DRAFT
Statement of Work
Age Discrimination Act of 1975, as amended

1.0 Purpose

The NASA Office of Diversity and Equal Opportunity (ODEO) requires professional services for extensive support in preparing and conducting compliance reviews and desk audits pursuant to the Age Discrimination Act of 1975, as amended (Age Act).

The contractor shall support NASA extensively in conducting compliance reviews on institutions receiving NASA financial assistance (recipients). The contractor will prepare and conduct onsite compliance reviews in highly technical and professional settings, such as university sciences and engineering departments; research laboratories; planetariums and museums; or in similar contexts. ODEO also requires training assistance of grant recipients' key personnel at training events/symposiums.

This requirement <u>does not</u> include statutes regarding equal employment opportunity or investigations of EEO complaints, e.g., Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967.

ODEO anticipates one Age Discrimination Act onsite compliance review annually.

ODEO also anticipates one desk audit annually, or biannually, of each of five to 10 grant recipient institutions designated by ODEO.

In addition, the contractor shall provide onsite support and develop training and civil rights technical assistance activities. ODEO anticipates conducting training events/symposiums for recipients' key personnel, e.g., university attorneys, coordinators of federal statutes.

2.0 Background

The ODEO is responsible for evaluating compliance of federal statutes among institutions receiving NASA financial assistance in the form of grants, cooperative agreements, and Space Act Agreements. In this capacity, ODEO undertakes periodic onsite compliance reviews of its recipients. ODEO will send two of its professional staff members to each recipient institution to lead the onsite reviews, and has need for contractor assistance in the review process. **The contractor's key personnel shall have federal government experience as a civil rights attorney or investigator conducting federal agency compliance reviews under the Age Discrimination Act of 1975, as amended.**

ODEO will be responsible for providing the contractor with:

- Background materials such as the Age Act regulations pertaining to NASA recipient institutions
- Age Discrimination Act investigative plans that outline the areas that will be reviewed at each recipient institution

3.0 Scope

The scope of the work to be performed may include:

3.1 Compliance Reviews

3.1.1 Pre Onsite Requirements

The contractor shall review and analyze information, statistical data, and other materials provided by the subject institution in response to ODEO's information requests prior to the onsite review including policies, procedures, and practices to identify 1) potential regulatory deficiencies and

concerns regarding compliance, such as evidence of non-compliance with procedural requirements, e.g., internal complaints 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, complaints information). The contractor shall review and analyze specific compliance information particularly information that identifies potential compliance concerns.

The following deliverables may be required:

3.1.1.1 Deliverable 1: Written summary of compliance issues, best practices and additional information needed, which will be identified from review and analysis described above
Estimated time for completion from date requested: one month

3.1.1.2 Deliverable 2: Written interview questionnaires for institutional administrators and program beneficiaries to assist in assessing compliance during onsite reviews
Estimated time for completion from date requested: two weeks

3.1.2 Onsite Interview Requirements

Upon request by ODEO the contractor shall: 1) Conduct onsite interviews with program beneficiaries and administrative and professional staff, e.g., students and/or faculty at recipient institutions during onsite reviews. The contractor will conduct follow-up onsite interviews by phone if necessary. The minimum number of interviews in which the contractor will be required to participate is 15 and the maximum number of interviews is 25; 2) Conduct onsite examinations of recipient records, and 3) Brief ODEO staff on findings and concerns following the onsite visit.

3.1.2.1 Deliverable 3: Written reports for all reviews and interviews that were conducted both onsite and post onsite
Estimated time for completion from date requested: two weeks

3.1.3 Post Onsite Requirements

The contractor shall analyze and synthesize data and information gathered from the information requests and examine records and interview questionnaires to write a draft compliance review report. The draft report will include: a detailed compliance assessment for all regulatory provisions addressed in the review; strategies/methods for strengthening compliance; and promising practices, either currently being undertaken by the educational institution or recommended. The draft report will be 15 to 30 pages in length. In addition, the contractor will brief ODEO personnel on the draft compliance review report and provide suggestions for negotiated agreements between ODEO and the recipient institution, as needed.

3.1.3.1 Deliverable 4: Written draft compliance review report as described above
Estimated time for completion from date requested: one month

3.2 Desk Audits

The contractor shall conduct desk audit reviews of recipient institutions selected by the NASA Headquarters' Office of Diversity and Equal Opportunity (ODEO). ODEO will select between five and 10 recipient institutions annually for participation in desk audit reviews.

The contractor will complete the desk audit reviews by:

- Analyzing and synthesizing data provided by ODEO staff, which was received from the recipient institutions in response to information requests

- Conducting desk audit reviews via mail and e-mail and following up as necessary through phone calls and e-mails with the recipient institutions to receive complete responses to information requests (contractor to incur all costs to conduct follow-up)
- Briefing ODEO staff (in person or by phone) regarding the desk audit reviews and assessments
- Providing recommendations to ODEO staff regarding compliance and whether or not an onsite review is warranted for each institution
- Providing written desk audit compliance assessments (one for each recipient institution) to include a written summary of compliance issues, findings, best practices, recommendations, and any additional information that would be needed if an onsite review were to be conducted at a future date of that institution—identified from review and analysis above

3.2.1 Deliverable 5: Prepare written desk audit compliance assessments (one for each recipient institution) with details as described above that will be between three to 10 pages in length
Estimated time for completion from date requested: one month

3.3 Develop Training and Provide Civil Rights Technical Assistance

The contractor shall develop and plan training and provide technical assistance for institutions receiving NASA grants, or financial assistance (recipient institutions). The one-day, eight-hour training will be designed to acquaint recipient institution officials with civil rights compliance and related responsibilities. The training will 1) provide information to recipient institution officials on their institution's obligations under the Age Discrimination Act of 1975, 2) provide information to recipient institution officials to improve their knowledge of compliance under these laws, to ensure equal opportunity regardless of race, color, national origin, gender, and age, and 3) provide recipient institution officials with information about promising practices relative to civil rights compliance within their organizations.

The contractor's role shall be to develop the substantive aspects of the training meetings, e.g., suggest possible topics, prepare presentations, and identify presenters. **ODEO will handle all administrative and logistical aspects of the training meetings, e.g., identify recipient institutions for training; determine the location and date for training; provide for the facility; and pay for facility rentals.**

The contractor's required work relating to this task will include development of a written plan and an agenda for the training event, e.g., provide ideas for presentations and other learning activities to be conducted during the event; develop and mail a written notification to recipient institutions of the event, to include its purpose and agenda; develop written materials for presentation at the event; provide event planning, including identifying presenters who have recognized professional expertise in federal civil rights compliance and working along with them to fulfill the training event's requirements.

ODEO plans on conducting at least one such training event annually, beginning in spring 2010.

3.3.1 Deliverable 6: Written training event plan describing the goals, objectives, and agenda, including how the event will be planned and executed
Estimated time for completion from date requested: one month

3.3.2 Deliverable 7: Written notification to recipient institution officials informing them of the event, its purpose, and expected outcomes
Estimated time for completion from date requested: two weeks

3.3.3 Deliverable 8: Prepare a list of presenters, including their contact information, who have professional expertise in federal civil rights compliance
Estimated time for completion from date requested: one month

3.3.4 Deliverable 9: Written training materials and information to be presented at the event
Estimated time for completion from date requested: two months

4.0 Travel

The contractor's services shall require travel in support of this statement of work. Each onsite review will require a stay of five nights at the onsite location to conduct four days of reviews/interviews. Each training event will require a stay of two nights at the onsite location to assist with a one-day training event. Travel destinations will be within the United States. Travel expenses will be reimbursed at actual cost in accordance with the Federal Travel Regulations (FTR) and the Federal Acquisition Regulations, Part 31. All travel shall be approved in advance by the government.

5.0 Other Direct Costs

The contractor shall provide minor miscellaneous costs to include compiling and mailing of reports and notices, photocopying, faxing, and phone calls.

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