

STATEMENT OF WORK



Helicopter Certified Flight
Instructor

and

Helicopter Certified Flight
Instructor-Instrument

Training and Endorsement
Services

Critical Incident Response Group

17 February 2025

1 Background

Helicopter pilot flight and ground training services from a commercial vendor is required to obtain initial Federal Aviation Administration (FAA) Helicopter Certified Flight Instructor (CFI) and the FAA Helicopter Certified Flight Instructor-Instrument (CFI-I) endorsements. In accordance with the FAA Federal Aviation Regulations (FAR) and the FBI Aviation Regulations Policy Guide (ARPG), these certifications are required to provide flight training to pilots flying within the FBI. Assigned FBI pilots require a cadre of helicopter CFIs and CFI-Is to ensure the ability to train current and future pilots within the organization.

2 Overall Objective

Obtain initial CFI or CFI-I certifications for selected FBI pilots, which will enable the FBI to maintain a level of instructors to maintain a high level of aviation flight proficiency and operational readiness.

3 Contract Scope

The vendor shall provide certified instructors, training and evaluation services required to obtain initial FAA Helicopter CFI or CFI-I certifications. Contract success is defined as selected pilots obtaining his/her initial FAA Helicopter CFI or CFI-I certification per the below performance requirements.

4 Performance Requirements

The Government's objectives in procuring the associated services, the outcomes that, when produced/delivered/performed by the vendor, will indicate the Government's achievement of its objectives, and the standards to which the vendor shall subscribe in producing/delivering/performing the applicable outcome. In addition to the below listed requirements, all training and endorsement standards shall be in accordance with 14 CFR Part 61 (Certification: Pilots, Flight Instructors, and Ground Instructors)

4.1 Helicopter Certified Flight Instructor (CFI) Training and Endorsement

4.1.1 Objective

The FBI pilots participating in CFI training provided by a commercial vendor shall receive training and evaluation and are ultimately certified. Tasks inherent to earning the CFI endorsement include both ground and flight instruction. Once the commercial vendor providing the training determines a CFI candidate has demonstrated satisfactory performance in the required performance maneuvers, an oral and flight test is administered through the FAA, either via an FAA evaluator or FAA designee assigned to the commercial vendor providing the training.

4.1.2 Outcome

4.1.2.1 At the conclusion of the training, the FBI's pilot is granted an FAA endorsement as a Certified Flight Instructor.

4.1.3 Standards

- 4.1.3.1 Flight training shall utilize either a Bell Helicopter Model 206, 407, or 429, Airbus EC120 or AS350, or MD Helicopters MD500. Overall classroom/ground and flight training shall not exceed a maximum consecutive fourteen (14) calendar-day period. Vendor shall provide instructor(s) and training aides, to include training and certification aircraft. Ground training shall be a minimum of 50 hours in length. Flight training and flight examination shall be a minimum of 20 hours in length. In accordance with FAA regulations, flight training and certification can be accomplished either in an actual aircraft, full motion simulator, and/or flight training device (FTD).
- 4.1.3.2 All training and certification/endorsements shall be conducted at FAA-approved, contractor-owned/operated facilities.
- 4.1.3.3 Classrooms, facilities and aircraft(s) availability shall not be required to accommodate more than one (1) student pilot being trained at any given time. Preference is that the vendor have the capability to train up to two (2) student pilots simultaneously over a fourteen (14) calendar day instructional period.
- 4.1.3.4 Training shall be conducted under the assumption that the student pilot has experience operating either a Bell Helicopter Model 206, 407, or 429. Student may not have prior experience operating an Airbus EC120 or AS350 or an MD Helicopters MD500. Student pilot shall have completed the FAA CFI written examination prior to commencing flight training and completing final flight examination.
- 4.1.3.5 The student shall receive a certificate of training within five (5) calendar-days of the completion of the training. Receipt of official FAA CFI endorsement will be per 14 CFR Part 61.

4.2 Helicopter Certified Flight Instructor – Instrument (CFI-I) Training and Endorsement

4.2.1 Objective

The FBI pilots participating in CFI-I training services provided by a commercial vendor receive the below training and evaluation and are ultimately certified. Tasks inherent to earning the CFI-I endorsement include both ground and flight instruction. Once the commercial vendor providing the training determines a CFI-I candidate has demonstrated satisfactory performance in the required performance maneuvers, an oral and flight test is administered through the FAA, either via an FAA evaluator or FAA designee assigned to the commercial vendor providing the training. Due to the enhanced training value, utilization by the vendor of full motion simulators and/or FTDs is preferred to the max extent practical for appropriate course segments.

4.2.2 Outcome

- 4.2.2.1 At the conclusion of the training, the FBI's pilot is granted an FAA endorsement as a CFI-I.

4.2.3 Standards

- 4.2.3.1 Flight training shall utilize either a Bell Helicopter Model 206, 407, or 429, Airbus EC120 or AS350, or MD Helicopters MD500. Overall classroom/ground and flight training shall not exceed a maximum consecutive fourteen (14) calendar-day period. Vendor shall provide instructor(s) and training aides, to include training and certification aircraft. Ground training shall be a minimum of 25 hours in length. Flight training and flight examination shall be a minimum of 15 hours in length. In accordance with FAA regulations, flight training and certification can be accomplished either in an actual aircraft, full motion simulator, and/or flight training device (FTD). Due to the enhanced training value, utilization by the vendor of full motion simulators and/or FTDs is preferred to the max extent practical for appropriate course segments.
- 4.2.3.2 All training and certification/endorsements shall be conducted at FAA-approved, contractor-owned/operated facilities.
- 4.2.3.3 Classrooms, facilities, and aircraft availability shall not be required to accommodate more than one (1) student pilot being trained at any given time. Preference is that the vendor have the capability to train up to two (2) student pilots simultaneously over a fourteen (14) calendar-day instructional period.
- 4.2.3.4 Training shall be conducted under the assumption that the student pilot has experience operating either a Bell Helicopter Model 206, 407, or 429. Student may not have prior experience operating an Airbus EC120 or AS350 or an MD Helicopters MD500. Student pilot shall have completed the FAA CFI-I written examination prior to commencing flight training and completing final flight examination.
- 4.2.3.5 The student shall receive a certificate of training within five (5) calendar-days of the completion of the training. Receipt of official FAA CFI-I endorsement will be per 14 CFR Part 61.

5 General Requirements

This Section describes the general requirements for this effort. Each sub-section provides details of relevant circumstances that the vendor shall consider in formulating its approach for supporting the government's achievement of each Objective.

5.1 Period of Performance

The Blanket Purchase Agreement (BPA) is a five (5) year ordering period 15 Sept 25 – 14 Sep 30.

5.2 Place of Performance

The primary place of performance shall be at the vendor's facility.

5.3 Hours of Work

Training is to be conducted during normal business hours. Training of FBI pilot(s) is not to be conducted between the hours of midnight and 6:00 a.m., including flight, pre, and post-flight

briefings. Flight instruction limitations shall comply with applicable FAA regulations. To maintain continuity between flight training sessions, the vendor is requested to minimize the switching of flight instructors between sessions.

5.4 Contractor Course Materials

A copy of the training syllabus, courseware and instructor's name shall be forwarded to the Contracting Officer's Representative (COR) and the Contracting Officer (CO) at time of award. If amendments and/or revisions are contemplated, the government shall be notified prior to a scheduled class date.

5.5 Course Scheduling

Classes shall be scheduled by direct contact between the COR and the vendor. Once course has been scheduled for the pilot(s), no later than five (5) working days prior to class start date, the contractor shall provide written notification (via email) to the COR and the CO and/or designated representative with the following information: dates of class(es), pilot(s) name, instructor's name, and daily training schedule. If the government requires rescheduling of confirmed class, a written notification within five (5) workdays prior to class start date shall be forwarded and confirmation acknowledged.

5.6 Course Cancellation

In the case of an emergency (i.e. death, injury, illness, mission essential task, or an emergency), the Government shall notify the contractor in writing of any class cancellation within five (5) working days.

For any cancellation by the vendor (i.e. lack of instructors, maintenance, etc), the government shall be notified by writing within five (5) working days prior to start date. Rescheduling of class shall be completed within thirty (30) working days.

5.7 Unsatisfactory Academic Performance

Students whose academic performance does not meet the standards established for the course will continue in training and will be reported within 24 hours to the COR and the CO. The student will remain in class until disposition instructions are received from the COR. If a student has not met required proficiency standards after completion of the training, the contractor shall promptly notify the COR.

5.8 Government Furnished Property

None.

6 Deliverables

Title	PWS Paragraph	Delivery Date/Description
Certificate of Training	4.1.3.5 4.2.3.5	Mail to student's unit within 5 days upon course completion.
FAA Instructor Endorsement	4.1.3.5 4.2.3.5	Per 14 CFR Part 61 and FAA guidelines.

Student Failure Notification Letter	5.6	Forward to COR, unit of assignment, and the Contracting Officer when student receives an unsatisfactory course grade.
Course Materials	5.4	At time of award
Course Scheduling	5.5	Five (5) working days prior to class start date
Course Cancellation	5.6	Government cancellation – five (5) working days prior to class start date Vendor's cancellation – five (5) working days prior to class start date Course rescheduled within 30 working days
Unsatisfactory Academic Performance	5.7	Reported within 24 hours

7 Government Representatives

The functions inherent to this agreement/contract shall be performed by the designated Contracting Officer. The duly assigned COR shall ensure all actions pertaining to this contract are requested via the Contracting Officer.

7.1 Contracting Officer Representative (COR)

The COR will be identified via letter of COR delegation authority for this contract. The COR is responsible, as applicable, for: receiving all deliverables, inspecting and accepting the parts or services provided hereunder in accordance with the terms and conditions of this contract; providing direction to the Vendor which clarifies the contract effort, fills in details or otherwise serves to accomplish the contractual Scope of Work; evaluating performance; and certifying all invoices/vouchers for acceptance of the supplies or services furnished for payment.

The COR does not have the authority to alter or modify the Vendor's obligations, contract terms, conditions, specifications, or cost. If as a result of technical discussions, it is in the Government's best interest to alter/change contractual obligations or the Scope of Work, the CO shall issue such changes. The COR is: Determined at Time of Award

7.1.2 Contracting Officer (COR)

This Blanket Purchase Agreement (BPA) will be administered by: Determined at Time of Award