

STATEMENT OF WORK

FULL-TIME NATIONAL PARK SERVICE SEASONAL LAW ENFORCEMENT TRAINING PROGRAM

Department of Conservation and Natural Resources
Bureau of State Parks

I. SCOPE OF WORK:

The Pennsylvania Department of Conservation and Natural Resources (DCNR), Bureau of State Parks is seeking services of a contractor to teach the curriculum that conforms to the Full-time National Park Service (NPS) Seasonal Law Enforcement Training Program (SLETP). The number of attendees shall vary depending on the needs of the Department.

Any questions regarding the technical aspect of this bid should be directed to Nathaniel Brown at 717-783-3312 or nathanibro@pa.gov. Questions regarding the bidding or contracting procedures should be directed to Carol Durham at 717-783-3309 or cdurham@pa.gov.

II. FACILITY REQUIREMENTS:

For the initial contract term, the DCNR aims for contractor availability beginning in August 2018. Potential future training dates will be negotiated between the Department and the contractor.

A. Facility Location: The contract shall be awarded to the lowest responsible bidder located within the Commonwealth of Pennsylvania.

B. Contract administrator:

1. Is to be on-site for the entire period of each session.
2. Be employed by the educational facility.
3. Be the primary point of contact with the educational facility.

C. Attendee: The Department shall provide Contractor with a three (3) week tentative confirmation notice as to number of attendees. The Department shall provide Contractor with a seventy-two (72) hour final confirmation notice as to number of attendees.

The Department will have no more than thirty (30) attendees per class. The average number of attendees for the previous five (5) years at a similar training was fifteen (15) attendees.

The Department reserves the right to cancel the training without penalty. The Department would notify the vendor no later than sixty (60) days prior to the training session if this is the case.

- D. Parking:** Free on-site parking shall be available for all attendees. Parking areas must have sufficient lighting so as to provide for safety of attendees.
- E. Special Requirements:** Facility must be accessible to individuals with disabilities, including persons who use wheelchairs, persons with low vision or no vision, and persons who have hearing impairments.

Participants or attendees of the meeting, who identify the need for accommodations due to a disability, shall be provided reasonable accommodations such as refrigerators for diabetics.

The Department reserves the right to inspect the facilities prior to award of the contract. If during the inspection, the Department determines the facility not to be in conformance with bid specifications, the bid shall be rejected.

III. TRAINING REQUIREMENTS:

The Contractor must be able to provide one full-time Academy class per calendar year of National Park Service (NPS) Seasonal Law Enforcement Training Program (SLETP) and Pennsylvania specific enforcement (PA Crimes Code, Vehicle Code, and PA Criminal Procedure, also known as PA Option.

A. Curriculum:

1. NPS SLETP curriculum lasting approximately eighteen (18) consecutive weeks.
 - a. The NPS curriculum provided shall conform to the National Park Service SLETP standards.
2. Plus approximately two (2) additional weeks of PA Option (PA Crimes Code, Vehicle Code, and PA Criminal Procedure).
 - a. PA Option training shall correspond to course content in PA Municipal Police Officers' Education & Training Commission Act 120 curriculum specific to PA codes and enforcement procedures.

Additional days and times may be scheduled by the provider in order to accommodate completion of required hours for the program.

Dates for any additional meetings/training and contract renewals shall be mutually agreed upon between the Department and Contractor. The Department reserves the right to change these dates or add more sessions upon thirty (30) days' notice to Contractor.

Contractors will provide electronic copies of the curriculum to the Department thirty (30) days prior to each years scheduled training session.

Contractor will provide a list of supplies that participants will need (i.e. pencil, notebook, etc.) to the Department at least three months prior to the first date of class. The Department will approve all supply lists. The Department will provide each attendee with a park-issued duty belt and enforcement equipment (firearms, handcuffs, baton, flashlight).

Contractor shall provide all classrooms, workspace, all training materials, and equipment, uniforms, ammunition, safety and personal protective equipment, textbooks and manuals. All textbooks and manuals used as part of the training will become property of the Department at the completion of the class.

B. Meeting Room Requirements:

Meeting and breakout/training room requirements shall vary depending on the session to be held. However, listed below, are the requirements for a typical large session. For some sessions, especially smaller sessions, some of the requirements may be waived by the Department. The Department shall notify the Contractor of the items to be waived thirty (30) days prior to the first day of the session.

The training rooms shall be equipped with the following:

1. Lockable storage area for training supplies, if needed.
2. Fluorescent lighting.
3. Flooring which is clean and free of tears/loose seams.
4. Adequate space for audio-visual equipment.
5. Access to snack and drink vending machines.
6. Walls which are free from marks, physical defects and stains.
7. Visibility in the rooms that shall not be obstructed by posts, columns/pillars, etc.
8. Restrooms shall be within a reasonable distance to meeting, breakout/training rooms.
9. Rooms, including restrooms, shall be cleaned daily.

IV. RECYCLING REQUIREMENTS:

The Contractor shall:

- A.** Plan the function so that the volume of waste shall be reduced to the greatest extent feasible.
- B.** Utilize to the greatest extent feasible, products, packaging and other materials that are made from recycled materials.

- C. Ensure to the greatest extent feasible that disposable materials supplied for the function are recyclable.
- D. Provide, to the greatest extent feasible, clearly marked containers for the collection of recyclable items by:
 - 1. Coordinating with the establishment where the function is held; or,
 - 2. Coordinating with local recycling programs or municipal or county recycling coordinators; or,
 - 3. Undertaking the collection, transportation, processing, and marketing of the materials itself; or,
 - 4. Entering into contracts with other persons for collection, transportation, processing and marketing of the materials.

V. MEAL REQUIREMENTS:

The training location should have at least two eateries within walking distance/ten (10) minute drive to accommodate students during lunch. The training location does not need to provide food. If the site has an eatery onsite, it may be counted as one of the eateries required.

VI. SAFETY REQUIREMENTS:

The Department requires each classroom to have safety and emergency equipment that is appropriate for the above training areas (i.e. fire extinguishers for electric labs).

The Contractor will have a first aid kit and an AED on site.

The Department may request information concerning safety issues such as incidents of crimes at the facility and types of security provided. The Department requires that students have access to the training site fifteen (15) minutes prior to class starting and fifteen (15) minutes after the termination of the day's class.

VII. CONTRACTOR ACCREDITATION:

The Contractor shall be a school that is accredited by the Federal Law Enforcement Training Accreditation (FLETA) for SLETP training areas and be able to provide a certificate of completion to all participants.

VIII. BID AWARD

Bidder must complete and return the following:

The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,

The bid will be awarded based on total sum.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department.

Please note that the Department will only accept out to two (2) decimal points when entering your pricing.

IX. CONTRACT TERM:

The contract shall commence upon execution and receipt of Purchase Order and terminate June 30, 2019.

Further, the parties may agree to renew this contract up to four (4) additional, annual terms, with a final termination date of June 30, 2023, upon the same terms and conditions set forth in the contract. The Department, based on past contractor performance, may negotiate an increase in the unit price(s) by a rate not to exceed 3%.

The Department will reach out to the Contractor no later than February 28 prior to the termination date to begin renewal discussions.

Once the renewal terms are mutually decided, the Contractor shall provide written notification of the intent to renew, including the requested price increase if desired, to the Department no later than March 31 prior to the termination date. The renewal notice should be mailed or faxed to:

DCNR Bureau of State Parks
Attn: Nathaniel Brown
P.O. Box 8551
Harrisburg, PA 17105-8551
Fax: 717-787-8817

X. RECEIPT AND OPENING OF BIDS

Bids will be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Faxed bids and mailed bids will not be accepted.

No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid for any reason whatsoever.

XI. PAYMENT TERMS:

The Contractor shall be paid at the unit price bid upon the completion of the full training curriculum. The invoice should reflect the number of attendees indicated in a final

confirmation notice provided by the Department seventy-two (72) hours prior to the commencement of the training session.

XII. INVOICES

Invoice format shall be in accordance with the IFB – Invitation for Bid.

All invoices for this contract MUST either be:

A. Emailed to the following for a Paperless Email Invoice Option:

Email a copy of the correctly executed invoice to: 69180@pa.gov.

For information on the Commonwealth's E-Invoicing Program, visit:
<http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx>.

B. Or mailed to the following address:

Commonwealth of PA - PO Invoice
PO Box 69180
Harrisburg PA 17106

All invoices MUST have the purchase order number as well as your SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information may result in a delay of payment.

Please Note: Vendors are reminded to **NOT** include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their invoices. That information is uniquely tied to your SAP Vendor Number and, for security purposes, should not be explicitly stated on an invoice.

XIII. BID RESULTS:

Bidder can obtain bid results by accessing <http://www.emarketplace.state.pa.us/BidTabs.aspx>. The bids will be posted within three (3) business days following the bid opening. The results are the apparent bidders, and all bids are under review until final award of the purchase order.