

# STATEMENT OF WORK

**U.S. Department of Justice  
Executive Office for Immigration Review  
Office of Policy**

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The Office of Policy (OP) seeks to provide Continuing Legal Education (CLE) training for all EOIR attorneys, including all judges, to allow for them to obtain CLE credits necessary to maintain their law licenses and, therefore, continue to be eligible for their positions with EOIR.

1. **DESCRIPTION OF TRAINING:** The training required is a catalog of courses designed to culminate in CLE credits for all EOIR attorneys, including judges. Training will be available both on-demand and via live webcast to account for varying State requirements for both types of trainings. Training must cover the following topics (at a minimum):
  - Administrative Law (General)
  - Freedom of Information Act
  - Immigration Law (including intersection with Criminal Law and with Family Law)
  - DACA
  - Asylum Law
  - Contracts Law
  - Communications Law
  - Privacy Law
  - Ethics & Professional Responsibility
  - Government Contracting
  - Employment Law
  - Visas Law
  - Special Immigration Juveniles
  - Indigenous Peoples
  - Constitutional Law
2. **LOCATION:** Classes will be access through an online subscription service with unlimited classes for each EOIR attorney. All classes must be provided by the vendor or a vendor's partner. All classes must be accessible on the DOJ/EOIR network by showing FedRAMP certification or proof of current approved access by DOJ employees (e.g., existing contract with a DOJ component).
3. **NUMBER OF PARTICIPANTS:** DOJ/EOIR requires access for 1,230 participants. Therefore, the vendor must not have a limit for capacity for on- demand courses and the limit for live webcast courses must not be fewer than 25.
4. **PERIOD OF PERFORMANCE:** Training will occur for a period of one, twelve-month period. The anticipated period of performance is April 1, 2023 – March 31, 2024.

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### **5. ADDITIONAL TRAINING REQUIREMENTS;**

- The training must be from a vendor recognized as having expertise in the field of law on which they are training, specifically wide emphasis on immigration;
- Training must provide user-friendly single sign-on access and be available Virtual/On-Demand, except during unplanned downtime or planned downtime announced as least two weeks in advance;
- Vendor must possess one year prior training experience or at least a dozen instances of training attorneys;
- Vendor must possess prior experience with successful awarding of CLE credits in all States that requires such credits. States include: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Washington, Wisconsin Wyoming. Experience must also include awarding in the the U.S. Virgin Islands and Puerto Rico.

### **6. DELIVERABLES**

- Vendor must partner with at least five other CLE training platforms or companies to ensure fresh materials for all EOIR attorneys at all times. New content should be produced at least monthly.
- Vendor shall provide reports of successfully completed training to the EOIR attorneys to be submitted as proof of completion. The vendor's training platform should either produce a certificate of completion or a printable report that is a verifiable record of completion of training, including necessary documentation for EOIR attorneys to receive CLE credit form the State(s) in which they are licensed for all courses properly completed and for which the EOIR attorneys request such documentation. (Automated certification without such request is permissible and of equal value.) Such reports should be available to the employee within one week of training completion and to the agency as a downloadable reporting of all training during a defined period (e.g., one month, six months, one year).
- At least 75% of the live webcast training must facilitate real time discussions amongst the participants.

## **7. GOVERNMENT REPRESENTATIVES –**

### **Contracting Officer Representative (COR) –**

The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

### **Contracting Officer (CO) –**

The CO is the appointed authority to bind the Government to the extent of the authority delegated. Direction that will modify the scope, schedule, terms and conditions, funding, or any action that may modify the agreement as originally entered into with the Government must be given only by the CO.