

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/22/2016		2. CONTRACT NO. (If any) GS35F0418V		6. SHIP TO:	
3. ORDER NO. TOFS-16-G-0002		4. REQUISITION/REFERENCE NO. 16PR-OFS-0003		a. NAME OF CONSIGNEE OFS	
5. ISSUING OFFICE (Address correspondence to) IRS non-IT (OTPA) Internal Revenue Service Procurement OS:PR:T, Stop C7-430 5000 Ellin Road Lanham MD 20706				b. STREET ADDRESS 1500 PENNSYLVANIA AVE., N.W.	
				c. CITY WASHINGTON	e. ZIP CODE 20220
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR R D A CORPORATION				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE	
c. STREET ADDRESS 303 INTERNATIONAL CIRCLE STE 340				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY HUNT VALLEY				e. STATE MD	f. ZIP CODE 21030-1462
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFS	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Accounting Info: OFS0128DB1616XX-2016-61000001-253001-OFSAD00 000000-OFS1231120-XXXXXXXXXXXX-OFS0001-XXXXX XXXX-XXXX-XXXXXXXXXXXX-XXXXXXXXXXXX-XXXXXXXXX X-XXXXXXXXXX Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO:							
	a. NAME ARC/ASD/APB						\$1,440,750.00	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) ARC/ASD/APB, AVERY 3G PO BOX 1328 ACCOUNTSPAYABLE@FISCAL.TREASURY.GOV						\$1,440,750.00	
c. CITY PARKERSBURG		d. STATE WV	e. ZIP CODE 26106-1328					

22. UNITED STATES OF AMERICA BY (Signature) 

23. NAME (Typed)
ALETA DUST
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 04/21/2016	CONTRACT NO. GS35F0418V	ORDER NO. TOFS-16-G-0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	IT Services - Base Year 04/23/2016 - 04/22/2017				1,440,750.00	
0002	IT Services - Option Period 1 04/23/2017 - 04/22/2018 Amount: \$1,440,750.00				Option	
0003	IT Services - Option Period 2 04/23/2018 - 04/22/2019 Amount: \$1,440,750.00				Option	
<p>The total amount of award: \$4,322,250.00. The obligation for this award is shown in box 17(i).</p>						

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$1,440,750.00

In addition to the clauses included in GS35F0418V, the terms, conditions and Department of the Treasury Acquisition Regulation (DTAR) clauses provided below apply. The word "contract" in this section refers to the task order.

A. Type of Contract

1. This is a labor hour type contract.
2. Ceiling prices specified for each option shall apply separately and independently to that option. The Contractor shall not exceed the ceiling prices of this contract.

PERIOD	CEILING PRICE
Base Year	\$ 1,440,750.00
Option Year 1	\$ 1,440,750.00
Option Year 2	\$ 1,440,750.00
Total	\$ 4,322,250.00

3. The following rates will be utilized during the life of this task order:

LABOR CATEGORY	BASE YEAR		OPTION YEAR 1		OPTION YEAR 2	
	Hours	Rates	Hours	Rates	Hours	Rates
[REDACTED]	2,500	[REDACTED]	2,500	[REDACTED]	2,500	[REDACTED]
[REDACTED]	2,250	[REDACTED]	2,250	[REDACTED]	2,250	[REDACTED]
[REDACTED]	4,500	[REDACTED]	4,500	[REDACTED]	4,500	[REDACTED]

Should FAR 52.217-8 be exercised, the rates effective in the prior period will be utilized.

B. FAR 52.217-9 Option To Extend the Term of the Contract (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 15 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years.

(End of clause)

C. FAR 52.217-8 Option to Extend Services (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 7 days of the end of contract period.

(End of clause)

D. DTAR 1052.201-70 Contracting Officer's Representative (COR) Appointment and Authority (APR 2015)

- (a) The COR is Denise Pope, denise.pope@treasury.gov.
- (b) Performance of work under this contract is subject to the technical direction of the COR identified above, or a representative designated in writing. The term "technical direction" includes, without limitation, direction to the contractor that directs or redirects the labor effort, shifts the work between work areas or locations, and/or fills in details and otherwise serves to ensure that tasks outlined in the work statement are accomplished satisfactorily.
- (c) Technical direction must be within the scope of the contract specification(s)/work statement. The COR does not have authority to issue technical direction that:
 - (1) Constitutes a change of assignment or additional work outside the contract specification(s)/work statement;
 - (2) Constitutes a change as defined in the clause entitled "Changes";
 - (3) In any manner causes an increase or decrease in the contract price, or the time required for contract performance;
 - (4) Changes any of the terms, conditions, or specification(s)/work statement of the contract;
 - (5) Interferes with the contractor's right to perform under the terms and conditions of the contract; or
 - (6) Directs, supervises or otherwise controls the actions of the Contractor's employees.
- (d) Technical direction may be oral or in writing. The COR must confirm oral direction in writing within five workdays, with a copy to the Contracting Officer.
- (e) The Contractor shall proceed promptly with performance resulting from the technical direction issued by the COR. If, in the opinion of the Contractor, any direction of the COR or the designated representative falls within the limitations of (c) above, the Contractor shall immediately notify the Contracting Officer no later than the beginning of the next Government work day.

(End of clause)

E. 52.203-99 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (MAR 2015) (Deviation 2015-00003)

- (a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or

law enforcement representative of a Federal department or agency authorized to receive such information.

- (b) The contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.
- (c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (d) (1) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.
(2) The Government may seek any available remedies in the event the contractor fails to comply with the provisions of this clause.

(End of clause)

F. DTAR 1052.210-70 Contractor Publicity (APR 2015)

The Contractor, or any entity or representative acting on behalf of the Contractor, shall not refer to the supplies or services furnished pursuant to the provisions of this contract in any news release or commercial advertising, or in connection with any news release or commercial advertising, without first obtaining explicit written consent to do so from the Contracting Officer. Should any reference to such supplies or services appear in any news release or commercial advertising issued by or on behalf of the Contractor without the required consent, the Government shall consider institution of all remedies available under applicable law, including 31 U.S.C. 333, and this contract. Further, any violation of this clause may be considered as part of the evaluation of past performance.

(End of clause)

G. DTAR 1052.232-7003 Electronic Submission of Payment Requests (APR 2015)

(a) *Definitions.* As used in this clause—

- (1) “*Payment request*” means a bill, voucher, invoice, or request for contract financing payment with associated supporting documentation. The payment request must comply with the requirements identified in FAR 32.905(b), “Content of Invoices” and the applicable Payment clause included in this contract.
- (b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests electronically using the Invoice Processing Platform (IPP). Information regarding IPP, including IPP Customer Support contact information, is available at www.ipp.gov or any successor site.

- (c) The Contractor may submit payment requests using other than IPP only when the Contracting Officer authorizes alternate procedures in writing in accordance with Treasury procedures.
- (d) If alternate payment procedures are authorized, the Contractor shall include a copy of the Contracting Officer's written authorization with each payment request.

(End of clause)

H. IR1052.239-9008 Section 508 Information, Documentation and Support (SEP 2006)

In accordance with 36 CFR 1194, Subpart D, the electronic information technology (EIT) products and product support services furnished in performance of this contract shall be documented to indicate the current conformance level with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards. At no time during the performance of the award shall the level of conformance go below the level of conformance in place at the time of award. At no additional cost, the contractor shall provide information, documentation, and support relative to the supplies and services as described in the PWS. The contractor shall maintain this detailed listing of compliant products for the full contract term, including forms of extensions, and shall ensure that it is current within five calendar days after award and within three calendar days of changes in products being utilized as follows:

- a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.
- b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.
- c) Support services for products shall accommodate the communication needs of end-users with disabilities.

(End of clause)

I. IR1052.239-9010 Section 508 Services (SEP 2006)

All contracts, solicitations, purchase orders, delivery orders and interagency agreements that contain a requirement of services which will result in the delivery of a new or updated electronic and information technology (EIT) item/product must conform to the applicable provisions of the appropriate technical standards in 36 CFR 1194, Subpart B, and functional performance criteria in 36 CFR 1194.31, Subpart C, unless an agency exception to this requirement exists.

The following technical standards and provisions have been determined to be applicable to this contract:

- 1194.21, Software applications and operating systems.

(a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k)
 (l)

1194.22, Web-based intranet and internet information and applications.

(a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k)
 (l) (m) (n) (o) (p)

1194.23, Telecommunications products.

(a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k)
 (k:1) (k:2) (k:3) (k:4)

1194.24, Video and multimedia products.

(a) (b) (c) (d) (e)

1194.25, Self contained, closed products.

(a) (b) (c) (d) (e) (f) (g) (h) (i) (j)

194.26, Desktop and portable computers.

(a) (b) (c) (d)

The standards do not require the installation of specific accessibility-related software or the attachment of an assistive technology device, but merely require that the EIT be compatible with such software and devices so that it can be made accessible if so required by the agency in the future.

The following functional performance criteria (36 CFR 1194.31) apply to this contract.

- (a) At least one mode of operations and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.
- (b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided.
- (c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.
- (d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.
- (e) At least one mode of operation and information retrieval that does not require speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.

- (f) At least one mode of operation and information retrieval that does not require fine motor or simultaneous actions and that is operable with limited reach and strength shall be provided.

(End of clause)

J. Public-Release Contract Version Requirement

This contract action utilizes TARP funds authorized by 110 P.L. 343. The program requires a high level of transparency and TARP contract documents are posted publicly at <http://www.financialstability.gov> or at another location designated by Treasury.

The Contractor agrees to submit to the CO and COR, within ten business (10) days from the date of award (exclusive of Saturdays, Sundays, and federal holidays), a .pdf file of the fully executed contract, blanket purchase agreement, or Order with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of the Treasury. The .pdf file must have searchable text and generally be compliant with the accessibility requirements in Section 508 of the Rehabilitation Act, 29 U.S.C. § 794(d). The Contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the Contractor in response to this requirement may itself be subject to disclosure under the FOIA.

The Treasury will carefully consider the entire Contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in the fully executed contract document may be properly withheld.

K. Conflicts of Interest

1. The Treasury HAS NOT WAIVED any potential conflicts of interest as defined by the Federal Acquisition Regulation (FAR) or 31 C.F.R. Part 31. Further, the Contractor agrees that its future relationship with the Treasury will be governed by the FAR, 31 C.F.R. Part 31, and this contract. The Contractor agrees to negotiate in good faith concerning the inclusion of any different or additional conflict of interest policies and procedures that may be issued by the Treasury pursuant to Section 108(b) of the Emergency Economic Stabilization Act (EESA) of 2008.
2. Prior to award, the Contractor shall prepare a detailed written explanation of all actual conflicts, potential conflicts, or matters that may present the appearance of a conflict under the FAR or 31 C.F.R. Part 31, and shall provide a detailed written plan explaining any and all steps the Contractor will undertake to avoid or mitigate such conflicts. The Contractor's disclosure submission shall include but is not limited to

the information specified in 31 C.F.R. §31.211(b)(1) – (b)(6), and shall include at a minimum the following:

- The Contractor and any proposed or actual subcontractor's or consultant's relationship to any related entities as such term is defined in 31 C.F.R. §31.201;
 - The categories of troubled assets owned or controlled by the Contractor, its related entities, or its proposed or actual subcontractors or consultants if the arrangement relates to the acquisition, valuation, disposition, or management of troubled assets;
 - Information concerning all other business or financial interests of the Contractor, its related entities, or its proposed or actual subcontractors or consultants that could conflict with the Contractor's obligations under this award;
 - A description of all organizational conflicts of interest and potential conflicts of interest;
 - A written detailed plan to mitigate all organizational conflicts of interest, along with supporting documents; and
 - A written detailed plan to mitigate all personal conflicts of interest, along with supporting documents; and
 - A certification that the information provided to the Treasury in response to the above items is complete and accurate in all materials respects. Only after receiving this information will the Treasury determine whether organizational conflicts of interest prevent the Contractor from supporting the Treasury in the specific matter.
3. Failure to make full and timely disclosure of actual or potential conflicts of interest, or matters that may present the appearance of a conflict, as well as failure to comply with 31 C.F.R. Part 31 or Treasury conflicts of interest policies and procedures are extremely serious matters. Such failures may subject the Contractor to corrective action including but not limited to: (i) refusal to waive a conflict; (ii) termination for default; (iii) debarment of the contractor from federal contracting; (iv) referral to the appropriate state licensing authorities; and/or in appropriate cases (v) civil or criminal actions.
 4. It is solely within the discretion of the Treasury to determine whether or not a conflict of interest exists and whether any mitigation plan submitted by the Contractor avoids or mitigates a conflict. Even the appearance of a conflict may result in the denial of a waiver or other appropriate actions. In the event that matters are transferred to another contractor or entity pursuant to the corrective actions listed above, the Contractor is expected to follow Treasury policies and procedures and to cooperate fully in the orderly transfer of such matters.
 5. In addition to complying with 31 C.F.R. Part 31 and any other applicable restrictions, the Contractor will: (1) not represent or advise any parties against the United States in any matter that is the subject of or related to this work during the term of the

contract and after the end of performance; and (2) have all professional staff assigned to work under this contract receive conflicts training in consultation with the OFS Compliance Office. Individuals assigned to work under this contract shall not provide any services related to the Troubled Asset Relief Program (TARP) to any party during the time the individual is performing work for Treasury.

6. No later than 10 business days after the effective date of this award or any revision to this statement of work, the Contractor shall (i) obtain and review the submissions required by 31 C.F.R. §31.212 for personal conflicts of interest, and (ii) certify in writing to the Treasury that all such individuals have no personal conflicts of interest, or are subject to a mitigation plan or waiver approved by the Treasury. The Contractor agrees not to permit any such individual to perform work under this contract with respect to any institution or related entities of such institution with which such individual has disclosed a personal conflict of interest pursuant to 31 C.F.R. §31.212, absent obtaining the Treasury’s prior consent. In making this determination, the Contractor may rely on the information obtained pursuant to 31 C.F.R. §31.212(b), unless the Contractor knows or should have known that the information provided is false or inaccurate.
7. The Contractor agrees to provide to Treasury the initial certifications required pursuant to 31 C.F.R. §31.211(d), 31.216(b) and 31.217(c)(5) prior to executing an arrangement, and the initial certification pursuant to 31 C.F.R §31.212(d) within ten (10) days of executing the arrangement.
8. The Contractor shall include this clause in all subcontracts, consultant agreements, and lower tier subcontractors unless a waiver is requested from, and granted by, the CO.
9. If the Treasury issues additional regulations or guidelines on conflicts of interest under the TARP Conflicts of Interest Final Rule, the Contractor and the Treasury will negotiate in good faith to include appropriate provisions in Contractor’s Amended COI Mitigation Plan to address those additional regulations or guidelines.

L. Key Personnel

1. The following individuals are designated as key personnel:

LABOR CATEGORY	NAME
Sr. Project Manager / Program Manager	[REDACTED]
Sr. Project Manager / Project Team Lead	[REDACTED]

2. The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer. During the first ninety days of performance, the Contractor shall make no

substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment.

3. All proposed substitutes shall meet to exceed the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least thirty days in advance of the proposal substitution. Such notification shall include:
 - a. An explanation of the circumstances necessitating the substitution;
 - b. A complete resume of the proposed substitute;
 - c. Any other information requested by the Contracting Officer to enable judgment of whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

M. Nonpayment for Unauthorized Work

No payments will be made for any unauthorized supplies or services or for any unauthorized changes to the work specified herein. This includes any services performed by the Contractor of his own volition or at the request of an individual other than a warranted Contracting Officer. Only a warranted Contracting Officer is authorized to change the specifications, terms, or conditions of this contract.

PERFORMANCE WORK STATEMENT

Portal Services OFS Portal Assessment, Development and O&M

1. BACKGROUND

The Emergency Economic Stabilization Act of 2008 established the OFS to manage the Troubled Asset Relief Program (TARP), a temporary program to respond to the financial crisis. Through TARP, Congress created the Office of Financial Stability (OFS) to purchase and insure troubled assets in the auto, banking, credit, and mortgage industries. The Act also requires the program to undergo extensive oversight and reporting requirements. The special and urgent mission of OFS as a result of the crisis demanded unique custom-developed IT solutions to be created, implanted and supported.

In support of the mission, in 2009 OFS decided to incorporate Microsoft collaboration, document management, workflow and reporting tools into its core application architecture to provide a number of technical capabilities that are important to the work of OFS. Key OFS needs include:

- Maintain the portal that provides for OFS (intra)net-centric operations in an information-sharing environment using a service oriented architecture.
- Develop, track, control, store and search the store of documents that are developed in the course of OFS business. Examples include legal document production; correspondence, contracts, audit and over-site responses
- Create, maintain and track various workflows managed by the business. Examples include managing FOIA requests; audit/oversight assignment and tracking and various compliance activities.
- Report out on OFS data, render data graphically and provide professional quality reporting packages for example CIO presentations.
- Ability to store and manage structured data, like trading activity, pricing, master and master lists. The ongoing development, maintenance and support of the Acquisition Management Solution (AMS).

OFS is currently in its wind-down phase of its operations and its requirements are expected to trend downward over the course of this task. During the course of this operation, OFS management will be continually reviewing the program and re-aligning its operations to right size the organization and its processes to its reducing mission.

2. SCOPE

The Contractor shall operate and maintain the OFS Portal and custom solutions built on the OFS portal, assist in the development of new technical solutions and maintaining current ones, help OFS work with DO IT partners to maintain optimal performance the portal while meeting DO technical requirements, and assist OFS in the wind down by managing associated technical solutions and processes in the OFS portal to their retirement.

3. TASKS

3.1 Operate and Maintain Portal

The Contractor shall operate and maintain OFS' SharePoint and Nintex software within the Enterprise Contract Management (ECM). The Contractor shall follow ECM standard operating procedures for deployment of OFS created solutions to the ECM based Portal. The Contractor's primary responsibilities regarding operation and maintenance include:

- End user support;
- Maintenance of existing OFS components on the OFS SharePoint 2010 Portal until the end of usage, and maintenance of the remaining components that have migrated to ECM SharePoint 2013 portal;
- Acting as a liaison to the ECM Technical Team;
- Provide technical assistance to users on ECM Record Center toolset (subject to 3.2 Service Hours & Service Prioritization/Development);
- Supporting OFS required involvement in the ECM SharePoint 2013 (subject to 3.2 Service Hours & Service Prioritization/Development);
- Small development and enhancements to the Portal and AMS, subject to Government approval of vendor project plan before work begins, limited by available resources, and prioritizing leveraging existing features on the ECM platform (see below).

AMS Development: The Government anticipates some enhancements and improvements will be needed to AMS. AMS development will be based on the Agile development model that is already in place. Work associated with AMS will be coordinated with OFS Management.

Non-AMS Development: The Contractor may be asked to execute enhancements and new development for the Portal. The Contractor will estimate completion date based on the following assumptions: estimate should be based on a 40 hour work week. No overtime is permitted. The estimate should deduct anticipated maintenance load for the Portal. With the exception of break fix efforts, all development must be approved and prioritized by the Government before development begins. The Contractor shall work with OFS Management to address resource conflicts and prioritization, but only after all operational and support needs have been addressed first.

3.2 Service Hours

The priority under this PWS is to provide general end user support and AMS support. New development will be on a time available basis.

General End User Support: Support hours are between 8 AM and 5 PM Monday thru Friday and should be completed during these hours. Activities coming to the desk are to be executed during these normal hours. An item that comes in at the end of the day that cannot be completed by end of normal hours will be picked up the following day. This is applicable to the work in this PWS with the exception of necessary After Hours Work.

Government Required After Hours Work: After hours support will be scheduled in advance. When after-hours support is scheduled, normal work schedules may be reduced/shifted to avoid overtime. After hours work will be on an as needed basis for deployments to ECM. Once the Portal migration is completed after hours work should be limited to AMS, Barista, Barista dependent solutions and new products (via internal development).

Emergency Work: While not anticipated, when emergency work is requested, normal work schedules may be reduced/shifted to avoid over-time.

3.3. Task Order Project Plan

The Contractor shall prepare a Task Order Project Plan (TOPP) that must address at a minimum the analytical approach describing the process by which tasks will be performed, key outcomes and deliverables produced, a work breakdown structure, organizational resources and management controls to be employed to meet cost, schedule and performance requirements throughout Order execution. The Contractor shall provide an updated TOPP within five (5) business days after award as a formal deliverable that will be subject to review and written approval by OFS. The Contractor will incorporate any changes to the TOPP and submit a final version three (3) business days from receipt of the government comments, unless a different delivery schedule is proposed by the Contractor and accepted by the COR. The Contractor shall provide weekly status reports, monthly results reports and budget summaries that reflect work plan activities and outcomes.

3.4 Program/Project Management

OFS requires high quality, systematic program/project management as a factor in the accomplishment of planned program/project objectives and the realization of projected benefits. Project management has two tightly linked components, a business and a technical component. The business component focuses on project initiation and justification, project planning and control, and project evaluation and closeout. The technical component deals with requirements definition; technical design; development; and testing, installation and operation of hardware and software assets.

The Contractor shall be responsible for the day-to-day management of the project and delivering the means, methods and resources to meet the contract end point requirements and the intermediate requirements that the COR determined are value added and necessary to achieve project success.

3.5 Knowledge Management

Knowledge Transfer to OFS – The Contractor shall maintain documentation throughout the period of performance with designated OFS personnel to share the design, configuration, administration and implementation specifics for the SharePoint Portal.

3.6 Cooperation/Coordination with Other Contractors

There may be multiple contractors (i.e. from more than one contract vehicle or company) supporting OFS and tasked to work on related activities. The contractor shall work with these other contractors as required to accomplish Government requirements, goals, and objectives as efficiently and effectively as possible. This may include sharing information resulting from the work required by this PWS or previous Government efforts and coordinating to perform tasks in concert.

3.7 Quality

The Contractor shall establish a quality element within its organization that ensures compliance with applicable Federal mandates, contractual performance standards, and industry best practices. The Contractor shall consider as part of its quality program a number of standard approaches toward quality such as the International Standards Organization (ISO) and Systems Engineering Institute/Capability Maturity Model (SEI/CMM) processes.

4. INTELLECTUAL PROPERTY RIGHTS

The Portal and all artifacts of its design and deliver are property of the US Government and not intellectual property of the Contractor. The Government retains Government Purpose License Rights and may make OFS portal web-parts, (sub) sites or other functionality or design ideas available to others for re-use.

5. DELIVERABLES TABLE

Deliverable Number	Task Ref#	Deliverable	Due Date
		Project and Task Order Management	
5.1	3.2	Weekly Status Reports	Provide every Friday by close of business beginning after Orientation Briefing
5.2	3.2	Monthly Results Report and Budget Summary	Provide on the 20 th of each month beginning after Orientation Briefing
5.3	3.3	Task Order Project Plan	Submit a draft within five (5) business days after TO award. Submit a final three (3) business days from receipt of Government comments.
		Portal Assessment and Strategy	
5.4	3.1	Performance Metrics Plan	Submit thirty (30) calendar days after Orientation Briefing
5.5	3.1	Records Management Application Standards Plan	Submit thirty (30) calendar days after Orientation

Deliverable Number	Task Ref#	Deliverable	Due Date
			Briefing
5.6	3.1	Updated Work Plan: process by which tasks will be performed, key outcomes and deliverables produced, a work breakdown structure, schedule and staff	Submit a draft thirty (30) calendar days after orientation briefing. Submit a final five (5) government business days from receipt of government comments.
		OFS Portal with Systems Development Lifecycle Deliverables	
5.7	3.2	Requirements Analysis Document	Due date as agreed upon by the Contractor and COR.
5.8	3.2	Architecture Design Document	Due date as agreed upon by the Contractor and COR.
5.9	3.2	User Acceptance Testing, Feedback and Results – Summary Report	Due date as agreed upon by the Contractor and COR.
5.10	3.2	Functionality and 508 Compliance Testing and Results	Due date as agreed upon by the Contractor and COR.
5.11	3.2	Training and Materials	Due date as agreed upon by the Contractor and COR.
		Operations and Maintenance (O&M) Services	
5.12	3.3	Operations and Maintenance Services and Support Plan	Due date as agreed upon by the Contractor and COR.
5.13	3.3	Change Control and Standard Operating Procedures	Due date as agreed upon by the Contractor and COR.
5.14	3.3	Updated taxonomy document/spreadsheet	Due date as agreed upon by the Contractor and COR.
5.15	3.3	Updated security/user roles/access rights/privileges documents	Due date as agreed upon by the Contractor and COR.

6. PERFORMANCE REQUIREMENTS

Ref #	Task Area/Task	Performance Standard	Maximum Allowable Degree of Deviation from Requirement (AQL)	Method of Surveillance
6.1	Project documents for government review	Accurate and complete project documents shall be delivered to the	Not more than 5% of requested documents will fail to meet the agreed upon delivery	100% COR review

Ref #	Task Area/Task	Performance Standard	Maximum Allowable Degree of Deviation from Requirement (AQL)	Method of Surveillance
		COR on the agreed-upon delivery date.	date. No more than 5% of documents will be returned for re-work due to inaccuracies or incompleteness.	
6.2	Portal prototyping	Functionality provide by the business users shall be delivered via the OFS Portal on the agreed-upon delivery date.	Not more than 2 times shall requested functionality fail to be delivered or meet the agreed upon delivery date. No more than 2 web-parts or in-flight prototypes are to be returned for re-work due to incompleteness.	100% end-user and COR review
6.3	Contractor SharePoint project site for delivery and maintenance of electronic files or paper copies as needed for all assigned work	Maintenance of accurate and complete paper and electronic files; file documents shall be placed in the Contractors SharePoint site within 2 business days of the creation of the document.	No more than 5% of files will be incomplete.	Periodic COR inspection

7. PERIOD PERFORMANCE

Base Year: 4/23/2016 – 4/22/2017
Option Year 1: 4/23/2017 – 4/22/2018
Option Year 2: 4/23/2018 – 4/22/2019

8. WORK LOCATION AND TRAVEL

The Contractor will work at OFS at staffing levels required to engage in person with customers or for reasons of effectiveness. Beyond this activity, the Contractor shall work off-site. OFS is located at 1801 L St NW, Washington DC. Travel is not authorized.

9. GOVERNMENT FURNISHED PROPERTY

Materials, equipment, software, support, and facilities will be provided by the government for on-site personnel only. Remote access to the Treasury network may be provided for Contractor personnel required to perform work off-site.

The government furnished property (materials, equipment, and/or information) will be provided in conjunction with required performance under this procurement as determined by mutual agreement between the OFS and the Contractor. Specific GFM required by the Contractor shall be detailed in the Task order. At the written request of the Government, the Contractor will immediately return any property provided by the Government for the Contractor's use to complete the assigned tasks under this contract. If not requested, the Contractor will continue to abide by FAR Part 45 until completion of the contract. The COR will arrange meetings, acquire contact numbers for OFS subject matter experts as needed, and provide access to Government information and subject matter documentation. The Government will provide the following property for the Contractor's use while performing under the contract:

Government Furnished Materials

- Supplies, as needed
- Government Identification Badge, as needed
- Building pass, as needed

Government Furnished Equipment

- Common Operating Environment (COE) workstation, as needed
- Telephone with voicemail, as needed
- Intranet and email Access
- Office space, as needed.

Government Furnished Information

- Access to policies and procedures, as needed