



ICF Digital IT Acquisition Professional (DITAP) Program Guide

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Overview

Keeping pace with a constantly evolving technology landscape is a challenge – especially when it comes to acquiring digital services. To transform how the government acquires digital services, the Office of Federal Procurement Policy (OFPP), in consultation with the U.S. Digital Service, [released the FAC-C core-plus specialization in digital services \(FAC-C-DS\) certification](#) for the acquisition workforce. Starting in 2022, all Federal acquisition professionals who manage contracts of \$7M or more need the FAC-C-DS certification. Acquisition professionals can earn their FAC-C-DS by completing the Digital IT Acquisition Professional (DITAP) program.

As the first government-certified DITAP vendor, ICF provides motivated, trailblazing acquisition professionals like you with the knowledge, skills, and mindset you need to design innovative and flexible digital service procurements and to lead change within your organizations. Specifically, you'll:

- Acquire the skills required to execute digital service procurements and act as a qualified business advisor.
- Become equipped to work directly within an agency digital services team or acquisition innovation lab to serve as a business advisor to the team, its customers, and its stakeholders.
- Gain the knowledge to lead agency training workshops and provide consultations to expand digital service procurement expertise within an agency and across the government.

Why ICF?

- We created the original DITAP curriculum and were the first authorized DITAP vendor.
- Our program is dynamic – we use results from assessments and surveys to tailor the program to the specific needs of each cohort.
- We continually enhance our program based on feedback we receive, changes in the industry, and our experience.

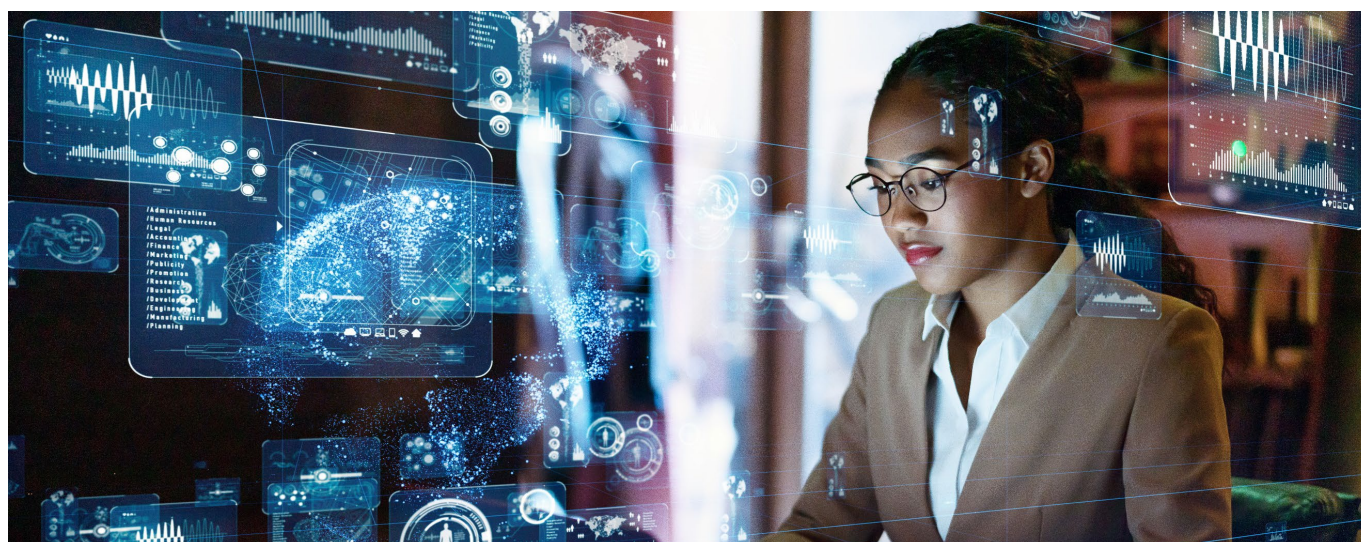


Competencies and Performance Objectives

During ICF's program, you'll achieve the required competencies and performance objectives for the FAC-C-DS certification as shown in the table below.

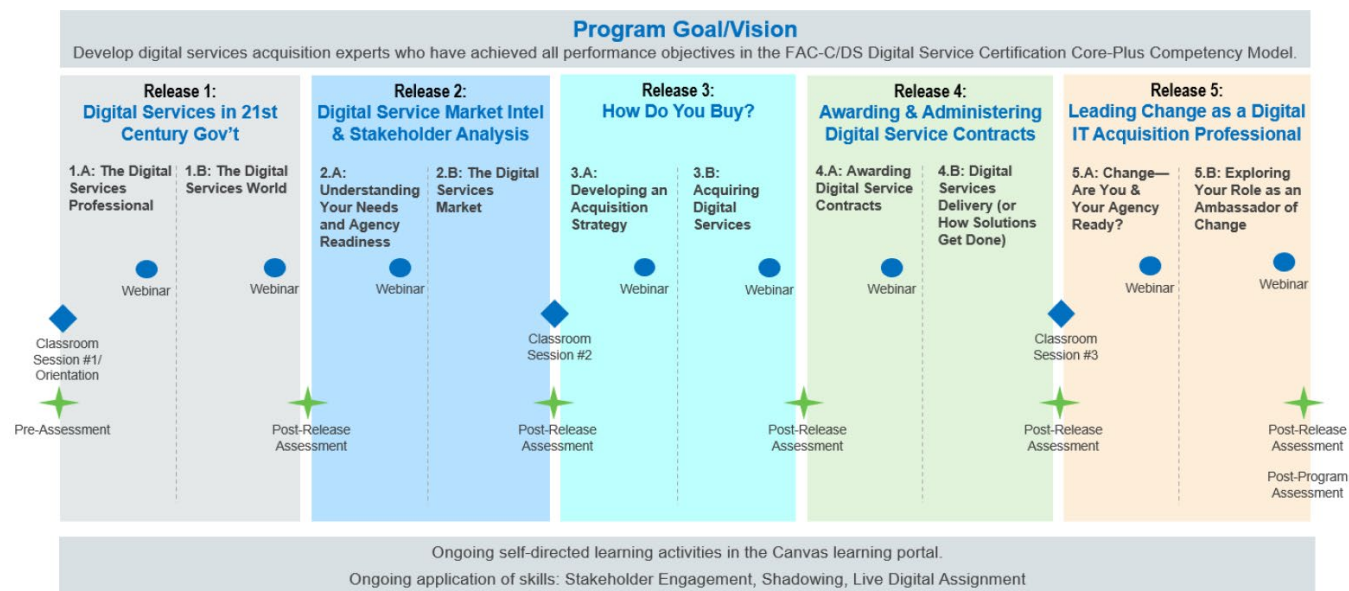
To earn your FAC-C-DS Specialization, you'll need to be a current holder of FAC-C Level II or III or DAWIA Level II or III certification or have the new FAC-C (Professional) credential and successfully complete ICF's DITAP Program per the Grading Policy described later in this guide. Upon successful completion of this program, all participants will also earn 80 Continuous Learning Points (CLPs).

Competency	Performance Objectives
Digital Services in the 21st Century Government	Describe digital services in the 21st century, including what they are, who provides them, how they are delivered, and why they're important.
Digital Service Market Intel and Stakeholder Analysis	Determine the problem to be solved while effectively supporting and communicating with the customer.
How Do You Buy?	Effectively use techniques for acquiring digital service solutions in your solicitation or acquisition strategy.
Awarding & Administering Digital Services Contracts	Evaluate vendors who deliver digital services using instantaneous, objective metrics on project health, developed via appropriately applied lean thinking and agile development methods while experimenting with flexible contract design and administration strategies.
Leading Change as a Digital IT Acquisition Specialist	Apply techniques to create the culture of innovation within your sphere that enables you and others to effectively lead and influence customers to the best solutions.
Application of Skills	Apply techniques learned in the program through various activities.



Your Learning Experience Map

ICF's program learning experience map aligns with the competencies and performance objectives listed in the previous section.



During this program, you'll engage in a variety of learning experiences including:

- **Virtual Classroom Sessions:** There are three (3) virtual classroom sessions, each of which is five (5) half-days in length (4 hours each day). These virtual classroom sessions are an opportunity to apply what you've learned in the self-paced portion of the curriculum and engage with your peers to demonstrate your new knowledge and skills.
- **Webinars and Office Hours:** There are eight (8) live guided learning webinars and two (2) facilitator office hours throughout the program. The exact timing of webinars and office hours will be published upon program start.
- **Assessments:** Prior to orientation, you'll complete a pre-assessment that assesses the knowledge you already have. To help you gauge your progress and tailor the program to your needs, you'll complete release assessments at the end of each release. You'll also complete a post-program assessment at the program's conclusion.
- **Self-Directed Learning:** You'll read articles, review content, and engage with your peers and facilitators in an online learning portal.
- **Shadowing:** You'll shadow a digital services implementation/delivery team (i.e., a team developing digital services) for one day (4 to 8 hours). Shadowing will provide you the opportunity to observe and interact with a digital services team in action as a "day in the life" experience.
- **Stakeholder Engagement:** You'll interview 2–4 stakeholders to build relationships across your agency, gain visibility as a leader in the digital IT acquisitions community, and support culture change. You'll also attend at least one networking event that is approximately 1–2 hours or more in length to familiarize yourself with the digital services and digital acquisition community.
- **Live Digital Assignment (LDA):** The LDA is a group project that requires you to apply what you're learning to a digital challenge faced by an agency. You'll first identify a relevant digital services challenge that could benefit from a digital services product, service, or tool. You'll then use this challenge to practice your consultative, critical thinking, and problem-solving skills per the program goals. You'll also present a final briefing to a panel of judges during Virtual Classroom Session #3.

Grading

Grading Expectations

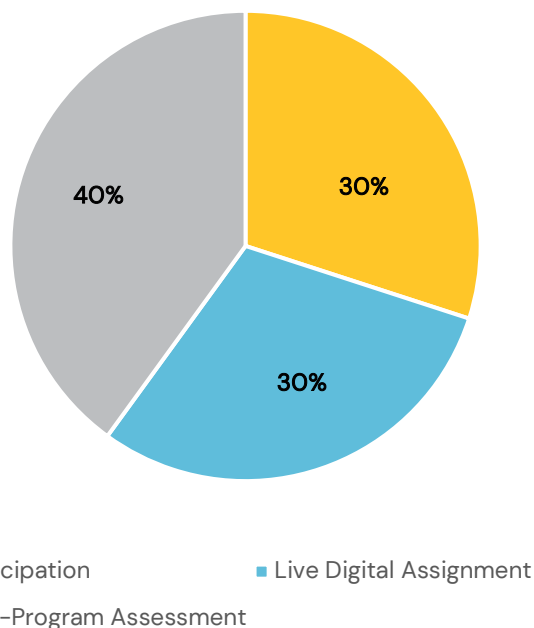
The following is a description of how and what you'll be graded on during this program. The three (3) areas that will constitute your grade are:

- Participation: 30%
- Live Digital Assignment: 30%
- Post-Program Assessment: 40%

Grading Policy

- You must attend the live virtual classroom sessions. If you need to miss a session, you should contact the facilitators immediately. You won't be able to earn your certification if you miss more than five (5) virtual classroom sessions.
- All assignments must be submitted by the stated deadline. Late submissions will not be accepted unless advance arrangements have been made with the facilitators.
- Facilitators will need approximately five (5) business days after the assignment submission deadline to enter grades into the gradebook. Please be aware that due to scheduling and assignment due dates, on occasion, it may take facilitators a few extra days to enter grades.
- Participants are expected to demonstrate academic honesty in all aspects of the DITAP program. Academic dishonesty includes cheating on any assessment or assignment, plagiarism, claiming another participant's work as your own, buying assignments, and fabricating information. Consequences for academic dishonesty include expulsion from this DITAP program without earning a FAC-C-DS and 80 CLPs.
- To pass the program and receive your certification and CLPs, you must earn a score of at least 70% overall (875 points out of a possible 1250 points) in the course.

Grading Breakdown



Learning Portal and Tools

As a program participant, you'll have access to ICF's Canvas-based learning portal to access program materials and collaborate with your classmates throughout the program. The portal allows you to:

- Navigate, access, and interact with the program components.
- Track your progress, due dates, grades, and the status of assignments.
- Collaborate with your facilitators and other participants via discussion boards, email, classroom sessions, and by hosting group-specific discussions.
- Access learning on any device at the point of need. This means you can use your mobile phone to review a job aid for a customer consultation or listen to a podcast during your commute.

For guided learning webinars and virtual classroom sessions, we use Big Blue Button, a web-conferencing tool within the Canvas learning portal. For those participants who are unable to attend a live session, the webinars are recorded and posted to the portal to watch later or to access as a reference.

Resource Link	Resource Description
DITAP Welcome Video	This video introduces you to the importance of the DITAP journey you're about to embark on.
DITAP Program Overview	This page provides you with an overview of ICF's DITAP program.
DITAP Canvas Orientation Video	This video provides you with an orientation on how to navigate the DITAP Canvas Learning Management System (LMS).
Syllabus	Review the syllabus (also accessible on the left hand side of this page) to find a program overview and details about competencies and performance objectives, activities, grading expectations, grading policy, collaboration platforms, certification and CLPs, and a summary of upcoming assignments.
Program Schedule	Review this schedule so you understand when assignments are due and when we meet for classroom sessions and guided learning webinars.
Canvas Student Guide	If you have questions about how to use Canvas, visit this link to review guidance on how to use Canvas.

Program Schedule

The schedule below shows the approximate time allocated for each release.

Release	Duration
Complete Pre-Work	2 weeks
Tech Orientation	1 day
Orientation/Classroom Session #1	1 week
Release 1: Digital Services in the 21st Century Government	
Iteration 1.A	1 week
Iteration 1.B	1 week
Release 1 Wrap Up	1 week
Release 2: What are you buying?	
Iteration 2.A	1 week
Iteration 2.B	1 week
Release 2 Wrap Up	1 week
Classroom Session #2	1 week
Release 3: How Do You Buy?	
Iteration 3.A	1 week
Iteration 3.B	1 week
Release 3 Wrap Up	1 week
Release 4: Awarding & Administering Digital Services	
Contracts	1 week
Iteration 4.A	1 week
Iteration 4. B	1 week
Release 1 Wrap Up	
Classroom Session #3	1 week
Release 5: Leading Change	
Iteration 5.A	1 week
Iteration 5.B	1 week
Release 5 Wrap Up	1 week
Post-Program Assessment	1 week
Graduation	1 day

*Have additional questions?
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