REQUEST FOR PROPOSALS
from
Trainers, Facilitators, Leadership/Career Coaches, Organizational Consultants
for the
2016-17 Science & Technology Policy Fellowships Program
Professional Development Curriculum

Proposal Deadline
Friday, September 16, 2016

I. About the AAAS Science & Technology Policy Fellowships Program

The American Association for the Advancement of Science (AAAS) S&T Policy Fellowships (STPF) program provides opportunities to outstanding scientists and engineers from a broad range of disciplines, backgrounds, and career stages to learn first-hand about policymaking in the federal government while contributing their knowledge and analytical skills. The experience builds the capacity of scientists and engineers to effectively inform individuals and organizations that influence and determine public policies, regulations and funding decisions. The aim is to maintain and expand a corps of policy-savvy STEM (science, technology, engineering and math) leaders working across sectors to serve the nation and citizens around the world.

II. Program Vision

The Science & Technology Policy Fellowships program pursues a vision of public policy informed by science and technology for the benefit of society.

III. Program Mission

Connect science with policy and foster a network of science and engineering leaders who understand government and policymaking, and are prepared to develop and execute solutions to address societal challenges.

IV. Learning Tracks

Fellows career pursuits following the fellowship are often influenced by the skills, knowledge, and networks they gain through the immersive fellowship experience and the professional development opportunities they receive. Upon completion of the program, some alumni return to their prior institutions, while others transition to new sectors (government, nonprofit, academia, industry). STPF seeks trainers to plan and conduct workshops or seminars as part of a year-long professional development calendar meant to enhance a fellow’s capacity in three learning tracks:

Track 1. Policy

After participating in the Policy track, fellows will be able to:

1. Understand the intersections of the legislative, judicial and executive branches of the U.S. Government
2. Identify the major forces that drive policy and their impact on the workings of science, such as the economy, ideology, national/global crisis events, political will, etc.

3. Recognize and critically examine the role and power of some of the major actors striving to influence policy, i.e. lobbyists, think tanks, advocacy/special interest groups, the media.

4. Understand, describe, and assess the role of science and its impact on public policy.

5. Demonstrate knowledge of current issues in science and technology policy.

6. Use knowledge of policy to support the fellowship host agency in its mission.

7. Engage with broader AAAS programs and resources on science policy initiatives.

**Track 2. Communication**

After participating in the Communication track, fellows will be able to:

1. Identify and articulate the value of outreach, education, communication, and engagement with non-scientific audiences.

2. Identify gaps in science communication to the general public.

3. Analyze and build on the American public’s respect for science. Identify tools and methods to assist in communicating complex ideas and engender understanding. Contribute to improving popular understanding of scientific issues and their impact on public policy and people’s lives.

4. Demonstrate proficiency in writing, visual presentations, and utilizing social media engagement with non-scientific audiences.

5. Show strong oral communication skills, with a focus on science messaging to the public, the media and policymakers. Speak confidently in public. Develop and deliver a science policy elevator pitch.

6. Produce communication tools and presentations appropriate for identified audiences.

7. Identify appropriate channels for project development and communication.

**Track 3. Leadership**

After participating in the Leadership track, fellows will be able to:

1. Identify and analyze different leadership styles.

2. Recognize and assess their own personality and leadership style and work preferences and those of others.

3. Successfully navigate the differing cultures in government agencies and offices.

4. Strategically and confidently engage effectively in sensitive conversations, and manage up and out with supervisors and colleagues.

5. Assess and manage workflow, deadlines, and priorities.

6. Demonstrate high level program/project management capacity.

7. Identify, cultivate and facilitate collaborative opportunities.

8. Utilize policy knowledge, skills, and experience gained from the fellowship to skillfully pursue career interests.

9. Serve as science policy leaders in various sectors, including academia, government, non-profit, and industry/private sector.

V. Training Objective(s)

To be an effective science policy leader, fellows must demonstrate competencies in five core qualifications, as defined by the U.S. Office of Personnel Management (OPM):
1) **Leading Change**--The ability to bring about strategic change, both within and outside the organization, to meet organizational goals. The ability to establish an organizational vision and to implement it in a continuously changing environment.

2) **Leading People**--The ability to lead people toward meeting the organization's vision, mission, and goals. The ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

3) **Results Driven**--The ability to meet organizational goals and customer expectations. The ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

4) **Business Acumen**--The ability to manage human, financial, and information resources strategically.

5) **Building Coalitions**--The ability to build coalitions internally and with other U.S. federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations, to achieve common goals.

Programming should specifically target the following fundamental competencies within the five core qualifications:

A. **Interpersonal Skills**--Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.

B. **Oral Communication**--Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.

C. **Integrity/Honesty**--Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

D. **Written Communication**--Writes in a clear, concise, organized, and convincing manner for the intended audience.

E. **Continual Learning**--Assesses and recognizes own strengths and weaknesses; pursues self-development.

F. **Public Service Motivation**--Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

See Appendix A. Senior Executive Service Executive Core Qualifications Matrix and Appendix B. Executive Core Qualifications Descriptions.

VI. **Summary Scope of Work Deliverables**

Develop an interactive, engaging training course/workshop on a particular topic targeted at scientists working in government as part of the S&T Policy fellowship professional development curriculum.

- Define learning goals and objectives.
- Map course content to SES ECQ's and fundamental competencies and thematic track.
- Provide a compelling workshop title and description.
- Develop workshop agenda and prepare training materials.
• Deliver an engaging workshop that incorporates interactive learning methods.

VII. Sample Scope of Work Stipulations

The following scope of work stipulations apply to the service contract:

1) AAAS will provide meeting space (auditorium with space for 2 break-out rooms) with LCD projector, computer and screen, and microphone.
2) AAAS will provide onsite logistics management.
3) AAAS will develop and distribute a workshop evaluation to participants and will provide a summary of the responses to the trainer.
4) AAAS will post any handouts/materials/slides in PDF format on a password protected website for access by fellows.
5) AAAS can photocopy any handouts/materials for use in the session if trainer provides materials to be copied no less than five business days before the event.
6) Trainer will provide a presentation title and description, speaker bio(s), and digital headshot(s) for promotion of the workshop.
7) Trainer will identify target core qualifications and fundamental competencies.
8) Trainer will confirm total hours of instruction.

An agreement will be drafted with input from both parties once a proposal has been accepted. A Sample Vendor Contract is provided in Appendix C.

VIII. Timeframe

The professional development calendar for STPF runs from October into July. PD workshops are not offered in August and September. Proposed topics should reinforce the following sequence in a fellow’s science policy leadership development:

<table>
<thead>
<tr>
<th>Foundational</th>
<th>Workshops that help fellows understand the policy infrastructure in Washington, DC, inside and outside of government; the diversity of organizational cultures among federal agencies, Congress, and the judicial branch; and the skills fellows will need to develop to manage a successful transition from scientific research to the federal government as emerging science policy leaders.</th>
</tr>
</thead>
<tbody>
<tr>
<td>October to December</td>
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</table>

<table>
<thead>
<tr>
<th>Transactional</th>
<th>Workshops that help fellows apply their foundational knowledge to support and enhance existing policy infrastructures within their host environment, while successfully navigating their organizational cultures as they begin to exercise their science policy leadership skills.</th>
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<tbody>
<tr>
<td>January to April</td>
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<tr>
<th>Transformational</th>
<th>Workshops that help fellows understand how to strategically influence change; to cultivate allies, networks, and partnerships needed to do so; and the role fellows can continue to play in addressing societal challenges.</th>
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<tbody>
<tr>
<td>April to July</td>
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</table>

IX. Formats

Workshop length and format can vary but workshops take place during normal business hours (9 a.m. to 5:00 p.m.). Acceptable timeframes and formats include:

• 2-3 hour workshop before or after lunch;
• ¾ day workshop that includes a working lunch;
• All-day workshop with a morning and afternoon break, and a working lunch;
• Webinar;
• Webinar series; and
• Online, self-directed or facilitated course.

Workshops will be held at AAAS (1200 New York Avenue, NW, Washington, DC 20005). Space includes use of the AAAS auditorium and break-out spaces, if needed.

X. Topics

Listed below are examples of possible professional development topics. The depth and rigor of the topic to be covered will vary depending on the development phase (foundational, transactional, or transformational) during which it takes place.

<table>
<thead>
<tr>
<th>Communication</th>
<th>Policy</th>
<th>Leadership</th>
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</thead>
<tbody>
<tr>
<td>• Social Media 101—How to Use It</td>
<td>• Emerging Policy Issues</td>
<td>• Creativity</td>
</tr>
<tr>
<td>• Social Media 201—When to Use It</td>
<td>• Evidence-based Decision-making</td>
<td>• Ethics</td>
</tr>
<tr>
<td>• The Science of Social Media</td>
<td>• Principles of Diplomacy</td>
<td>• Mentoring</td>
</tr>
<tr>
<td>• Writing—More than Just Research Papers</td>
<td>• Historical Analysis of Policy Issues</td>
<td>• Innovation</td>
</tr>
<tr>
<td>• Effective Presentations</td>
<td>• Impact Assessment</td>
<td>• Negotiating</td>
</tr>
<tr>
<td>• Data Visualization</td>
<td>• Evidence versus Politics</td>
<td>• Personal Branding</td>
</tr>
<tr>
<td>• Public Speaking</td>
<td>• Principles of Democracy</td>
<td>• Leadership Transitions</td>
</tr>
<tr>
<td>• Science Communication Fundamentals</td>
<td>• A Look at the US Citizenry</td>
<td>• Goal-setting</td>
</tr>
<tr>
<td>• Communicating with Non-Scientists</td>
<td>• Congress and Science</td>
<td>• Project Management</td>
</tr>
<tr>
<td>• Working with the Media</td>
<td>• The Executive Branch and Science</td>
<td>• Emotional Intelligence</td>
</tr>
<tr>
<td>• The Science of Popular Opinion</td>
<td>• The Judicial Branch and Science</td>
<td>• Cultural Competence</td>
</tr>
<tr>
<td>• The Science of Popular Opinion</td>
<td></td>
<td>• Conflict Resolution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Engaging the Citizenry</td>
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<tr>
<td></td>
<td></td>
<td>• Managing vs Leading</td>
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</tbody>
</table>

We welcome other topics in the three tracks that support the SES ECQ’s. Workshops directed toward the professional development of mid- to senior-career scientists and engineers are also encouraged.

XI. Sample Class Demographics

Although the attendance will vary at each workshop, the demographics in Appendix D for the 2015-16 class of fellows provide a good approximation of the demographics for the 2016-17 fellowship cohort.

XII. Budget

AAAS will engage trainers through fixed-price contracts (see Appendix C. Sample contract template). The available budget for a workshop will fall between $500--$4,500, depending on the amount of development, personnel, materials, and travel involved. The proposed fee should be inclusive of all workshop development and planning,
personnel, materials, and travel (based on economy rates).

If a third-party assessment, skills inventory, or similar tool is proposed as part of the workshop, AAAS may pay for that component outside the scope of the trainer fees at its discretion. Payment for such ancillary materials and services must be proposed by the trainer and approved by AAAS during initial contract discussions and will be paid directly to the third-party.

XIII. Proposal Deadline

Friday, September 16, 2016, 12:00 Noon Eastern Time

XIV. Proposal Elements

Proposals should include all of the following items, and should not exceed 10 pages.

1. Describe your consultancy/firm and the key personnel who would develop and deliver the workshop content.

2. Describe your experience with policy, leadership, and/or communication training, and with PhD-level scientists and engineers, if any.

3. Define anticipated training outcomes related to:
   a) Learning track (see section IV)
   b) Executive core qualifications and fundamental competencies (see section V). Use the matrix in Appendix A to delineate.

4. Identify Timeframe (see section VIII).

5. Format (see section IX) and topic (see section X) and how they contribute to the fellows’ professional development.

6. Budget (see section XII). Cost estimate with approximate hours for specific components and deliverables (trainer’s fee, travel expenses, etc.). Fee should be inclusive of staff, travel, and materials, minus any third party books, workbooks, assessments, or software that may be needed. **Note: AAAS does not pay hourly consulting rates for travel time.**

7. List of prior nonprofit clients and/or clients who engage with scientists and engineers.

8. List of three to five references including names, organizations, and contact information for clients who can provide information regarding skills, qualifications, and delivery of requested training.

9. Proof of registration in the federal System for Award Management (SAM) database.
XV. Proposal Evaluation Criteria

Submissions will be evaluated based on the following factors:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
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<tbody>
<tr>
<td>30 pts</td>
<td>Relevancy of the proposed topic, outcomes, and timeframe to the training needs of scientists and engineers embedded in the federal policy process.</td>
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<tr>
<td>20 pts</td>
<td>Experience in designing and delivering interactive and experiential trainings and professional development programs for scientists and engineers at the doctoral level.</td>
</tr>
<tr>
<td>20 pts</td>
<td>Experience in designing and delivering interactive and experiential trainings and professional development programs for scientists and engineers at the doctoral level.</td>
</tr>
<tr>
<td>10 pts</td>
<td>Level of interactivity in the workshop content and delivery.</td>
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<tr>
<td>10 pts</td>
<td>Capacity to provide services</td>
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<tr>
<td>5 pts</td>
<td>References</td>
</tr>
<tr>
<td>5 pts</td>
<td>Business Certifications (small businesses, minority, women or veteran-owned businesses)</td>
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<tr>
<td>100 pts</td>
<td>TOTAL</td>
</tr>
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XVI. Timeline

- Submission Deadline: September 16, 2016
- Review Notifications Begin: September 30, 2016
- Program Delivery: October to July, by mutual agreement

Fees and agreement terms will be confirmed once a proposal is selected for development and a scope of work is defined.

XVII. Submission

Submit proposal(s) via email to:

Kristyn Fusco  
Program Associate, Professional Development, Evaluation & Fellowship Impact  
AAAS Science & Technology Policy Fellowships  
E-mail: kfusco@aaas.org  
Phone: (202) 326-6495

AAAS encourages proposal from small businesses, and women, minority and veteran-owned businesses. Full details about the AAAS Science & Technology Policy Fellowships are available at www.aaas.org/stpf.

XVIII. Questions

For questions, contact Eddie Gonzalez, Senior Project Director, Professional Development, Evaluation & Fellowship Impact, at egonzalez@aaas.org or 202-326-8979.
Appendix A. Senior Executive Service Executive Core Qualifications Matrix

Visit the [OPM Site](http://www.opm.gov) to get full descriptions of each executive core qualification.

<table>
<thead>
<tr>
<th>ECQ #1 - Leading Change</th>
<th>Proposed Workshop Elements</th>
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<tbody>
<tr>
<td>Creativity and Innovation</td>
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<tr>
<td>External Awareness</td>
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<tr>
<td>Flexibility</td>
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<tr>
<td>Resilience</td>
<td></td>
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<tr>
<td>Strategic Thinking</td>
<td></td>
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<tr>
<td>Vision</td>
<td></td>
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<tr>
<th>ECQ #2 - Leading People</th>
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<tr>
<td>Conflict Management</td>
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<tr>
<td>Leveraging Diversity</td>
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<tr>
<td>Developing Others</td>
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<tr>
<td>Team Building</td>
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<tr>
<th>ECQ #3 - Results Driven</th>
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<tr>
<td>Accountability</td>
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<tr>
<td>Customer Service</td>
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<tr>
<td>Decisiveness</td>
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<tr>
<td>Entrepreneurship</td>
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<tr>
<td>Problem Solving</td>
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<tr>
<td>Technical Credibility</td>
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<tr>
<th>ECQ #4 - Business Acumen</th>
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<tr>
<td>Financial Management</td>
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<tr>
<td>Human Capital Management</td>
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<tr>
<td>Technology Management</td>
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<tr>
<th>ECQ #5 - Building Coalitions</th>
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<tbody>
<tr>
<td>Partnering</td>
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<tr>
<td>Political Savvy</td>
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<tr>
<td>Influencing/Negotiating</td>
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<tr>
<th>Fundamental Competencies</th>
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<tr>
<td>Interpersonal Skills</td>
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<tr>
<td>Oral Communication</td>
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<tr>
<td>Written Communication</td>
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<tr>
<td>Integrity/Honesty</td>
</tr>
<tr>
<td>Public Service Motivation</td>
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<tr>
<td>Continual Learning</td>
</tr>
</tbody>
</table>
Appendix B. Senior Executive Service Executive Core Qualifications Descriptions

Visit the OPM Site to get full descriptions of each executive core qualification.

**ECQ 1: Leading Change**
This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

- **Creativity and Innovation**
  Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.

- **External Awareness**
  Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.

- **Flexibility**
  Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.

- **Resilience**
  Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.

- **Strategic Thinking**
  Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

- **Vision**
  Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

**ECQ 2: Leading People**
This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

- **Conflict Management**
  Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counterproductive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.

- **Leveraging Diversity**
  Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.

- **Developing Others**
  Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

- **Team Building**
  Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

**ECQ 3: Results Driven**
This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
Accountability
Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

Customer Service
Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

Decisiveness
Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Entrepreneurship
Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.

Problem Solving
Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Technical Credibility
Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

ECQ 4: Business Acumen
This core qualification involves the ability to manage human, financial, and information resources strategically.

Financial Management
Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.

Human Capital Management
Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.

Technology Management
Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

ECQ 5: Building Coalitions
This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Partnering
Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Political Savvy
Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Influencing/Negotiating
Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.
Appendix C. Sample Vendor Contract (DO NOT FILL OUT)

Between
American Association for the Advancement of Science
and
[VENDOR]

This contract (the “Contract”) is entered into between the American Association for the Advancement of Science, a non-profit Massachusetts Vendor conducting business in the District of Columbia (hereinafter referred to as AAAS) and [Vendor], an [academic /non profit institution/company] conducting business at [Address] (hereinafter variously referred to as “[Vendor]” or “Vendor”). This subcontract governs the purchase by AAAS from [Vendor] of the services/deliverables identified in the Statement of Work.

AAAS is the recipient of multiple grants for support of a project entitled AAAS Science & Technology Policy Fellowships. [Vendor] agrees to participate in and provide services in support of the project as set forth in this Contract, and understands that this Contract is contingent upon grant funding, as further described herein.

1. STATEMENT OF WORK AND DELIVERABLES

[Vendor] shall use its best efforts to perform the work described herein, and shall furnish all necessary labor, materials, and facilities to carry out the specific work and objectives described in the Statement of Work (“Services”).

Deliverables described in the Statement of Work are to be delivered to Eddie Gonzalez, Senior Project Director, at the following address:

American Association for the Advancement of Science
Attention: Eddie Gonzalez
1200 New York Avenue, NW
Washington, DC 20005

2. PAYMENT

The total anticipated cost of the work to be performed under this Fixed Price Contract is $[Fee]. AAAS shall not be obligated to pay any cost or expenditure in excess of the stated amount of this Contract. Increases in funding will be made only upon written modification to this Contract in accordance with Section 8 of this Contract.

Fees are payable only on acceptance of the Services and Deliverables required. [Vendor] must provide a form W-9 to validate its tax identification number before payment will be made. [Vendor] shall submit invoices detailed in accordance with any requirements provided in the Statement of Work to:

American Association for the Advancement of Science
Attention: Eddie Gonzalez
1200 New York Avenue, NW
Washington, DC 20005

Any clause or provision herein to the contrary notwithstanding, payment terms hereunder shall be net thirty (30) days. The final invoice, clearly marked Final, shall be submitted no later than forty-five (45) days after the end of the period of performance as indicated in Section 3 hereunder. In no event shall the final billing exceed the Contract amount.

ACCEPTANCE OF WORK REQUIRED: Payment shall be made to [Vendor] only for work satisfactorily accomplished in accordance with the Statement of Work (Attachment A), including timely submission of required reports and other deliverables. Payments are subject to approval of work completed and acceptance of deliverables, such approval not to be unreasonably withheld.

3. TERM

This Contract is effective as XXXX and shall terminate XXXX unless renewed by the parties.
4. TERMINATION

(a) AAAS may cancel this Contract without cause or reason upon 30 days’ written notice. Should the contract be cancelled by AAAS without cause, AAAS will honor any expenses incurred up through the date of notification of cancellation, and [Vendor] agrees to turn over to AAAS all work done up through the date of termination, including research work papers, data collected, survey ballots and the like.

(b) This Contract may be terminated in whole or in part by either party (the “non-breaching party”) upon written notice to the other party if any of the following events occur by or with respect to such other party (the “breaching party”): (i) the breaching party commits a material breach of any of its obligations hereunder and fails to cure such breach within thirty (30) days after receipt of notice of such breach or fails to reach an agreement with the non-breaching party regarding the cure thereof; or (ii) any insolvency of the breaching party, any filing of a petition in bankruptcy by or against the breaching party, any appointment of a receiver for the breaching party, or any assignment for the benefit of the breaching party’s creditors. Upon termination, Vendor shall be entitled to recover payment for all accepted deliverables or services accepted through the date of termination, and in the event of termination of this Contract, in whole or in part, by Vendor pursuant to this Section, Vendor will also be entitled to recover those reasonable costs incurred for deliverables not accepted or work in progress.

5. ALLOWABLE COSTS

[Vendor] warrants that all costs incurred hereunder and billed to AAAS shall be in accordance with the terms of this Contract, including the budget, and the cost principles applicable to [Vendor]’s type of organization, including, but not limited to:

- OMB Circular A-21 Institutions of Higher Education
- OMB Circular A-87 State, Local & Federally Recognized Indian Tribal Governments
- OMB Circular A-122 Nonprofit Organizations
- 45 CFR Subpart 31.2 For-Profit (commercial) Organizations

6. GENERAL PROVISIONS

This Contract is funded with grant funds provided by the United States government, and is contingent upon continued funding from that organization. Should the grant be terminated, AAAS will notify [Vendor] of such termination, in accordance with Section 7 of this Contract.

This Contract is partially funded under a National Science Foundation (NSF) grant and is subject to NSF Grant General Conditions (GC-1) (see www.nsf.gov), which are incorporated herein by reference.

7. NOTICE

Notices required under this Contract shall be provided to:

If to AAAS: AAAS
ATTN: Legal Department
1200 New York Avenue, NW
Washington, DC 20005

If to [Vendor]: [Vendor]
ATTN: [Point of Contact]
[Title]
[Address]

8. MODIFICATIONS

This Contract may be amended, modified, superseded, canceled, renewed or extended, and the terms or covenants hereof may be waived only by a written instrument executed by both of the parties hereto, or in the case of a waiver, by the party granting such waiver.
a) Price changes: [Vendor] shall bear sole responsibility for all costs (in total) in excess of Attachment A, unless such cost overruns are (i) agreed to in advance in writing by AAAS, or (ii) caused by written requests or demands made by AAAS that are not contained herein. The approvals or requests may be given or made on behalf of AAAS only by the AAAS CFO, or the CFO’s successor or designate. All requests or demands made by AAAS which materially affect the substance of this Contract must be made in writing.

b) Term Extensions: [Vendor] shall bear sole responsibility for meeting the deadlines as provided under the Statement of Work, unless changes are agreed to by AAAS in writing. Any change to the termination date as provided in Section 3 must be approved in writing by the AAAS CFO or her successor or designate.

c) Key Personnel: The following individual will be responsible for all aspects for the proposed work to be performed by [Vendor]: [Point of Contact/Trainer]. Substitutions for or reductions to the level of effort for this individual may not be made without the prior written approval of AAAS.

9. RIGHTS

With regard to materials, inventions, and ideas written, suggested or submitted by [Vendor] in connection with AAAS's project or ancillary products prepared by [Vendor] pursuant to this Contract, [Vendor] hereby grants to AAAS a nonexclusive, transferable, irrevocable, royalty free license to exercise or have exercised on its behalf all of the exclusive rights provided by copyright throughout the world.

AAAS agrees to obtain [Vendor]'s written permission before using [Vendor]'s name in connection with this project. [Vendor] agrees to obtain AAAS's written permission before using AAAS's name in connection with this project.

In addition, the funding agency/department of the federal government shall have the rights to the work as provided for under applicable federal requirements.

10. PROTECTION OF CONFIDENTIAL INFORMATION

If [Vendor] acquires any knowledge of any trade secrets or confidential matters of AAAS, [Vendor] agrees to keep secret all such trade secrets or confidential matters of AAAS and not to disclose them to anyone outside of AAAS, either during or after [Vendor]'s engagement hereunder, except with AAAS's written consent or as required by law, and to deliver promptly to AAAS, at any time AAAS may so request, all memoranda, notes, records, reports, and other documents (and all copies thereof) relating to AAAS's business which [Vendor] may then possess or have under [Vendor]'s control.

11. WARRANTIES AND INDEMNITIES

[Vendor] represents and warrants:

(a) GENERAL: That [Vendor]'s resources assigned to perform the Services have the unique training, experience, and skills necessary to perform the Services and provide the work product and related deliverables set forth in the Statement of Work, and agree to perform the Services in a professional, competent, and timely manner in accordance with all applicable laws. That [Vendor] is free to enter into this Contract and to assume the obligations herein, and is not subject to any conflicting obligations which will or might interfere with the execution and performance of this Contract; that [Vendor] has the right to grant AAAS the rights which are herein granted; that there are and will be no contingent obligations of any kind including but not limited to commissions, fees, compensation or credit not specified herein; that [Vendor] will comply with all the terms and provisions hereto; that [Vendor] has not made, and will not make, any assignment which will or might conflict with or impair the complete enjoyment of AAAS's rights hereunder; and

(b) RIGHTS: That all materials of [Vendor] hereunder will be wholly original with [Vendor], or [Vendor] has rights as necessary to use such materials under this Contract, or that such materials are in the public domain throughout the world, and will not infringe upon or violate any copyright of, or the right of privacy of, any person or entity, or constitute a libel or slander of any person or entity, and will not infringe upon or violate any other right of any person or entity; and

(c) INDEPENDENT CONTRACTOR: That insofar as AAAS and [Vendor] are concerned, [Vendor] will render Services hereunder as an independent contractor. All persons employed by [Vendor] who render Services hereunder shall be, and shall remain, employees of [Vendor] and [Vendor] will be solely and fully responsible for all customary employer obligations (including payroll, tax withholdings, worker's compensation insurance, and the like) for its employees. [Vendor] hereby agrees
to defend, indemnify and hold harmless AAAS and its affiliates, employees, representatives, directors, officials, agents and attorneys from and against any and all claims, losses, liabilities, assessments, penalties, costs and expenses (including attorneys' fees) related to or arising from any failure to make any withholdings from compensation payable to [Vendor] hereunder; and

(d) INDEMNIFICATION: To the extent allowed by applicable law, each party hereby agrees to defend, indemnify and hold harmless the other party, and such indemnified party’s affiliates, employees, representatives, directors, officials, agents, and attorneys from and against any and all claims, losses, liabilities, assessments, penalties, costs and expenses (including attorneys’ fees) related to or arising from acts, omissions, or breach of this Contract by the indemnifying party, its subcontractors, employees, or agent. In no event shall the indemnifying party, or its respective principals, members or employees be liable for consequential, special, indirect, incidental, punitive or exemplary damages, costs, expenses, or losses (including, without limitation, lost profits and opportunity costs).

(e) INSURANCE: [Vendor] warrants it has in place at the time of execution and will maintain throughout the term of this Contract (i) workers’ compensation insurance in compliance with all applicable laws and (ii) general liability insurance of not less than $2,000,000 written by an insurance company licensed to do business in the District of Columbia. Vendor agrees that it will provide evidence of coverage upon request by AAAS.

12. CONFLICT OF INTEREST

a) [Vendor] warrants that, to the best of [Vendor]'s knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational conflict of interest as defined as activities or relationships with any third party (whether a person or organization) which would cause [Vendor] to be unable or potentially unable to render impartial assistance or advice to AAAS, or [Vendor]'s objectivity in performing the work might be impaired, or resulting in an unfair competitive advantage, or that [Vendor] has disclosed all such relevant information to AAAS.

b) [Vendor] warrants that it has a conflict of interest policy in place for its employees and contractors, and that should any conflict arise under those policies which impact this Contract, AAAS will be promptly notified.

c) [Vendor] further agrees that if an actual or potential organization conflict of interest is discovered after this Contract is executed [Vendor] will make a full disclosure in writing to AAAS. This disclosure shall include a description of actions which [Vendor] has taken or proposes to take, after consultation with AAAS, to avoid, mitigate or neutralize the actual or potential conflict.

d) AAAS may terminate this Contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If [Vendor] was aware of a potential organizational conflict of interest prior to the execution of this Contract or discovered an actual or potential conflict after execution of this Contract and did not disclose or misrepresented relevant information to AAAS, AAAS may terminate this Contract for default, and may pursue such other remedies as may be permitted under this Contract or by law.

13. CERTIFICATIONS

By signing this Contract, [Vendor] certifies that to the extent applicable to the [Vendor]'s organization:

A. Debt and Debarment: [Vendor] certifies that it is not delinquent on any Federal Debt. [Vendor] certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency.

B. Lobbying:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of [Vendor], to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, load, or cooperative agreement.
If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal grant under which this subcontract is made, [Vendor] shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. Drug-Free Workplace: [Vendor] is in compliance with the Drug-Free Workplace Act of 1988 (see summary included as Attachment B).

D. [Vendor] is in compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR - Part 60), the Vietnam Era Veterans Readjustment Assistance Act of 1974 and Section 503 of the Vocational Rehabilitation Act of 1973 and also agree that these laws are incorporated herein by this reference. [Vendor] also agrees to comply with the provisions of Executive Order 13496 (29 CFR Part 471), relating to the notice of employee rights under federal labor laws.

E. [Vendor] will comply with all applicable standards, orders and regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. 1857 et seg.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seg. as amended), if the value of the Contract is over $100,000.

14. NO ASSIGNMENT

[Vendor] may not assign this Contract, in whole or in part, without the advance written consent of AAAS.

15. ENTIRE UNDERSTANDING

This Contract expresses the entire understanding of the parties hereto and replaces all former Contracts, understandings or representations relating in any way to the subject matter hereof, and contains all of the terms, conditions, understandings and promises of the parties hereto in the premises. No officer, employee or representative of AAAS has any authority to make any representation or promise not contained in this Contract, and [Vendor] acknowledges that [Vendor] has not executed this Contract in reliance upon any promise or representation not expressly set forth in this Contract.

16. ENFORCEMENT / WAIVER

The failure of either party at any time or times to require the performance of any provision hereof shall in no manner affect the right at a later time to enforce the same. No waiver by either party of the breach of any term or covenant contained in this Contract, whether by conduct or otherwise, in any one or more instances, shall be deemed to be, or construed as, a further or continuing waiver of any breach, or a waiver of the breach of any other terms or covenants contained in this Contract.

17. INTERPRETATION

If any provision of this Contract is judicially determined to be invalid or unenforceable, in whole or in part, the remaining provisions shall nevertheless be binding and enforceable and shall be enforced to the maximum permissible extent.

18. RESOLUTION OF DISPUTES / JURISDICTION / GOVERNANCE

a. The parties agree that any dispute or controversy arising out of or relating to this Contract or the performance or breach thereof which cannot be resolved at the working level shall be submitted for resolution to the AAAS Chief Executive Officer or his designate. In the event a satisfactory resolution is not reached at that level, the parties may pursue other legal remedies.

b. The parties hereby agree that such legal action shall be adjudicated before a court located in the District of Columbia and both parties hereby submit to the exclusive jurisdiction of the courts of the District of Columbia and of the federal courts in the District of Columbia with respect to any action or legal proceeding commenced by any party, and irrevocably waive any objection each party now or hereafter may have respecting the venue of any such action or proceeding brought in such a court or respecting the fact that such court is an inconvenient forum, relating to or arising out of this Agreement.

c. This Contract shall be interpreted and governed in accordance with the laws of the District of Columbia, without regard to its rules governing the conflict of laws.
19. REMEDIES

Breach of any provision of this Contract will cause AAAS irreparable injury and damage that cannot be reasonably or adequately compensated in damages in an action at law. Accordingly, without limiting any right or remedy that AAAS may have in the premises, [Vendor] specifically agrees that AAAS shall be entitled to injunctive relief to enforce and protect its right under this Contract.

[Vendor] agrees that its sole remedy in the event of any default by AAAS shall be an action against AAAS for compensation or for damages. [Vendor] agrees that it shall have no right to enjoin the production, distribution, advertising or any exhibition or other production which utilized [Vendor]’s services hereunder or to terminate or rescind any rights in [Vendor]’s work granted to AAAS hereunder.

20. CONTRACT ADMINISTRATION

The Office of Finance and Administration, AAAS, 1200 New York Ave, NW, Washington, DC 20005 has full and complete subcontract administration authority and responsibilities. All performance matters related to this contract should be addressed to the contact point identified in Section 1 of this agreement. The AAAS Contact Point is not authorized to amend or alter this Contract.

The contact for [Vendor] is [Point of Contact].

21. MISCELLANEOUS

The headings of sections in this Contract are for convenience and reference only, and they shall in no way define, limit or describe the scope hereof and will not be considered in the interpretation or construction hereof. Any term or condition of this Contract which by its nature is intended to survive the expiration or earlier termination hereof shall survive such expiration or termination and continue, thereafter, in full force and effect.

Please indicate your acceptance of and agreement with the foregoing by signing in the space provided below and initialing each page of this Contract.

[VENDOR] AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE

Signature Date
By:
Name: ____________________________
Title: _____________________________

Signature Date
By:
Name: Edward G. Derrick
Title: Chief Program Director, Center of Science, Policy, and Society Programs

Signature Date
By:
Name: Cynthia R. Robinson
Title: Director, Science & Technology Policy Fellowships
Appendix D. Sample Demographics for the 2015-16 STPF Fellows

I. Discipline of Terminal Degree

II. Career Stage Entering the Fellowship
III. Gender Statistics of Fellows Compared to STEM Workforce*

Fellows

- Male: 38%
- Female: 62%

STEM Workforce*

- Male: 54%
- Female: 46%

IV. Race/Ethnicity Statistics of Fellows Compared to STEM Workforce*

Fellows

- White: 81%
- Asian/Pacific Islander: 10%
- Black: 10%
- Hispanic: 4%
- American Indian/Alaska Native: 2%
- Other/Unknown: 2%

STEM Workforce*

- White: 69%
- Asian/Pacific Islander: 10%
- Black: 5%
- Hispanic: 6%
- American Indian/Alaska Native: 4%
- Other/Unknown: 1%