

OPM Training & Management Assistance Contract

Overview and Instructions



What is the TMA Contract?

The U.S. Office of Personnel Management (OPM) has established the Training and Management Assistance (TMA) program as a resource to help all federal agencies with their training and strategic human resources (HR) management needs. ICF International has its second five-year contract with TMA to help them accomplish their mission. The scope of ICF's TMA contract includes:

1. Using technology to advance education and learning in organizations
2. Aligning the HR management function and systems with an agency's mission and strategic objectives
3. Creating management systems to capture, organize, and disseminate knowledge in organizations
4. Implementing training or other strategic HR solutions to enhance organizational effectiveness of government agencies

What services does ICF International offer through TMA?

ICF provides government agencies expertise and custom solutions in developing a wide range of training and HR management solutions.

Training Services includes analysis, design, development, implementation, and evaluation of instructional products regardless of subject area. This includes instructor-led materials; print-based instructional materials; technology-based training products; knowledge management systems; learning strategies and plans; consulting; learning systems development and integration; and learning management systems.

ICF provides instructor-led training, e-learning, and blended learning solutions, including Web-based and CD-ROM-based training, learning management and electronic performance support systems, job aids, management coaching, and senior leadership seminars. Our solutions incorporate cutting-edge multimedia technologies to deliver high-quality learning interactions.

Strategic Human Resources Management Services includes analysis, design, development, implementation, and evaluation of strategies and systems that align HR management with an agency's mission and help to ensure the retention of a high-quality and diverse workforce. This includes strategic HR planning; HR system development and integration; management consulting; business process reengineering and redesign, work/life programs; compensation; performance management; performance measurement and improvement; and program evaluation.

Training Offerings

- Acquisition management
- Technology systems
- Transportation management
- Performance management
- Environmental compliance
- Knowledge management
- Partnership development
- Housing rehabilitation
- Project management
- Grants management
- Emergency response
- Executive leadership
- Group productivity
- Public involvement
- Counterterrorism
- Human resources
- Energy-efficiency
- Facilitation

Strategic Human Resources Offerings

- Knowledge management solutions
- Recruitment and retention strategies
- Change management strategies
- Human capital assessments
- Performance management
- Management coaching
- Workforce planning
- Program evaluation
- Strategic planning

ICF combines our operations-level knowledge of how government operates with innovative HR approaches and state-of-the-art technologies to produce solutions that improve individual and organizational performance. We develop human capital solutions to conform to each agency's mission and strategic objectives, not as stand-alone activities so our solutions "stick" and result in improved performance.

How do I access ICF International through the TMA Program?

Projects under TMA are performed in accordance with firm, fixed-price orders issued by OPM. A TMA Project Manager will work closely with you to complete the simple and quick streamlined process:

1. Contact TMA with Your Needs
2. Develop a Statement of Objectives
3. Complete an Interagency Agreement
4. Select a Contractor: A panel of your TMA Project Manager and a representative(s) from your agency will evaluate presentations by a few pre-qualified contractors in a Task Order Competition. Your TMA Project Manager will notify the winning contractor of the panel's decision.
5. Attend a Project Kick-Off Meeting with your TMA Project Manager, your agency representatives, and the selected contractor to outline project goals and expectations.
6. Review and Approve the Management Plan (prepared by the contractor) with your TMA Project Manager before work begins.
7. Monitor the Project to Completion: Your TMA Project Manager will manage all project and contract administration functions.

Whom do I contact for more information?

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OPM TMA

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About ICF International

ICF International (NASDAQ: ICFI) partners with government and commercial clients to deliver consulting services and technology solutions in the energy, climate change, environment, transportation, social programs, health, defense, and emergency management markets. The firm combines passion for its work with industry expertise and innovative analytics to produce compelling results throughout the entire program life cycle, from analysis and design through implementation and improvement. Since 1969, ICF has been serving government at all levels, major corporations, and multilateral institutions. More than 3,000 employees serve these clients worldwide. ICF's Web site is www.icfi.com.