



# **Request for Proposal (RFP) Training Initiatives**

**Board of Visitors**

**May 15, 2013**

**John Higbee  
Executive Director  
Mission Assistance**



# Filling the Gaps (CNE)

## Supervisor Contracting Refresher Workshop (TTC019)

- Developed four-day workshop to refresh in:
  - ✓ Critical elements of FAR principles (e.g. roles, authority, responsibility)
  - ✓ Recent DoD Initiatives (e.g. personnel, resources, policies)
  - ✓ Managing ethical hurdles of contractors in the workplace
  - ✓ Seven Norms of Collaboration
  - ✓ Producing Brown Bag Training Sessions quickly/effectively
  - ✓ Understanding the Contractor – (e.g. capture manager/determination to compete)
  - ✓ Managing the PM/KO roles,– (e.g. teamwork, Risk Management, EVM concepts, elevator briefings)
  - ✓ BBP, automated tools/processes, use of ARRT, PBA
- Fills Post Level III gap for contracting supervisors/leaders
- Developed one day version for GOs/FOs/SESS
- Conducted faculty pilot; schedule for workforce delivery this summer



**Ericka Wilson – CM**

## Work Statement Workshop (SOO, SOW, PWS) (TTM009):

- Developed four-day workshop, incorporating a mix of instructor seminars and case-based exercises for “non-services work statements”
- Overview of the functions of Work Statements (SOWs, PWSs, SOOs) and supporting documents (e.g. WBS, CDRLs, SRD)
- Procedure for planning, developing, and writing Work Statements
- Skills information and practice, including use of the ARRT
  - ✓ ARRT, as a tool, can be used for non-services work statements as well
- Customized to use several real-life examples from the organization receiving the training
  - ✓ Makes the training real, current and relevant to the people in the workshop
- Provided four workshops to date with three more being scheduled (MCSC, NAVSUP, PEO-EIS, \*PM REF),

\*ongoing at Ft Belvoir May 13-16



**Kim Thompson - PM**



# RFP, Source Selection Training

## Source Selection (SS) Workshop (South)

Customers: Eglin AFB and Wright Patterson AFB Acquisition Centers of Excellence (ACE) to develop 3-day Source Selection Workshop

- “Hands-on” scenarios and training props to augment Air Force mandatory Phase I/II SS training.
- The workshop will be split into two teams (Lowest Price Technically Acceptable & Trade-off), Compete in a Jeopardy-like competition each day.
- Content - Pre-Request for Proposal (RFP) efforts through RFP release Receipt of Proposals, Competitive Range briefings, Interim Ratings and Evaluation Notice development, Final Proposal Revision Receipt, Source Selection Authority Decision, Contract Award, Debriefings, and Protest.
- The course is designed to be paperless and will be packaged on a self-contained DVD.
- First offering is tentatively scheduled for Memorial Day week 2013.



# RFP, Source Selection Training

## **Developing Performance Requirements for Services Acquisition (TTM 008): 1 Day (CNE)**

- Improve PWS writing proficiency and skills using the Acquisition Requirements Roadmap Tool (ARRT)
  - Do's and Don'ts of PWS development and the quality assurance surveillance plan
  - Develop effective measures (metrics) in a PWS
- FY12 - Development and Pilots offerings Completed

## **Statement of Work (SOW) Workshop (TTM 010): 2 Days (Mid-Atlantic)**

- Enables personnel to create a tailored contractual Statement of Work
  - Provides “hands-on” experience to include writing/reviewing sections of an actual Statement of Work.
- Objectives:
  - Identify "basic tenets/lessons learned/best practices" of writing a Statement of Work
  - Explain how Statements of Work are used by Program Offices and Contractors
  - Be able to convey clear, concise, consistent , un-ambiguous requirements to the contractor