

Writing Project: Proposal

MEM Consulting, LLC

**Created By:
Mary E. Mowery**

Mary Mowery, *MEM Consulting, LLC*
937 Meadowbrook Drive
Oklahoma City, OK 73142
(405) 209-3012 (mobile)
mknight4349@gmail.com (email)

March 22, 2021

Loni Peterson
CACI
12566 Guthrie Road
Fort Sill, OK 73003

SUBJ: Proposal to develop a training support package for the Field Artillery Basic Officer Leader Course (FA BOLC) offered at Fort Sill, OK.

Dear Ms. Peterson:

Attached is a proposal to develop a training support package for the Army FA BOLC in response to your announcement in the company website. The attached proposal outlines (1) a description of the training support package and other supporting documents to be developed for Army FA BOLC, (2) development plans, (3) qualifications, (4) a schedule for project completion, (5) information sources, and (6) a bid for proposal.

If you have any questions or concerns, I may be reached at (405) 209-3012. Thank you for your time and consideration.

Sincerely,

Mary E. Mowery

Enclosure

Proposal: Development and Delivery of a Training Support Package (TSP) for the Army Field Artillery Basic Officer Leader Course (FA BOLC) in Microsoft Word Format

The following is a proposal to develop a *training support package* (containing lesson materials and supporting course documents) for the FA BOLC, delivered to the Army schoolhouse at Fort Sill, Oklahoma. This proposal is based on the RFP announced in the CACI website on March 05, 2021. The information provided in this proposal includes (1) a description of the TSP and other documents to support training delivery of the FA BOLC, (2) plans for developing and delivering lesson materials and supporting documents in MS Word format, (3) qualifications needed to support this project, (4) a *schedule listing* (milestones) for completion, (5) *information sources* (references and other sources used to support this effort), and (6) cost/bid for proposal.

Need for Development of Learning Products

Currently, Training Development Capability (TDC) is the automated development tool used to provide learning content and resource requirements for all Army courses (schoolhouse and field training). Effective May 1, 2021, Army Training & Education (T&E) department will no longer allow instructional content to be entered into TDC. However, the new Army FA BOLC course needs to be developed by May 1, 2022. The new system replacing TDC will not be launched until December 1, 2021, providing insufficient time in gathering all the content and materials needed for course development. Although the FA BOLC cannot be entered or stored into the TDC database system, the government will accept it as a training package as long as all the supporting materials are formatted using MS Word.

Description of the Training Support Package and Supporting Course Documents

Formatted in MS Word, the training support package for the FA BOLC will include (1) all lesson plans and practical exercises, (2) *lesson sequencing* (document which displays the proper sequencing of lessons for training effectiveness), (3) a *course management plan* (document which provides a mapping of the FA BOLC structure), and (4) a *student assessment plan* (document which details how students will be assessed for specific learning activities). These documents will be provided via a secured link from our company website along with a back-up CD. Tentatively, specifics on the above-mentioned training support documents are listed below:

Lesson plans. A lesson plan *shell* (template) in MS Word will be provided to CACI at the beginning of the project which displays formatting and *contents* (elements which make up an effective lesson plan). A table of lesson plan contents are tentatively listed below:

Note: Formatting may be subject to change depending on feedback received by CACI.

Administrative Data

Data includes course manager's name, lesson *author* (or developer), course title, module title, lesson plan number, lesson title, and version number.

Scope	This data provides intent of the course. For example, the scope addresses why Field Artillery officers need FA BOLC and outcomes.
Learning Objectives	Includes the Terminal Learning Objective (TLO), Enabling Learning Objective (ELO), and Learning Step Activities (LSAs) aligned with instructional content. Each ELO and TLO statement will include the following (1) an action, (2) condition, (3) standard, (4) learning domain, and (5) level of learning.
Assigned Student Readings	Readings based upon instructor assignment.
Training Aids	Includes scenarios, case studies, field artillery handbooks, simulator guides, student guides.
References	Reference data includes assigned readings inside and outside of the classroom. For example, FM (Field Manual) 6-22 on Leader Development is a reference listed in the Artillery Ballistics lesson.
Assessment	Provides information on what materials, if any, will be used to assess students on their learning.
Conduct of Lesson	Provides a breakdown of the lesson timeline, such as time spent on icebreakers, lesson content, application, and assessments.
Glossary	This appendix provides a list of acronyms used throughout each lesson along with its associated definitions.

Lesson sequencing document. A lesson sequencing document formatted in MS Word will tentatively include the following four items based on (1) an assigned lesson sequence number or order in which the lesson is taught within the FA BOLC, (2) an assigned lesson number as already established by CACI, (3) a lesson title (for example, Artillery Ballistics), and (5) the *module* (unit) a specific lesson is covered under (for example, Artillery Ballistics is covered under Module B unit).

Course management plan. The FA BOLC Course Management Plan (or CMP) formatted in MS Word will be provided to the FA BOLC course managers and instructors. The CMP provides the information needed, such as course intent, evaluation tools, time of instruction, and course map, to conduct the training as prescribed.

Assessment plan. An Individual Student Assessment Plan (or ISAP) will be provided to FA BOLC course managers and instructors to determine if students have demonstrated a sufficient level of competency to pass this course. The ISAP is also known as the course assessment strategy and will tentatively include the following information:

Course Outcome	Explains the graduates' new role upon completing the FA BOLC.
Course Length and Structure	Provides a breakdown on the <i>academic</i> (classroom) hours, <i>training</i> (field/range) hours, and <i>administrative</i> (testing) hours of FA BOLC.
Student Responsibilities	Explains how students need to adhere to assessment policies and procedures.
Methods of Assessment	Provides how students will be assessed throughout the FA BOLC. Examples of assessment methods include written examinations and performance evaluations.
Academic Grading and Evaluation Plan	Provides a breakdown on FA BOLC lessons requiring an assessment and how students will be evaluated. For example, some may require a pass/fail grade on performance examinations and letter grades on written examinations.
Testing/Retesting Procedures	Explains the procedures for testing and retesting on examinations.
Absences	Explains the policies and procedures if students miss so many days of class.

Plans for Developing and Delivering Lesson Material in MS Word

As previously mentioned, a draft lesson plan *shell* (template) in MS Word will be provided to CACI in the beginning requesting feedback from the training department. Modifications will be made to this lesson plan shell until it is finalized. Practical exercise and scenario documents will also be reformatted using MS Word. Once each *module* (set of lessons which make up a unit) is complete, a special link will be provided for the *reviewers* (subject matter experts and trainers who work for CACI) and instructional design team at MEM Consulting to provide feedback. Revisions will be made to the FA BOLC lesson materials if needed by the team members at MEM Consulting.

Plans for Creating and Delivering Other Supporting Documents in MS Word

Draft documents for the course management plan, ISAP, and lesson sequencing will be formatted using MS Word. Modifications will be made to these documents until finalized. Once each supporting document is complete, a special link will be provided for the *reviewers* (course managers and trainers who work for CACI) and instructional design team at MEM Consulting to provide feedback. Revisions will be made to these documents if needed by the team members at MEM Consulting.

Qualifications Needed to Support This Project

As a certified Instructional Systems Designer (ISD), I have over 10 years' experience in performing quality assurance reviews on various types of courseware (computer and print-based) prior to final

delivery, forming partnerships with course developers and *subject matter experts* (technical content experts) in finalizing training packages for delivery, and overseeing the development of lesson plans formatted in MS Word, PowerPoint, and TDC system. A brief summary of my education and experience follows:

- Over 10 years professional ISD experience in the Defense industry
- ISD professional certification achieved through Embry-Riddle Aeronautical University
- Systems Approach to Training Basic Course certificate achieved through the Department of Army
- M.Ed. in Adult Education achieved through University of Central Oklahoma
- Masters in Educational Technology achieved through Embry-Riddle Aeronautical University
- Master Instructional Designer (MID) certification achieved through the Association of Talent Development (ATD)

The qualifications and expertise needed to perform this work include (1) an ISD background, (2) at least 2 years' experience in courseware development, and (3) at least 3 years' experience working in partnerships with subject matter experts and other cross-functional settings.

Schedule Listing

The *final* training support package will be completed and delivered to your training office at Fort Sill on April 30, 2022. However, draft deliverables will be provided by MEM Consulting to CACI on a continual basis. The following tentative schedule includes a timeline of milestones for completion of the training package.

Note: Some dates listed in this timeline will come close to overlapping due to review and feedback provided by CACI.

Schedule Listing for Development of the Training Support Package	
Provide draft lesson plan shells (templates) to CACI for review.	<i>May 8, 2021</i>
Receive permission to develop lesson materials using the final MS Word templates.	<i>May 14, 2021</i>
Format and review all lesson materials (including lesson plans and practical exercises) for Module A (FA BOLC Common Core lessons).	<i>Complete by June 4, 2021</i>
Send materials for Module A to CACI for review and feedback via company link and back-up CD.	<i>No later than June 7, 2021</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish June 14, 2021</i>
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish June 23, 2021</i>
Format and review all lesson materials (including lesson plans and practical exercises) for Module B (FA BOLC Gunnery Part 1 lessons).	<i>Complete July 2, 2021</i>
Send materials for Module B to CACI for review and feedback via company link and back-up CD.	<i>No later than July 6, 2021</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish July 15, 2021</i>

Schedule Listing for Development of the Training Support Package	
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish July 22, 2021</i>
Format and review all lesson materials (including lesson plans and practical exercises) for Module C (FA BOLC Gunnery Part 2 lessons).	<i>Complete by August 6, 2021</i>
Send materials for Module C to CACI for review and feedback via company link and back-up CD.	<i>No later than August 9, 2021</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish August 18, 2021</i>
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish August 26, 2021</i>
Format and review all lesson materials (including lesson plans and practical exercises) for Module D (FA BOLC Gunnery Part 3 lessons).	<i>Complete by September 3, 2021</i>
Send materials for Module D to CACI for review and feedback via company link and back-up CD	<i>No later than September 7, 2021</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish September 15, 2021</i>
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish September 22, 2021</i>
Format and review all lesson materials (including lesson plans and practical exercises) for Module E (FA BOLC Gunnery Part 4 lessons).	<i>Complete by October 1, 2021</i>
Send materials for Module E to CACI for review and feedback via protected link and back-up CD.	<i>No later than October 4, 2021</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish October 12, 2021</i>
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish October 19, 2021</i>
Format and review all lesson materials (including lesson plans and practical exercises) for Module F (FA BOLC Fire Support Foundations).	<i>Complete by November 5, 2021</i>
Send materials for Module F to CACI for review and feedback via protected link and back-up CD.	<i>No later than November 8, 2021</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish November 16, 2021</i>
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish November 24, 2021</i>
Format and review all lesson materials (including lesson plans and practical exercises) for Module G (FA BOLC Advanced Fire Support Foundations).	<i>Complete by December 3, 2021</i>
Send materials for Module G to CACI for review and feedback via protected link and back-up CD.	<i>No later than December 6, 2021</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish by December 14, 2021</i>
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish by December 22, 2021</i>

Schedule Listing for Development of the Training Support Package	
Format and review all lesson materials (including lesson plans and practical exercises) for Module H (FA BOLC Fire Support Planning).	<i>Complete by January 7, 2022</i>
Send materials for Module H to CACI for review and feedback via protected link and back-up CD.	<i>No later than January 10, 2022</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish by January 18, 2022</i>
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish by January 22, 2022</i>
Format and review all lesson materials (including lesson plans and practical exercises) for Module I (FA BOLC Combined Arms Division Planning).	<i>Complete by January 21, 2022</i>
Send materials for Module I to CACI for review and feedback via protected link and back-up CD.	<i>No later than January 24, 2022</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish by January 31, 2022</i>
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish by February 7, 2022</i>
Format and review all lesson materials (including lesson plans and practical exercises) for Module K (FA BOLC Platoon Leader).	<i>Complete by February 4, 2022</i>
Send materials for Module K to CACI for review and feedback via protected link and back-up CD.	<i>No later than February 7, 2022</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish by February 14, 2022</i>
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish by February 21, 2022</i>
Format and review all lesson materials (including lesson plans and practical exercises) for Module L (FA BOLC Field Training Exercise).	<i>Complete by February 18, 2022</i>
Send materials for Module L to CACI for review and feedback via protected link and back-up CD.	<i>No later than February 21, 2021</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish by February 28, 2022</i>
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish by March 7, 2022</i>
Format and review all lesson materials (including lesson plans and practical exercises) for Module M (FA BOLC Administrative Lessons).	<i>Complete by March 11, 2022</i>
Send materials for Module M to CACI for review and feedback via protected link and back-up CD.	<i>No later than March 14, 2022</i>
Allow 5–7 business days for CACI to review lesson materials.	<i>Finish by March 21, 2022</i>
MEM Consulting will need 5–7 business days to incorporate changes, if any.	<i>Finish by March 28, 2022</i>
Format the FA BOLC Course Management Plan.	<i>Complete by April 1, 2022</i>
Send to CACI for review and feedback via protected link and back-up CD.	<i>No later than April 4, 2022</i>

Schedule Listing for Development of the Training Support Package	
Allow 2–3 business days for CACI to review the FA BOLC Course Management Plan.	<i>Finish by April 7, 2022</i>
MEM Consulting will need 2–3 business days to incorporate changes, if any.	<i>Finish by April 12, 2022</i>
Format the lesson sequencing document.	<i>Complete by April 1, 2022</i>
Send to CACI for review and feedback via protected link and back-up CD.	<i>No later than April 4, 2022</i>
Allow 2–3 business days for CACI to review the document.	<i>Finish by April 7, 2022</i>
MEM Consulting will need 2–3 business days to incorporate changes, if any.	<i>Finish by April 12, 2022</i>
Format the Individual Student Assessment Plan (ISAP).	<i>Complete by April 18, 2022</i>
Send to CACI for review and feedback via protected link and back-up CD.	<i>No later than April 18, 2022</i>
Allow 2–3 business days for CACI to review the ISAP.	<i>Finish by April 21, 2022</i>
MEM Consulting will need 2–3 business days to incorporate changes, if any.	<i>Finish by April 27, 2022</i>
Deliver finalized training support package to CACI Training Office at Fort Sill	<i>April 30, 2021</i>

Sources of Information

Sources of information used for this project are as follows:

1. “Instructional Systems Development/Systems Approach to Training and Education”, Department of Defense Handbook, last modified August 31, 2001, http://everyspec.com/MIL-HDBK/MIL-HDBK-9000-and-Up/MIL-HDBK-29612_2A_24724/
2. Big Dog & Little Dog’s Performance Juxtaposition, accessed <http://nwlink.com/~donclark/>
3. “Glossary for Training”, Department of Defense Handbook, last modified August 31, 2001, <https://www.yumpu.com/en/document/read/28202274/departement-of-defense-handbook-glossary-for-training-navair>
4. “Army Learning Policy and Systems”, Department of the Army Regulation, last modified on July 10, 2017, <https://adminpubs.tradoc.army.mil/regulations/TR350-70.pdf>
5. “Training Development Capability (TDC) System”, www.tdc.army.mil/

Costs Involved in Project

The total cost for researching, writing, reviewing, and editing lesson materials is \$155,000. A breakdown of the total expenses follows:

MEM Consulting, <i>Consultant</i>	40 hours per week @ \$52.88 per hour
	Total number of hours worked is 2,080/year
Total Expense for Consultant	\$110,000/year
MEM Consulting, <i>Support Staff</i>	25 hours per week @ \$30.00 per hour
	Total number of hours worked is 1,300/year

Total Expense for Support Staff	\$39,000/year
Fee for researching, traveling, and other supplies	\$6,000
Total Expense	\$155,000

Conclusion

This proposal is based on the requirements listed in your RFP. If you have any changes or suggestions, please contact me at (405) 209-3012 or mknight4349@gmail.com. I look forward to sharing the information I have gained through my education and work experience to benefit the Training and Education (T&E) department at CACI.