

September 9, 2016

TO: PROSPECTIVE OFFERORS

The Embassy of the United States of America in Quito, Ecuador is interested in contracting a 9-hour training session on the SCRUM project management system.

The Contractor shall provide all materials, to perform the above mentioned training

The training group will be approximately 18 trainees. Prior to the training, the team members will have read the book "SCRUM: The Art of Doing Twice the Work in Half the Time." The training should include a brief review of the SCRUM principles, with the bulk of the training to include discussions and activities regarding how the senior leadership team can apply SCRUM principles to the work they are doing and problems they are addressing individually and as a team.

Proposals for this training should include:

A one hour meeting with the Ambassador and/or his Deputy prior to the training to discuss their goals for the training.

A one-hour kick off session before the training group starts to discuss goals and objectives for the training.

An 8-hour training in early to mid-October to include discussions and activities regarding how the senior leadership team can apply SCRUM principles to the work they are doing individually and as a team.

Please contact Jason Show ShowJM@state.gov Jose Balseca at e-mail address: Balsecajj@state.gov and with any questions regarding this project.

If you are interested in participating in this project, your quotation must be submitted in a sealed envelope marked "Quotation Enclosed – "Training session on the SCRUM project management system" to the Contracting Officer: Jason Show, Embassy of the United States of America, Av. Guayacanes N52-205 y Av. Avigiras, Quito, **before 4:00 p.m. on September 20, 2016.**