

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



CONTRACTS & PROCUREMENT

SCOPE OF WORK
LEADERSHIP & MANAGEMENT TRAINING |
WOMEN'S MENTORSHIP PROGRAM

OVERVIEW

The Department of General Services (DGS) is seeking a qualified certified Small Business Enterprise (SBE) Contractor to (1) develop a Women's Leadership and Management curriculum tailored to DGS women employees, and (2) facilitate the Leadership and Management training sessions, as part of DGS' Women's Mentorship Program. The audience for each training session will be approximately ten (10) DGS women employees ("participants"), who have been identified as prospects to move into leadership positions in the near future.

The Contractor shall provide all management, expertise, supervision, labor, administrative support, materials, tools, parts, supplies, equipment, and transportation necessary to effectively and efficiently fulfill the requirements of this Scope of Work.

GENERAL SCOPE OF WORK

The Contractor shall develop a hands-on curriculum and conduct leadership and management training sessions for women in government to selected DGS employee participants, as part of the Women's Mentorship Program.

During the trainings, the awarded Contractor shall assess the needs of the participants and, where possible, adjust the curriculum to address areas that need further development.

The curriculum and training sessions shall include at minimum, the following topics:

- Strategic Leadership vs Tactical Management
- Project/Task/Time Management
- Individual Development Plan
- Communication Skills (written and verbal), including Negotiation Skills
- Leading Change

The curriculum shall be designed to help participants:

- Increase their understanding of the various models of leadership, and discern how gender and culture can be applied in the development of their leadership vision.

- Identify their leadership strengths and practice applying them across their current and future organizational responsibilities.
- Practice giving and receiving feedback and how to successfully lead through difficult situations.
- Develop strategies and skills to build and maintain mutually challenging and supportive relationships with other leaders – male and female.
- Establish strategies for resolving problems and managing conflict.
- Create an individual development plan to realize their leadership potential.

Program should be delivered in facilitated discussions with program participants. Program elements shall include but not limited to: lectures, guest speakers (if possible), group discussions, real work situations applications, self-reflection, and role playing. Teaching materials shall include but not limited to: reflective questions, case studies, suggested reading materials, and other teaching and learning aspects.

DELIVERABLE LIST

1. Provide a written detailed individualized learning plan curriculum tailored to each participant based on assessments.
 - a. Present curriculum to the Executive Team Liaison for review and feedback
2. Facilitate 4 to 6 women's leadership and management training sessions consisting of not less than 24 hours total over a period not to exceed four (4) months, or such timeline as proposed by the awarded Contractor, including:
 - a. Participant's list and agenda for each training session
 - b. Summary of each training session
 - c. Description and sample of training materials
 - d. Listing of proposed guest speakers

CONTRACTOR QUALIFICATIONS & REFERENCES

The Contractor shall have the following:

- Proven track record of developing training sessions for women or other executives in leadership and management.
- 15+ years of professional experience in the fields of leadership and management development.
- Degree or certification in organizational management or coaching
- At least three (3) references from projects similar in size, application and scope of work; and a brief description of implementation (including location and year). DGS reserves the right to request and check additional references.

PERIOD OF PERFORMANCE

From issuance of Award/NTP to September 30, 2017.

CONTRACT TYPE

This is firm-fixed price award.

INSTRUCTIONS TO BIDDERS

Due Dates

- 1) Pre-Proposal Conference Date: A Pre-Proposal conference shall be held in the 2nd floor “Community Room” at the Reeves Center, 2000 14th St. NW, Washington, DC 20009, Monday, June 12, 2017 at 11:00 a.m.
- 2) Questions Due Date: All questions concerning this SOW shall be submitted electronically by Tuesday, June 13, 2017 to: Brian Carter, Contract Specialist, via email at brian.carter@dc.gov. All answers to questions shall be provided by form of Addendum to interested Bidders.
- 3) Proposal Due Date & Time: Proposal shall be submitted electronically by 12:00 p.m. on Thursday, June 22, 2017 to: Brian Carter, Contract Specialist, via email at brian.carter@dc.gov.
- 4) Presentation Date & Time: Presentations shall be held on Wednesday, June, 28, 2017 at 10 a.m. in the 2nd floor “Community Room” at the Reeves Center, 2000 14th St. NW, Washington, DC 20009.

Note: Contracts shall be awarded immediately following the final presentation. Contractors are strongly encouraged to be present for contract award and feedback.

Proposal Requirements

Proposal shall comply with all below requirements:

- 1) Bid Form: Bid Form (Attachment B) shall be submitted on time by the Due Date and shall not be altered by the Bidder(s).
- 2) Tax Certification Affidavit: Each Bidder shall submit a completed and typed Tax Affidavit (Attachment C). In order to be eligible for this procurement, Bidders must be in full compliance with their tax obligations to the District of Columbia government.
- 3) Proposal page count shall not exceed 15 pages. (Total package submittal page count)

Presentation Requirements

Presentation shall comply with all below requirements:

- 1) Presenters shall have all materials required to present upon arrival.
- 2) Presentation shall not exceed five (5) minutes.
- 3) Presentation breakdown shall include; Brief Introduction, Qualifications for Project, Pricing, and possible District Resident inclusion.
- 4) Presenters shall have 20 copies of the presentation for Judges Panel.
- 5) Presenters shall have no more than one (1) minute to provide Judges Panel with presentation materials prior to presentation.
- 6) Presenters shall prepare for follow-on Q/A (Question and Answer) with Judges Panel.

EVALUATION

All awards are based on the contractors' qualifications and presentation.

**Note: Contracts shall be awarded immediately following the final presentation.
Contractors are strongly encouraged to be present for contract award and feedback.**

PROJECT MANAGER/COTR

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