STATEMENT OF WORK
PROFESSIONAL AND TECHNICAL SUPPORT SERVICES
Office of International Affairs and Seafood Inspection

This Statement of Work (SOW) describes the requirements for Professional and Technical Support Services. The goals of the Office of International Affairs and Seafood Inspection are to lead or coordinate NOAA Fisheries international stewardship activities and provide seafood inspection services on a cost recovery basis. In particular, the Office works to advance an ecosystem approach for the management of all international living marine resources; deter illegal, unregulated and unreported fishing and bycatch; oversee U.S. access to foreign and high seas fisheries; improve the stewardship capacity of developing countries; and provide seafood inspection services domestically and abroad to certify seafood in trade for safety and/or authorized acquisition.

The Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS), Office of International Affairs and Seafood Inspection (OIASI) under the Magnuson-Stevens Fishery Conservation and Management Act (MSA), has a statutory responsibility to manage the marine fisheries and resources, in compliance with other relevant Federal laws including the National Environmental Policy Act, the Marine Mammal Protection Act, the Endangered Species Act, and the Atlantic Coastal Fisheries Cooperative Management Act. The High Seas Driftnet Fishing Moratorium Protection Act (Moratorium Protection Act) calls for the Secretary (acting through NMFS) to help nations improve Monitoring and Compliance of domestic and international fishery regulations. It places significant emphasis on international activities and highlights the need to address illegal fishing, bycatch issues, and inadequate shark conservation and management on the high seas worldwide and build capacity in other countries to ensure sustainable fisheries and regulatory enforcement. The overarching approach is a call for the United States to work multilaterally through various fora to address illegal, unregulated and unreported (IUU) fishing, the bycatch of protected living marine resources, and inadequate conservation and management of sharks on the high seas. In line with MSA mandates, it is imperative for the United States to provide appropriate assistance to other nationals and to encourage and facilitate the transfer of appropriate technology to those nations or organizations in order to assist those nationals in qualifying for certification.

Under authority in the 1946 Agricultural Marketing Act, the NOAA Seafood Inspection Program provides inspection services for fish, shellfish, and fishery products to the industry. The NOAA Seafood Inspection Program is often referred to as the U.S. Department of Commerce (USDC) Seafood Inspection Program and uses marks and documents bearing the USDC moniker. The NOAA Seafood Inspection Program offers a variety of professional inspection services on a fee-for-service basis that assure compliance with all applicable food regulations. The Program offers sanitation inspection as well as system and process auditing in facilities, on vessels, or other processing establishments in order to be designated as participating establishments. Product quality evaluation, grading and certification services are available on a product lot basis. Certain products may be eligible for stamping with official marks, such as the U.S. Grade A, Processed Under Federal Inspection (PUFI) and Lot Inspection.

The purpose of this position is to assist the Office of International Affairs and Seafood Inspection with supporting the implementation of, and compliance with, rulemaking associated with Marine Mammal Protection Act and the Magnuson–Stevens Reauthorization Act.
SCOPE

The Foreign Affairs Specialist position is located in the NOAA Fisheries Office of International Affairs and Seafood Inspection. The incumbent will support the Office’s mission through support for: the development of compliance materials for the Marine Mammal Protection Act Import Rule and the Seafood Import Monitoring Program; organization and execution of workshops, webinars, and teleconferences designed and intended to inform and support members of the affected public, including both international partners and domestic stakeholders, in their efforts to comply with these rules; and other areas as assigned. The incumbent provides advice and counsel to Office leadership and personnel on all aspects of efforts to support implementation of, and compliance with, the Marine Mammal Protection Act Import Rule and the Seafood Import Monitoring Program. The incumbent may also be assigned special projects related to these programs as well as to the Moratorium Protection Act identification and certification process, the International Trade Data System, and other programs administered by the Office.

REQUIREMENTS

1. **Marine Mammal Protection Act Import Rule Support (50%)**
   - Assist IASI leadership staff in prioritizing international information and compliance efforts
   - Assist IASI staff in the development of implementation and compliance materials
   - Develop plan for international public outreach and engagement
   - Manage all scheduling, travel, logistics, presentation materials, etc. associated with international outreach for MMPA Import Rule implementation and compliance
   - Serve as main IASI POC for implementation and compliance inquiries
   - Perform other duties as assigned

2. **Seafood Import Monitoring Program Support (50%)**
   - Assist IASI leadership staff in prioritizing international information and compliance efforts
   - Assist IASI staff in the development of implementation and compliance materials
   - Develop plan for international public outreach and engagement
   - Manage all scheduling, travel, logistics, presentation materials, etc. associated with international outreach for the Seafood Import Monitoring Program implementation and compliance
   - Serve as main IASI POC for implementation and compliance inquiries
   - Perform other duties as assigned

PERSONNEL
The Contractor shall provide personnel with the appropriate skills and the experience necessary to perform the tasks described in each individual task order. A list of anticipated disciplines is included in this document. The list is non-inclusive and may be expanded throughout the period of performance on this contract, through negotiations and by modification to this contract.

**Contract Employee Identification and Conduct**

The Contractor shall ensure that each new contract employee has a building pass/identification on the day the employee reports for duty. The Contractor shall ensure that all employees wear their passes in full view while on Government property. The Contractor shall ensure that all passes and any keys issued are retrieved if contract employees resign, are dismissed or terminated, and when the contract or task order expires.

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. The Contractor shall maintain all Government-furnished space in a neat, clean, orderly, and sanitary condition. Contract employees shall wear attire suitable for work situation, e.g., field work, laboratory work, and office work.

Contract employees may be barred from working in DOC facilities for any of the following:

- Any improper conduct, once performing on the contract, including criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct or other conduct prejudicial to the Government, regardless of whether the conduct was directly related to the contract;
- Any behavior judged to pose a potential threat to Government personnel or property; or
- Any behavior judged as harassment.

Failure to comply with the requirements of this section may result in the termination of this contract.

**Non-U.S. Citizens**

The Contractor shall ensure all non-U.S. Citizens have appropriate authorization to work in the U.S.

**Contractor Innovation**

The Contractor is encouraged to remain alert to possible improvements in methods and procedures used to provide services for the Task Orders issued under this contract. The
Contractor shall propose such improvements to the CORCOR and receive concurrence by the CORCOR prior to implementing any change.

**Contingencies**

On occasion, the Contractor may be required to support an activation or exercise of contingency plans outside the normal duty hours. For example, special and emergency situations such as structural fire, accidents, rescue operations, civil disturbances, disaster warnings, military alerts, natural disasters, national emergencies and international crises or extensive exercises of NOAA Contingency Operation Plan (COOPS) may require that the Contractor operate on an extended basis. The Contractor shall provide these services as requested by the Contracting Officer. NOAA maintains the Contingency Plan and will notify the Contractor if implementation becomes necessary.

Efforts under this contingency requirement are considered outside the scope of the individual tasks. A modification to the contract will be negotiated for the provision of such services.

**PLACE OF PERFORMANCE**

The contractor shall provide support services based out of the following locations:

- National Marine Fisheries Services
  Office of International Affairs and Seafood Inspection
  1315 East West Highway
  Silver Spring, MD 20910

- Contractor’s residence or alternative work location