

**STATEMENT OF WORK**  
**Mentor Facilitator for the Acquisition Professional Career Program and**  
**Education, Development, Growth and Excellence Program**

**1.0 GENERAL**

**1.1 BACKGROUND**

The Office of the Chief Procurement Officer has developed an Acquisition Professional Career Program based on the Defense Acquisition University (DAU) competency model. The participants in this three-year program are competitively selected and are classified a acquisitions career field. OCPO has identified areas of study that are now required for career placement and advancement in the 1102 Contract Specialist, 0801 System Engineers, 0343 Program Manager, and Procurement Technician job series. The developmental curriculum for this program both prepares program participants to obtain a Federal Acquisition Certification in Contracting (FAC-C) as well as satisfy the Office of Personnel Management requirement for promotion to the GS-12. In addition to the technical acquisition training, under the Office of Chief Human Capital office Pathway hiring authority all participants are required to have a formal mentor. The mentor plays a crucial role in the acquisition career professionals' development. To ensure the mentor/mentee relationship is progressing toward and meet the Acquisitions Professional Career Program requirements, a formal mentor training workshop is provided to guide and develop professional growth.

With these issues in mind, OCPO implemented the Education, Development, Growth and Excellence (EDGE) Mentoring Program to integrate a mentoring culture throughout the entirety of the DHS acquisition community to leverage the talent and skills of its diverse workforce. This mentoring initiative is intended to enhance learning experiences through the sharing of best practices, business perspectives, strategic knowledge and skills across all Component organizations.

The purpose of the EDGE program is to develop a network of enabling relationships that facilitate workforce engagement, successful operational execution, and refined acquisition processes across the Department – career fields, grade levels, components, and geographic regions. The desired results is to build a healthy, engaged, and effective workforce, and strengthening the retention of skilled employees at DHS OCPO. In addition, mentors will have an opportunity to leave their legacy and build the next generation of leaders.

**1.2 OBJECTIVE**

The objective of this requirement is to obtain Blanket Purchase Agreement (BPA) for a Mentor Facilitator to provide meetings with mentors/proteges training, progress reviews, developmental activities, networking opportunities, behavioral assessments, mentoring forums for the EDGE Mentor Program and conduct mentor workshop training for each APCP cohort throughout the life cycle of the Acquisition Professional Career Program.

The purpose of the training workshop is to develop a relationship between the mentors and mentees in order to provide guidance, support and learning experiences for the participants' personal and professional growth. Providing this training for the participants ensures that they receive knowledge, experiences and interpersonal communication skills from senior leadership in the Acquisition workforce. The mentor/mentee relationship is intended to help the participants gain technical experience and leadership skills. The mentor training workshops will help the participants understand the organizational culture and structure of DHS and the Federal Government. The knowledge to be gained from the mentor/mentee relationship is essential to the participants' professional success and critical to his or her professional development.

### **III. REQUIREMENTS**

The APCP Program is projected to start three cohorts per FY. The Mentor Facilitator must be able to conduct all workshops and training virtual and /or in-person, not to exceed more than five group sessions (three mentor/mentee group sessions, one mentor only session and one mentee only session per cohort and one online behavioral assessment task requirement. The Mentor workshop training will provide the following:

- Meet & Greet which includes a Speed Mentoring
- Web Based Tool/Website/Data Repository
- Online behavioral assessment
- Kick off orientation and behavioral assessment review
- Mid-point energizer mentor only
- Midi-point energizer mentee only
- End of program review and Evaluation

- Communications Skills and Problem-solving Model
- Program Policies, Resources, Evaluation and Mentor Agreement
- Provide written mentor/Mentee agreement form

Provide Midpoint facilitation mentor/mentee session  
Training shall offer practical application-oriented instruction for the adult learner.

Training shall be held between 8:30 am and 5:00 pm Eastern Standard Time (EST). The scheduling of workshops must comply with the Federal Government holiday schedule.

Each APCP cohort will be provided virtual and/or in-person mentor training which will be conducted in four-part sessions: initial Meet and Greet with a speed mentoring session not to exceed 4 hours, online behavioral assessment approved by the program office, 4 hour kick off virtual and/or in-person training work shop and review of the behavioral assessment, and a 4 hour mid-cycle training session and final 4-hour end of program evaluation session.

Workshop shall include practical, group, and self-directed techniques to accelerate the transfer of knowledge and technology from theory to practice.

Each workshop training must accommodate up to fifty participants. A maximum of twenty-five APCP participants per workshop training and one mentor per participant.

Each EDGE Mentoring program is projected to start one cohort per FY and Participants will be provided mentor training which will be conducted in Four-part sessions: initial orientation session not to exceed 2 hours, three training sessions, three assessments, DISC Behavioral Tool - DISC, Emotional Quotient (EQ) and Workplace Motivators, a program kick off orientation, a mid-point energizer session and end of program evaluation session and shall include:

Program Policies, Resources, Evaluation and Mentor Plan Agreement

Recruitment Process

Selection Process

Orientation

- Initial meet and greet Trainer Introduction

- Types of mentoring Relationships

- Mentoring process

- Importance of mentoring

Roles of Mentors and Mentee

- Characteristics of a Protégé

- Characteristics of a Mentor

Matching Process

- Matching Criteria

- Re-matching process

- Written mentor/Mentee agreement form

Mentor/Protégé Training

- Meetings with Mentors/Proteges

- Program Reviews

- Mentoring Action Plans

Midpoint facilitation mentor/mentee session

- Program Kick-Off

- Mentoring Forums

Developmental Activity Recommendations

- Networking Opportunities

- Stretch Goals and Assignments

Behavioral Assessments and Reports

Mentoring Resources

Virtual Learning Platforms

Web Based Tool/Website/Data Repository

- Tracking, Storing, Retrieving Data and Materials

End of Program Review and Celebration

Training shall offer practical application-oriented instruction for the adult learner.

Training shall be held between 8:30 am and 5:00 pm Eastern Standard Time (EST). The scheduling of workshops must comply with the Federal Government holiday schedule.

Each workshop training must accommodate up to one-hundred participants per workshop.

Workshops shall include mentoring resources to include protégé and mentor development activities, practical, group, and self-directed techniques to accelerate the transfer of knowledge and technology from theory to practice.

At the end of each training workshop, the contractor shall provide each participant a means of providing a written assessment on the quality of the activity. All participant assessments shall be provided to the Government within two weeks of event completion.

Providing this training for the Acquisition Professional Career Program and EDGE Mentoring Program participants ensures that they receive knowledge, experience and interpersonal communication skills from senior leadership in the Acquisitions Workforce that is critical for professional development. The Mentor training workshops will help the APCP and EDP participants to understand the organizational culture, structure, as well as maintain organizational knowledge and skills.

### **1.3 CONTRACTOR PERSONNEL**

#### **1.3.1 Designated Point of Contact**

The contractor shall provide an individual to serve as the company's point of contact (POC) for such purposes as scheduling activities, resolving issues, etc. This individual shall be available to the COR between the hours of 8 am and 5 pm EST, Monday through Friday, and shall respond to a request for discussion or resolution of technical problems within 24 hours of notification. The contractor shall provide periodic contact via phone calls or meetings with the DHS Acquisition Professional Career Program and EDGE Mentoring Program managers.

#### **1.3.2 Qualified Personnel**

The contractor shall provide qualified personnel to perform all requirements specified in this PO.

#### **1.3.3 Employee Identification**

Contractor employees visiting government facilities shall wear an identification badge that, at a minimum, displays the contractor name, the employee's photo, the employee's name, clearance level, and badge expiration date. Visiting contractor employees shall comply with all government escort rules and requirements. All contractor employees shall identify themselves as contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.

#### **1.3.4 Key Personnel**

No personnel will be designated as *Key* by the government under this PO.



### **1.3.5 Security**

Contractor access to classified information is not required under this PO.

## **2.0 GOVERNMENT FURNISHED RESOURCES**

The government will provide access to all appropriate data and employee information/personnel data relevant to fulfill this Statement of Work.

## **3.0 CONTRACTOR FURNISHED PROPERTY**

The contractor shall furnish all, materials, equipment, and services necessary to fulfill the requirements of this PO.

## **4.0 REQUIREMENTS**

### **4.1 Specifications**

**4.1.1** The purpose of the training workshop is to develop relationship between mentors and mentorees in order to provide guidance, support and experience for the participant personal and professional growth. The APCP Mentor program goal is to acclimate participants into the government and DHS acquisition community, help individuals learn the unwritten rules, cultural norms, and political savvy within DHS and the Acquisition Workforce. To increase commitment and a sense of connection, strengthen communication and collaboration across business lines and units.

This relationship is intended for the EDGE Mentoring Program participants gain technical experience, leadership skills and knowledge of the DHS and the federal government structure and culture from senior program managers that is essential for his or her professional success.

**4.1.1** Training must offer practical application-oriented instruction for the adult learner.

**4.1.2** Training must be held between 8:30 a.m. and 5 p.m.

**4.1.3** Scheduling of activities must comply with the federal government holiday schedule.

**4.1.4** The training workshop will be offered as a part of the Acquisition Professional Career Program and the Education, Development, Growth and Excellence Program. Each APCP cohort will be provided mentor training which will be conducted in five part sessions: initial Meet and Greet introductory session not to exceed 4 hours, a behavioral assessment, Kick off orientation and behavioral assessment review, Mid-point energizer mentor only, Mid-point energizer mentee only, and End of program review and Evaluation. Each EDGE Mentoring program is projected to start one cohort per FY and Participants will be provided mentor training which will be conducted in Four-part sessions: initial orientation session not to exceed 2 hours, three training sessions, three assessments, DISC Behavioral Tool - DISC, Emotional Quotient (EQ) and Workplace Motivators, a program kick off orientation, a mid-point energizer session and end of program evaluation.

**4.1.5** Activities will include experiential, group, and self-directed techniques to accelerate the transfer of knowledge and technology from theory to practice.

**4.1.6** Each activity for APCP must accommodate up to 50 participants and 100 for EDGE Mentoring Program.

**4.1.7** the APCP mentor agreement will be explained and reviewed in the kick-off orientation, and simple copy in the contractor presentation materials.

**4.1.8** At the end of each training workshop, the contractor shall provide to each participant a means of providing a written assessment on the quality of the activity. All participant assessments shall be provided to the government within two weeks of event completion.

## **4.2 Program Requirements**

**4.2.1** Training workshop are to begin within 90 days of a participant's entry into the Acquisitions Professional Career Program in order to establish an early foundation for the mentoring process.

**4.2.2** Training workshop should be able to be conducted virtually and/or in-person.

## **4.3 FACILITATOR QUALIFICATION REQUIREMENTS**

**4.3.1** Event facilitators must hold a minimum of an undergraduate degree in the subject matter they are teaching.

**4.3.2** Facilitators must have significant real-world experience in organizational development, training and mentoring in order to enhance the learning experience of the students.

**4.3.3** Facilitators must have a minimum of three years experience in the course they are teaching and must employ adult learner-based communication techniques.

**4.3.4** Facilitators must be present during the entire class session.

## **4.4 CONTRACTOR DELIVERABLES**

**4.4.1** The contractor shall conduct an individual DISC assessment and evaluation for each participant in the program to be provided at the final training workshop.

**4.4.2** The contractor shall provide each APCP participant with a mentoring agreement form at the end of the second event.

**4.4.3** The contractor shall provide APCP program manager's copies of employee evaluations within two weeks of the end of each event.

**4.4.4** The contractor shall provide suggestions for improvement of event delivery, content, etc., within two weeks of the end of the activity.