**STARBASE CHERRY POINT**

**PERFORMANCE REQUIREMENTS**

The following Applicable Documents and References apply to the performance of the STARBASE CHERRY POINT Program:

a. 10 U.S.C 2913B

b. Department of Defense Instruction (DoDI) 1025.07 “DoD STARBASE Program”

c. Office of Secretary of Defense (OSD) letter dated 2021 April 27

d. DoD STARBASE Standards, Objectives, and Activities (SOA) and Curriculum Guide

**BACKGROUND**

The Department of Defense (DoD) STARBASE Program was established in 1993 to raise the interest and improve the knowledge and skills of at-risk youth in Science Technology Engineering and Math (STEM) by exposing them to the technological environment and positive role models found on military installations. The DoD STARBASE program is a 12-month, year-round program authorized by Section 2193b of Title 10, U.S.C. Oversight for the policies and procedures of the STARBASE program currently resides with the Office of the Assistant Secretary of Defense for Manpower and Reserve Affairs, Washington, D.C.

STARBASE CHERRY POINT, will provide additional educational opportunities to children in eastern North Carolina public school districts by offering the approved DoD STARBASE Science, Technology, Engineering and Math (STEM) curriculum. STARBASE CHERRY POINT will provide each class of students a minimum of 25 hours of STEM instruction. When fully operational, the program will operate for at least 30 weeks of the academic year (summer programming not included), serving a minimum of 1,500 students per year.

**DEFINITIONS**

Marine Corps Air Station (MCAS) Cherry Point

MCAS Cherry Point is the host installation of STARBASE CHERRY POINT, located in Havelock, North Carolina.

Fleet Readiness Center East (FRC EAST)

 FRC EAST is the sponsor of STARBASE CHERRY POINT, located in Havelock, North Carolina.

Building 4503

 Facility designated for hosting STARBASE CHERRY POINT aboard MCAS Cherry Point.

Fiscal Year (FY)

FY for STARBASE CHERRY POINT runs from 1 October to 30 September

**PERFORMANCE OBJECTIVES**

The objectives of the STARBASE CHERRY POINT program are to provide:

a. A solid curriculum of stimulating learning activities involving STEM through the use of hands-on activities, instructional materials and handouts IAW DoDI 1025.07. only approved DoD curriculum, inclusive of the STARBASE Standards, Objectives, and Activities (SOA) Guidebook and IAW DoDI 1025.07, will be used during the school year time frame;

b On an annual basis, each STARBASE unit of an instructor pair and classroom will conduct at least 30 classes during the school year, each comprising 25 classroom contact hours over 5 days. STARBASE Cherry Point will have two classrooms. The daily schedule is adapted to facilitate participating school schedules and the needs of STARBASE CHERRY POINT;

c. Each classroom will provide a minimum of 2 weeks (20-25 contact hours/ week) during school system breaks;

d. When not in classroom sessions, DoD STARBASE Academy will perform at least four community outreach activities in the form of workshops, fostering community partnerships, and teacher training periods;

e. Information about the program through publications and presentations, to include an annual report, and Director’s report on program activities and their impact. Director will provide all required documents requested by DoD. Director will provide metrics and programmatic status no less than quarterly during each FY;

d. Dedicated orientation sessions for all participating teachers to assist them in preparing their students for STARBASE CHERRY POINT.; and

**SCOPE OF WORK**

The contractor shall provide all services and supervision necessary for the operation and execution of DoD STARBASE CHERRY POINT in accordance with DoDI 1025.07. This includes providing the following support and meeting the following expressed requirements:

1. Program Management:
	1. DoD STARBASE CHERRY POINT must not be administered by a for-profit organization.
	2. Provide all services and supervision necessary for the STARBASE program management and educational instruction of participating students.
2. Personnel:
	1. Manage all employment, hiring, training, salary, and benefits for program staff to include a minimum of: one (1) Director; four (4) Program Instructors; and one (1) Office Manager. (Descriptions of positions are provided in the Addendum)
	2. Provide employee salary and benefits corresponding to DoD GS scale requirements IAW DoDI 1025.07.
3. Facility:

MCAS Cherry Point will provide suitable classroom and other necessary space to conduct the STARBASE CHERRY POINT program for the length that the federal funding is available to support the program.

* 1. Maintain general safety and cleanliness of the STARBASE facility and surrounding grounds;
	2. Accept the responsibility of general upkeep and/or damage incurred by the program participants;
	3. Proper notification to the MCAS Cherry Point Public Works when structural maintenance is needed to preserve the security and safety of the students and building;
	4. Ensure facility and all equipment is secured when not in use and space is not occupied;
	5. The contractor shall notify, and obtain approval in writing from, FRC EAST TPOC and MCAS Cherry Point prior to expending any STARBASE CHERRY POINT funds to conduct any major repairs, improvements or enhancements as required for student safety, or programmatic requirements for equipment (i.e. additional outlets or wiring for computer and hardware equipment), structural integrity and/or state/federal guidelines for educational facilities;
1. Services, Equipment, Materials, and Consumables:
	1. Properly maintain and account for all Government Furnished Equipment (GFE) provided by FRC EAST or MCAS Cherry Point for execution of STARBASE program curriculum;
	2. Provide all desks, chairs and any other office furnishings to students and staff as required to execute the STARBASE program curriculum;
	3. Provide all lesson materials and consumables required for program participation, implementation and sustainment in accordance with the DoD STARBASE SOA and Curriculum Guidebook.
	4. Provide any and all classroom and office supplies necessary to operate the STARBASE program, including general office materials such as paper, pens, pencils, etc., to prevent disruption of curriculum instruction or office management;
	5. Provide all equipment necessary for program participation, implementation and sustainment (computers, printers, copiers, 3-dimensional printers and supplies, etc.) and shall ensure a 1:1 computer-to-student ratio for all computer-based activities or lessons. Computer may be defined as laptop or desktop device. See also paragraph r. for further details;
	6. Maintain service contracts and support necessary for successful program participation, implementation and sustainment, such as internet service providers, telecommunications, contracted copier machines, maintenance for 3-dimensional printers. Refer to paragraph r. for further details;
	7. Provide commercial phone, internet, and WIFI services as needed capable of supporting program mission, including staff computers (6), student computers and hardware (minimum of 70), and additional wireless devices (i.e. SMART board/instructional computer(s), and approximately 70 WIFI tablets/iPads);
	8. Utilize and update STEM Curriculum as directed and/or required by DoD STARBASE or FRC EAST;
2. The contractor shall supply all required information, and answer all OASD (M&RA), FRC East, or MCAS Cherry Point data calls, completely, accurately, and on time IAW DoDI 1025.07.
	1. Annually report information regarding DoD STARBASE Program goals and their measurable achievements, academy expenditures, and number of student and classes to the OASD(M&RA) no later than 30 days after the end of the fiscal year.
	2. Maintain a roster of participants from each DoD STARBASE Program class based on information provided by the supported school district, alternative education provider, or individual or group of home-schooling families.
	3. Cooperate with OASD(M&RA) support personnel in gathering data for the annual fiscal year congressional report and any other DoD reporting requirements.
	4. Forward an annual plan that outlines the goals and objectives of the DoD STARBASE Program academy with a by-line budget request through the applicable Military Service or NGB STARBASE Program Manager, to ASD(M&RA).
	5. Submit annual budget requests through the applicable Military Service or NGB STARBASE Program Management Office to the ASD(M&RA) that identify DoD STARBASE Program academy expenditures by:
		1. Staff, in accordance with the guidelines of DoDI 1025.07 Section 4.
		2. Instructional materials, training aids, uniform items, student safety equipment, and other materials deemed necessary to support and conduct the DoD STARBASE Program.
		3. Facility maintenance, as approved by the OASD(M&RA) DoD STARBASE Program Manager.
		4. Facility furnishings.
		5. Staff transportation and travel (e.g., temporary duty, training, special events). DoD STARBASE Program funds will not be used for relocating staff.
		6. Supplies.
		7. Equipment.
		8. Contract services.
		9. Communications, including information technology support.