How You Will Benefit

Develop and Implement Competitive Sourcing Plans

Create a plan that is unique to your agency's mission and workforce needs by focusing on "mission activities" rather than "commercial activities"

Address Workforce Resistance

Invest in employee training and support before, during and after competitions

Create "Most Efficient Organizations" to Win Competitions

Increase the effectiveness of the public-sector employee's bid through the development of a streamlined and efficient MEO

Measure and Report "Best Value" in Competitions

Comply with new performance and cost reporting requirements from OMB and Congress

What You Will Learn

- A-76 Guidelines
- FAIR Act Inventories
- Cost and Performance Reporting to OMB
- Develop an Internal Communication Plan to Address Employee Concerns
- Prioritize Competitive Sourcing Opportunities to Target High-Impact Functions
- Link Human Resources Planning to Competitive Sourcing
- Hold Contractors and Employees Accountable for Results

2005 Best Practices Forum

Improving FAR and A-76 Competitions

Develop, Manage, Implement and Evaluate Government Competitions

December 1 - 2, 2005 • Arlington, VA
The Performance Institute



Receive 12.5 CPE Credits for this Program and Meet your Competition Goals

Presented by:

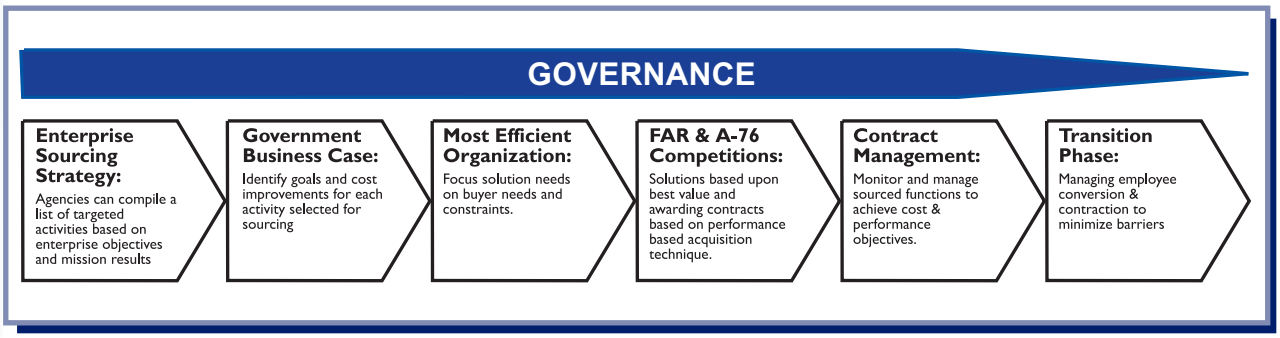
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Comply With New Performance and Cost Reporting from Congress

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Improving FAR and A-76 Competitions

December 1 - 2, 2005 • Arlington, VA • The Performance Institute



PROGRAM AGENDA

Day One: December 1, 2005

8:30 **Registration & Continental Breakfast**

9:00 **Update: Directives and Developments Affecting the Competitive Sourcing Initiative**
- Update on new improvements in PBSA and FAR
- Understand the latest from the Office of Federal Procurement Policy and Circular A-76, as well as current legislation effecting competitive sourcing implementation

9:30 **Government Performance Acquisition Model**
- Enterprise Sourcing Strategy
- Government Business Case
- Most Efficient Organization
- FAR & A-76 Competitions
- Transition Phase
- Contract Management

12:00 **Networking Luncheon**

1:00 **Step One: Establish the Competitive Sourcing Team and Infrastructure**
- Clearly identify and define the roles and responsibilities of the Agency Tender Official, Contracting Officer, Performance Work Statement Leader, Human Resource Advisor and Source Selection Authority
- Create the right infrastructure in order to develop and implement a successful competitive sourcing process in your agency

1:45 **Step Two: Determine Jobs for Competition**
- Classify jobs as "inherently government" or "commercial" under the FAIR Act
- Understand the role of human resources in the competitive sourcing process

2:30 **Step Three: Select Appropriate Competition Method**
- Examine how rules regarding the streamlined and standard competitions method can benefit your agency
- Discuss which competition method better suits agency objectives and assess strategies for developing streamlined and standard competitions

3:00 **Step Four: Establish and Conduct Competition Plan**
- Begin project management planning by identifying the key processes to be used in your competition, establishing performance measures for these processes and determine the current output and level of performance
- Establish a continuing communication and training plan for agency employees

3:45 **Step Five: Make Public Announcement**
- Devise an announcement which includes what, where, when and why the agency is conducting the competition
- Notify affected employees and parties of the competition, including Congress, on the A-76 competition

4:30 **Adjourn**

Day Two: December 2, 2005

8:30 **Continental Breakfast**

9:00 **Step Six: Appoint and Train PWS and Most Efficient Organizations (MEO) Teams**
- Select individuals for managing both the PWS and MEO teams and assign roles and responsibilities
- Understand the rules of competitive sourcing and the issue of "firewalls" and tackle potential conflicts of interest

10:00 **Step Seven: Develop PWS and Quality Assurance Surveillance Plan (QASP)**
- Identify the desired level of performance expected and develop PWS which focuses on outcomes, rather than outputs
- Establish measures in order to maintain continued performance management during the life of contract to improve further results, regardless of whether the public or private sector wins the competition

12:00 **Networking Luncheon**

1:00 **Step Eight: Prepare Government Tender**
- Organize a Most Efficient Organization (MEO) that has functional and managerial expertise to create a cost-effective and competitive organization
- Understand the roles of the Most Efficient Organization (MEO) team including: Contracting Officer (CO); Human Resource Advisor (HRA); Agency Tender Official (ATO)

2:00 **Step Nine: Evaluate and Select**
- Conduct a cost comparison using the COMPARE software
- Understand the roles and responsibilities of the Source Selection Authority (SSA) and learn to apply "best value" criteria

3:00 **Step Ten: Monitor and Manage Performance**
- Establish a clear line of performance objectives and measures to ensure service provider accountability
- Develop strategies for developing and implementing a performance reporting and surveillance system

4:00 **Adjourn**

RECEIVE CERTIFICATION & IN-HOUSE TRAINING

This event is part of the Government Performance Management and Human Capital Management Certification Programs. In addition, the Performance Institute offers customized education programs to federal and state agencies that wish to train staff members in their own facility on A-76 Competitions. For more information about the certification and in-house training options available to you, please contact Blake Zach at 703-894-0481 or email him at Zach@PerformanceWeb.org.



Venue:

Improving FAR and A-76 Competitions will be hosted at the Performance Institute in Arlington, Va., just one block east of the Courthouse stop on the Orange Line of the D.C. Metro. A public parking garage is located inside of the building. Continental breakfast and a catered lunch will be provided for delegates on each day.

The Performance Institute
1515 N. Courthouse Rd., Suite 600,
Arlington, VA 22201

Hotel:

A limited number of rooms have been reserved at a discounted rate of $153 at the Holiday Inn Rosslyn at the Key Bridge. Please contact the hotel directly and use the code **ILCORPER** when making reservations at the hotel.

Holiday Inn Rosslyn at the Key Bridge
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Tuition and Group Discounts:

The fee for attending *Improving FAR and A-76 Competitions* is $1095. Reduced tuition rates for delegates who attend in groups of three or more are also available by calling Jeremy Taylor at 703-894-0481 or emailing him at Taylor@PerformanceWeb.org. Be sure to use program code **C149** when you register.

Cancellations and Quality Assurance:

The Performance Institute strives to provide you with the most productive and effective educational experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival. Should you feel dissatisfied with your learning experience and wish to request a credit or refund, please submit it in writing no later than 10 business days after the end of the training to: Chris DeMaio, Chief Operating Officer, The Performance Institute, 1515 N. Courthouse Road, Suite 600, Arlington, VA 22201 (phone: 703-894-0481). We will evaluate individual complaints in a context of collective comments from the event. **Note:** A $150 service fee will be charged on cancellations received less than three weeks from the date of the event. A credit memo will also be sent reflective of that amount, which can be used for a future Performance Institute conference.

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Prerequisites: None
Advanced Preparation: None
CPE Credits: 12.5

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Improving FAR and A-76 Competitions

REGISTRATION FORM

To Register:

1. Call Jeremy Taylor at 703-894-0481
2. visit www.performanceweb.org
3. or fax this form to 703-894-0482

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