

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

Task Deliverables:

The following deliverables will be required:

Deliverable 1. *Onsite Review Preparation for Age Discrimination Act*—A written summary of compliance issues, best practices, and additional information needed, which will be identified from review and analysis described above. **The time for completion will be one month from date requested.**

Deliverable 2. *Onsite Review Preparation for Age Discrimination Act*—Written interview

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questionnaires for institutional administrators and program beneficiaries to assist in assessing compliance during onsite reviews. **The time for completion will be two weeks from date requested.**

Deliverable 3. *Written Interview Reports*-The contractor shall prepare written interview reports. **The time for completion will be two weeks following the onsite interviews.**

Deliverable 4. *Written Draft Compliance Report*-The contractor shall prepare a written draft compliance review report as described above for each onsite review that will be a minimum of 15 pages and a maximum of 30 pages. **The time for completion will be one month from date requested.**

Period of Performance:

The period of performance for the first task deliverable shall be as follows:

Age Discrimination Act Compliance Summary: October 1-31, 2015

The period of performance for the second task deliverable shall be as follows:

Age Discrimination Act Written Interview Questionnaires: December 1-15, 2015

The period of performance for the conducting onsite interviews and note-taking will be:

Age Discrimination Act Interview Reports: March 1-15, 2016

The period of performance for the third task deliverable shall be as follows:

Age Discrimination Act Interview Reports: March 16 - 31, 2016

The period of performance for the fourth task deliverable shall be as follows:

Age Discrimination Act Onsite Compliance Report: April 15 - May 15, 2016

Place of Performance:

Contractor's facility for all deliverables; onsite at the NASA-funded institution under review for conducting interview and note-taking.

Travel:

Travel required.

End RTO