

# **EXPRESS BUSINESS AND ANALYTICAL STATEMENT OF WORK TABLE OF CONTENTS**

- 1.0 INTRODUCTION**
- 2.0 SCOPE**
- 3.0 BUSINESS AND ANALYTICAL FUNCTIONAL SPECIALTY AREAS**
  - 3.1. BA1 STRATEGIC PLANNING**
  - 3.2. BA2 COMMUNICATION SUPPORT**
  - 3.3. BA3 CONFERENCE SUPPORT**
  - 3.4. BA4 BUSINESS MANAGEMENT SUPPORT**
  - 3.5. BA5 PROCESS IMPROVEMENT SUPPORT**
  - 3.6. BA6 FINANCIAL MANAGEMENT SUPPORT**
  - 3.7. BA7 PROPERTY MANAGEMENT SUPPORT**
  - 3.8. BA8 HUMAN CAPITAL MANAGEMENT**
  - 3.9. BA9 ORGANIZATIONAL DEVELOPMENT SUPPORT**
- 4.0 DATA REQUIREMENTS**
- 5.0 SECURITY REQUIREMENTS**

## **1. 0. INTRODUCTION**

The purpose of this Statement of Work (SOW) is to set forth the business and analytical support requirements for the U.S. Army Aviation and Missile Command (AMCOM) and its customers hereinafter referred to as the Army. A current list of categories and representative examples of Army missions is included in Attachment 02.

## **2. 0. SCOPE**

The contractor shall provide all supervision, labor, incidental materials, and other services necessary to perform business and/or analytical related support, advice, data collection, assessments, facilitation and training services. Services may include support of strategic planning, communication, conferences, business management, process improvement, financial management, property management, human capital management, and organizational development initiatives.

The contractor shall provide input, advice, and recommendations to special teams formed to provide expeditious resolution of business and analytical problems.

The contractor may be required to perform services at its own facility (off-site) or at a duty station at any U.S. Government facility or other designated facilities (on-site) within the Continental US (CONUS) or outside the Continental US (OCONUS), as specified by individual task orders.

The contractor shall have the capability to provide business and analytical support required by this Statement of Work in the event of a deployment, whether contingency or for training purposes. In providing the support required by this of the SOW, the contractor will be required to abide by the rules of engagement, policies and procedures established for the particular operation supported.

## **3.0 BUSINESS AND ANALYTICAL FUNCTIONAL SPECIALTY AREAS**

### **3.1 BA1 STRATEGIC PLANNING**

The contractor shall provide expert advice, conduct and document broad based analyses, facilitation, and assessment of Army initiatives to support strategic organizational planning and development. Representative tasks include:

- a. Development of draft Strategic Business Plans/Business Processes and recommendations for execution.
- b. Recommendations in the development of organizational vision, mission, goals, objectives, and strategies.
- c. Research and analyze strategic issues/initiatives and assess impacts.
- d. Development of recommended metrics and strategies for implementing the strategic plan.
- e. Organizational assessments and change management.
- f. Reengineering processes.
- g. Data collection, analysis, and input.
- h. Milestone planning recommendations and analysis.
- i. Benchmarking (government and/or industry).
- j. Development of recommended feedback mechanisms and assessment of feedback results.
- k. Development and maintenance of related databases and websites.

### **3.2 BA2 COMMUNICATION SUPPORT**

The contractor shall perform, conduct research efforts, and provide recommendations in the following representative Communications Support activities:

- a. Development of draft communication plans and processes.
- b. Development of recommended communications, speeches, briefings, presentations and communications media.
- c. Research and analyze recommended audiences for communication initiatives.
- d. Internal coordination of communications, plans, and processes.
- e. Data collection, analysis and input.
- f. Development of recommended communication materials such as electronic presentations, integrated video/DVD presentations, web pages, and pamphlets.
- g. Development of recommended communication feedback mechanisms and assessment of feedback results.

### **3.3 BA3 CONFERENCE SUPPORT**

The contractor shall provide planning, preparation and input for conferences, briefings, meetings, working groups and teams. Support shall include conference facilitation, creation and delivery of graphics, briefing material, tracking of action items and associated documentation. The contractor shall support demonstrations and displays to include planning, set-up, monitoring and disassembly of demonstration/display material.

### **3.4 BA4 BUSINESS MANAGEMENT SUPPORT**

The contractor shall provide analyses, facilitation, expert advice and assessment relating to business management initiatives. Representative tasks include:

- a. Development of Business Management initiatives and recommendations for execution.
- b. Research and analyze Business Management initiatives and assess impacts.
- c. Development of recommended metrics and strategies for implementing the Business Management initiatives.
- d. Data collection, analysis, and input.
- e. Milestone planning recommendations and analysis.
- f. Contributions to Integrated Process Teams.
- g. Teaming facilitation.
- h. Development of recommended feedback mechanisms and assessment of feedback results.
- i. Development and maintenance of related databases and websites.

### **3.5 BA5 PROCESS IMPROVEMENT SUPPORT**

The contractor shall provide analyses, facilitation, expert advice and assessment relating to process improvements. Representative tasks include:

- a. Development of process improvements/reengineering and recommendations for execution.
- b. Recommendations in the development of process improvement/reengineering objectives and strategies
- c. Research and analyze process improvement/reengineering issues/initiatives and assess impacts
- d. Development of recommended metrics and strategies for implementing process improvements/reengineering.
- e. Data collection, analysis, and input.
- f. Milestone planning recommendations and analysis.
- j. Benchmarking (government and/or industry).
- k. Contributions to Integrated Process Teams.
- g. Teaming facilitation.
- h. Development of recommended feedback mechanisms and assessment of feedback results.
- i. Development and maintenance of related databases and websites.

### **3.6 BA6 FINANCIAL MANAGEMENT SUPPORT**

The contractor shall provide analyses, assessments, and recommendations relating to financial management activities.

Representative tasks include:

- a. Independent Cost Analyses.
- b. Recommendations for Budget formation Preparation and execution.
- c. Financial Auditing.
- d. Provide input, advice, and recommendations to Integrated Product Teams (IPT).
- e. Affordability analysis and planning recommendations.
- f. Development and maintenance of related databases and websites.
- g. Recommendations for manpower (civilian / military) management organization and mission.
- h. Managerial accounting services.
- i. Obligation management services.

### **3.7 BA7 PROPERTY MANAGEMENT SUPPORT**

The contractor shall provide assessments and recommendations relating to property management activities. Representative tasks include:

- a. Recommended inventory control and accountability processes.
- b. Location assessment and documentation input of property and equipment.
- c. Automated property control database establishment and updates.
- d. Input for hand receipt documentation.
- e. Inventory data collection and analysis.
- f. Tracking and updating of maintenance and calibration databases for automated data processing, audio-visual and test equipment.

### **3.8 BA8 HUMAN CAPITAL MANAGEMENT**

The contractor shall provide recommendations and expert advice relating to human capital management initiatives and conduct and document analyses to support strategic workforce planning and implementation.

Representative tasks include:

- a. Development of draft strategic workforce plans and implementation recommendations.
- b. Workforce planning and analysis.

- c. Development of recommended human capital management initiatives and execution advice.
- d. Research and analysis of human capital management and workforce planning initiatives and assessment of impacts.
- e. Development of recommended metrics and strategies for implementing human capital management and workforce planning initiatives.
- f. Data collection, analysis, and input.
- g. Milestone planning recommendations and analysis support.
- h. Contributions to Integrated Process Teams and teaming facilitation.
- i. Benchmarking (government and/or industry).
- j. Development of recommended feedback mechanisms and assessment of feedback results.
- k. Development and maintenance of human capital management related databases, draft documents, spreadsheets, charts, graphs, websites, and collaboration centers
- l. Development of recommended job descriptions.

### **3.9 BA9 ORGANIZATIONAL DEVELOPMENT SUPPORT**

The contractor shall provide organizational development support services to include professional human capital development services and customer and operational support in support of workforce development.

Representative tasks include:

- a. Provide input, recommendations, facilitation and instructional services relating to planning and execution of workforce development initiatives.
- b. Provide training in support of a wide variety of mission essential tasks, to include continuous productivity improvement, team building, communication skills, focus groups, inter-group development, customer service, automation skills, leadership development, and similar training issues.
- c. Evaluation, review, development, and delivery of curricula, lesson plans, courses, courseware and training aids.
- d. Survey preparation and feedback data collection and analysis.
- e. Management consulting and facilitation.
- f. Development of strategic organizational development plans and execution advice.
- g. Recommendations and input for organizational development planning, analysis and graphics.
- h. Research, analyses and recommendations of organizational development initiatives.
- i. Development and maintenance of websites and training databases.

- j. Contributions to satellite and web-based training.

#### **4.0 DATA REQUIREMENTS**

The contractor shall prepare the following data as specified in individual task orders:

<b>Data Item No.</b>	<b>Title</b>
DI-MGMT-80368A	Status Report
DI-MISC-80508B	Technical Report-Study/Services
DI-MGMT-80227	Contractor's Progress, Status and Management Report
DI-ADMN-81373	Presentation Material
DI-MGMT-81117	Technical and Management Work Plan
DI-ADMN-81505	Report, Record of Meeting/Minutes
DI-MGMT-80004A	Management Plan
DI-FNCL-80331A	Funds and Manhour Expenditure Report
DI-ADMN-81313 A	Progress Report (Studies)
DI-MGMT-81334D	Contract Work Breakdown Structure
DI-MGMT-81467	Cost/Schedule Status Report (C/SSR)
DI-MGMT-81468	Contract Funds Status Report (CFSR)
DI-MGMT-80555A	Program Progress Report
DI-ADMN-81249A	Conference Agenda
DI-ADMN-81250A	Conference Minutes
DI-MISC-80711A	Scientific and Technical Reports
DI-MCCR-80700	Computer Software Product End Items
DI-SESS-81521B	Training Program Structure Document

DI-SESS-81522B                      Course Conduct Information Package

DI-MISC-80508B                      Technical Report-Study/Services

## **5.0 SECURITY REQUIREMENTS**

The contractor shall, in the performance of individual task orders or technical instructions (TIs), be required to provide security certified personnel and facilities. The contractor and subcontractors will provide functional support services using intelligence information, foreign intelligence information, Sensitive Compartmented Information, Special Access Program information and be responsible for appropriate conduct involving Operational Security (OPSEC) and For Official Use Only (FOUO) information. General guidance is provided in each BPA. Specific requirements above and beyond the basic DD254 will be provided on a case-by-case basis.