

FEDERAL ACQUISITION INSTITUTE



FAI Industry Day

Wednesday, November 7th, 10:00am–12:00pm, 1pm-4:00pm
GSA Headquarters Building, 1800 F St. NW

Meeting Minutes

FAI Industry Day Welcome

- Donna Jenkins, Director, FAI welcomed guests and thanked everyone for coming. Thanked FAI staff for their hard work and effort on the strategic sourcing initiative and invited vendors to help provide FAI with good strategy going forward.

The following notes follow the Industry Day PowerPoint Presentation slides:

Slides 2-4: Agenda, Disclaimer, Rules of Engagement

- FAI will be providing guests with a lot of information during the session and worked very hard to put Industry Day together.
- Donna introduced the FAI team members one at a time. By emphasizing her small team, Donna underlined for vendors the importance of their partnership in delivering products.
- Industry Day will provide an overview of FAI, an introduction to the Federal Acquisition Counsel on Training (FACT), an opportunity to hear from contracting, a discussion about training standards, and finish with projected milestones and administration enhancements.
- FAI wants vendor feedback. It will hold a second event prior to proposal submission. Right now, FAI is in the early planning stages of this initiative and wants to hear from vendors.
- In terms of the rules of engagement, Donna asked all guests to hold questions until the end. Also emphasized that FAI is not here to discuss contracting parity, the session will stick to the content.
- All one-on-one meetings are booked for the afternoon and FAI asked that vendors stick to the allotted 15 minutes. There will be more opportunities to sit down with FAI at the next Industry Day.

Slide 5: FAI Overview

- Donna hopes that vendors have seen a lot of positive, progressive changes out of FAI in the last two years. Her Deputy says “this is the new FAI” and she believes that FAI’s efforts and collaboration prove that.
- It has never been more important for the federal government to provide sustained investments.

Slide 6: Statutory Requirements

- FAI has 12 statutory requirements.
- The FAI Improvement Act added two new pieces to the statutory requirements, as highlighted on the slide.
- FAI has a much broader set of responsibilities than just buying trainings, which is important to note.

Slide 7: Key Stakeholders

- The individuals in the federal workforce are FAI’s primary concern but the organization has many others to report to, as seen on the slide.
- FAI does a majority of its work with Acquisition Career Managers (ACMs) from each agency to provide the best support it can for the procurement workforce. It is important for FAI to rely on the collaborative nature of the organization and leverage community resources in order to meet responsibilities.

Slide 8: Interagency Working Groups

- FAI gets regular input into its various initiatives. It holds bi-monthly meetings with ACMs, in addition to providing development and training initiatives and assistance with human capital planning. Donna introduced Ben Eng, the FAI team member responsible for human capital initiatives.

Slide 9: Current FAI Staff

- The slide shows FAI’s small team. The organization is looking to expand in its learning division, plus it still has a few vacancies. FAI is a lean machine with a big mission.

Slide 10: Tools and Technology

- FAI continues to enhance its capabilities to communicate with the workforce. FAI is looking at social media capabilities and more collaborative tools.
- FAITAS is a very robust workforce management tool. FAI is launching new modules in that tool all the time. At present, the workforce can already register for training, monitor continuous learning, and manage certifications through the systems.
- A FAITAS dashboard is coming soon, which will allow an agency view of the workforce and make agencies better able to forecast training needs. It will also allow for a federal-wide view of training needs for all of us.
- FAI webcast services have also enabled acquisition brown bags, often on short notice, with the workforce.

Slide 11: Customer Base

- FAI's customer base consists of 23 of the 24 agencies. DAU takes care of DoD.
- FAI also supports the small agency council; there are 99 federal agencies government-wide that make up the small agency council. FAI continues to develop methodologies to assist them so they may take advantage of FAI's capabilities.

Slide 12: Federal Acquisition Counsel on Training (FACT)

- FACT was launched in July of this year. The goal was to optimize training efficiencies and standardize training across agencies.
- One goal was to strategically source acquisition training, which is why vendors are here today. The FACT is looking at course development and plug and play capabilities to promote consistency across agencies.
- Would also like to promote awareness and synergy between agencies, which has historically been an issue. The FACT does this by sharing ideas and communicating best practices.
- The FACT will establish a Subject Matter Expert (SME) cadre across the agencies to assist in the course development initiative.
- FACT also hopes to utilize FAITAS as the official registration system and help the vendor community by standardizing course surveys and evaluations through FAITAS. Course completion surveys will be in FAITAS, so vendors will no longer have to send those out manually.
- The FACT group meets monthly and has already been busy with many new initiatives.

Slide 13: FAI Training

- Last year in FY12, FAI offered 141 classroom courses in four locations, as seen on slide. This year in FY13, FAI will offer 121 courses. This is a reduced number of classroom courses, as three of those courses were moved to online delivery.
- FAI provides supplemental training to agencies; agencies are responsible for certifying their workforce but FAI provides training courses to meet some of the agency demand.
- FY13 trainings have also added locations for a total of 10 training locations nationwide.

Slides 14 & 15: FY14 Estimates, Courses Deployed

- Estimates on slide- the first set of numbers represents what FAI is purchasing, the second set of numbers represents what the agencies project that they will purchase.
- Mostly online courses were deployed in FY12 and FY13. Not all these courses have been developed by FAI. Agencies sometimes take the lead on training but want it posted.
- FAI launched FCN 111, 112, 113.

Slides 16 & 17: FY13 FAC-C

- FAI is trying to work through DAU and the civilian curriculum issue, awaiting the policy.
- FAI is receiving lots of requests for distance learning opportunities, due to travel budgets.

Slide 18: Tentative FY14 FAC-C

- Deployment of one new online module.
- Deployment of FCN 190, which is a FAR basics course.
- There will only be one choice for FAC-C Level 3, FCN 360.

Slides 19 & 20: FY13 and FY14 COR Training

- FY13 COR certification went to a three-tiered standard last year. COR level 1 will consist of a classroom course plus online courses; level 2 will consist of FCR 201 in the classroom or the online CLC 222 course; level 3 will have multiple choices.
- FY14 COR will tentatively leave level 2 and level 3 trainings the same, changing only level 1.

Slides 21 & 22: FY13 and FY14 PPM Training

- FAC-PPM still remains at the competency based level. It varies among providers.
- Requires 112 entry hours; 88 mid-level hours; 112 hours at the senior level.
- FY14 FAC-PPM proposed new competency model is at OFPP now. It proposes 90-120 hours for each level- entry, mid and senior. This effort included collaboration with all agencies and competency has been proposed to OFPP.

Slide 23: Strategic Sourcing Initiatives

- FAI will have two separate contracts: training delivery and curriculum development.
- Training delivery will be supplemental training for the agencies. The annual spend for the agency is estimated at 5 to 8 million.
- FAI develops training, most recently online trainings, based on need, new initiatives, and laws. FAI believes the annual spend for its training development is between 2 and 5 million. The spend for the 23 CFO Act agencies is also between 2 and 5 million, but FAI suspects it is actually greater.

Slides 24-27: Proposed Acquisition Strategy

- GSA Contracting is trying to determine what vehicle should be in place to enable FAI to do their mission.
- There will be a training delivery contract with a multiple award IDIQ with a base and four one-year options.
- FAI requirements will encompass the minimum purchase and will include a centrally managed ordering process and FFP orders. See slide for proposed type of orders.
- FAI is looking at potential set asides for the COR courses and electives.
- The final elective course list is still to be determined but FAI estimates it will be between 30-50 courses. This number depends on review of FY11 and FY12 data.
- The training development contract will be a multiple award IDIQ contract with a base and four one-year options.
- FFP orders include course development efforts for classroom and online training.
- FAI is aiming for March 2013 for the training delivery solicitation, with a June award.
- FAI is aiming for June 2013 for the training development solicitation, with a September award.
- FAI will be asking for maximum competition and give vendors plenty of time to put together quality packages. As things are still in the early planning phases, details are subject to change.

Slide 28: Training Standards

- FAI has made it a priority to standardize development and delivery requirements.
- Training is a competency-based process, with certification standards behind those career fields. Currently, there is an evolved course-based certification process for determining competency.
- FAI believes, however that competency should be a combination of training, experience, and education.
- FAI wants to make sure it is teaching the right content and that courses from different providers have the same form, fit, and function.

- CON and COR career fields are almost there in terms of reaching those common learning objectives. PPM is not there yet. It still depends on the vendor interpretation of the competency model to deliver training. Ultimately, FAI would like PPM competency to contain a list of courses, not just competencies and hours.
- FAI is serious about standardization but also wants a good competition for best price and product. Do not want a government driven standard process or a tech data package solution. FAI wants to adhere to certain standards.

Slide 29: Nominal Requirements

- The FACT has put together a small working group to put these requirements together, both for online and classroom training.

Slide 30: FY13 Course Administration Enhancements

- FAI deployed automated class completion certificates in FAITAS; vendors do not have to do this anymore.
- FAI deployed an online end of course survey, which is currently being deployed at DHS. By January, FAI will have deployed that for all FAITAS offerings. This will be tied to the completion certificate, which will provide for a 100% response rate. FAI will then forward the completed surveys to the vendor.
- FAI is developing a methodology for reviewing vendor courseware for competency alignment verification.
- FAI plans to enhance its program for conducting quality control of training classes. Most likely SMEs will earn CLPs to perform this review function, helping out FAI's small staff.

Slide 31: Send To

- Send vendor information to events@fai.gov.
- Send questions about the upcoming acquisition to the contracting officer, Clark Johnson at clark.johnson@gsa.gov.
- FAI holding an Acquisition Learning Seminar (ALS) tomorrow (November 8th) that vendors are welcome to participate in. It will cover the ARRT tool. The tool was developed by the Small Business Administration (SBA) research grant. It allows customers to develop performance work statements and documents for services requirements. Vendors may be interested in looking at that tool and marketing it to students. Please log in tomorrow, the ALS begins at 1:00 pm eastern time on fai.gov. Otherwise, access the tool through DAU's acquisition mall to familiarize yourself with the capabilities.
- Slides from today's presentation will be posted on the FAI website (www.fai.gov), along with questions and answers for information sharing. FAI will also post the attendee listing, in case vendors would like to network with one another.

- Donna thanked everyone for coming.

End of Vendor Day Presentation – Q&A:

- Q: Will the set aside take place at the IDIQ level or will it be for task orders against the IDIQ?
 - A: FAI is still working on this. The set aside could still go either way at this point in the process.
- Q: Is there a competency model like the one that FAI discussed for the CORs for the 1102 series?
 - A: The competency model is the foundation for all the certification programs. This model is put together through Functional Advisory Boards (FABs), which are made up of agency members lead by FAI. Some agencies have additional career series, but FAI focuses on the three career series: Contracting Officer, Contracting Officer Representative, and Program Project Manager.
- Q: For the set asides mentioned, are we talking about small business or are we drilling down to 8a?
 - A: That is still in evaluation. FAI is working with the small business representative. FAI will definitely set aside something for small business.
- Q: Is the name and contact information for that small business advocate listed on the FAI website?
 - A: That information is not currently listed on the FAI website, as FAI does not do contracting in-house. FAI is working with the GSA OSDDBU. His name is Kevin Pope and he can be reached at Kevin.Pope@gsa.gov.
- Q: Will the vendor course-ware alignment with the new COR competency model take place by the March timeline?
 - A: The PPM certification process is currently based on a competency model, which was generated as the result of a 2007 policy. FAI has made recommendations to change that policy but those changes are made at the OFPP level. FAI will verify that vendor course-ware aligns with the competency model once it is finally approved. There is a process in place for that but it will need to be revised. FAI is not sure if that process will be done by March.
- Q: If a vendor is bidding on the CON courses, should it use the DAU equivalency standard?
 - A: Yes.
- Q: For vendors interested in offering electives, should they come up with a list or will FAI come up with a list of its own desired electives?

- A: FAI will create a list of the most popular electives, as collected from the agencies. The contract will be created from that list but that does not preclude individual agencies from purchasing their own electives. FAI's list of electives will include a proposed title and course description.
- Q: Where does ACE fit in with the accreditation of classes?
 - A: FAI is still in discussion about how it should handle that, whether it should be done by a third party or in-house. FAI has not come to a decision on this yet.
- Q: Has FAI given any consideration to another award in either element of the solicitation?
 - A: FAI has not sorted through the number of awards. FAI needs to accommodate competition within the task orders but also needs to cover the needs of the agencies. FAI should soon come up with a target number of awards; that should be figured out by FAI staff before March.
- Q: Will FAI provide a measurement process/return on investment/smile test like you would typically see at DAU? Or should vendors provide that?
 - A: FAI will put in place a measurement process through course completion surveys and its new business intelligence tool. FAI will first look at those metrics internally for trending purposes and then share that information with vendors. That measurement, however, will be conducted in-house by FAI.
- Q: Who is on the FACT group FAI mentioned?
 - A: At least one member from the 23 agencies, plus a member from the small agency counsel. The FACT also has a DAU representative. All members hold leadership positions connected to training.
- Q: Does FAI have plans for marketing the IDIQ to the agency?
 - A: There are two commodity counsels in the FACT, one for training delivery and one for curriculum development. Agencies are aware of the vehicle and are working with FAI to develop the requirements. FAI does not create anything in a vacuum. All work is done with the agencies and briefed to the CAOC. OFPP was very supportive of this concept as well, dubbing it a strategic sourcing initiative. FAI works hard to get agency buy-in before launching any initiatives.
- Q: Role of ACE?
 - A: ACE is utilized for college credit or for vendors to get equivalency for delivery. On both fronts, FAI has not decided how to proceed with that.
- Q: If a vendor has an elective course that it wishes to present, how should it market the course to FAI?
 - A: FAI does not put vendor information on its website. We leave it up to vendors to market their courses to the acquisition career managers (ACMs). Vendors should go

to these individuals directly at their agencies and market their product. If agencies then want those electives included on the RFP, then that will be reflected in the list FAI gathers from the agencies. FAI does not have an approved list of vendors for courses but the agencies can purchase anything. Agencies can designate a course for CLPs. FAI does not charge agencies for what it delivers.

- Q: Instruction for vendors with regard to the standardization efforts for PPM?
 - A: FAI will launch its new verification process once the new policy gets approved by OFPP. When that happens, FAI will put in place a new process for vendors on the website. Vendors may voluntarily submit their course-ware for that evaluation process. FAI will let these vendors know how their course-ware aligns with the new competency model. This is useful in that ACMs often call FAI asking if a vendor's course meet their needs. In those cases, FAI will look to its list of aligned vendors and make recommendations to support the ACMs and their workforce.
- Q: Will FAI continue to recognize DAU certified contractors? Is FAI moving to create its own certification program?
 - A: FAI cannot answer that question at this time. If the course matches up, it accepts the equivalency piece. FAI develops its own certification programs now, but the policy says that it should align with DoD as closely as possible. CORs, however, do not have the same role in the civilian agencies as they do in DoD and the PPM does not align with the defense curriculum. FAI is still waiting for a decision from OFPP on the parity issue with DAU.
- Q: Will the IDIQ come out under FAI on FedBizOpps, a GSA schedule, or under eBuy?
 - A: The RFP is projected to announce on FedBizOpps. FAI will show up in the name somewhere. It will also come out under Clark Johnson's name as the contracting officer. It will come out from GSA contracting, but look for FAI name. FAI is looking at an open market IDIQ, not off the GSA Schedules. FAI wants to ensure the maximum amount of competition, as some of the interested vendors are not on the GSA schedules. FAI also wants to work with universities to influence curriculums there.
- Q: What if an agency does not want to use these vehicles for course development or delivery?
 - A: Agencies will be highly encouraged to participate, especially for certification courses and electives. If there are electives not on the RFP, they will be allowed to participate separately.
- Q: How is FAI working with the VA Academy?
 - A: They are part of the FACT and part of this entire process. FAI is not trying to thwart agencies from creating their own vehicles but FAI believes we are one

government, and agencies should be leveraging their resources and taking advantage of volume discounts.

- Q: As part of the solicitation process, will there be any formal requests for comments? Will there be an information request or feedback mechanism or does industry day fulfill that?
 - A: Yes, there will be a built in question and response period. FAI was also intending, however, for this session to solicit RFI type feedback from vendors. If vendors can push that information in this session, FAI can consider that. FAI, however, could also post a draft RFP. FAI is open to all your good ideas now. Please feel free to share vendor ideas and approaches, especially in one-on-one sessions.
- Q: My company has been creating different apps for handheld devices and has already assisted the military with just in time training. Are you interested in delivering training through apps?
 - A: Yes. FAI would like to be a “bring your own device” (BYOD) organization.
- Q: Having just gone through the OPM TMA process, during which they changed the process in the middle because of the number of partners bidding, vendor would like to know if FAI will do upfront work to ensure that vendors do not have to realign themselves in the middle of the process.
 - A: That is an excellent suggestion. FAI recognizes the pain in the TMA process and is also familiar with the GAO audit that recently talked about buying more efficiently. FAI does not believe in reinventing the wheel.