

JOINT UTILIZATION AND SHARING PROJECT MANAGEMENT, FACILITATION AND ADMINISTRATIVE SUPPORTS

The contractor's key personnel shall bring experience in working closely with the DoD-VA Joint Planning Offices as well as other DoD and VA engagements. The contractor's team shall provide integrated project management, facilitation and administrative supports to advance the goals, operations, objectives and activities of IC3.

The project management services will assist the Government in tracking and promoting the successful completion of the tasks that support successful achievement of the IC3 goals and objectives. Many of the requirements, activities, and deliverables will require coordinating an integrated, team approach with the contractor's staff, VA, DoD and their representatives, including other contract support, and internal and external stakeholders. The contractor shall perform risk analysis and management activities to ensure project success in meeting schedules and functional goals. The contractor shall provide project management support to the full IC3 committee, Executive Secretariat, WGs and subgroups, and serve as a driving force behind the group's tasks and objectives. The contractor shall coordinate task management across teams; ensure appropriate support is assigned and lead day-to-day communications across team and between Government and team. As part of this support the contractor shall identify, document, and report project and deliverable status, next steps, and dependencies as well as risks. The contractor shall propose solutions to reduce risks.

The contractor's team shall provide integrated project management and administrative supports to advance the goals, operations, objectives and activities of ICBC.

The project management services will assist the Government in tracking and promoting the successful completion of the tasks that support successful achievement of the ICBC goals and objectives. Many of the requirements, activities, and deliverables will require coordinating an integrated, team approach with other contractor's staff, VA agencies and internal and external stakeholders. The contractor shall perform risk analysis and management activities to ensure project success in meeting schedules and functional goals. As part of this support the contractor shall identify, document, and report project and deliverable status, next steps, and dependencies as well as risks.

The contractor shall provide reviews of project processes and deliverables to ensure compliance with project requirements. The contractor shall design, implement and provide project management communications, trainings, project tasks and activities. The contractor shall proactively identify risks and slippage and work with ICBC, IC3 and subordinate Work Groups and Community of Practice and the COR to design and implement a mitigation strategy. The contractor shall document these findings, recommendations and ongoing processes in weekly task trackers as well as monthly project management meetings and reports. The contractor shall design and develop story maps of key ICBC and of IC3 activities, tasks, goals and objectives. The contractor shall develop and provide performance metrics and dashboards to provide comprehensive insight into the status of project tasks. The dashboard content will also tie back to the goals and objectives of ICBC and of IC3 and demonstrate how the deliverables, tasks and action items support the goals and objectives of ICBC and of IC3. The contractor may also be asked to attend ad hoc project management meetings or provide ad hoc data calls and

documentation.

The contractor shall also identify and facilitate the use of interagency work force collaboration tools – maximizing technology and minimizing travel as much as possible. The contractor shall coordinate with VA, DoD and their representatives, including contract support.

The contractor shall provide facilitation and decision support services for both face-to-face and virtual meetings to ICBC and to IC3 and all the various workgroups and subgroups as well as to the Community of Practice. The facilitator shall enable the sharing of ideas, promote participation, enhance decision-making and manage group behavior. The facilitator shall be familiar with and promote:

- IC3 strategies, priorities and vision
- Identification and resolution of major issues and key decisions

The facilitator shall coordinate with the contractor's project management staff to document progress towards resolving major issues and making key decisions as well how those major issues and key decisions support and advance the goals and objectives of ICBC and of IC3.

The facilitator shall provide tools, visuals and graphic recording necessary for meeting facilitation. The contractor shall provide any graphic design of necessary visuals and tools.

The contractor shall work with VHA, VBA, VA Office of Policy and Planning (OPP) and, Office of the Secretary of Defense (OSD) and Military Departments to support IC3 and the workgroups and subgroups and ICBC with the following tasks:

- A. **Scheduling and Logistical Support:** Establish and coordinate schedules for ICBC and for the full IC3 committee, Executive Secretariat, IC3 Work Groups and as well as the Community of Practice work group meetings to clarify guidance and obtain input and produce results. Complete necessary preparations for different meetings, including preparation of name tags/tents and seating charts, reserving meeting space and any technological or audio visual equipment, establish agendas, take notes at the meetings, communicate the decisions to all concerned and provide ongoing follow up on actions based on the meetings' decisions.
- B. **Calendar:** Coordinate, track, edit and provide a master calendar of events – projected six months out – for all major meetings of ICBC and of the IC3, JEC, BEC, HEC, subordinate Work Groups and other major conferences (both internal and external) at which interdepartmental decisions may be presented or discussed
- C. **Pre-briefs, read ahead, agendas and meeting packages, onboarding binders and onboarding meetings;** prepare and distribute pre-meeting documents and information to all interested parties (paper and electronic as needed), including editing and preparation services and graphical design for presentations and reports. Provide guidance and support to ICBC and to IC3, IC3 workgroups and Community of Practice work group and presenters. Coordinate dry runs with briefers and committees as

needed, including face to face dry runs. Prepare onboarding binders and provide onboarding briefs.

- D. **Minutes and Due Outs:** Take and prepare draft minutes for coordination by all ICBC and IC3 presenters; provide to co-chairs for signature.
- E. **Liaison:** Serve as liaison to ICBC and to IC3 and the IC3 workgroups and Community of Practice work group as assigned: maintain awareness of the group's goals and progress in achieving them identify potential delays or conflicts with official guidance to IC3 government staff, provide regular reminders on tasks and due outs and review/edit products for quality and consistency. The contractor shall review due outs to ensure that they conform to ICBC policies, IC3 policies, procedures and MOU.
- F. **Ad Hoc Support:** Provide support to ICBC and to DoD/VA Action Offices as required for document/reports and due out completion.
- G. **Joint Strategic Plan:** Assist in the capture and drafting of the Joint Strategic Plan - planning input, reviews, graphical design and final formatting as needed.
- H. **Annual Report:** Assist in the capture and drafting of Annual Report input, reviews, graphical design and final formatting as needed.

Deliverables:

Weekly Task Trackers	Deliverable # 1
Project Management Reports	Deliverable # 2
Story maps	Deliverable # 3
Dashboards	Deliverable # 4
Ad hoc data calls	Deliverable # 5
Facilitation tools, visuals and graphic recording	Deliverable # 6
Calendar and Schedules	Deliverable # 7
Agendas, seating charts and name tags/tents	Deliverable # 8
Pre-Briefings and read-ahead material packages,	Deliverable # 9
Minutes and due outs	Deliverable # 10
Document review and preparation	Deliverable # 11
Annual Report and Joint Strategic Plan	Deliverable # 12

ENGAGEMENT AND COMMUNICATIONS

The Contractor shall:

- Provide support to IC3 and the associated subgroups and workgroups and Community of Practice in developing communications plans, messaging, and products, including design (and graphic design) of reports and communications products and materials.
- Serve as a liaison to each IC3 Work Group and CoP workgroups to help them identify key messages, stakeholders and communication medium.
- Plan for communications around important efforts while also finding opportunities to merge and integrate messaging.
- Track, manage and facilitate approval, production and distribution of communications by researching and then working through existing DoD and VA communications channels (including the relevant DoD and VA Public Affairs Offices).

Deliverables:

Communications Plan for IC3 and its Work Groups	Deliverable # 13
Develop outreach materials to include: Generic IC3 briefing, Cabinet Reports, Speaking Engagement schedule, Talking Points, promotional material for CoP/Co-Lab	Deliverable # 14
Support report and presentation development for Metrics, TTC, and other Work Groups and Subgroups and CoP workgroups as needed	Deliverable # 15
Support development of internal communications (emails, meeting materials, etc.)	Deliverable # 16
Create basic materials for external communications (press release, external Web content, etc.)— Deliverable	Deliverable # 17