

3. Best Value Incentives

Attachment 1, Section IV, page 10, item 5 states...

Best Value Incentives: Discuss any additional goods or services offered as incentives for consideration, not mentioned in the Statement of Needs, that will improve the product/services and quality of the project. (Clearly identify these tasks, service, goods, etc. on the "Best Value Incentives" form in Attachment 2).

Single Source consultants have worked with many Federal Agencies on specific projects, and we understand the value of teamwork between government team members and ourselves. To achieve a solid team environment, we have always provided informal, just-in-time facilitation to our government counterparts as part of the project, both initially and as needed throughout the effort. Single Source offers as a Best Value Incentive to provide this facilitation for any of our projects in team relevant topics such as team building, time management, communication, and other subjects as required for the specific project. Some examples of specific team building facilitation we have provided in the past are:

- ◆ Conducting Site Surveys
- ◆ Conducting interviews
- ◆ Working with flow charts
- ◆ Position Description analysis
- ◆ Information Technology Infrastructure Library (ITIL) orientation
- ◆ Operating in a collaborative environment (MS SharePoint)
- ◆ Using MS Project within the team
- ◆ Quality Control Plan development
- ◆ Continuity of Operations Plan (COOP) development
- ◆ Transition Plan development

We view informal, collaborative facilitation such as this to be an integral part of project success and offer such facilitation at no additional cost to the government to ensure all team members work together with the same set of skills, assumptions and rules of engagement. We will provide this and other facilitation as required at no additional cost. This information can also be found in Attachment 3 to this proposal which contains the Best Value Incentives Form.

Note: We understand that according to Amendment 4 of this solicitation, any training recommended by a government/contractor analytical project will be competed and acquired separately from this contract. The facilitation offered in this paragraph pertains only to the analytical team itself and will be Informal in nature as part of project team cohesion.