

Timeline for Contractor Deliverables

Task A Communication Plan

	<i>Task Description</i>	<i>Due</i>
1	Submit communication plan outline	48 hours prior to contract implementation meeting
2	Attend contract implementation meeting	Within 14 days after service commencement
3	Submit draft communication plan	Within 14 days of implementation meeting
4	Submit final communication plan	Within 10 days of Department comments

Task B Contractor Program Reporting

	<i>Task Description</i>	<i>Due</i>
1	Submit draft report templates (weekly status, access, and close out)	Within 10 days of template receipt
2	Submit final report templates	With final communication plan
3	Submit Weekly Status Report(s)	Weekly
4	Submit Access Report	As needed
5	Submit Close out report	No later than Sept 30

Task C Deployment Schedule and Standard Operating Procedure

	<i>Task Description</i>	<i>Due</i>
1	Submit draft deployment schedule / SOP	By April 15
2	Submit final schedule / SOP	Within 7 days of receipt of comments
3	Update the schedule and provide notification	As needed

Task D Recruitment and Hiring

	<i>Task Description</i>	<i>Due</i>
1	Hire a sufficient number of observers	As needed according to the approved deployment schedule

Task E Training

	<i>Task Description</i>	<i>Due</i>
1	Submit draft training plan and course materials	Within 21 days of receipt of Department outline
2	Submit final training plan and course materials	Within 10 days of receipt of comments
3	Conduct training	On dates in approved training plan
4	Issue certificates of completion	At conclusion of each training
5	Submit training assessment summary report	No later than 60 days from completion of last training

Task F Outfit Observers

	<i>Task Description</i>	<i>Due</i>
1	Outfit observers	Prior to deployment and as needed

Task G Deployment

	<i>Task Description</i>	<i>Due</i>
1	Submit Jones Act waiver	Prior to contract award
2	Provide cruise ship owners with advance written notice	At least 24 hours in advance of deployment
3	Deploy observers on their scheduled voyages	According to the approved deployment schedule

Task H Observer Reporting Requirements

	<i>Task Description</i>	<i>Due</i>
1	Develop and maintain reference library	Within 5 days before first scheduled deployment
2	Report potential noncompliance issues	Immediately
3	Submit Oil Sheen and Spill Reports	Immediately
4	Submit reviewed observer reports	Within 7 calendar days of observer departing the vessel