

Statement of Work

Introduction to Analytics

1. GENERAL REQUIREMENTS: Contractor to provide Introduction to Analytics training at the U.S. Coast Guard Finance Center, 1430 Kristina Way, Chesapeake, VA 23326.

2. INSTRUCTOR REQUIREMENTS: Contractor to provide resumes (*not to exceed 2 pages*) for all potential instructors. Instructors must have a minimum of 3 years of practical Governmental experience in the application of subject material (*not including academic or instructional experience*).

3. SCOPE OF WORK:

This training should provide participants with a comprehensive understanding of analytical skills that can enhance decision making and problem solving as it relates to a federal financial operation.

Learning Objectives:

- ✓ Use systematic methods to analyze data in a federal setting
 - ✓ Using Microsoft Excel to analyze data
 - ✓ Use qualitative methods such as surveys and focus groups to obtain and verify data
 - ✓ Use advance features of Microsoft Excel, including pivot tables, in the execution of data analysis
 - ✓ The ability to identify the results of data analysis
 - ✓ Apply data indicators to government accounting functions
 - ✓ Illustrate the practical application of various methods of collecting, analyzing, and presenting results
 - ✓ The creation of charts and graphs
 - ✓ Use various methods of presenting the results of data analysis to include oral, written, and illustrative.
- Duration: 3 business Days (8:00am-4:00pm) including at least 1 hour for lunch each day.
 - Requested training date: April 11-13 2023
 - Number of attendees: 27 students
 - Target audience: CG FINCEN Federal Financial managers, financial analysts, budget analysts, accountants, and other financial staff personnel.
- Course content must contain case studies, practical exercises, or scenario-based training to provide students an interactive learning experience that enhances skills
 - Detailed syllabus to accompany bid
 - Firm Fixed Pricing (FFP) under GSA Contract

- Pricing should be all inclusive.
- Bid to indicate student computer needs and the amount of CPU/CEU/PDU's to be awarded for attendance
- Provide certificates of completion with the associated CPU/CEU/PDU's within 10 days of course completion. Completion certificates can be signed PDFs sent to Jeff.L.Wright@uscg.mil or hard copies mailed to:

Jeff Wright
U.S. Coast Guard Finance Center
1430 Kristina Way
Chesapeake, VA 23326

- After scheduling, and no later than two weeks prior to the course, provide to CG FINCEN Logistical Point of Contact any data files that need to be disseminated to students prior to the course
- Vendor to provide their own presentation computer capable of HDMI connection as well as an ethernet connection if internet is needed.
- Vendor to provide information regarding student testing requirements (if applicable).
- Any online resources used during the course (i.e., reference links, exercises, etc.) must be DoD MS Teams 365 compatible or vendor must be able to utilize Microsoft Excel offline to meet any course requirements.

DESIGNATED CONTRACTING OFFICER'S LOGISTICAL REPRESENTATIVE: The designated logistical representative is Jeff Wright 757-366-6550.
Jeff.L.Wright@uscg.mil

CONDITIONS AFFECTING THE WORK: The Offeror should visit the site or take such other steps as may be reasonably necessary to ascertain the nature and location of the work, the general and local conditions which can affect the cost of the work thereof. Failure to do so will not relieve bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work. The government will assume no responsibility for any understanding or misrepresentations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in the request for quotes, the specification, or related documents.

ORAL MODIFICATION: No oral statement of any person other than the contracting officer shall in any manner or degree, modify or otherwise affect the terms of this contract.

WORKMANSHIP: All work shall be accomplished with the best standard practices, and by workmen thoroughly experienced in the required trades. The work shall be supervised by experienced personnel and shall be satisfactory to the Contracting Officer.

PERMITS: The contractor shall without additional expense to the government, obtain all appointments, licenses, and permits required for the prosecution of the work. The contractor shall comply with all applicable federal, state and local laws.

WORK OUTSIDE REGULAR HOURS: If the contractor desires to carry on work on Saturday, Sunday, holidays or outside the unit's regular hours, must submit their request in writing to the Contracting Officer's QAE Representative for approval consideration. The contractor shall allow ample time to enable satisfactory arrangements to be made by the government for inspecting the work in progress.

UPON COMPLETION OF WORK: Contact the Contracting Officer's QAE Representative to arrange for inspection/acceptance of work.