



STATEMENT OF WORK

Federal Human Capital Collaborative Membership

1.0 GENERAL

1.1 BACKGROUND

The Department of Homeland Security (DHS), Office of the Chief Human Capital Officer (OCHCO) faces major challenges that make it imperative to implement a comprehensive and robust plan for the recruitment and retention of highly talented federal personnel. Secretary Mayorkas and Acting Deputy Secretary Canegallo have made employee morale and engagement a top priority. The Department is committed to improving employee morale and innovation, and utilizing resources that will provide leadership throughout the Department additional tools to improve employee engagement and morale. Given the complexity of the DHS mission, DHS Human Capital Officers and Leadership must engage a variety of highly developed initiatives and forums. To that end, OCHCO's Office of Learning, Education, and Development Strategy (LEADS) has identified a mission need for a collaboration that utilizes a community of active federal managers and federal human resource (HR) professionals that can identify cross-cutting challenges and work collaboratively and systematically to solve them, and to participate in research, shared practices, and devise government-wide strategies to address critical challenges. Having other federal agencies participate in research, discuss shared practices, and devise government-wide strategies will help DHS Human Capital Officers, leadership, and HR personnel to address the challenges that are identified as most critical to recruit and retain highly talented personnel.

1.2 SCOPE

DHS LEADS is seeking a membership for services that provides access to research on management challenges and advocate for regulatory and legislative reforms that will strengthen the civil services. Membership will also assist HR with the development of HR leaders, tools to recruit and retain critical talent, and collaboration opportunities with human capital leaders, experts, and other federal agencies to identify challenges and solutions.

1.3 OBJECTIVE

DHS LEADS will obtain a membership to acquire an extensive array of strategic research, executive education, on-site briefings, support, and tools designed to assist HR leaders with managerial, communications and decision-making challenges. The contractor shall provide DHS with the knowledge, skills, and abilities to effectively recruit using innovative and proven strategies. The expected and/or ultimate outcome is the accession of highly talented personnel.

2.0 SPECIFIC REQUIREMENTS/TASKS

2.1 TASK ONE

The contractor shall provide LEADS with an annual membership that provides research on management challenges, assistance to DHS and its Components to help them apply solutions, and advocates for regulatory and legislative reforms that will strengthen the civil service. The contractor shall provide an active community of federal senior leadership, federal managers, and federal human resource professionals that will identify cross-cutting challenges and work collaboratively and systematically to solve them on behalf of our nation.

The membership provides senior leaders, federal managers, and executives with a shared commitment to steward enterprise-wide human resources management. The contractor shall offer a set of unique services, trainings, and tools designed to assist human resources leaders with their most pressing managerial, communications, and decision-making challenges.

The contractor shall provide the following benefits through membership:

- Opportunity to nominate and up to 12 HR staff members to each of two HR Leadership development programs during the membership term – a professional development program for high potential federal HR professionals (GS 9 – 12). Selected leaders will meet in a facilitated peer-exchange environment and may also engage in cross-agency team learning activities between meetings.
- Provide five (5) leaders with access to a 360 assessment. This includes the opportunity for leaders to take this comprehensive, multi-rater assessment and receive a 90-minute one-on-one coaching session with a coach.
- Collaboration with the contractor and other federal agencies to attend quarterly meetings with human resources leaders (from other federal agencies) to identify critical issues, highlight best practices, facilitate problem solving and develop strategies to effect change across government. Designed for chief human capital officers, deputy chief human capital officers and HR directors.
- Online access to a resource for building cultural engagement for employee engagement coordinators.
- Opportunity to shape a research project with contractor focused on questions of interest to chief human capital officers and HR directors.
- Participation in a network of HR professionals that convenes regularly to share cross-agency challenges, promising practices, and strategies for using internships and fellowships to build diverse talent pipelines, or similar services to promote diverse talent pipelines.
- Collaborate with the contractor and other members of federal agencies to influence the agenda for regulatory and legislative reforms; and to develop and enhance the federal HR profession.
- Receive regular updates from the contractor on its work and programs, as well as updates on trends, events, and other issues within the federal government.

3.0 OTHER APPLICABLE CONDITIONS

3.1 SECURITY

Contractor will be required to have access to unclassified and sensitive but unclassified information. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination.

3.2 PERIOD OF PERFORMANCE

The period of performance is one year from the date from the Task Order award, base, and Three (3) option years for a total contract value of \$123,916.10.

3.3 PLACE OF PERFORMANCE

The primary place of performance will be the contractor's facilities with potential visits to the Department of Homeland Security at 6595 Springfield Center Dr, Springfield, VA 22150.

3.4 TRAVEL

Contractor travel shall not be required for this requirement.

3.5 POST AWARD CONFERENCE

No post award conference is required as this is a membership.

3.6 Utilization Reports

The contractor shall provide quarterly utilization reports to the Contracting Officer's Representative (COR).

3.6.1. GENERAL REPORT REQUIREMENTS

The contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 10 and 11 Microsoft Office applications).

3.7 SECTION 508 COMPLIANCE

Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998 (P.L. 105-220) requires that when Federal agencies develop, procure, maintain, or use electronic and information technology (EIT), they must ensure that it is accessible to people with disabilities. Federal employees and members of the public who have disabilities must have equal access to and use of information and data that is comparable to that enjoyed by non-disabled Federal employees and members of the public.

All EIT deliverables within this work statement shall comply with the applicable technical and functional performance criteria of Section 508 unless exempt. Specifically, the following applicable EIT accessibility standards have been identified:

3.7.1 Section 508 Applicable EIT Accessibility Standards

36 CFR 1194.21 Software Applications and Operating Systems, applies to all EIT software applications and operating systems procured or developed under this work statement including but not limited to

GOTS and COTS software. In addition, this standard is to be applied to Web-based applications when needed to fulfill the functional performance criteria. This standard also applies to some Web based applications as described within 36 CFR 1194.22.

36 CFR 1194.22 Web-based Intranet and Internet Information and Applications, applies to all Web-based deliverables, including documentation and reports procured or developed under this work statement. When any Web application uses a dynamic (non-static) interface, embeds custom user control(s), embeds video or multimedia, uses proprietary or technical approaches such as, but not limited to, Flash or Asynchronous Javascript and XML (AJAX) then 1194.21 Software standards also apply to fulfill functional performance criteria.

36 CFR 1194.24 Video and Multimedia Products, applies to all video and multimedia products that are procured or developed under this work statement. Any video or multimedia presentation shall also comply with the software standards (1194.21) when the presentation is through the use of a Web or Software application interface having user controls available.

36 CFR 1194.31 Functional Performance Criteria, applies to all EIT deliverables regardless of delivery method. All EIT deliverable shall use technical standards, regardless of technology, to fulfill the functional performance criteria.

36 CFR 1194.41 Information Documentation and Support, applies to all documents, reports, as well as help and support services. To ensure that documents and reports fulfill the required 1194.31 Functional Performance Criteria, they shall comply with the technical standard associated with Web-based Intranet and Internet Information and Applications at a minimum. In addition, any help or support provided in this work statement that offer telephone support, such as, but not limited to, a help desk shall have the ability to transmit and receive messages using TTY.

3.7.2 Section 508 Applicable Exceptions

Exceptions for this work statement have been determined by DHS and only the exceptions described herein may be applied. Any request for additional exceptions shall be sent to the COTR and determination will be made in accordance with DHS MD 4010.2. DHS has identified the following exceptions that may apply: 36 CFR 1194.3(b) Incidental to Contract, all EIT that is exclusively owned and used by the contractor to fulfill this work statement does not require compliance with Section 508. This exception does not apply to any EIT deliverable, service or item that will be used by any Federal employee(s) or member(s) of the public. This exception only applies to those contractors assigned to fulfill the obligations of this work statement and for the purposes of this requirement, are not considered members of the public.

4.0 GOVERNMENT TERMS & DEFINITIONS

COR – Contracting Officer’s Representative
DHS – Department of Homeland Security
OCHCO – Office of the Chief Human Capital Officer
HCS – Human Capital Services
SOW – Statement of Work
HR – Human Resources

5.0 GOVERNMENT FURNISHED RESOURCES

The Government will not furnish any resources to the Contractor in support of this contract.

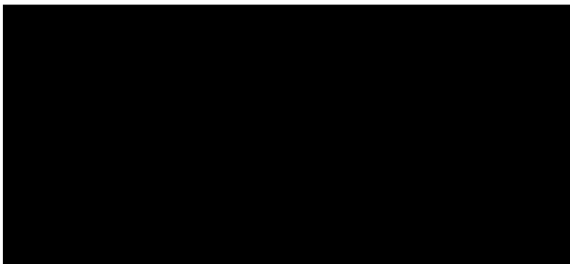
6.0 CONTRACTOR FURNISHED PROPERTY

The Contractor shall furnish all facilities, materials, equipment, and services necessary to fulfill the requirements of this contract, except for the Government Furnished Resources specified in SOW 2.0 and SOW 6.0.

7.0 DELIVERABLES

ITEM	SOW REFERENCE	DELIVERABLE / EVENT	DUE BY	DISTRIBUTION
1	3.6	Mandatory Utilization Reports	Quarterly	PM COR CO

8.0 CONTRACTING OFFICER'S REPRESENTATIVE (COR)



Signature:

