

US Department of Agriculture (USDA)

# USDA



Performance Work Statement

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**Performance Work Statement**  
**WELDING INSTRUCTOR SERVICES**

**PINE KNOT JOB CORPS CENTER**

**1. INTRODUCTION:**

The United States Department of Agriculture (USDA) - Forest Service, Pine Knot Job Corps Center, located at 132 Job Corp Rd., Pine Knot, Kentucky, is a residential, educational, and vocational training facility for students 16 to 24 years of age. The Pine Knot Job Corps Center is the place of performance for this contract. The mission of the Center is to provide academic, vocational, and life learning skills to at-risk youths.

**2. BACKGROUND:**

Job Corps is a U.S. Department of Labor, Employment and Training Administration (ETA) program. Job Corps is designed to assist young people who need, and can benefit from, the wide range of services provided at a Job Corps Center. Through its Centers, Job Corps offers academic, vocational and life skills training using a unique approach of competency-based and individualized instruction. Services include basic education, High School Diploma (HSD) program; General Education Development (GED) program; vocational skills training; residential living program; healthcare; and related support services. The comprehensive combination of training and support services is designed to help each student become a responsible and productive citizen.

Approximately 150 students live full-time at the Pine Knot Job Corps Center. The students attend classes at the Center. The Center has educational classroom facilities, hands on trade areas, a cafeteria, health services, recreational facilities, and dormitories.

Because Job Corps is a self-paced program, a student's length of enrollment varies. Students may remain in the program for up to two years, but the average length of enrollment is approximately nine to twelve months. An optional third year is granted to students who qualify for advanced training. Upon completion of the program, students are better prepared to obtain meaningful employment or further their education through Job Corps sponsored Advanced Career Training (ACT) or college. Career transition services are provided to all students separating from Job Corps.

Student eligibility requires that applicants must meet all of the following criteria to participate in Job Corps.

- Applicants must be at least 16 years of age and not yet 25 years of age.
- Each applicant must be a U.S. citizen, a U.S. National, a lawfully admitted permanent alien, refugee, or other alien who has been authorized by the U.S Attorney General to work in the United States.

Job Corps assists students in attaining and maintaining optimal health by providing basic on-Center health services to include promotion, prevention, assessment, intervention, and follow-up care. In addition, Job Corps strives to educate students regarding the connection between maintaining a healthy lifestyle and being employable.

### **3. SCOPE OF WORK:**

#### **3.1. General:**

The primary purpose is the training, providing work experience, and placement of students involved in the welding program at the Pine Knot Civilian Conservation Center, 132 Job Corp Rd., Pine Knot, Kentucky.

3.1.1. Contracted employees will not be scheduled to work on the following government holidays:

New Year's Day – January 1

Martin Luther King Junior's Birthday – Third Monday in January

President's Day – Third Monday in February

Memorial Day – Last Monday in May

Juneteenth – June 19<sup>th</sup>

Independence Day – July 4<sup>th</sup>

Labor Day – First Monday in September

Columbus Day – Second Monday in October

Veteran's Day – November 11<sup>th</sup>

Thanksgiving Day – Fourth Thursday in November

Christmas Day – December 25<sup>th</sup>

3.1.2. The welding instructors shall reinforce and support the Center's Career Development Services System (CDSS) plan throughout a student's tenure in their program. At all times instructors shall teach, mentor, and model good employability skills and work habits. Instruction and discussion of customer service will be included in daily tasks and assignments. Instructors will consistently teach the impact of actions and behaviors on employability so that students will come to view themselves as desirable candidates in today's workforce.

3.1.3. The Contractor shall maintain insurance as outlined in 52.228-5 Insurance-Work on a Government Installation, 452.228-71 Insurance Coverage, 52.228-10 Vehicular and General Public Liability Insurance. Proof of current of insurance will be required prior to contract award and each time an option is exercised.

3.1.4. Instructors performing work must be qualified and certified. To be considered for award the Contractor must submit, with their quote, proof of their current license or certifications. Proof of current licensure must be submitted during each option year.

3.1.4.1. Qualified personnel necessary to train and place students in the trade of Welding.

3.1.4.2. Instructor(s) must be certified as follows: Arc Welder, Flux Core Arc Welder, Aluminum, Stainless Steel Tig welding and by American Welding Society. Instructors must have the verbal

and written communication skills to effectively interact with students at the job corps center and demonstrate a desire to work with young people in an educational setting. Instructors must meet Minimum Qualification per Exhibit 5.3 of the Policy Requirement Handbook (PRH) which states: Certified, licensed or accredited in the state in which the center is located, or accredited by a professional trade organization.

3.1.4.3. Instructors may be assigned work projects on Center through work orders which are applicable to student Training Achievement Records (TAR's). Work Orders shall be assigned through the Vocational Office or Designee.

3.1.4.4. Instructor must have the interest, desire, experience and ability to work effectively with the unemployed and disadvantaged youth from various economic and social backgrounds without regard to race, creed, color, sex or National Origin.

### **3.2. Training objectives:**

3.2.1. The contractor shall develop a welding program in accordance with the Job Corps Vocational Training Program guidelines contained in the U.S. Department of Labor's (DOL) Policy and Requirements handbook, Chapter 4 and the Code of Federal Regulations, 20 CFR 638.

3.2.2. The Contractor shall design the Welding Program to provide an individual rate of progression through demonstrated proficiency of each trainee by means of approved Department of Labor Training Achievement Records (TAR). The contractor shall be responsible for development of the Student Activity Guide (SAG) materials.

3.2.3. Training will be designed to permit a trainee to acquire as a minimum, those skills necessary to become employable as a Welding Completer. The training program will be designed to provide opportunity for all students enrolled to complete Training Achievement Records (TAR) to the required skill level. Training Achievement Records (TAR) shall be used in the Welding Program.

3.2.4. Those trainees selected shall receive additional training by the Welding Instructor to assure sufficient proficiency to pass the tests for job entry level as specified by prospective employers.

3.2.5. The Contractor shall provide welding training to students enrolled in the Center's other vocational training programs on an as-needed basis

3.2.6. The Contractor shall provide all necessary text and audio-visual materials to assure successful trainee indoctrination, accomplishment and vocational progression as scheduled. This Contractor shall furnish a Certificate of Completion to each graduate.

3.2.7. During the period the trainees are under the Contractor's supervision, the Contractor shall be responsible for enforcing the following:

3.2.8. Safety. In accordance to Forest Service and OSHA requirements for personnel, facilities, and equipment.

- 3.2.9. Disciplinary procedures. The Contractor shall recommend to the COR those students who continue to violate safety rules for dismissal from the Contract. The Contractor shall temporarily suspend a trainee for violations of safety rules or regulations when such action is necessary to prevent injuries.
- 3.2.10. Civilian Conservation Center rules and regulations.
- 3.2.11. The Contractor shall be responsible for shop and classroom cleanup at the end of each day's session.
- 3.2.12. The contractor shall give consideration to the views of industry regarding the upgrading of students on the job and purpose, making modifications to help provide vehicles for future student growth on the job. Some exploration regarding specific phases of blueprint reading, applied math, measurement and layout will be analyzed in the scope of this contract per the Training Achievement Record (TAR).
- 3.2.12 Contractor will be responsible for development of modified or additional subject material and new training curriculum subject to COR's approval.
- 3.2.13 Contractor will coordinate with the educational department to help facilitate maximum vocational/academic coordination for the student.
- 3.2.14 The schedule of instruction shall be during the regular weekdays, Monday through Friday, excluding recognized federal holidays. The student class schedule shall be from 8:00 A.M. through 4:00 P.M. daily. The staff work schedule is from 7:30 A.M. to 4:00 P.M. with a lunch schedule of thirty (30) minutes per day.

#### **4. APPLICABLE DOCUMENTS:**

4.1. Policy and Requirements Handbook (PRH)—The PRH expands the CFR by establishing operating policy requirements for Job Corps Centers. Center staff should be familiar with the other PRH chapters too. Vocational staff specifically should be familiar with the student training and placement areas which are chapter 2 (Career Preparation Period), 3 (Career Development Period), and 4 (Career Transition Period). The PRH is available at the following website: <http://www.jobcorps.gov/pdf/prh.pdf>

#### **5. TECHNICAL REQUIREMENTS:**

##### **5.1. Technical and placement functions:**

- 5.1.1. Contractor shall provide one (1) instructor for the entire contract.
- 5.1.2. The Contractor shall provide one qualified instructors plus appropriate substitutions in accordance to the following minimums:
- 5.1.2.1. Must recognize and apply good training techniques and skills
  - 5,1,2,2. Must be thoroughly competent in the theory, practices and skills of instruction and welding.
  - 5.1.2.3. Must have an interest, desire, experience, and ability to work effectively with the unemployed and disadvantaged youths from various economic and social backgrounds without regard to race, creed, color, gender, or national origin.

5.1.2.4. The Contractor shall establish timekeeping policies and methods of enforcement. The following requirements shall be included:

5.1.2.4.1. The Contractor shall be present as practicable while students are present.

5.1.2.4.2. In the absence of the Contractor due to an unexpected illness of up to two (2) consecutive days, a substitute will not be required. The COR shall be notified promptly when this absence occurs.

5.1.2.4.3. The COR shall notify the Contractor of a plan of action in the event of severe weather.

5.1.2.5. The workweek shall be 40 hours Monday through Friday, Excluding Federal Holidays. The workday shall be 8 hours plus an appropriate lunch period (1 hour or less), which shall be scheduled to coincide with the normal work schedule of the Center. Contractor written specific hours of duty shall be submitted to the Contracting Officer for approval.

5.1.2.6. The contractor shall notify the COR and Contracting Officer when the contractor will be absent from work via email. When an individual will be absent from work the Contractor shall supply qualified substitutes. The contractor shall notify the COR of any annual leave within 30 days prior of taking leave.

## **5.2. Program Director**

The contractor further agrees to designate a program director. The program director will be responsible for the successful implementation of each provision of this contract.

5.2.1 The program director will also be responsible for conducting a current and projected labor survey for the employment of Job Corps welding graduates.

5.2.2 The contractor shall give consideration to changing requirements of industry as related to job entry requirements and purpose, making modifications of the training to accommodate the industrial requirements as needed.

## **6.0. Trainee selections, training and evaluation:**

This Contract shall provide for the training of a maximum of 24 trainees at a time with 12 trainees per week on an every other week rotation. The scheduling will be in accordance to the Maximum Benefits Concepts Guidelines in Chapter 200 of the CCC Handbook.

All trainees will serve a probationary period of 60 calendar days and shall meet the following criteria, unless they are unanimously approved by the Career Management Panel (CMP).

6.1. Must have a sincere interest in Welding Program.

6.2. Must demonstrate that he/she can follow instructions, and work safely.

6.3. Selection of all trainees will be by the Works Program Officer or Training Manager.

- 6.4. Must not have a physical handicap that would impair his or her ability to perform safely in the occupational area.
- 6.5. The occupational training guide for production line welder or the program proposed by the offeror shall be followed in training students. The instructor shall update the Training Achievement Record (TAR) weekly for each trainee. The instructor shall utilize the Occupational Training Guide for Welding production line welder as a supplemental to the contractor's curriculum and as a placement to the trainee and projects (i.e., work accomplishment notes necessary for quarterly reports.)
- 6.6. The Policy and Requirements Handbook (PRH) requirements, and the program proposed by the offeror, will be followed in training students. Approval to delete any item must be secured from the COR.

## **7.0. Placement services and functions:**

Contractor shall assume responsibility for job development in area of greatest employment potential.

The contractor shall conduct the following services related to each student. A written record of each of these services will be documented and filed.

- 7.1 Contractor shall develop a file on each student, giving pertinent data which will be helpful in job analysis, job development and job placement. The Center will furnish data for this trade to include age, academic data, work backgrounds, resident or home location. Assessment of attitude, Civilian Conservation Center Performance, achievements, academic and communicative levels attainment, etc., will be furnished to Career Management Panel (CMP) and placed in file.
- 7.2 Two months prior to graduation, contractor shall survey the labor markets in the student's home vicinity, and coordinate job placement with Center Counselors. It is imperative that students receive their High School Diploma (HSD) or GED as well as obtain necessary job skills prior to release for job placement. Coordination of job placement with the Center's Vocational Development Specialist (VDS) shall ensure that every student who is capable will receive his/her HSD, GED, and Trade Skill Requirements before being separated from the program and placed on a job.
- 7.3 Contact with each appropriate, prospective employer will be made to determine availability of job entry employment at the approximate time of graduation of the student.
- 7.4 If the prospective employer is interested, contractor shall familiarize him with the background, capability and other required data of the prospective student employee.
- 7.5 Contractor shall make a technical analysis of the job requirements in companies interested in the employment of students. This data will be relayed to the CDSS department at the Pine Knot Civilian Conservation Center so special instruction can be administered to help make the student slated for the job requirements and duties.
- 7.6 Wherever possible, samples of job application forms for a specific company will be procured and forwarded to the Vocational Development Specialist (VDS) of the Pine Knot Civilian Conservation Center to give the student opportunity to familiarize themselves with employment application procedures.
- 7.7 After Placement, follow-up will be made to check on the progress of the student on their job at six (6) and twelve (12) months after placement.

## **8 Safety:**

The Training Contractor shall be responsible for conducting an on-going safety program which must:

- 8.1 Meet OSHA Safety requirements that pertain to On-Center requirements.
- 8.2 Include developed curricula, complete with lesson plans, class schedule, student test, visual aids, etc.
- 8.3 Submit copies of Weekly Safety Meetings to the Safety Officer.

## **9 Records and Reports:**

The Contractor shall maintain an acceptable set of records and computer data input pertaining to contract activities that include: Trainee attendance, progress, performance, terminations, work accomplishments, placements and successes, and a Monthly Vocational Progress Reports.

## **10 Standards for retention and placement of Job Corps Students:**

At least 65% of the students shall be retained in the Welding Program for a period in excess of 90 days.

At least 75% of those students who are retained in the Welding Program for at least 180 days shall be placed in Advanced Training, an occupationally related job or Job Training Match (JTM) meeting DOL expectations of minimum wage earnings, or Military Service.

The Contractor shall furnish all necessary training materials, expertise and coordination to implement staff-oriented training base on staff needs. Contractor to also provide on- going training needed to keep staff up to date technically and certified.

## **11 GOVERNMENT FURNISHED PROPERTY:**

The Government shall deliver to the contractor the following listed materials, supplies, property or services (hereinafter referred to as "Government-furnished property") at the places and times specified below. The Contractor shall be liable for all loss or damage of such delivered government furnished property until completion and final acceptance of work required under this contract.

- 11.1 Data on students including age, academic data, work backgrounds, home location and other information as required for file maintain.
- 11.2 Welding shop space of 2342 square feet equipped with the following:
  - 11.2.1 ARC Welding Machines
  - 11.2.2 Tungsten Inert Gas Welder
  - 11.2.3 Metal Inert Gas Welder
  - 11.2.4 Track Torch
  - 11.2.5 Oxyacetylene Welders
  - 11.2.6 Metal Cutting Band Saw

- 11.2.7 Portable Grinder
- 11.2.8 Grinder Pedestal
- 11.2.9 Electrode Dryer
- 11.2.10 Pattern Torch
- 11.2.11 Drill Press
- 11.2.12 Gas Operated Portable Welder
- 11.2.13 Oxygen/Acetylene Portable Welder
- 11.2.14 Chop Saw
- 11.2.15 Plasma Arc Cutting Machines
- 11.2.16 Iron Worker
- 11.2.17 Disc Grinder (end grinder)
- 11.2.18 Air Compressor
- 11.2.19 Guided Bend Machine
- 11.2.20 Pipe-Bending Machine
- 11.2.21 Reality Works Welding Simulator (5)

11.3 Office space of approximately 150-165 square feet for combination storage and office for instructors.

11.4 Classroom of approximately 275-300 square feet with student type desks and an instructor's desk and chairs.

11.5 Training Supplies and Services:

- 11.5.1 Acetylene and oxygen
- 11.5.2 Flux, welding rods and tips
- 11.5.3 Materials as required for projects to be completed and for instructional purposes.
- 11.5.4 Heat, light and water for shop and classroom
- 11.5.5 Equipment for the trainees
- 11.5.6 Consumable supplies and materials for classroom instruction of trainees such as pencils, papers, notebooks, etc.

### 11.5.7 Audio Visual Equipment on an as needed basis

11.6 Government vehicles up to 31,000 pounds gross vehicle weight (GVW) and up to 40 capacity passenger-carrying vehicles will be made available. Use of these types of vehicles is based on availability. Use is restricted to transporting students to:

11.6.1 Project work sites

11.6.2 Training related activities

11.6.3 Prospective job sites for interviews and/or testing

11.7 Forklift. 2,000-pound capacity (minimum). Use is based on availability and is restricted to welding program activities.

### **PLACE OF PERFORMANCE:**

Services will be provided at the USDA Forest Service, Pine Knot Job Corps Center, 132 Job Corp Rd., Pine Knot, Kentucky.

### **PERIOD OF PERFORMANCE:**

The period of performance for this contract is July 1, 2023, through June 30, 2024, with four (4) twelve (12) month option periods, which is to be exercised at the Contracting Officer's discretion.

### **MEASUREMENT AND PAYMENT:**

Payment shall be made in accordance with the Schedule of Items. Each month, the contractor's performance will be compared to the Statement of Work.

The work week will be forty (40) hours Monday through Friday, excluding federally recognized holidays. The work day shall consist of eight (8) hours with a thirty (30) minute period for lunch which shall be scheduled to coincide with the normal work schedule of the center. Specific hours of duty shall be designated through agreement with center personnel.

When regular instructor personnel are on regular vacation leave, sick leave, or any other leave from the classroom/shop, a qualified substitute instructor shall be provided by the contractor. This is to be documented on staff's timesheet.

Invoices shall be submitted on a monthly basis, no later than ten days following the period being invoiced; Invoices shall include only those services rendered during the billing period; Invoices shall be billed at the rates, and in accordance with the Contract Line Item Numbers (CLIN), as listed in the Schedule of Items; Invoices shall be submitted through the **INVOICING PROCESSING PLATFORM (IPP)** which can be accessed at: <http://www.ipp.gov/index.htm>

IPP Customer Support – 1 (866) 973 – 3131

Performance evaluations will include evaluation of the following:

<b>Task</b>	<b>Quality/Performance Standards</b>	<b>Acceptable Quality Level</b>	<b>Means of Surveillance</b>	<b>Penalty for Unsuccessful Performance</b>
Center Operations	Contractor shall provide center operations in accordance with the PWS	95%	Periodic review of services provided, including number of hours worked per week	Negative impact to Performance Evaluation
Invoices	Contractor shall provide detailed and accurate invoices monthly	90%	Review of all invoices upon receipt	Negative impact to Performance Evaluation