

Appendix A

Statement of Work – Litigation Training for the Federal Labor Relations Authority (FLRA) Office of the General Council (OGC) Staff Attorneys:

A. GENERAL INFORMATION

1. Background:

The FLRA is an independent agency responsible for administering the labor-management relations program for 1.9 million Federal employees worldwide, approximately 1.1 million of whom are exclusively represented in 2,200 bargaining units. Its mission is to promote stable and constructive labor-management relations that contribute to an efficient and effective government. The FLRA consists of approximately 120 lawyers, support staff, and contractors, Headquartered in Washington, DC, and Regional Offices in Chicago, Atlanta, Denver, San Francisco, and Washington, DC.

2. Scope of Work:

The FLRA has a need for One (1) 40-hour in-person, instructor-led training for up to 25 participants to provide Litigation Training for the FLRA Office of the General Council Staff Attorneys. The contractor shall provide four instructors to provide individualized basic litigation training to 24 attorneys of the Office of General Counsel. The instructors must have experience litigating and providing litigation training to attorneys. There will be no discussion of classified information.

The Training should cover the following areas:

1. Pre-trial preparation including developing a trial strategy, pre-hearing disclosures, pre-trial motion practice, and witness preparation
2. Planning and delivering effective opening and closing statements
3. Direct and cross-examination of witnesses including raising and responding to common objections, dealing with challenging witnesses, and impeachment and rehabilitation of witnesses
4. Introduction of and objections to exhibits

3. Training Deliverable Requirements:

The training will be provided virtually using the FLRA's WebEx platform.

Other Requirements:

The contractor will send printed and electronic versions of training materials to the students' addresses at least four weeks before training starts. The vendor shall provide all curriculum materials, copies of training slides, all course materials, and any other recommend resources relevant to the curriculum. Materials may be provided in print form or electronic form. The vendor shall also be responsible for taking attendance each day and providing certificates of completion to all successful participants. Vendor shall provide The FLRA with hard copies of attendance sheets and hard copies of final curriculum. Participants may elect to bring electronic devices; however, vendor shall assume that training materials will not be accessible by individual devices.

Additional Requirements: The contractor will process state Continuing Legal Education credit for attorneys.

Training Format:

The training should include instruction on conducting in-person and remote (virtual) trials. Also, the instructors will incorporate information, provided by the Office of General Counsel, that is specific to the FLRA including, but not limited to, procedures for filing motions and the Jencks Act (18 USC § 3500). Each topic will include a brief lecture followed by separate small-group sessions led by an instructor (no more than a 1:6 instructor to student ratio).

Each student will have an opportunity to apply the learned litigation principles in realistic exercises and be given individualized feedback. Each topic will include a brief lecture followed by separate small-group sessions led by an instructor (no more than a 1:6 instructor to student ratio). Each student will have an opportunity to apply the learned litigation principles in realistic exercises and be given individualized feedback.

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Follow-On Survey:

The vendor shall conduct an evaluation to determine if the Litigation Training has been learned and applied effectively. This evaluation shall take place 90 days after training completion to allow attendees to have time to apply the skills learned and be able to provide meaningful feedback. The FLRA shall review a draft of the evaluation prior to delivery.

4. Delivery Date

The training will be delivered virtually using the FLRA's Cisco WebEx platform, the FLRA will not reimburse the contractor for travel or parking expenses. The training will be four hours per day, one day per week, for a period of four weeks. The exact dates will be determined with the vendor upon award of the contract.

5. Government Furnished Information

The FLRA will provide the vendor with participant biographies, needs assessment results, position descriptions, and general learning objectives for the training.

6. Period of Performance

The Period of Performance will be TBD, based on the award date is.