

JSC DATA REQUIREMENTS DESCRIPTION (DRD)
(Based on JSC – STD – 123)

1. DRD Title Staffing and Critical Skills Plan	2. Version 09/25/2013	3. DRL No. 02	4. RFP/Contract No. NNJ13470997R/ NNJ14HA03B
5. Use (Define need for, intended use of, and/or anticipated results of data) To provide the offeror's/contractor's approach to meeting the staff requirements of the Statement of Work.			6. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> S&MA
6. References		8. Interrelationships (e.g. with other DRDs)	

A. SCOPE:

The Staffing and Critical Skills Plan describes the process for attracting and retaining qualified personnel to meet the required staffing levels. Upon approval, the Staffing and Critical Skills Plan will become a part of the contract as Attachment J-06.

B. CONTENT:

Staffing Approach:

1. Provide a narrative that describes the overall staffing approach
2. Describe staffing of the proposed organizational structure including proposed teaming partners and subcontractor personnel, including the numbers and types of personnel
3. Identify all critical skills and the most critical staffing risks across the contract and explain how and to what level those critical skills will be maintained. Also describe how the loss of a critical skill will be mitigated
4. Describe plans for staffing flexibility to accommodate changes in requirements, fluctuation in workload and unexpected attrition including how staffing will be managed for newly authorized IDIQ work

Recruiting and Retention:

5. Discuss your proposed recruitment and employment methods to staff the contract initially and during the contract performance period
6. Describe your approach for maintaining and retaining a qualified workforce throughout the course of the contract, including a discussion of the corporate support that will be provided to enhance the health, welfare, and morale of employees

Workforce Development:

7. Discuss how you will promote professional growth and knowledge of your employees
8. Discuss how you will ensure that employees maintain technical proficiency, certifications, and training to perform effectively

C. FORMAT:

Contractor format is acceptable but must include the content listed above. The product shall be in a Microsoft Office compatible format.

D. MAINTENANCE:

The plan shall be reviewed by the contractor annually and updated as needed or as directed by the contracting officer.

E. SUBMISSION AND DISTRIBUTION:

Submission and distribution shall be in accordance with Attachment J-01, Data Requirements List.