

Statement of Work for SkillPath

GENERAL

I. Purpose:

The purpose of this Statement of Work (SOW) is to obtain a yearly subscription for customized instructor-led training that will provide employees training for all SkillPath courses. SkillPath Unlimited + Live Annual Pass and Diversity, Equity, and Inclusion in the Workplace allows interactive eLearning courses, on-demand video courses, personalized learner dashboard, instructor-led virtual seminars, and continuing education credits.

II. Scope or Mission:

The scope for this request is to procure yearly subscription with a limited quantity of keys allowing OFM to access SkillPath's site to conduct various training. OFM can transfer training keys from one employee to another without any additional cost incurred. Each employee will submit an approved SF-182 training request form before participating in training. Upon completion of training the employee will notify the Training Official who will then certify completion of training by completing the final signature on the form. The employee must notify their training official and supervisor if they no longer need their access key to SkillSoft's site. This will allow other employees not on the original subscription list to have access to conduct their specific trainings(s).

III. Period and Place of Performance

The period of performance for scheduling group training will be from the date of award through one year. Training sessions will be held virtually as requested by OFM senior staff.

IV. Background:

OFM HQ is planning to conduct group training for our managers and employees. The need for this SOW is that the total cost of the group training is above the micro-purchase threshold to be paid on a Government Purchase card. Obtaining a subscription will also provide multiple employees with a library of various trainings at a reduced cost to OFM.

V. Performance Objectives

The activities required under this SOW are as follows:

CLIN: 001 OFM Group Training:

1. Deliver one year group training classes for employees. Allow employees unlimited access to SkillPath training courses on their site. Ensures that each employee can fulfill their training needs for their day-to-day work duties as well as develop existing new skills.

VI. Operating Constraints

All training is conducted virtually over Microsoft Teams.