

**FORM FOR SCORING OF TRAINING RESOURCE TO FULFILL FEDERAL BUILDING PERSONNEL TRAINING ACT (FBPTA) CORE COMPETENCIES**

The FBPTA requires Federal building personnel to demonstrate compliance with a set of Core Competencies. The General Services Administration (GSA) accepts submissions for courses, certificates, certifications, accreditations, registrations, licenses, and other qualifications that demonstrate alignment with the FBPTA Core Competencies. GSA will post resources that sufficiently map to FBPTA Core Competency requirements on the FMI webpage ([www.fmi.gov](http://www.fmi.gov)) and may incorporate them into the Core Competency Web Tool. The Web Tool allows Federal buildings personnel to immediately claim credit for competencies met by completing approved training. FMI and the Core Competency Web Tool help Federal employees identify appropriate training, and allow Federal agencies to share information on training sources. To qualify for consideration, submitters complete this form describing how a specific training resource, certification / accreditation, license or other resource aligns with FBPTA core competencies through AskFMI@gsa.gov.

Initial Review Conducted By: Maria Fara

Initial Review Submission Completion Date: August 30, 2013

Technical Review Conducted By: Kathy Power

Technical Review Submission Completion Date: January 22, 2014

**Alignment of Competency with Functional Roles**

Often Aligned with Facility Management roles (24/43 Core Competencies)
Often Aligned with Building Operations Professional roles (6/43 Core Competencies)
Often Aligned with Energy Management Role (7/43 Core Competencies)
Often Aligned with more than one role (6/43 Core Competencies)

**1. Please complete the following for each training course submitted for consideration:**

Training provider: **BOMI International**

Provider address information (primary physical location, including address, city, state, zip code): **One Park Place Suite 475, Annapolis, MD 21401**

Provider's primary point of contact for this learning resource (name, primary physical location (if different from provider address information), phone, and email): **Ron Bishop, (410) 974-1410 x1259, rbishop@bomi.org**

Title of this training resource: **Fundamentals of Facilities Management**

Type of training course: **Facilities Management**

Does this course provide CEUs (Continuing Education Units) and if so, how many and for what occupation or field? **Yes, 2 ACE semester hours.**

Learning objective(s) associated with this training course: **Make effective decisions and apply insight into information analysis methods, Establish your department as a primary contributor to corporate profitability, Manage a successful project, with you as a team leader.**

Delivery method and learning methods (delivery methods may include online instruction, classroom instruction, or other means, and learning methods could include lecture, group work, essay work, quizzes, or other learning activities): **Instructor Led Online, Self-Study, Live Classroom/Accelerated Review. Learning Methods, lecture, group work, quizzes, practice exam, 3rd Party proctored final exam.**

Length of training (in hours): **30 Hours**

URL link to information about the training course, content, and/or syllabus: **<http://www.bomi.org/Courses/Fundamentals-of-Facilities-Management/>**

**2. Review the course objective(s) that have been submitted as being aligned with required FBPTA performance criteria. Review the learning methods in the course that will support that learning objective(s).**

FBPTA Core Competency Area	FBPTA Core Competency	Required FBPTA performance criteria	Based on technical review of learning objectives and skills, does this resource map to the performance criteria?	Initial Review: Are all submission requirements included?	Initial Review: Are descriptions clear and logical?	Initial Review: Are all materials referenced included with the submission?	Technical Review: Learning Objectives Reviewed	Technical Review: Skills Reviewed	Technical Review: Are there any clarifications requested?	If clarification requested, note here	Clarification Response From Provider	Technical Review: Identify other materials submitted	Technical Review: Other Materials Reviewed
Department of Building Systems		1.1.3.Demonstrate ability to oversee the acquisition, installation, and operation of building systems.	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates ability to oversee the acquisition, installation, and operation of building systems.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates the ability to oversee the acquisition and installation of the following building systems: Mechanical/Plumbing (and Fire protection systems), Vertical transportation, Structural, Roofing, Building Envelope.	The systems listed are addressed in this course, but more are more fully covered in The Design, Operation, and Maintenance of Building Systems, Part I and Part II.	Course description from provided link.	Yes
		1.1.4.Demonstrate ability to work with Facilities Team to establish practices and procedures.	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates ability to work with Facilities Team to establish practices and procedures.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates the ability to work with Facilities Team to establish building management practices and procedures.	SOPs are addressed in this course, however working with the facilities team to establish and implement practices and procedures is best addressed in the BOMI course Managing the Organization.	Course description from provided link.	Yes

1. Management of Facilities O&M	1.1. Management	1.1.5. Demonstrate ability to work with Facilities Team to determine and administer the allocation of building systems' resources.	Yes, based on the learning objectives and skills listed, it appears that the course will demonstrate ability to work with Facilities Team to determine and administer the allocation of building systems' resources.	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.	Yes	
		1.1.7. Demonstrate ability to manage corrective, preventive and predictive maintenance.	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates ability to manage corrective, preventive and predictive maintenance.	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.	Yes	
	1.2. Management of Building Interior	1.2.2. Demonstrate ability to manage the service/repair requests and maintenance and cleaning needs of building structures and permanent interior elements.	Partial. This course received credit for demonstrating ability to manage maintenance and cleaning needs of building structures and permanent interior elements. The course does not cover managing the service/repair requests of building structures and permanent interior elements.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates the ability to manage the service/repair requests.	Managing cleaning needs: • Specify level of cleanliness and define type of cleaning to be performed. • Specify frequency of cleaning, describe equipment to be used, note who is responsible for cleaning supplies inventory. • Note who is responsible for compliance with laws and regulations and who is responsible for MSDS. For managing service/repair requests, see Building Design and Maintenance course.	Course description from provided link.	Yes
		1.3. Management of Building Exterior	1.3.1. Demonstrate familiarity with managing grounds and exteriors, parking structures, site utilities, landscaping and grounds, exterior envelope (roof, brick, masonry, etc.).	Partial. This course received credit for demonstrating familiarity with managing grounds and exterior, parking structures, landscaping and grounds. The course does not cover exterior envelope (roof, brick, masonry, etc.) and utilities.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates familiarity with site utilities and exterior envelope (e.g., roof, brick, masonry).	For exterior envelope, see Design Ops I.	Course description from provided link.	Yes
			1.3.3. Demonstrate ability to evaluate the performance of grounds and exterior elements.	Yes, based on the learning objectives and skills listed, it appears that the course will demonstrate ability to evaluate the performance of grounds and exterior elements.	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.	Yes
	1.3.5. Demonstrate ability to manage the maintenance and custodial needs of grounds and exterior elements.		Partial. This course received credit for demonstrating the ability to manage the maintenance and custodial needs of grounds elements. The course does not cover building exterior elements.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates ability to manage the maintenance and custodial needs of building exterior elements.	Exterior elements: window cleaning (see Design Ops II), curtain walls, windows, roofing (see Building Design and Maintenance)	Course description from provided link.	Yes
	1.4. Management of Other Facility Systems	1.4.2. Demonstrate ability to work with Security Personnel as required.	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates ability to work with Security Personnel as required.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates ability to work with Security Personnel as required on backup power requirements and emergency lighting.		Course description from provided link.	Yes
	2. Performance of Facilities O&M	2.1. Operating and Maintaining HVAC Systems	2.1.4. Demonstrate ability to analyze HVAC system performance.	Partial. This course received credit for demonstrating the ability to analyze HVAC system performance to include the following: Clean, change and perform preventative maintenance, Collect trends of operational parameters, Compare trends and data, and Report findings. The course does not cover the ability to conduct performance tests and collect data.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates ability to conduct performance tests on HVAC systems.	See Energy Management and Controls course.	Course description from provided link.	Yes
	3. Technology	3.1. Technology Solutions	3.1.2. Demonstrate ability to identify and interface with internal and external accountable resources (e.g., external vendors, internal or external IT systems owners).	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates ability to identify and interface with internal and external accountable resources (e.g., external vendors, internal or external IT systems owners).	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates ability to identify and interface with internal and external accountable resources (e.g., external vendors, internal or external IT systems owners) with respect to FM technology.		Course description from provided link.	Yes
3.1.3. Demonstrate ability to identify evaluation criteria, evaluate, and recommend facility management technologies solutions.			Yes, based on the learning objectives and skills listed, it appears that the course will demonstrate ability to identify evaluation criteria, evaluate, and recommend facility management technologies solutions.	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.	Yes	
3. Technology	3.3. Maintenance Management System (MMS)	3.3.1. Demonstrate knowledge of Maintenance Management Systems (MMS) - Computer Assisted Facilities Management (CAFM) and Computerized Maintenance Management Systems (CMMS)	Yes, based on the learning objectives and skills listed, it appears that the course will demonstrate knowledge of Maintenance Management Systems.	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.	Yes	

4. Energy Management	4.1. Systems and Demand Reduction	4.1.1. Demonstrate knowledge of building systems and how they affect energy use	Partial. This course received credit for covering knowledge of HVAC systems and how they affect energy use. The course does not cover the knowledge of the following building systems and how they affect energy use: o Electrical Systems o Motors and drives o Lighting Systems o Building Envelope o Fuel Systems - Fuel Selection	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates knowledge of the following building systems and how they affect energy use: o Electrical Systems o Motors and drives o Lighting Systems o Building Envelope o Fuel Systems - Fuel Selection	See Energy Management course for electrical and lighting.	Course description from provided link.	Yes
5. Safety	5.2. Infrastructure	5.2.9. Demonstrate the ability to manage Compliance with elevator inspection requirements.	Yes, based on the skills listed, it appears that the course will demonstrate ability to manage compliance with elevator inspection requirements.										
6. Design	6.2. Infrastructure Systems	6.2.1. Demonstrate knowledge and understanding of the design basis of all applicable Architectural and Engineering Systems.	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates knowledge and understanding of the design basis of all applicable Architectural and Engineering Systems.										
9. Project Management	9.1. Initiate	9.1.1. Demonstrate ability to work in integrated project teams to execute, small, medium, and large projects. <a href="http://www.wbdg.org/project/deliveryteams.php">http://www.wbdg.org/project/deliveryteams.php</a>	Yes, based on the skills listed, it appears that the course will demonstrate knowledge of how to find and calculate the basic costs required for an LCCA.	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.	Yes
		9.1.2. Demonstrate knowledge and ability to follow Project Management processes and procedures per your organization's preferred methodology. <a href="http://www.wbdg.org/project/pm.php#mr">http://www.wbdg.org/project/pm.php#mr</a>	Partial. This course received credit for demonstrating knowledge and ability to: Conduct needs assessment and define project requirements, Estimate costs and develop Project Plan and Project timeline. The course does not cover the ability to Develop project communications plan, Obtain any required project permits, Develop project accounting procedures, or Ensure regulatory compliance.	Yes	Request clarification: It does not appear that the course demonstrates the ability to: o Follow Project Management processes and procedures per your organization's preferred methodology (e.g., ISO 9000, PMI, WBS, in-house system) o Develop project communications plan o Obtain any required project permits o Develop project accounting procedures o Ensure regulator compliance		Course description from provided link.						
	9.2. Execute	9.2.1. Demonstrate ability to manage and coordinate project execution. <a href="http://www.wbdg.org/project/pm.php">http://www.wbdg.org/project/pm.php</a>	Partial. This course received credit for demonstrating the ability to Report project progress and Monitor project schedules. The course does not cover the ability to: o Ensure facility services are maintained during project execution o Assign project resources o Inspect project work o Manage impacts of project on existing facility o Conduct project meetings o Monitor project costs	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates the ability to: o Ensure facility services are maintained during project execution o Assign project resources o Inspect project work o Manage impacts of project on existing facility o Conduct project meetings o Monitor project costs		Course description from provided link.	Yes
	9.3. Close-out	9.3.1. Demonstrate knowledge of and ability to perform project closeout functions.	Partial. This course received credit for demonstrating the ability to: o Obtain project as-builts o Perform project close-outs o Create and complete project punch-lists o Obtain certificate of occupancy o Accept beneficial use  It does not cover the ability to: o Commission the project o Review lessons learned o Work with contracting personnel to: • Obtain lien waivers/release of liens if required • Issue final payment • Create budget variance report	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates the ability to: o Commission the project o Review lessons learned o Work with contracting personnel to: • Obtain lien waivers/release of liens if required • Issue final payment • Create budget variance report	See Facilities Planning course for: • Obtain lien waivers/release of liens if required • Issue final payment	Course description from provided link.	Yes
	9.4. Training	9.4.1. Demonstrate knowledge of PM and scheduling software, where to find technical resources on PM and ability to train those junior to you in these PM aspects and on these tools.	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates knowledge of PM and scheduling software, where to find technical resources on PM and ability to train those junior to you in these PM aspects and on these tools.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates knowledge of Project Management software and scheduling software and where to find technical resources on Project Management specifically: o The ability to train those junior to you in these PM aspects and on these tools o The ability to develop and implement a project Quality Assessment (QA) Program to ensure that projects are completed as designed with the specified materials by qualified personnel.	The course describes various CAFM software, which are project management (PM) software packages. At the very least, the course demonstrates knowledge of PM and scheduling software.	Course description from provided link.	

10. Business, Budget and Contracting	10.1. Total Cost of Ownership (TCO)	10.1.3.Demonstrate knowledge of how to find and calculate the basic costs required for an LCCA. Take course - <a href="http://www.wbdg.org/education/lifecyclecosting.php">http://www.wbdg.org/education/lifecyclecosting.php</a>	Yes, based on the skills listed, it appears that the course will demonstrate knowledge of how to find and calculate the basic costs required for an LCCA.	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.	Yes
		10.1.4.Demonstrate knowledge of additional methods for calculating TCO and other economic analyses. Take course - <a href="http://www.wbdg.org/education/lifecyclecosting.php">http://www.wbdg.org/education/lifecyclecosting.php</a>	Yes, based on the skills listed, it appears that the course will demonstrate knowledge of additional methods for calculating TCO; other economic analyses can be used if they use the same parameters and time period (e.g., Net Savings (or Net Benefits ), Savings to Investment Ratio (SIR) or Benefit-Cost Ratio, Internal Rate of Return (IRR), Payback Period).	Yes	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.
	10.3. Contracting	10.3.5. Demonstrate knowledge of and ability to effectively govern/oversee a contract to ensure compliance and full value of the service or product being provided.	Yes, based on the learning objectives and skills listed, it appears that the course will demonstrate knowledge of and ability to effectively govern/oversee a contract to ensure compliance and full value of the service or product being provided.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates the knowledge of and ability to effectively govern and oversee a contract to ensure compliance and full value of the service or product being provided.	<ul style="list-style-type: none"> <li>Chapter 6 covers contract administration and supervision</li> <li>Chapter 10 covers contract development and administration, as well as construction supervision and contract administration</li> <li>Construction contract supervision is a key concept in chapter 11</li> </ul>	Course description from provided link.	Yes
	10.4. Budget Formulation and Execution	10.4.1.Demonstrate ability to develop and manage a project/program budget.	Yes, based on the learning objectives and skills listed, it appears that the course will demonstrate ability to develop and manage a project or program budget.	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.	Yes
		10.4.4.Demonstrate ability to quantify potential for cost savings and cost avoidance.	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates ability to quantify potential for cost savings and cost avoidance.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates ability to quantify potential for cost savings and cost avoidance.	This material is covered in the Budgeting and Accounting course.	Course description from provided link.	Yes
		10.4.8.Demonstrate ability to prioritize projects or programs based on funding levels.	Yes, based on the learning objectives and skills listed, it appears that the course will demonstrate ability to prioritize projects or programs based on funding levels.	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.	Yes
		10.4.12. Demonstrate ability to conduct periodic financial reviews and produce required reports.	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates ability to conduct periodic financial reviews and produce required reports.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates ability (not just knowledge) to conduct periodic financial reviews and produce required reports.	The Fundamentals of RPA course covers <ul style="list-style-type: none"> <li>the use of technology for reporting functions to provide an enhanced level of comprehension, accuracy, and speed</li> <li>generating and using reports to manage and control the property, including: tenant improvement activities; building systems operations; life safety operations; security operations; grounds operations; parking operations; concierge activities</li> </ul>	Course description from provided link.	Yes
	Communication and Administration	11.1.1. Demonstrate ability to communicate clearly.	Partial. This course received credit because it covers the ability to communicate clearly: <ul style="list-style-type: none"> <li>Write clear, concise, and well organized documents</li> <li>Speak in a clear, concise, and well organized manner (public and interpersonal)</li> <li>Listen effectively and communicate understanding</li> <li>Give direction</li> <li>Actively clarify interpretations and confirm understanding</li> <li>Make oral presentations</li> <li>Present information visually</li> <li>Use communication technologies</li> <li>Conduct effective meetings</li> <li>Comprehend written and graphic information</li> <li>Comprehend financial and technical information</li> </ul> The course does not cover: <ul style="list-style-type: none"> <li>Negotiate for services, resources, information and commitments</li> <li>Establish personal and professional networks</li> </ul>	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates ability to: <ul style="list-style-type: none"> <li>Negotiate for services, resources, information and commitments</li> <li>Establish personal and professional networks</li> </ul>		Course description from provided link.	Yes

11. Leadership and Innovation	11.1. Co	11.1.2. Demonstrate ability to supervise personnel as required.	Partial. This course received credit for demonstrating the ability to supervise personnel as required including:  o Plan staffing needs and requirements o Hire, contract, reassign, retrain, right-size o Coordinate personnel assignments o Evaluate performance o Support personnel development o Provide leadership  The course does not cover: o Coordinate work performed as contracted services	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates ability to coordinate work performed as contracted services.		Course description from provided link.	Yes	
	11.2. Personnel	11.2.1. Demonstrate knowledge and ability to ensure corporate, life safety, and regulatory compliance.	Partial. This course received credit for demonstrating the knowledge and ability to : o Monitor changes in laws and regulations. o Assure the facility and its operation complies with laws and regulations o Monitor and assure changes in the facility function and services o Monitor information and trends about human and environmental concerns o Ensure training is conducted to maintain safe and effective use of the facility  The course does not cover: o Evaluate and manage the facility's support of organizational goals and objectives o Conduct due diligence studies	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates knowledge and ability to: o Evaluate and manage the facility's support of organizational goals and objectives o Conduct due diligence studies	o Evaluate and manage the facility's support of organizational goals and objectives (see Facilities Planning course)	Course description from provided link.	Yes	
	11.3. Innovation	11.4. Enterprise Knowledge and Strategic Decision Making	11.3.1. Demonstrate knowledge and ability to investigate ways to improve facility services.	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates knowledge and ability to investigate ways to improve facility services.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates knowledge and ability to investigate (not just measure) ways to improve facility services.	The course Fundamentals of RPA covers this topic.	Course description from provided link.	Yes
			11.3.2. Demonstrate knowledge and ability to assess risks and opportunities.	Yes, based on the skills listed, it appears that the course will demonstrate knowledge and ability to assess risks and opportunities.	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.	Yes
			11.4.4. Demonstrate knowledge and ability to move from the Operational (the who and when of things getting done) to Tactical (what we do) to the Strategic (why we do what we do).	Yes, based on the skills listed, it appears that the course will demonstrate knowledge and ability to move from the Operational (the who and when of things getting done) to Tactical (what we do) to the Strategic (why we do what we do).	Yes	Yes	Yes	Yes	Yes	No			Course description from provided link.	Yes
			11.4.6. Demonstrate ability to provide decision makers with better information about the total long-term costs and consequences of a particular course of action.	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates ability to provide decision makers with better information about the total long-term costs and consequences of a particular course of action.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates ability to provide decision makers with better information about the total long-term costs and consequences of a particular course of action.	The Asset Management course covers this topic.	Course description from provided link.	Yes
	12. Performance Measures	12.2. Acquiring Data	12.2.1. Demonstrate knowledge of the differences between quantitative and qualitative data and how to gather / calculate each.	No, based on the learning objectives and skills listed, it does not appear that the course demonstrates knowledge of the differences between quantitative and qualitative data and how to gather / calculate each.	Yes	Yes	Yes	Yes	Yes	Yes	Request clarification: It does not appear that the course demonstrates knowledge of the differences between quantitative and qualitative Facilities Management data and how to gather / calculate each.		Course description from provided link.	Yes