

SOURCES SOUGHT NOTICE

1. **Sources Sought:** This is NOT a solicitation for a proposal, proposal abstract, or quote. The purpose of this notice is to obtain information regarding qualified business sources. The responses to the information requested will assist the Government in determining the appropriate acquisition method.

2. **Requirement:**
 - a. **Background.** The mission of the Congressional Staff Academy is to serve the House Community by providing professional development and relevant learning services to Congressional House staff so that members can perform their Constitutional duties.

 - b. **Purpose and Objectives.** The purpose of this sources sought is to help determine the interest level amongst businesses that provide Education and Curriculum Development Services.

 - c. **Project requirements.** The Congressional Staff Academy is looking to develop ten (10) courses in the upcoming year. These courses would be a combination of Instructor Led as well as Web Based. Instructor guides and student aids for the instructor led courses and a resource guide for the web-based trainings are also required.

 - d. **Anticipated Course Curriculum.** Contractors with experience in the following areas will be needed.:

Leadership Learning Path			
Course / Resource	Item Description	Course Objectives	Delivery Method
Public Relations – Managing a PR Nightmare	This interactive workshop will provide House staff leaders with helpful techniques and tips on how to navigate these experiences based on real world case studies.	"Successfully navigate the public relations for a typical Congressional office given a real-world scenario. Successfully delegate tasks to the team based on the crisis Use techniques to identify the root cause of a hypothetical public relations crisis"	ILT workshop
Top 20 questions to never ask in an interview	This document lists the 20 questions to never ask during an interview and	N/A	PDF

	provide supplemental questions to ask instead.		
Staff Retreat Template, Facilitators guide and Team Building Toolkit	This toolkit provides a sample staff retreat agenda, sample exercises, activities and speakers to help your team align with your member's vision and become a cohesive and trusting team.	N/A	PDF
Management Learning Path			
Course / Resource	Item Description	Course Objectives	Delivery Method
Individual Development Plans (IDP) and Goal Setting for Staff	This workshop will help management understand the value and impact of professional development plans and goal setting for House staff. The workshop will provide a template for Individual Development plans, tools, and is only available for management staff.	"Guide staff in creating individual development plans and SMART goals Understand the value and impact of individual development plans Use Staff Academy provided individual development goal planning tools"	ILT Workshop
Individual Development Plan Toolkit	IDP and Goal Setting template	N/A	PDF
Scheduler / Intern / Admin Learning Paths			
Course / Resource	Item Description	Course Objectives	Delivery Method
Customer Experience Course and concept	Using a Staff Academy developed customer experience method, new Interns will learn customer resolution techniques and best practices to ensure they're providing a five-star experience for all	"Understand Staff Academy Customer resolution techniques Discuss types of customer conflicts interns may experience"	ILT Workshop

	constituents they interact with.		
Customer Resolution Desk Guide	This desk guide will include best practices and tips to remember when resolving constituents concerns while providing a five-star experience.	N/A	PDF
Top 10 Resources	This desk guide will include the 10 most important resources (phone numbers, offices, and other helpful resources) for house schedulers and administrative staff.	N/A	PDF
Exit Memo template and tips	The purpose of this template and tips document is to capture the information most relevant as you transition a new person into your position.	N/A	PDF
Caseworker Desk Guide	A brief easy to use desk guide with an overview of the steps in the casework process, questions to ask constituents and typical agency phone numbers.	N/A	PDF

- e. **Questions regarding the Capability statement /information sought.** Questions regarding the anticipated requirements or sources sought should be forwarded to Kevin.Morris@mail.house.gov and Ryan.Moran@mail.house.gov not later than (NLT) Friday January 11, 2019 at 2 PM EST.
- f. **Capability statement /information sought.** If interested please submit a capability statement demonstrating your capacity to complete the requirement outlined above to Kevin.Morris@mail.house.gov and Ryan.Moran@mail.house.gov not later than (NLT)

Friday January 25, 2019 at 2 PM EST. The Capability Statement shall meet the following criteria:

- i. On page one (1) of the Capability Statement, begin by providing your company information as follows: Company name, address, phone number, DUNS number and point of contact (name, phone and e-mail).
 - ii. Capability Statement must be in Microsoft Word, Microsoft Excel or Adobe PDF format, single spaced, 11-point font (excluding charts and graphics) and the entire document shall not to exceed 10 pages in length to include all attachments, charts, etc.
 - iii. Capability Statement must include but is not limited to (a) staff expertise, work experience, formal and other training; (b) current in-house capability and capacity to perform the work; (c) prior completed projects of similar nature; (d) corporate experience and management capability; and (e) examples of prior completed Government contracts, references, and other related information.
3. **Disclaimer and Important Notes.** This Sources Sought does not obligate the Government to award a contract or otherwise pay for the information provided in your response. The Government reserves the right to use information provided by respondents for any purpose deemed necessary and legally appropriate. Any organization responding to this notice should ensure that its response is complete and sufficiently detailed to allow the Government to determine the organization's qualifications to perform the work. Respondents are advised that the Government is under no obligation to acknowledge receipt of the information received or provide feedback to respondents with respect to any information submitted. However, responses to this notice will not be considered adequate responses to a solicitation.

Confidentiality. No proprietary, classified, confidential, or sensitive information should be included in your response. The Government reserves the right to use any non-proprietary technical information in any resultant solicitation(s).