
Jefferson's Contracting Office *Health Check*

Comprehensive assessments of contracting operations are time-consuming and expensive. Jefferson Solutions (Jefferson), the government division of Jefferson Consulting Group, a leader in Federal acquisition assessments and support, offers the practical alternative of a 90-day review that measures the effectiveness of contracting operations and staffing and provides thoughtful, actionable recommendations from senior acquisition experts. Jefferson's review will examine your office:

- Organization, policies and processes
- Staffing and Human Capital Management
- Information Management
- Customer Service
- Accomplishment of competition, small business and Performance-Based Acquisition goals and initiatives

Taking the Pulse

To assess the efficiency and effectiveness of contracting operations, as well as analyze staffing adequacy, Jefferson's review includes:

- Interviews with:
 - Designated Departmental/Agency managers to whom the contracting office reports
 - Senior contracting office management
 - A sample of supervisory and non-supervisory staff from organizational units
 - Representatives from major program clients
- Analysis of:
 - FPDS-NG and other agency acquisition data from the most current fiscal year
 - Acquisition Career Management Information System (ACMIS) data
 - Office policies, guidance and standard operating procedures

- Quick, in-depth 90-day review
- Consistent with GAO's framework for assessing acquisition functions
- Assesses overall health of the acquisition operation
- Analyzes staffing adequacy based on work complexity
- Captures insights and best practices from leading acquisition experts
- Available on GSA MOBIS Schedule # GS-23F-8050H

Benefits of Jefferson's *Health Check*

- Consistent with the framework developed by the Government Accountability Office (GAO) for assessing the strengths and weaknesses of the acquisition functions.
- Provides management with a quick indication of what is working, what can be improved immediately, and areas that need to be examined in greater detail.
- Applies Jefferson's Workload Comparability Model (WCM) to assess staffing and compare the workload complexity of the office with the staffing and workload complexity of other Federal contracting offices.
- Reflects insights and best practices that Jefferson has acquired in nearly fifteen years of working for and with numerous acquisition offices across the Federal government.

Results - Bill of Health

The final deliverable will consist of a thorough briefing containing findings and practical, actionable recommendations to optimize contracting operations and staffing. Delivery is within 90 days, assuming availability of agency personnel and requested data. Total cost for Jefferson's *Health Check* is \$75,000, based on GSA pricing. Pricing for the inclusion of additional subordinate offices is negotiable.



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