NOTE: All photography featured is placeholder to illustrate sequence of images and/or footage, and may therefore be replaced with live-action or alternative photography.  
Sample Video footage:

* [Businessman giving presentation behind glass wall - Stock video](http://www.istockphoto.com/video/businessman-giving-presentation-behind-glass-wall-gm510646104-90930929)
* [Smiling manager leading a meeting in conference room - Stock video](http://www.istockphoto.com/video/smiling-manager-leading-a-meeting-in-conference-room-gm510651954-91005511)
* [Business people sitting at table in conference room and listening presentation - Stock video](http://www.istockphoto.com/video/business-people-sitting-at-table-in-conference-room-and-listening-presentation-gm510652006-91006347)

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| --- | --- | --- | --- |
|  | **Script** | **Direction** | **Images** |
| **1** |  | **OPENING TITLE SEQUENCE** |  |
| **2a** | So you’ve been invited to a FEDSIM Due Diligence session. How do you make it count? | Photography appears sequentially, giving the impression of animation. Businessman is entering a conference room as the narrator speaks. |  |
| **2b** | The purpose of Due Diligence is for you to become more familiar with the upcoming solicitation so you can decide to bid. Or if you already know that you will bid - Due Diligence will help you propose a competitive solution. | Photography appears sequentially, giving the impression of animation. Businessman is entering a conference room as the narrator speaks.  **On-screen text:** Decide to bid / propose a competitive solution |  |
| **3** | The format of Due Diligence is a 45-60 minute one-on-one meeting with the Government. | Camera pans from right to left as text appears on screen, timed with narration.  **On-screen text:**  a one-on-one meeting with the Government - without your competitors present |  |
| **4a** | At Due Diligence, you can ask tailored questions and provide feedback to the entire Government acquisition team on the clarity of the draft solicitation and any supporting documents received in the Advanced Notice. | Motion graphics wipe effect reappears, revealing photograph and text.  **On-screen text:** tailored questions & provide feedback |  |
| **4b** | One benefit of attending a Due Diligence session is the ability to meet the acquisition team one-on-one without your competitors present to further understand the challenges the Government is trying to solve with this solicitation. It’s also your opportunity to meet the individual participants who helped draft the solicitation and its evaluation requirements. | Motion graphics wipe effect reappears, revealing photograph and text.  **On-screen text:** one-on-one environment | <http://www.istockphoto.com/photo/its-great-to-have-you-on-baord-gm537436868-95303643?st=_p_meeting%20business%20people%20shaking%20hands> |
| **5** | Your questions will not be shared with other Industry Partners, and your feedback may result in helping the Government further define, clarify, and shape the requirements before the final released solicitation. | Motion graphics “wipe” replaces feedback scene with scene of Government IPT convening with onscreen text. [This could be video footage]  **On-screen text:** "...define, clarify, and shape requirements..." |  |
| **6** | You may be wondering if “Due Diligence” is allowed? | TITLE SCREEN  **On-screen text:** Is Due Diligence allowed? |  |
| **7** | In fact, the FAR encourages it (FAR 15.201 in text on the video). We’re not sure why it hasn’t caught on with the rest of the Government, but we’re working on that. | Fade in Subpart 15.2 screenshot, and zoom to the following sentence..”(a) Exchanges of information among all interested parties, from the earliest identification of a requirement through receipt of proposals, are encouraged.” |  |
| **8** | However, there are some ground rules. | Motion graphics “wipe” erases screenshot, makes way for text...  **On-screen text:** Due Diligence Ground Rules |  |
| **9a** | First and foremost, this is not a corporate capabilities briefing. Your time to wow the client with the fancy sprockets, logos, and innovative strategies was two months ago. | Motion Graphics blue wipe positions the text on screen with image/footage in color at first, then fading to grey...  **Onscreen text:** “Remember: This isn’t a corporate capabilities briefing.” |  |
| **9b** | We are also big on this being a conversation, so please do not bring any electronics into the session. | Motion Graphics blue wipe positions the text on screen with image/footage in color at first, then fading to grey...  **On-screen text: “**No electronics. No cost or price questions.**”** |  |
| **10** | We are focused on the requirements in this meeting, not how you can price to win the contract. We control for that anyway by using cost ranges, so it would be a waste of time. If you ask cost or price questions - they won’t be answered. | Motion Graphics blue wipe positions the text on screen with image/footage in color at first, then fading to grey...  **On-screen text:** We give you cost ranges in the solicitation release. |  |
| **11** | Finally, we also won’t answer questions about technical evaluation criteria or questions related to approval of a potential solution or approach and current contract performance. | Motion Graphics blue wipe positions the text on screen with image/footage in color at first, then fading to grey...  **On-screen text:** No questions about evaluation criteria, potential approvals, or current contract performance. | 56386714.jpg |
| **12** | You **are** allowed to ask any technical questions regarding the environment, the draft documents, and the requirements. We also encourage non-technical questions about contract type, timelines for solicitation release or questions about business drivers. | Image of raised hand re-orients to the opposite side of the screen and the on-screen text scrolls upwards  **On-screen text:** Technical questions/draft documents/the requirements/non-technical (i.e., contract type)/timelines/business drivers |  |
| **13** | We want to know if anything is unclear, is unduly restrictive, or limits your ability to development a solution. | Motion graphics “wipe” replaces previous layout with image/footage of perplexed businessman. |  |
| **14** | Make your session count. Bring folks from different disciplines. Ask more questions than you would during Q&A. If you have already formed a team, feel free to come together. This is your opportunity to meet one on one with the Government and client to shape the requirements prior to the formal solicitation process. | Motion graphics wipe reveals image of lone businessman. As narration continues, more teammates join him in the frame. |  |
| **15** | For any specific questions please contact your FEDSIM contracting officer. | **END TITLE SEQUENCE.** |  |