

## WHAT IS A CSAW?

A Civilian Services Acquisition Workshop (SAW or CSAW) is a facilitated requirements development workshop built around a specific acquisition and its multi-functional integrated project team (IPT). The workshop walks the complete team through the [Steps to Performance Based Acquisition](#) (PBA) process from beginning to end.

## CSAW PURPOSE

Develop the project vision/mission, high-level objectives, performance requirements and performance-based strategies for the agency project and a roadmap to complete it.

## CSAW OBJECTIVES

- ❑ **Understand** the Performance-Based Acquisition (PBA) process and the Steps to PBA
- ❑ **Explore** the tools, resources, techniques, innovations and best practices to successfully execute this requirement
- ❑ **Collaborate** as a team through facilitated activities to develop draft documentation for this requirement
- ❑ **Develop** a high-level roadmap for successful implementation of this performance-based acquisition

## WHAT IS THE FOCUS?

The primary focus of the CSAW is to get all members of the acquisition team or IPT contributing and working together to accomplish the necessary work. CSAWs focus on getting actual work product started (and possibly completed), giving the team the tools (knowledge, skills and understanding) to continue the process through to completion, and building a team commitment to continuing to work together.

## WHO SHOULD ATTEND?

For the SAW to be effective, all members of the acquisition team or IPT need to attend. However, the program manager, contracting officer, and contracting officer's representatives (CORs) MUST attend the complete workshop. The SAW should be attended by all key members of the acquisition team. Typically this includes:

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| o <b>Program / Project Manager</b>  | o <b>Senior Leadership</b> (to kickoff CSAW and possibly attend on the last day)                                       |
| o <b>Contracting Officer and Specialist</b>   | o <b>OPTIONAL: Small Business Representative(s)</b> (if applicable)  |
| o <b>Contracting Officer's Representative</b>   | o <b>OPTIONAL: Legal Counsel</b> (if there are known legal complexities requiring significant input and participation) |
| o <b>Technical Representatives / SMEs</b>   | o <b>OPTIONAL: Budget / Finance Office Representative</b> (when needed)  |
| o <b>'Customer' Representatives</b><br>(Requirements Owners / Key-Users)                                |  |
| o <b>Oversight/Management Personnel Representatives</b> (quality assurance specialist(s), inspector(s)) |  |

## LOGISTICS

The duration of a CSAW is generally four (4) days for an in-person workshop, though more complex acquisitions may require follow-on sessions. Virtual CSAWs may take place over five (5) days with shorter segments. CSAWs are most effective when facilitated in-person, but due to the COVID-19 pandemic, we will be primarily delivering virtual workshops well into FY 2021. Complete a [CSAW Intake Form](#) to get started.