

**BPA #####**

**Order #####**

## **PERFORMANCE WORK STATEMENT (PWS)**

### **Resilience Blended Distance Learning Training Course for VA Contracting Professionals (1102 series)**

#### **1.0 BACKGROUND**

##### **1.1 The Veterans Affairs Acquisition Academy (VAAA)**

1.1.1 The VAAA was created in 2008 to address the growing acquisition workforce challenge facing the Department of Veterans Affairs (VA) and the Federal Government overall. There are five (5) professional schools that belong to the VAAA: Project/Program Management School (PM School), Supply Chain Management School (SCMS), Facilities Management School (FMS), Contracting Professionals School (CPS), and Acquisition Intern School (AIS). The purpose of this PWS is to provide services for the Contracting Professionals School (CPS)

1.1.2 The VAAA mission is to provide training to selected personnel who work in and around contracting. The purpose of this requirement is to offer participants with a comprehensive integrated set of tools based on Resilience that help professionals become more effective, energize the workplace and improve employee engagement. Additionally, students will gain an understanding and knowledge of Resilience Techniques and skills and foster teamwork and VAAA organizational success.

##### **1.2 Purpose**

1.2.1 The VAAA intends to issue an order against BPA ##### to Design and Develop an eight hour blended (to include asynchronous and synchronous learning activities) distance learning course focused on the FAC-C Professional Competency of Resilience. This requirement includes the scope of instructional design, release management, content development and delivery facilitation in accordance with BPA PWS.

##### **1.3 Scope**

1.3.1. The Contractor(s) shall provide all labor, supervision, materials, equipment, and travel necessary to Design and Develop curriculum for blended distance learning course focused on the FAC-C Professional Competency of Resilience to be delivered via Blackboard Learn or Blackboard Collaborate platforms. The (8) hour course will be developed and designed to incorporate a blended learning environment consisting of virtual instructor led training methodologies. The Contractor will provide any instructional manuals and materials for the VAAA students for use in the Resilience competency based course. This would include all related services in developing training content in multiple formats or converting existing instructor-led training (ILT) or workshop materials for delivery via either Blackboard platform.

Course will focus on providing specific principles and guidelines to strengthen resilience skills. FAC-C defines resilience as “Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.”

Specifically, this PWS requires the Contractor to provide the following:  
8 hour blended distance learning training course as follows:

- a. Focused around FAC-C professional competency of resilience;
- b. Course may be broken down into multiple shorter instructor led modules vice one, eight hour module;
- c. Course shall be developed to be delivered using either Blackboard Learn and/or Blackboard Collaborate;
- d. Course shall include interactive activities to engage participants and enhance learning objectives; and
- e. Course shall include activities, exercises, and examples specific to VA contracting.

All courses will be presented to a minimum of twelve (12) students and a maximum class size of thirty (30) students.

Training Location: Delivery via either Blackboard platform.

Additionally, this will be awarded on a task order basis placed on BPA ##### a firm-fixed-price effort.

All other scope of services will be in accordance of Section 1.3.2 and 1.4 as stipulated in BPA #####

## **2.0 APPLICABLE DOCUMENTS**

Applicable Documents will be in accordance with Section 2.0 as stipulated in BPA #####

## **3.0 PERFORMANCE DETAILS**

### **3.1. Performance Period**

3.1.1 The order is being issued by VA for a four month period from the time of award. No work at a Government site will take place on Government holidays or weekends unless directed by the CO. The VA observes all Government holidays as recognized by the Office of Personnel Management (OPM) (<http://www.opm.gov/fedhol/index.htm>). The Contractor shall be available to provide the course to the VAA during the core business hours of the classroom-based course delivery location, which are Monday through Friday from 8:00 a.m. to 4:30 p.m. local time, unless otherwise approved by the CO.

### **3.2 Place of Performance**

3.2.1 Tasks under this PWS shall be performed at Contractor facilities. Performance may be authorized by the Contracting Officer's Representative (COR) at a Government location only as directed in writing by the Government.

3.2.2 Primarily, the Contractor shall develop material and deliverables at their own facilities. In these instances, the Contractor shall provide for remote collaboration with Government participants in the method proposed by the vendor. Work hours shall conform to the Eastern Standard Time (EST), to include daylight savings time adjustments. The Contractor shall provide support personnel for co-located teams at VAAA, if applicable and as specified in to the BPA.

3.2.3 If any work at the Government site is performed, performance shall not take place on Federal holidays or weekends unless authorized and/or directed by the Contracting Officer (CO). The Contractor shall refer to Title 5 of the United States Code, Section 6103 (5 USC 6103) as specified on the Office of Personnel Management (OPM) website: <http://www.opm.gov> for applicable holidays.

3.2.4 The Contractor shall abide by standards of weather related operational status as set by Ft. Detrick only for on-site services required at VAAA. The Contractor shall refer to <http://www.detrick.army.mil/> for operational status.

### 3.3 Hours of Operation:

3.3.1 Any scheduled work at the Government site and/or when Government personnel are required for performance participation shall take place within normal VAAA business hours of operation. For the purpose of onsite support, VAAA Business hours of operation are Monday through Friday, between the hours of 6:00 AM to 6:00 PM EST, excluding Federal Holidays. In instances where VAAA operational status is interrupted (e.g. inclement weather, emergencies, etc.), the Contractor shall provide alternate work sites if services can be performed off-site and without Government personnel interaction.

### 3.4 Travel

3.4.1 The Contractor shall conduct potential travel requirements required on a case-by-case basis. As a result, the Contractor shall not include costs for travel in their base hourly rates. Any travel shall be in accordance with the Federal Travel Regulations (FTR) and requires advanced approval by the COR at least 5 business days in advance; however, Contractor travel within the National Capitol Region, to include the VAAA, and local commuting area will not be reimbursed.

## 4.0 ORGANIZATIONAL CONFLICT OF INTEREST (OCI) REQUIREMENTS

Organizational Conflict of Interest Requirements will be in accordance with Section 4.0 as stipulated in BPA #####

## 5.0 SPECIFIC TASKS AND DELIVERABLES

The Contractor shall provide all tasks and deliverables described within this document and in accordance with BPA #####. All deliverables shall be submitted to the COR in accordance with the PWS and in compliance of prescribed terms in BPA ##### to include but not limited to TASKS and DELIVERABLES in Section 5 in the BPA and measured in accordance with Section 15 PERFORMANCE METRICS of the PWS in BPA ##### to meet the standards set forth in the BPA.

Unless otherwise stipulated, written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms. Written deliverables shall be submitted in electronic/soft copy using Microsoft Office-compatible products (version 2000 or later). All correspondence, submittals, and deliverables shall include the **BPA #####** and **Order #####**, contractor name, deliverable name, and period of the submittal. Deliverables shall be furnished to the CO and COR.

## **6.0 SCHEDULE OF DELIVERABLES**

The order is being issued by VA for a four month period from the time of award.

## **7.0 General Guidance**

In accordance with section 7.0 General Requirements of **BPA #####**

### **7.1 KEY PERSONNEL**

In accordance with section 7.0 General Requirements of **BPA#**

## **8.0 SECURITY**

In Accordance with Section 8.0 of **BPA #####**

## **9.0 METHOD AND DISTRIBUTION OF DELIVERABLES**

### **9.1 General:**

9.1.1 The Contractor shall deliver documentation in electronic format using Microsoft Office Suite and Adobe Postscript Data Format (PDF) unless otherwise noted in the order. Specific versions will be provided at post-award and anniversary conferences.

## **10.0 PERFORMANCE METRICS**

In accordance with section 10.0 Performance Metrics of **BPA #####**

## **11.0 FACILITY/RESOURCE PROVISIONS**

In accordance with section 11.0 Government Furnished Property of **BPA #####**