SCOPE OF SERVICES

PROJECT & SERVICE RELATED SUPPORT

The *Simplar Institute* will assist *<<Insert Owner Name>>* in the development, testing, and implementation of the best-value Expertise-Based Project Delivery (XPD) approach. This includes:

1. Development of a **RFP template** (with forms, attachments, and submission templates)
2. Provide education and **support for procurement officer** (regarding the RFP solicitation, requirements, processes, procedures, documents, tasks, and activities)
3. Assist in preparation of a **procurement schedule** (including critical activities and tasks)
4. Provide **vendor education and training** (pre-proposal meeting)
5. Provide **evaluator education, training, and support**
6. Provide **process management support** and training
7. Development of a **selection model** (modeling and prioritization of evaluated documents)
8. Provide education and guidance on conducting key **personnel interviews**
9. Provide input and guidance for **pre-contract planning** activities (including clarification, preplanning, risk management, metrics).
10. Provide **close out** support (reporting and final metrics)

This agreement includes support (as described above) for up to **20 RFPs over an 18-month period**. The RFPs and associated contracts are expected to cover a wide variety of goods and services.

EDUCATIONAL & ORGANIZATIONAL SUPPORT

The *Simplar Institute* will provide education and support, including:
1. Providing general education and training to *<<Owner>>* personnel
2. Provide general education and training to vendor community
3. Assisting the *<<Owner>>* procurement personnel in the use and delivery of the developed processes, tools, and templates
4. Provide organization change management support and training to the *<<Owner>>* key personnel, change agents, and champions
5. Monitoring the *<<Owner>>* development and learning
6. Assessing and addressing any deficiencies in consistent application across the organization

To learn more about our Turnkey Solutions or to discuss customized solutions,
please contact the Simplar Institute.