**Performance Work Statement (PWS)**

**Requirement for Data Collection and Analysis Training**

***\*Note that this sample has been revised from the source document on the Government Point of Entry as necessary to align formatting and applicable FAR procedures.\****

**1. BACKGROUND OR SCOPE**

MARCORLOGCOM requires annual training to meet requested training requirements each fiscal year. The Organizational Development Office performs analysis on the training requirements data that is gathered from Individual Development plans (IDP) and determines which courses are considered mission essential. Data Collection and Analysis training has been determined to be required training.

**2. SCHEDULE OF SERVICES/SUPPLIES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM NO** | **SUPPLIES/SERVICES** | **QUANTITY** | **UNIT** | **UNIT PRICE** | **TOTAL PRICE** |
| 0001 | Data Collection and Analysis Training | 1 | EACH |  |  |
|  | The contractor shall provide one (1), three (3) day, on–site, off the shelf, instructor led course on Data Collection and Analysis training as identified in the Performance Work Statement (PWS).  **Learning Outcomes**   * **Design a research study** * **Select a sampling procedure** * **Develop effective survey tools and instruments** * **Apply statistical analysis to data**   Number of students: 25  Training Site: on-site at Government facility (Marine Corps Logistics Base, Albany Georgia) as identified in the Performance Work Statement (PWS). | | | |  |
|  | | | | **TOTAL:** |  |

**3. DESCRIPTION OF SERVICES**

**Course Objectives:**

Learn how to collect and analyze data for a management study or audit. Discover how the data shape the results and reliability of the management study or audit.

**Participates will learn:**

* Design a research study
* Select a sampling procedure
* Develop effective survey tools and instruments
* Apply statistical analysis to data
* Overview of the Research Process
* Research in government
* Phases of the research process
* The purpose of the study
* Problem statement
* Conceptualization
* Operationalizing the problem
* State of hypothesis
* Formulate research questions
* Criteria for measurement quality
* Research Design
* Research methods
* Experimental study
* Experimental design
* Sampling
* Kinds of sampling
* Determining sample size
* Sampling and non-sampling errors
* Sample table of random numbers
* Data Collection
* Kinds of data
* Selected secondary data
* Observation
* Research application of observation
* Observer-subject relationship
* Guidelines for good observation
* Questionnaire
* Steps in developing a questionnaire
* Cover letter
* Parts of a questionnaire
* Types of questions
* Tips on writing questions
* Interviewing
* Types of interviews
* Stages of an interview
* Extract and organize the data
* Types of scales
* Raw data
* Frequency distribution
* Measures of central tendency
* Measures of dispersion
* Exercises

**Course Requirements:**

* Off the shelf Instructor led training for 25 adult students.
* There shall be no mandatory prerequisites for the students to attend this course.
* Scheduled Course Time: Course shall be Three (3) days of eight (8) hour training days with preferred start time of 0800.
* Contractor shall provide all course materials, to include but not limited to, textbooks, handouts, sign in sheets/roster, pens, paper, name tents, Easel Pads, and highlighter markers.
* The Government will provide the classroom located at Marine Corps Logistics Base, Albany, Georgia.
* The Government provided classroom will have Government owned LCD projection unit/screens available for use.
* Contractor shall provide an instructor computer and proper cabling to connect to the Government provide projection units/screens if required.
* Contractor shall provide students with takeaway reference materials.
* Contractor’s responsibility to provide course materials to Government provided course classroom.
* Contractor shall provide qualified instructor(s).
* Contractor shall conduct course evaluations and submit copies to the customer at the end of each session.
* Contractor shall provide the original sign in sheets/roster to the customer after course completion.
* Contractor shall provide course completion certificates to all students at the end of the last day of training event.

**4. PERIOD OF PERFORMANCE**

29-31 August 2017

**5. LOCATION**

The three day training event shall take place in a Government provided classroom aboard the Marine Corps Logistics Base at Albany Georgia. Therefore, the instructor(s) must be able to obtain access to the military installation.