

**Office of General Counsel, 2015 Diversity Dialogue Group
Statement of Work**

U.S Environmental Protection Agency (EPA) Organization Contact:
Stefan Martiyan, Contracting Officer

I. Introduction

The Office of General Counsel (OGC) Diversity Dialogue Group (DDG) is seeking storytelling training for our staff and managers as part of the 2015 OGC Diversity Dialogue Initiative.

II. Background

The DDG is a staff-driven office diversity initiative intended achieve the following two (2) outcomes: (1) a workplace where individuals feel respected, valued and included, and (2) an enhanced sense of connection across diverse individuals in the office. One of the ways we hope to achieve these outcomes is through offering OGC staff and managers training in workplace storytelling. This concept stems from the idea that sharing our stories is a way to help bring to light the many aspects of an individual's identity, and can help people better understand the many levels of diversity found in the workplace. Storytelling training would provide participants tools to share their diverse stories, and better appreciate the stories of others. This in turn should help to create a more respectful and inclusive workplace where colleagues have a better appreciation for each other's identities, and find commonalities and better understand differences.

III. Period of Performance

This training session will take place in either May, September, October, November, or December 2015. The training session will be in-person, and shall take place at the Washington, DC, EPA Headquarters in the William Jefferson Clinton North Building. The session will be two (2) hours or less, and will need to accommodate at least 20 participants. Depending on organizational needs, there may be a need for subsequent training sessions. As a result, EPA intends to include up to three (3) training sessions in the award, which will consist of one (1) required, up to two (2)-hour training session, and two (2) optional, up to two (2)-hour training sessions. Optional items in the award will be exercised unilaterally, but will be communicated and coordinated with the contractor to provide ample lead time before each training session.

IV. Scope of Work

a. Preparation

The contractor shall meet (either in person or by phone) with the EPA National Training Manager and representatives of the DDG to receive an overview of the DDG and other information necessary to conduct the training.

b. Training

The two (2)-hour training should meet the following requirements:

- i. Teach participants the elements of a story, and how storytelling can help them to work more effectively with others and create a more respectful and inclusive workplace.
- ii. Teach participants to use storytelling techniques to foster better communication between colleagues and increase workplace inclusiveness.

- iii. Teach participants how storytelling relates to, and promotes, workplace diversity.
- iv. Provide interactive opportunities for participants to practice/better understand storytelling techniques.

V. Deliverables

Electronic copies of all written materials shall be provided to the EPA technical representative in Microsoft Word (or PDF upon request) format at least two (2) weeks in advance of the training.

VI. Government Furnished Equipment and Facilities

The trainer will conduct the training using government furnished conference room space, and screen and projector if required.

VII. Quote Submission Instructions

- a. Offerors shall submit a project plan of no more than five (5) single-sided pages that must include at least a one (1)-page bio/resume of the trainer(s) for the course. The plan should describe the offeror's ability to satisfy the Government's requirement as forth in this Statement of Work, specifically noting how the training will use storytelling to meet the outcomes of the Diversity Dialogue Initiative.
- b. Offerors shall submit at least two (2) but no more than three (3) examples of relevant past performance, which should include: (1) the contract type and dollar value; (2) dates of performance; (3) name, address, and telephone number of points of contact; and (4) brief description of the work performed. In addition to considering past performance information provided in the offeror's submission, past performance evaluations may also be based on the offeror's supplied references, information obtained through federal performance tracking databases, and other information obtained by the Government from other sources.
- c. Offerors shall submit a firm-fixed price quote for one (1) two (2)-hour session. As stated in Section III of the Statement of Work, EPA intends to include up to (3) training sessions in the award. Resultantly, EPA will multiply each offeror's total price for one (1) training session by three (3) in the evaluation of quotes.
- d. Offerors must submit all technical questions concerning this solicitation electronically through FedConnect. In order to submit questions, offerors must register in FedConnect at www.fedconnect.net, see main page for registration instructions. For assistance in registering or for other FedConnect technical questions please call the FedConnect Help Desk at (800) 899-6665 or email at support@fedconnect.net. Only those technical questions posted through FedConnect will be accepted. EPA must receive technical questions no later than five (5) calendar days after the issuance date of this solicitation. EPA will utilize FedConnect to issue amendments to the solicitation (e.g., to answer technical questions which may affect offer submittal). EPA will not reference the source of the questions.

- e. Offers shall be submitted electronically through FedConnect no later than 10:00 AM ET 13 April 2015. Offers submitted outside of FedConnect will not be accepted.
- f. Offers received after the due date and time will not be considered for award. It is the offerors responsibility to ensure that all documents and quotes are received by the due date and time listed above.