



# ICF's Digital IT Acquisition Professional (DITAP) Program

## I. What DITAP Is All About

Keeping pace with a constantly evolving technology landscape is a challenge – especially when it comes to acquiring digital services. To transform how the government acquires digital services, the Office of Federal Procurement Policy (OFPP), in consultation with the U.S. Digital Service, [released the FAC-C core-plus specialization in digital services \(FAC-C-DS\) certification](#) for the acquisition workforce. Starting in 2022, all Federal acquisition professionals who manage contracts of \$7M or more will need the FAC-C-DS certification. Acquisition professionals earn the FAC-C-DS by completing the DITAP program.

DITAP provides motivated, trailblazing acquisition professionals like you with the knowledge, skills, and mindset you need to design innovative and flexible digital service procurements *and* to lead change within your organizations. Unlike a traditional “training” program, this is an **immersive, six-month learning experience** that asks you to redefine the traditional definition of an acquisition professional. In the digital services world, acquisition professionals need a strategic “seat at the table” from the very beginning—i.e., when the need for a digital service is first identified. This program will enable you to advise your program teams and to strategically craft solicitations that deliver value to the American people.

The program requires commitment, dedication, discipline, and grit to complete. Why?

- This program **puts you in the driver's seat of your learning**, arming you with the knowledge, skills, and mindset you need to succeed today *AND* the skills to continue learning and growing as the field evolves over time. You'll spend approximately 12 hours per week, over a six-month period, reviewing readings and online learning, reflecting on what you learn with your classmates, participating in webinars, collaborating in classroom sessions, collaborating on a team project, conducting interviews, shadowing digital service teams, conducting lunch 'n learn sessions, and more. Much of this work is self-directed—meaning it requires you to be self-motivated and disciplined about how you structure your time and your learning. This is an intentional part of the program, as learning while you work is the way of the future and one of the most effective ways to change behavior. Which brings us to our next point...
- This program focuses on **changing your behavior**. While a traditional training program may involve a one-time classroom session that packs all the learning in at once, DITAP is different—for good reason. DITAP is about changing not only how you do your work, but also how you think about your work, and that isn't possible to achieve in one sitting. Therefore, the program is structured in a way that helps you incrementally learn new knowledge and skills, apply them, hear from others who are trying them out, and iteratively build new habits and ways of working and thinking over time.
- This program is **tailored to you**. ICF's program meets [USDS program certification standards](#), but we go above just meeting those standards. We also iteratively assess and gather feedback from you, and we use that data to iteratively adapt and tailor our materials to meet you at your point of need.
- This program puts you on the **forefront of the government's IT transformation mission**. Leading change isn't easy. In fact, it's often extremely challenging. This program requires you to confront cultural norms, values, and assumptions that you may find frustrating or that may seem to contradict what you're learning. The DITAP program asks you to be the change—not that you go at it alone, but that you take an active role in helping to shape the future. This is no small charge. However, as Theodore Roosevelt once said, “Nothing in the world is worth having or worth doing unless it means effort...difficulty.”

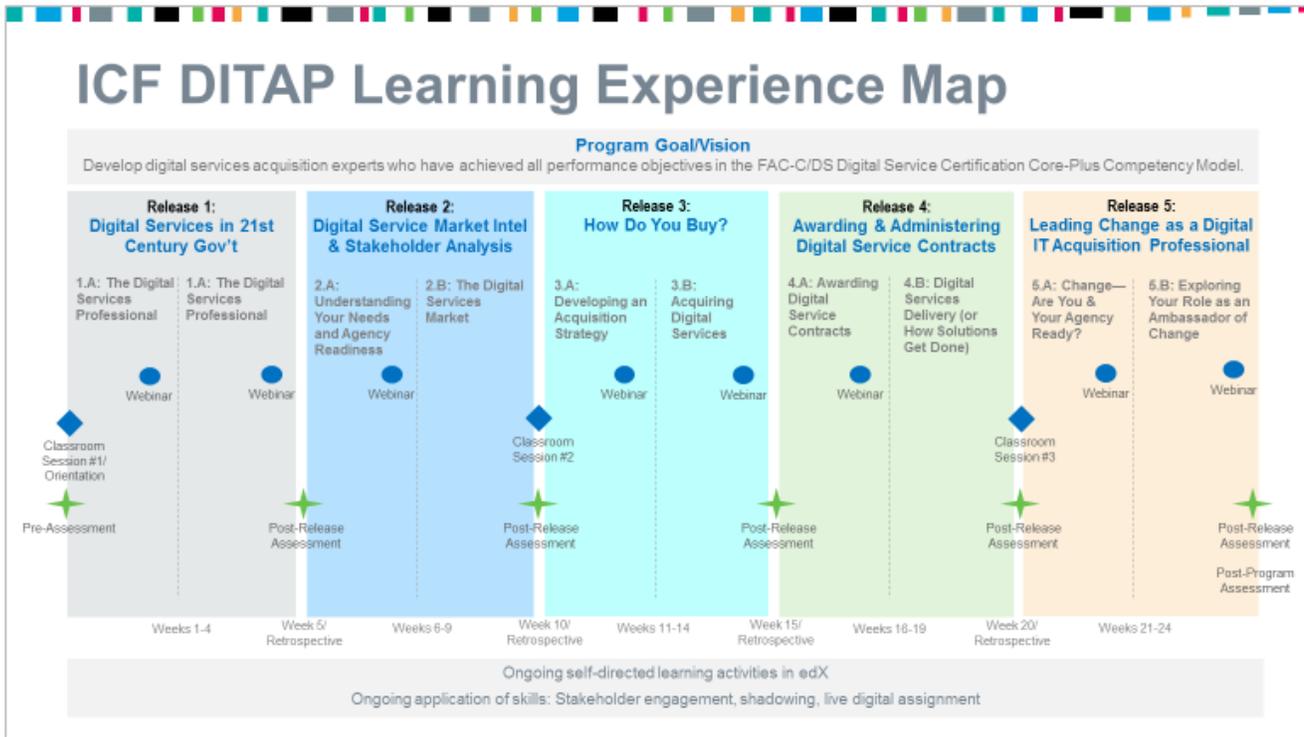
We look forward to learning from and with you!

## II. Program Details

Section	Details
<b>PROGRAM DATES</b>	September 28, 2020 to May 3, 2021  <b>Note:</b> The program will technically start on September 28 to allow agencies to use end-of-year funds, However, we understand that this is the end of the fiscal year and your busiest time of year. Therefore, we allotted extra time to complete the pre-work and delayed the start of the first classroom session to mid-October.
<b>TIME COMMITMENT</b>	<ul style="list-style-type: none"> <li>• 8 one-hour webinars</li> <li>• 12 half days (with an additional 1-hour tech orientation) of engaging virtual classroom instruction from 12:00-4:00pm EST on each of the following dates: <b>October 19-23, 2020; January 11-15, 2021; March 15-19, 2021.</b></li> <li>• Additional 12 hours <b>per week</b> to read articles, participate in online discussions, contribute to group activities, collaborate on a team project, shadow a digital services delivery team, conduct stakeholder interviews, deliver a lunch 'n learn within your agency, attend digital services networking events, and more.</li> </ul>
<b>CONTINUOUS LEARNING POINTS (CLPs)</b>	<ul style="list-style-type: none"> <li>• Participants earn 80 CLPs upon successful completion of the program.</li> </ul>
<b>TRAVEL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Due to COVID-19, there are no travel requirements at this time. All classroom sessions are currently being delivered virtually. Future cohorts may include travel requirements depending on future impacts of COVID-19.</li> </ul>
<b>TUITION COSTS</b>	<p>\$7,000 per participant. Includes:</p> <ul style="list-style-type: none"> <li>• Guidance and facilitation by qualified facilitators and digital services acquisition experts in webinars, in the classroom, and online</li> <li>• Course materials, assessments, and program support</li> <li>• Access to online learning platform</li> <li>• Collaboration and networking opportunities</li> </ul> <p>See registration and program policies later in this document for additional specifics.</p>
<b>HOW TO APPLY</b>	Complete the online application by July 31, 2020.
<b>PRE-REQUISITES</b>	Level II or Level III FAC-C certification <u>and</u> interest in being a digital service change ambassador
<b>QUESTIONS</b>	Contact <a href="mailto:DITAP@icf.com">DITAP@icf.com</a> .

### III. DITAP Experience Overview

Here’s an overview of the ICF’s DITAP program learning experience.



As shown in the learning experience map, the program features a mix of self-directed, guided and applied learning, classroom instruction, case studies, guest speakers, and a live digital assignment for hands-on knowledge and skill development. You’ll have access to our learning portal where you can learn and collaborate with your cohort and program faculty. Not only will you gain the knowledge and skills you need to succeed as a digital acquisition professional, you’ll build connections with other motivated acquisition professionals like yourself who can support you on your learning journey. Over the past three years, we’ve had the honor of helping 250+ contracting officers from across government earn their FAC-C-DS certifications, but the digital revolution is just beginning! This program will help position you on the leading edge of the government’s digital transformation.

Don’t take it just from us, though. Previous participants in ICF’s program have had the following to say when they completed the program:

- “I have a **new level of satisfaction and enjoyment with my career**, and feel like I’ve had the ‘ceiling’ removed and am not constrained in my approach to new ideas or techniques and the value I can provide.”
- “I try to look at new IT and digital requirements through the agile lens, or at least **see if there is a way something different can be done this time around.**”
- “I am **questioning** more whether traditional procurement strategies are the best route for certain acquisitions.”
- “Specifically the leadership and inspiring change portions of the training have influenced my work. I feel **more empowered** to speak up and present my ideas.”

In addition, past participants said they benefited from learning how the principles can be applied to the acquisitions they do routinely, discussing different digital services experiences and approaches to solutions, and having engaged facilitators who shared resources and adjusted the course based on participant feedback.

*Let us help you change the world, one innovative and effective digital services acquisition at a time.*



## IV. Registration & Policies

Once you apply, our ICF DITAP team will review your application and let you know whether you've been accepted into the program by early August. In your acceptance email, you'll receive instructions on registering for the program and submitting payment.

### How are payments handled?

Methods of payment include:

- Government credit/purchase cards
- Fully executed, authorized and signed Purchase Order (P.O.)
- Fully executed, authorized and signed Government Training Form (e.g., SF 182)

You'll receive instructions on how to pay via each of these methods in your acceptance email. Please note, ICF must receive your payment before you receive access to our learning portal to complete program pre-work. That is why we request proof of ability to pay as part of the program application.

### When are payments due?

Tuition payment or fully executed payment paperwork is preferred at the time you receive notice that you've been accepted into the program. To guarantee your placement, we must receive payment by Friday, September 11, 2020. You will not be guaranteed a place in the program until your payment or finalized government paperwork is received.

### Will you issue any refunds if I can't complete the program?

Refunds will not be issued. However, your enrollment can be transferred to another qualified candidate in your agency, if they join within the first month of the program. We request written notification as soon as you find you're unable to continue the program; please provide the name and contact information for your replacement.

### Can the program be cancelled or delayed?

Yes, we require a minimum enrollment number to run a program because the program is designed as a cohort-based learning experience. The program run dates are contingent upon meeting this minimum. We'll notify you by mid-August 2020 if there is any change to the program schedule.

### What happens if there is a government shutdown during the program?

Depending on whether and how the cohort is impacted by a shutdown, we'll work with all program participants to determine the path forward. Similar to the approach taken during the December 2018-January 2019 partial government shutdown, this is likely to involve temporarily pausing the program until the government reopens and then rescheduling webinars and classroom sessions at times that work for the majority of participants (which will be determined via survey).

### ICF Policies

ICF does not discriminate against individuals with disabilities who attend our classes. ICF provides such individuals all assistance required by applicable laws and regulations. To ensure any disability or special learning need is appropriately addressed, ICF requires notice of at least 15 business days prior to the start of the program.

By registering for the DITAP program, you agree and acknowledge that ICF's materials are protected by U.S. and international copyright laws. Therefore, you cannot reproduce, distribute, create derivative works of, or publicly display/perform such materials. In addition, you agree not to use ICF's materials, including but not limited to the concepts and ideas expressed in the training, to create a competing product/service.

## V. Schedule

Cohort Activities	Start	Finish
<b>Participants complete pre-work</b>	9/28/20	10/13/20
<b>Orientation</b>	10/19/20	10/23/20
<b>Release 1: Release 1: Digital Services in the 21st Century Government</b>		
Iteration 1.A: The Digital Services Professional	10/26/20	11/6/20
Iteration 1.B: The Digital Services World	11/9/20	11/20/20
<b>Release 2: What Are You Buying?</b>		
Iteration 2.A: Understanding Your Needs and Agency Readiness	11/30/20	12/11/20
Iteration 2.B: The Digital Services Market	12/14/20	1/8/21
<b>Classroom Session 2</b>	1/11/21	1/15/21
<b>Release 3: How Do You Buy?</b>		
Iteration 3.A: Developing an Acquisition Strategy	1/19/21	1/29/21
Iteration 3.B: Acquiring Digital Services	2/1/21	2/12/21
<b>Release 4: Awarding &amp; Administering Digital Service Contracts</b>		
Iteration 4.A: Awarding Digital Service Contracts	2/16/21	2/26/21
Iteration 4.B: Digital Services Delivery (or How Solutions Get Done)	3/1/21	3/12/21
<b>Classroom Session #3</b>	3/15/21	3/19/21
<b>Release 5: Leading Change</b>		
Iteration 5.A: Change - Are You & Your Agency Ready?	3/22/21	4/2/21
Iteration 5.B: Exploring Your Role as an Ambassador of Change	4/5/21	4/16/21
<b>Complete Post-Program Assessment</b>	4/19/21	4/23/21
<b>Graduation</b>	5/3/21	5/3/21