

# FSAU's Hometown News

Where Learning and Performance Meet



## Feature Story

### Reminder

Your training coordinators for FSA University are Debbie May and Diarra Toye, who are responsible for processing your learning coupon by entering the training information into TRAINS and EDCAPS. The Training Coordinators are also responsible for registering and contacting the vendor directly and providing payment information. Please do not pre-register for a learning activity without talking to your training coordinators first.

When submitting your learning coupon for approval, please indicate where the training will take place. For example, your duty station is Washington, DC but you are taking your training in Atlanta, GA.



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## Streamlining Contracts with Art Iwanicki

Recently we sat down with our own Art Iwanicki to get the insight on the streamlining of contracts that is now occurring.

**Q. What is the new practice in regard to contracts FSA has adopted?**

**A.** Streamlining the process of awarding contracts.

**Q. Since the streamlining has taken effect, what sort of changes do you notice?**

**A.** Statements of Work (SOW) used to be very detailed and prescriptive. We are used to telling contractors exactly what we want accomplished. With the streamlined approach, we now have Statements of Objectives (SOO) describing the end result. Contractors then decide for themselves how to accomplish this result.

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*FSAU wishes Midge the best of luck as she moves to the San Francisco regional office!*

*—and—*

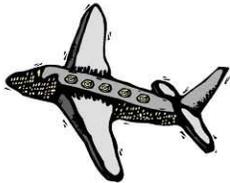
*Congratulations to Dinah Nelson who is the proud grandmother of a baby boy!*

## Travel Update

Carlson Wagonlit, the travel service used by the Department of Education for booking all official travel, is changing its ticket fees.

Effective March 1, 2003 the following fees will be in effect:

Domestic \$27.17  
International \$31.83  
Online \$19.00



Be sure to note this change and apply the new fee in your travel authorizations created through Gelco Travel Manager for travel on or after March 1, 2003.

The Carlson Wagonlit website can be viewed at:  
<http://cwgovernment.com/doed/>

## Have You Used Yours?



The Learning Coupon electronic process is ready for your use, so what are you waiting for? Visit the FSA University page on FSAnet, go to related links and begin your search today!

For more information and to submit your coupon electronically visit us at:

[http://fsanet/sfa\\_university/learning\\_coupons/](http://fsanet/sfa_university/learning_coupons/).

Email Pat Reese with your questions or concerns.

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## It's Tax Time!

Need a tax-write off and would like to start saving for education? Check out the sites below offering saving plans that may provide you with a tax credit at the same time.

### Lifetime Learning Credit and Hope Credit

The Hope Credit is a \$1,500 scholarship tax credit available to eligible students in their first two years of college or other eligible postsecondary training. The Lifetime Learning Credit awards college juniors, seniors, graduate students and working Americans pursuing lifelong learning a 20 percent tax credit for the first \$5,000 of tuition and fees through 2002, and for the first \$10,000 thereafter.

<http://www.irs.gov/faqs/page/0,,id=15991,00.html>

### Maryland College Investment Plan

A new offering, the College Investment Plan delivers an attractive combination of financial flexibility, tax benefits and investment management by T. Rowe Price, a specialist in no-load mutual funds. They have more than 60 years of experience helping families prepare for college, retirement and life's other important events.

[www.collegesavingsmd.org](http://www.collegesavingsmd.org)

### Maryland Prepaid College Trust

When you save for your child's future education with this State sponsored program, you are saving based on what Maryland's public colleges cost today! The Trust pays based on the future cost of college when the child attends 5, 10, or even 15 years from now! And best of all, the Trust is now backed by a Maryland Legislative Guarantee!

[www.collegesavingsmd.org](http://www.collegesavingsmd.org)

# External Updates



## **FISAP Tutorial**

**Project Manager:** Jo Ann Borel

**Team Members:** Richard Coppage, Marianna Deeken, Wood Mason, Judy Norris, Dorothy Proctor, Tom Threlkeld, Pam Wadsworth, Rich Bennett.

**Status:** Remains online.

**Start date/completion:** Completed and will remain online until the end of July 2003.

## **Schools Curriculum Planning ("100" series)**

**Project Manager:** Jo Ann Borel

**Team Members:** Tom Threlkeld, Julie Arthur and Katie Malague.

**Status:** Preparing a proposal to deliver in mid-March to Anne Teresa.

**Start date/completion:** Completion scheduled for September.

## **FSA Coach**

**Project Manager:** Jo Ann Borel

**Team Members:** Beth Arbogast, Linda Coffey and Jacque Straub.

### **2002-03 COACH**

**Status:** Finishing corrections and plan to test mid-March.

**Start date/completion date:** Online by March.

### **2003-04 COACH**

**Status:** Statement of Work written, but not yet reawarded.

**Start date/completion date:** Plan to start mid-March.

## **Title IV Cash Management Life Cycle Training**

**Project Manager:** Doug Stormont

**Team Members:** David Sola, Nancy Dooley, Robert Tschinkel, Jamie Malone, Herschel Wallace, Marianna Deeken, David Hebrank, Frank Giarratano, Tony Laing, Demetrius Windom, Francine Reeves, Linda Coffey, John Kolotos, Art Iwanicki, Carolyn Craddock, and Jo Ann Borel.

**Status:** Finalized as a nationwide one-day class.

Listing possible problems teams expects to encounter on the first half of draft.

**Start date/completion date:** Completion scheduled for February 2004.

## **Fundamentals of Title IV Training**

**Project Manager:** Tom Threlkeld

**Team Members:** Linda Coffey, Marianna Deeken, Jamie Malone, Skip Pou

**Status:** Updating 2002-03 lesson plans to reference Handbook, which will be used for the March training in Boston. Starting work on the 03-04

**Start date/completion date:** Completion date scheduled for fall 2003.

## **Non-Traditional Programs Training**

**Project Manager:** Doug Stormont

**Team Members:** Cheryl Leibovitz, Dan Klock, Patricia Lyles, Kevin Campbell, Julie Arthur, Marianna Deeken and Rosalind Mehra.

**Status:** Plan to wait until FSA Analysis is further along in the Reauthorization process to resume implementation of training.

**Start date/completion date:** February 26, 2002 to TBD.

## **Student Eligibility Basics and Delivery System**

**Team Lead:** Linda Burkhardt

**Team Members:** Jamie Malone, Greg Martin, Ellen Crowder, Deb Tarpley and Barbara Gray.

**Status:** Series concludes March 14.

**Start date/completion:** January-March 2003.

## **EDEXpress Survey Team**

**Project Manager:** Jo Ann Borel

**Team Members:** Anne Teresa, Ginger Klock, Joe Teresa, Jon Oberg, Angela Smith, Stephanie Courtney and John Neely.

**Status:** Awaiting approval from OMB on the second set of survey questions.

**Start date/completion:** Completion scheduled for April.

## **Videoconference**

**Project Manager:** Anne Eckman

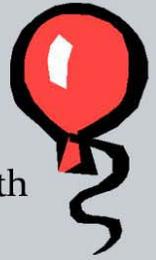
**Team Members:** Pennie Summers, Vicki Wilson, Marilyn LeBlanc

**Status:** Plan to offer two videoconferences this fall/winter: Apps Processing and High School/TRIO counselors. Currently, there is funding for one of them.

**Start date/completion:** Scheduled start time is for June.



## It's Your Birthday!



February 17 Courtland Smith

March 7 Terry Brooks

March 12 Jacque Straub

March 20 Linda Coffey

March 29 Diarra Toye

*continued from pg.1*

**Q. How has the process of selecting contractors been streamlined?**

A. Each contractor submits a proposal limited to a number of pages. The proposals are 10-15 pages long instead of the unlimited length (up to 300-400 pages) we have been used to receiving.

**Q. In the past, a group of evaluators would meet and go over these written proposals and that typically took months. What attempts are being made to streamline this process?**

A. The contracting office decides if they want the bidders to submit a written proposal or if they would rather have it presented orally. It's up to the government to decide.

**Q. Is the government interested in past performance or do we tend to look more at the proposals presented for that particular project?**

A. We are actually analyzing the past performance, and in many cases, give as many points for past performance as for the information contained in the proposal.

**Q. Could you give us a brief overview of the phases of the contracting process?**

A. The project manager constructs the Requirements Definition expressing what they want accomplished and the Contracting Officer's Representative (COR) takes this information and develops the SOO. The COR sends the SOO to the Contracts office and they decide if it should go forward.

**Q. If the Contracts office approves it, where do they announce the procurement and how many people can bid on it?**

A. During the solicitation phase, the procurement is announced in several places, one including the Commerce Business Daily. The announcement, however, can be limited to a predetermined 5 or 6 groups, which can participate in the bidding.

**Q. After the program office completes the evaluation phase, what happens?**

A. The program office may conduct negotiations to clarify any unclear areas and then will award the contract to the winning bidder. Again, this whole process takes between 6-8 weeks whereas before it could take as much as 6-8 months.