

Success Through Collaboration – The NTIS Process

Through our Joint Venture Partnership (JVP) Authority, the National Technical Information Service (NTIS), a bureau under the Department of Commerce engages the private sector to accelerate data-driven solutions for the Federal Government. This merit-based, collaborative program allows us to provide agile data services and creative design analysis to solve complex data challenges.

As a trusted Fed-to-Fed advisor, NTIS will need your agency’s help as we work through the innovation process, from problem statement to functional product.

Below is a summary of key milestones and where your assistance will help us expedite the time to innovation:

	NTIS will	Agency Role
IDEATE	Meet and discuss common data issues experienced within your organization.	Ensuring organizationally diverse attendance for initial discussions. The best conversations take place when a cross section of multiple stakeholders are present (ex. Legal, OCIO, SMEs, data Scientist, OCFO).
	Assist with completion of 7600 A and 7600B forms.	Coordinating and ensuring timely completion of forms to include OCFO information.
Deliverable: Executed 7600 A & 7600 B Inter-Agency Agreement.		
CONCEPTUALIZE	Capture data issues in a Problem Statement.	Providing timely feedback. NTIS will need agency specific information and input regarding how this challenge impacts or relates to your mission
	Organize and host a Whiteboard session with you and our Joint Venture Partners (JVPs).	Coordinating the best time for your organization’s stakeholders to spend with the JVPs to further clarify the Problem Statement.
	Update the Problem Statement Revisions typically occur within 24-48 hrs.	Assisting in revising the Problem Statement to include additional information.
	Disseminate Opportunity Announcement to Joint Venture Partners.	Assisting in responding to questions from the Opportunity Announcement. NTIS will work with you to draft responses.
Deliverable: (1) Problem Statement, (2) Whiteboarding, and (3) Opportunity Announcement.		
PROPOSE	Hold a merit-based review for all proposals submitted to the Opportunity Announcement.	Contributing one SME to serve on the merit-based review panel. The SME must be available to review all written proposals and presentations. The review process can span from 1 to 2 weeks based on the number of proposals received.
	Deliverable: (1) Proposal and Presentation Evaluation, (2) Consensus Scoring, and (3) Preliminary JVP(s) Selection.	
IMPLEMENT	Select partner(s), finalize any additional details and kickoff meeting.	Coordinating and completing any final details and discussions at the kickoff meeting.
	Deliverable: (1) Final JVP(s) selection, (2) Onboarding, and (3) Kick-off.	