

## **STATEMENT OF WORK**

### **COMMERCIAL-OFF-THE-SHELF (COTS) SOFTWARE TRAINING**

#### **BACKGROUND**

The Administrative Office of the U.S. Courts (AO) has a requirement to issue a Blanket Purchase Agreement (BPA) for commercial-off-the-shelf (COTS) software training to be offered in our training facility for Administrative Office employees. AO employees use a variety of COTS office automation software packages. There is a need to ensure that all staff have a minimum competency of basic software packages supported by the AO.

#### **SCOPE OF WORK**

This contract is for the delivery of training for Windows-based, COTS office automation software products most commonly used within and supported by the AO. The work involved shall include: developing courses and student materials, delivering the training and providing course materials for each student. The courses shall include practice exercises for specific skills and summary exercises that demonstrate an understanding of skills taught in any module. The AO reserves the right to change the types of courses provided, and to include additional courses.

- All classes will be conducted at the Thurgood Marshall Federal Judiciary Building.
- The maximum number of students that can be accommodated by the AO's training facility at any time is 18.
- The standard course duration is one to two days, depending on the requirement.
- The Contractor shall provide instructors and all course material necessary to deliver the agreed-upon training.

#### **TASKS TO BE PERFORMED**

Task 1 - On-Site Training:

The Contractor shall provide the following:

- A qualified experienced instructor
- All training courses and all materials necessary for providing the training identified in the listing below.
- Delivery of training in the specified courses to satisfy the number of students.

**BASE YEAR**

<b>CLIN</b>	<b>COURSE</b>	<b>UNIT</b>	<b>PRICE</b>
<b>001</b>	Dreamweaver ( <i>Introduction, Intermediate, and Advanced</i> )		
<b>002</b>	HTML ( <i>Introduction, Intermediate, and Advanced</i> )		
<b>003</b>	Introduction to JavaScript		
<b>004</b>	Effective Web Design (Introduction to Web Design)		
<b>005</b>	XML ( <i>Introduction, Intermediate, and Advanced</i> )		
<b>006</b>	Searching the Internet		
<b>007</b>	Lotus Notes ( <i>Introduction, Intermediate, and Advanced</i> )		
<b>008</b>	Windows 2000 ( <i>Introduction, Intermediate, and Advanced</i> )		
<b>009</b>	MS Access: Database Design		
<b>010</b>	MS Access ( <i>Introduction, Intermediate, and Advanced</i> )		
<b>011</b>	MS Access: Applications Development		
<b>012</b>	Crystal Reports ( <i>Introduction, Intermediate, and Advanced</i> )		
<b>013</b>	MS Excel ( <i>Introduction, Intermediate, and Advanced</i> )		
<b>014</b>	MS Excel ( <i>Introduction, Intermediate, and Advanced</i> )		
<b>015</b>	MS Excel ( <i>Introduction, Intermediate, and Advanced</i> )		
<b>016</b>	PowerPoint ( <i>Introduction, Intermediate, and Advanced</i> )		
<b>017</b>	WordPerfect ( <i>Introduction, Intermediate, and Advanced</i> )		

Specific software versions are not identified in the course listing above. The contractor shall provide training on the version that the AO states as standard and currently supports throughout the agency.

**PERIOD OF PERFORMANCE**

The period of performance is for three years from the date of award.

**ORDERING PROCEDURES**

The ordering official will issue order to the contractor that will include the course title, dates to be performed, price, and terms and conditions.

**ORDERING OFFICIAL**

The ordering official will be named at a later date.

**PLACE OF PERFORMANCE**

The location will be delivered in the automation training facility located at the Thurgood Marshall Federal Judiciary Building in Washington, DC. Other tasks such as preparation of course materials may be completed at the contractor's facilities.

**PROCUREMENT TYPE**

The contractor shall submit a firm-fixed price per course for the base year and two option years.

**PROPOSAL SUBMISSION**

Prospective offerors are requested to submit a quote on a firm fixed price basis. Quotes are due by 12:00 noon on December 12, 2003, and should be sent via mail, facsimile, or email to the following:

Administrative Office US Courts  
Procurement Management Division  
Attn: Susan A. Springer  
One Columbus Circle, N.E., Suite 3-250  
Washington, DC 20544  
Fax: (202) 502-1066  
Email address: susan\_springer@ao.uscourts.gov

Quotes will be evaluated base on the following factors. Each factor will be considered equally:

**A. Technical Proposal:**

- 1) Technical Proposal - Course outline, practice exercises for specific skills, and summary exercises that demonstrate an understanding of skills taught in any module
- 2) Past performance in delivering similar training, and
- 3) Exhibited knowledge of the unique training requirements of the AO.

**B. Price** - The contractor shall propose pricing for the base year and two option years.

The Government anticipates making an award to the Offeror whose technically acceptable offer is determined to offer the best value to the Government. Price will not be scored, but will be a consideration to the extent that there are no distinguishing other attributes between otherwise eligible quote submissions. In such an event, price may be used as deciding factor in determining the award. The contractor's price will be considered in the award decision, although the award may not necessarily be made to the contractor submitting the lowest price. A tradeoff analysis of strengths and weakness will be conducted to determine the best value to the Judiciary. The Government anticipates issuing a single award BPA from this acquisition.

**PURCHASE ORDER TERMS AND CONDITIONS**  
**Provisions and Clauses**

**I. REQUIRED PROVISIONS AND CLAUSES FOR ALL OPEN MARKET SMALL PURCHASES**

**1) JP3 Provision B-1, Solicitation Provisions Incorporated by Reference (JAN 2003)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

**2) JP3 Clause B-5 Clauses Incorporated by Reference (JAN 2003)**

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

**3) The following clause is included by reference:**

**JP3 Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (JUNE 2003)**

*(The contracting officer will attach any other applicable standard judiciary provisions or clauses. The contracting officer will not include provisions or clauses which are already in the JP3 Clause 3-3. CO Note: Before including provisions or clauses refer to the JP3 Appendix B matrix to determine, if the provision or clause can be included by reference or must be included in full text.)*

*(If estimated cost is over \$2,500, the CO will complete the following blanks.)*

*This Statement is for Information Only:*

*It is not a Wage Determination*

**Employee Class**

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**Monetary Wage-Fringe Benefits**

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**Wage Rate Determination**

*(If estimated cost is over \$2,500, the CO will attach the Department of Labor wage rate determination.)*