

**ORDER FOR SUPPLIES OR SERVICES**

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

1. DATE OF ORDER 07/19/2019		2. CONTRACT NO. (If any) GS35F146DA		6. SHIP TO: a. NAME OF CONSIGNEE Multiple Destinations	
3. ORDER NO. 2032K719F00002		4. REQUISITION/REFERENCE NO. 19PR-OFS-0002		b. STREET ADDRESS	
5. ISSUING OFFICE (Address correspondence to) IRS non-IT (OTPS) Internal Revenue Service Procurement OS:PR:T, Stop C7-430 5000 Ellin Road Lanham MD 20706				c. CITY d. STATE e. ZIP CODE	
7. TO: [REDACTED]		f. SHIP VIA			
a. NAME OF CONTRACTOR PERSPECTA ENTERPRISE SOLUTIONS LLC		8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY			
b. COMPANY NAME		c. STREET ADDRESS 13600 EDS DR A3S		REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if anv. including delivery as indicated.	
d. CITY HERNDON		e. STATE VA	f. ZIP CODE 20171-3225		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFS	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" 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 VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
16. DISCOUNT TERMS					

**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)
	Data & Document Management - Operations and Maintenance					
	Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME ARC/ASD/APB						\$499,763.85
b. STREET ADDRESS (or P.O. Box) ARC/ASD/APB, AVERY 3G PO BOX 1328 ACCOUNTSPAYABLE@FISCAL.TREASURY.GOV						\$499,763.85
c. CITY PARKERSBURG		d. STATE WV	e. ZIP CODE 26106-1328			17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) <b>Aleta J. Dust</b>		23. NAME (Typed) ALETA DUST	
Digitally signed by Aleta J. Dust Date: 2019.07.19 16:05:27 -04'00'		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 07/19/2019	CONTRACT NO. GS35F146DA	ORDER NO. 2032K719F00002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: IRS non-IT (OTPS) Internal Revenue Service Procurement OS:PR:T, Stop C7-430 5000 Ellin Road Lanham MD 20706 Accounting Info: OFS0128DB1919XX-2019-61000001-251001-OFSAD00 000000-OFS1231120-XXXXXXXXXXXX-OFS0001-XXXXX XXXX-XXXX-XXXXXXXXXXXX-XXXXXXXXXXXX-XXXXXXXXXX X-XXXXXXXXXX Period of Performance: 07/22/2019 to 04/21/2020					
0001	Base Period				██████████	
0002	Option Period 1 Amount: \$ ██████████ (Option Line Item) 04/22/2020				██████	
0003	Option Period 2 Amount: \$ ██████████ (Option Line Item) 04/22/2021				██████████	
	The total amount of award: \$1,241,713.61. The obligation for this award is shown in box 17(i).					

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

\$499,763.85

In addition to the clauses included in [REDACTED] 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 Period	\$ [REDACTED]
Option Year 1	\$ [REDACTED]
Option Year 2	\$ [REDACTED]
Total	\$1,241,713.61

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

LABOR CATEGORY	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2
[REDACTED]	\$ [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	\$ [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	\$ [REDACTED]	[REDACTED]	[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](http://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. IR1052.239-9000 Section 508 Information, Documentation and Support (MAY 2018)**

In accordance with 36 CFR 1194, Subpart D, the information and communication technology (ICT) 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:

**\_\_ Chapter 6: Support Documentation and Services**

- 601, General.
  - 601.1
  - 602 Support Documentation
    - 602.1  602.2  602.3  602.4
  - 603 Support Services
    - 603.1  603.2  603.3

*(End of clause)*

**I. IR1052.239-9001 Section 508 Conformance (MAY 2018)**

Each information and communication technology (ICT) product and/or product related service delivered under the terms of this contract, at a minimum, shall conform to the applicable accessibility standards at 35 CFR, Appendix C to Part 1194 at the level of conformance as specified in the PWS.

**\_\_ Chapter 7: Referenced Standards**

- 701, General.

- 701.1
- 702 Incorporation by Reference
  - 702.1  702.2  702.3  702.4  702.5  702.6  702.7  702.8
  - 702.9  702.10

**J. IR1052.239-9002 Section 508 Services (MAY 2018)**

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 information and communication technology (ICT) 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, and functional performance criteria in 36 CFR Chapter 3, unless an agency exception to this requirement exists at E202 General Exceptions.

- 701, General.
  - 701.1
  - 702 Incorporation by Reference
    - 702.1  702.2  702.3  702.4  702.5  702.6  702.7  702.8
    - 702.9  702.10

*(End of clause)*

**K. IR1052.242-9000 Post Award Evaluation of Contractor Performance (May 2018)**

Interim and final evaluations of contractor performance will be prepared on this contract in accordance with FAR Subpart 42.15. The Assessing Official (e.g., Contracting Officer) will prepare a final performance evaluation at the time the work on the contract is completed. In addition to the final evaluation, interim evaluations will be prepared annually to coincide with the anniversary date of the contract.

The past performance evaluation process is a paperless process using Contractor Performance Assessment Reporting System (CPARS). CPARS is a web-based system that allows for electronic processing of the performance evaluation report. Once the report is processed, it is available in the Past Performance Information Retrieval System (PPIRS) for Government use in evaluation past performance as part of a source selection action.

Once the Contractor is registered in CPARS, they will receive an automatically-generated email with detailed login instructions. Further details, systems requirements, and training information for CPARS is available at <https://www.cpars.gov>. The CPARS User Manual, registration for On Line Training for Contractors, and a practice application may be found at this site as well.

Interim and final evaluations will be provided to the Contractor for their review and comment as soon as practicable after completion of the evaluation. Evaluations of contractor past performance will be posted to the relevant past performance database no more than 14 days after the information is provided to the contractor. On day 15, whether the contractor has responded or not, the evaluation automatically posts to PPIRS. If the Contractor elects not to provide comments, they should acknowledge receipt of the evaluation by indicating



"No comment" and then sign and date the form. If the Contractor does not sign and submit the form within 14 days, it will automatically be returned to the Government.

Contractors who disagree with a government evaluation can request to meet with the Contracting Officer to discuss their scores and provide feedback or justification for their performance. No requirement exists for the government to meet with the contractor; however, if a contractor requests a meeting, the government may accept the request.

Any such meeting does not alter the requirement that an evaluation be posted to PPIRS within 14 days.

Several avenues still exist for the contractor to influence the review. First, the contractor may submit a comment after the 14-day period expires and the review has been posted to PPIRS. The contractor's late comments must be posted to PPIRS; however, the government's original report will still be available to all source selection officials. Although authorized, an agency is not required to modify its evaluation based upon a contractor's comments. Second, the contractor may appeal its review one level above the Contracting Officer to the Reviewing Official. Again, the appeal does not stop the 14-day reporting period and the original evaluation will be posted on PPIRS.

The following guidelines apply concerning the Contractor's use of the past performance evaluation:

- Protect the evaluation as "source selection information." After review, transmit the evaluation by completing and submitting the form through CPARS. If for some reason the Contractor is unable to view and/or submit the form through CPARS, contact the Contracting Officer for further instructions.
- Strictly control access to the evaluation within the Contractor's organization. Ensure the evaluation is never released to persons or entities outside of the Contractor's control.
- Prohibit the use of or reference to evaluation data for advertising, promotional material, pre- award surveys, responsibility determinations, production readiness reviews, or other similar purposes.
- A copy of the completed past performance evaluation will be available in CPARS for the Contractor's review and for Government use supporting source selection actions after it has been finalized.

#### **L. 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.

#### **M. 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.

**N. Key Personnel**

1. The following individuals are designated as key personnel:

LABOR CATEGORY	NAME
Project Manager	[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.

**O. 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**

### **Data and Document Management Consulting Services OFS Operations & Maintenance (Application Development, Infrastructure/Operations and SharePoint Support)**

#### **1. Scope**

The scope of this task order encompasses Contractor support for:

- O&M application development of “stick build” solutions, including .NET, InfoPath and SQL Server-based applications;
- Development, operations and maintenance of solutions using OFS IT modular systems capabilities;
- Analysis, planning, documentation, archiving, and any other activities related to a wind-down of OFS’ IT environment.

The objective of this task order is to provide continuous development, operations and maintenance services, and wind-down assistance for the Office of Financial Stability (OFS) IT environment within the constraints and considerations already detailed. This objective is driven by the OFS portal business owners whose goal is to establish or maintain IT projects, tools, and processes that motivate innovation, performance improvement, teamwork, excellence, and customer service throughout the life-cycle of the Office of Financial Stability (OFS).

#### **2. 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 granted OFS the ability 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 is a result of the crisis demanded unique custom-developed IT solutions to be created, implanted and supported.

OFS technology is a team effort between technology capabilities of the technology team of the Treasury's Departmental Offices which deliver commodity capabilities to OFS (e.g., e-mail, office automation tools, internet, etc.) the OFS technology team that focuses on the OFS-unique elements of technology and coordinating the mission-technology agenda of OFS. OFS also maintains an Information Systems Security capability to focus on OFS-unique control issues and ensure compliance with and maintain artifacts for the controls portfolio that is the responsibility of OFS technology. 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.

In conjunction with guidance developed by OFS management, the IT function has developed plans to retire capabilities as well as slow and/or substantially freeze new development. Coinciding with this strategy is also activity to substantially reduce the foot-print of the underlying infrastructure that supports OFS. This will include officially retiring internal OFS systems. In addition, several capabilities that OFS IT was once responsible for are being turned over to other Treasury departments as the requirements for OFS have become undifferentiated from capabilities that Treasury would normally support.

### **Impact on Specific Tasks:**

The factors relating to the wind-down of the OFS programs have a direct impact on the portfolio of tasks performed under the contract, specifically the volume and level of activity is decreasing substantially.

In the modular space, planned portal activity at OFS will center on transitioning to the Treasury's content management system (where not already done). Much of the existing system is being archived and retired. OFS does not have any specific plans for further software development activities, but that could change based on outsider drivers such as:

- Unfunded mandates
- Technical upgrades forcing changes to existing software
- Choosing a technical solution to help ease the loss of personnel during the OFS wind down

In the stick-built space (tasks 3.1.2 and 3.1.3), OFS plans to have this task order assist Treasury in maintaining a small team to manage any potential issues in these systems throughout the last phases of OFS operations including retiring systems. The infrastructure supporting this area has also been substantially simplified, reducing servers and processes to manage.

In the information security space (tasks 3.1.4) where this task provides OFS with an ISSO, the amount of work in that space has decreased dramatically. Processes are mature, and the stopping of development means control processes around that type of activity will be severely reduced. While OFS needs an ISSO, it is no longer estimated to justify a full-time capability.

The number of projects and project management and governance support activity (tasks 3.2.1 and 3.2.2) required under this task are also significantly reduced. Since most project work is going away, the focus of management is keeping the 'lights on'. In addition, the straight reduction in activity mentioned above to report on has a significant impact on the project and program management activity.

The OFS IT plans do not anticipate significant transition work in the remaining tasks as much of the work is simply going away as the program winds up. While some work is

being transitioned, this is the minority of the work and the transitions are to other parts of Treasury where these tasks would normally have been performed were it not for the extraordinary circumstances which required the establishment of a dedicated IT function around the TARP program.

Management also has increased needs for assuring preservation of critical organizational knowledge and the ability to handle limited unplanned attrition without impacting the office's mission relative to the current contract requirement.

## **OFS Systems**

### **2.1 Modular Systems**

OFS IT has adopted the Microsoft SharePoint 2013 and Sequel Server Reporting Services (SSRS) platform for the development and management of project documents and data, business process workflow automation and information management. SharePoint, together with related reporting and productivity tools, is labeled as OFS' "modular systems."

Microsoft SharePoint is a versatile technology that OFS uses to increase efficiency of business processes and improve team productivity. With tools for collaboration to help people stay connected across organizational and geographical boundaries, SharePoint gives our staff access to the information they need when they need it. Robust and uncomplicated administrative features enable OFS staff to manage content in a cost-effective manner, allowing our staff to manage a high-performance collaborative environment. With a familiar, Web-based interface and close integration with everyday tools, including the Microsoft Office applications, SharePoint is easy to use, and valuable "modules" can be deployed rapidly to meet user needs. Microsoft's SharePoint also provides the mechanism for integration and additional desired capabilities.

The Microsoft SharePoint infrastructure and software are provided and maintained by the Departmental Offices (DO), who *currently holds site licenses for Microsoft SharePoint 2013*. DO staff provides centralized hosting and server-level administration of the SharePoint platform on a virtualized infrastructure. OFS IT staff is responsible for SharePoint site and site collection administration, as well as for the design, development, configuration, implementation, and support for SharePoint-based solutions. Support includes general best-practice consulting, web content, reporting and data management services, training, project management and project coordination support. OFS portal business owners are responsible for content management for their own SharePoint sites, albeit supported by IT according to their level of skill.

Most work in the SharePoint environment does not involve traditional development or coding and focuses on the re-use and deployment of pre-tested and approved parts. The general style of solution provisioning is agile-oriented for most of the work in this space and there is very little administrative burden to this activity. To the extent



traditional coding is required in this environment, systems development artifacts are required.

As OFS continues to wind-down, the retirement of modular systems may be considered as well.

## **2.2 “Stick Build” Solutions**

In addition to leveraging SharePoint capabilities to solve business needs, OFS has utilized traditional development methods to deliver “stick build” solutions employing SQL server 2008, .Net and ETL procedures. These “stick build” solutions are also hosted by DO on a virtualized infrastructure.

Stick build work at OFS may be delivered through combinations of traditional waterfall development or agile approach. However, regardless of the method, work in this space requires a comprehensive set systems development artifacts (in addition to the actual code) to demonstrate compliance with various control objectives.

While the need for new capabilities may be diminishing, there is an increased focus on data analysis and reporting. Microsoft SQL Server and its companion toolset play a key role in supporting the “stick build” environment. Existing applications must be maintained and optimized for maintainability, ease of use, and ease of deployment.

OFS plans to retire “stick build” solutions and this work will include the analysis of any applicable regulations and other considerations, planning, archiving, and any other related activities.

## **2.3 Production Support**

OFS’ IT functions manages the production operations and availability of a series of technology assets under its control. This production support function is responsible for the continuous operation of these mainly virtualized assets except for the physical infrastructure that the environment is implemented on.

## **3. Description of Tasks**

Under this Order, the Contractor shall deliver support for the following task areas:

### **3.1 Development, Operations and Maintenance Support**

#### **3.1.1 Modular Systems**

The Contractor shall expand and maintain OFS’ portfolio of SharePoint-based solutions and assist in retiring solutions. In the performance of this task, the Contractor shall provide support in the following areas:

- Requirements analysis and documentation, including development and maintenance of test cases



- Agile solution design and development utilizing the SharePoint 2013 platform, business intelligence software, and other relevant tools
- QA testing of developed and supported solutions
- Documentation of supported solutions
- Training and customer support for OFS staff using developed and supported solutions

The Contractor shall adhere to OFS' Portal strategy requirements and standards.

### **3.1.2 Stick Build Systems**

The Contractor shall optimize and maintain OFS' portfolio of "stick build" systems, including standalone databases and assist in retiring systems. In the performance of this task, the Contractor shall provide support in the following areas:

- Requirements analysis and documentation, including development and maintenance of test cases;
- Agile solution design and development of in-scope applications and databases;
- Data analysis and reporting using SQL Server 2008 and supporting toolset;
- QA Testing for in-scope solutions and support for user acceptance testing;
- Documentation of in-scope solution;
- Training and customer support for OFS staff using in-scope solutions;
- Analysis of retiring government systems;
- Planning for the retirement of systems;
- Documentation of the retirement process;
- Archiving data and systems where necessary.

The Contractor shall adhere to OFS' accepted design and development standards and principles.

### **3.1.3 Production Support**

The Contractor shall operate OFS' portfolio of modular and "stick build" systems. In the performance of this task, Contractor shall provide support in the following areas:

- Database management and administration including monitoring, tuning, troubleshooting and back-ups
- Triage, troubleshooting, and management of reported system problems, including escalation of key incidents
- Reporting of operational metrics and statistics to OFS IT leadership
- Change management and proper deployment of stick-built and modular solutions using OFS IT's source control toolset and procedures, including handling of emergency change requests
- Platform administration for modular and "stick build" solutions, including provisioning and access/permissions management
- Support for business-side operational processes such as data transfers and ETL data loads

- Web content services, agile project implementation and training leveraging the current portal services process and platform
- Due to the reduction of production support personnel (one primary and one backup) operations has the following constraints:
  - Schedule non-business hour support one business day in advance.
  - Business support hours are from 7:00 AM until 4:00 PM (monitoring begins at 7:00 AM with the goal of having systems operational by 8:00 AM - Monday through Friday)

### **3.1.4 Governance Support**

The Contractor shall assist OFS IT in the development and implementation of operational processes, procedures and controls. In the performance of this task, the Contractor shall provide support in the following areas:

- Process management and delivery of Standard Operating Procedures (SOPs) across all functional areas and all phases of the OFS System Development Life Cycle (SDLC)
- Management and maintenance of SOPs using OFS IT's SOP site
- Support for OFS' ISSO function including implementation of the ISSO agenda, ongoing security reporting and auditing, and design, development and implementation of system controls
- In addition, the Contractor shall coordinate the transition of O&M activities to the new support team prior to the end of the task order period of performance

## **3.2 General Tasks**

### **3.2.1 Task Order Project Plan**

The Contractor shall prepare a high-level Task Order Project Plan (TOPP) that will address, but is not limited to, the process by which tasks will be performed; key outcomes and deliverables produced; and organizational resources and management controls to be employed to meet cost, schedule and performance requirements throughout Task 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. Two (2) business days after the draft TOPP is submitted, the COR will provide written comments on the draft TOPP to the Contractor. 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.

### **3.2.2 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 day-to-day management of the in-scope activities under this task order. The Contractor shall deliver the means, methods and resources to achieve project success. The COR will approve the project management approach identified by the Contractor.

Where applicable, the Contractor staff will work under the guidance of OFS federal IT project managers or IT Directors who will be responsible for technical project management tasks. The Contractor remains responsible for the business project management side of the work performed in those situations.

The Program/Project Management function shall include: 1) assuring that project activities and deliverables are accomplished within the general scope of this task order on time, 2) monitoring and tracking the availability of the funds for authorized work and projects, 3) ensuring that all meetings are attended by the appropriate staff, 4) resolving task order level management and programmatic issues, 5) monitoring/ensuring task order performance within budget and schedule, 6) reviewing all reports for accuracy and performing trends and performance analysis, 7) performing quality control and implementing quality control measures, and 8) facilitating and maintaining effective interaction and coordination between OFS IT project managers and the contractor. Given the dynamic environment within OFS, the Program/Project Manager shall closely monitor tasks and provide advanced notification of any deviation from budget, schedule, or resources.

In addition to the task level activities, the Program/Project Manager shall provide oversight, management, coordination and administrative support (as necessary) to meet the requirements, objectives, and OFS priorities as identified by the COR, Task Manager, or Designee. This includes but is not limited to:

- Setting the overall direction, defining processes, setting standards and providing leadership
- Accountability for work activities, projects and assignments
- Ensuring smooth daily operations
- Prioritizing requirements consistent with OFS priorities
- Managing scope and expectations while ensuring timelines, milestones and schedules are met
- Manage development and submission of contract deliverables
- Coordinating external and internal resources and OFS priorities

### **3.2.3 Knowledge Management**

Knowledge Transfer to OFS – The Contractor shall work throughout the period of performance with designated OFS personnel to share the design, configuration,

administration and implementation specifics for the SharePoint Portal as well as stick-built applications. The designated OFS personnel shall be capable of understanding technical information and property which shall be provided by the Contractor in support of this task.

**3.2.4 Cooperation/Coordination with Other Contractors**

There may be multiple contractors (i.e. from more than one contract vehicle and/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 but is not limited to sharing or coordinating information resulting from the work required by this PWS or previous Government efforts, and/or working as a team to perform tasks in concert.

**3.2.5 Quality**

Over the past decade, the Federal Government has mandated higher standards of quality through a series of initiatives (e.g., Government Performance and Results Act (GPRA), Clinger-Cohen Act, etc.). To that end, the Government expects the Contractor to propose and implement an IT project team that supports the highest level of 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 several standard approaches toward quality such as the International Standards Organization (ISO) and Systems Engineering Institute/Capability Maturity Model (SEI/CMM) processes.

OFS’ IT functions manages the production operations and availability of a series of technology assets under its control. This production support function is responsible for the continuous operation of these technology assets, except for the infrastructure that the production environment is utilizing.

Key focus areas for OFS IT production support include the following:

Support Area	Responsibilities
Database Support	Monitoring, tuning, access and permissions, troubleshooting, primarily on SQL Server platform
Application Support	Modular apps (SP), stick build apps (ASL, TPS, Exec Comp, etc.),
Incident Management	Triage, coordination/leadership, communication, problem resolution, reporting and follow-up
Governance/Process Management	SOP development/maintenance, production reporting/metrics, change management,

	logistics, drills/ training, access, shift scheduling
Help Desk support	Depending on need, Tier-2 and/or -3 support/coverage, for designated applications

#### 4 Intellectual Property Rights

4.2 The SharePoint and application development deliverables and all artifacts of design and delivery are considered 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. Any restrictions claimed in technical data or software shall be clearly identified as follows:

#### 5 Deliverables Table

Deliverable Number	Task Ref#	Deliverable	Due Date
		<b>O and M Services</b>	
5.1	3.1.1	Documentation for supported solutions, including training materials	As required
5.2	3.1.2	Updated software library and software asset inventories for supported solutions	Due within ten (10) calendar days after the 1 <sup>st</sup> of each month
5.3	3.1.3	Change/Configuration Management requests and supporting documentation	As required
5.4	3.1.3	Incident post-resolution documentation	As required
5.5	3.1.4	Standard Operating Procedures for application development and production activities: a) process map; b) request for enhancement; c) enhancement status list; d) CCR (will be replaced with upgrade) and e) site screen shots and list of workflows	As required
5.6	3.1.5	<b>Support for retiring systems including analysis, planning, documentation, and archival related work.</b>	As required
		<b>Business Project Management</b>	
5.7	3.2.1	Task Order Project Plan	Submit five (5) calendar

Deliverable Number	Task Ref#	Deliverable	Due Date
			days after award
5.8	3.2.1	Weekly Status Reports	Provide every Friday by close of business beginning one week after start of task order
5.9	3.2.1	Monthly Status Report and Budget Summary	Provide on the 20 <sup>th</sup> of each month beginning after start of task order
		<b>Transitioning</b>	
5.10	3.1.4	Transition Plan for O&M services	Submit fifteen (15) calendar days after receiving Government notification to migrate support services

## 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 COR on the agreed-upon delivery date.	Not more than 5% of requested documents will fail to meet the agreed upon delivery date. No more than 5% of documents will be returned for re-work due to inaccuracies or incompleteness.	100% COR review
6.2	Prototyping	Functionality provided by the business users shall be delivered via 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 in-flight prototypes be returned for re-work due to incompleteness.	100% end-user and COR review
6.3	Contractor	Maintenance of	No more than 5% of	Periodic COR

Ref #	Task Area/Task	Performance Standard	Maximum Allowable Degree of Deviation from Requirement (AQL)	Method of Surveillance
	SharePoint project site for delivery and maintenance of electronic files or paper copies as needed for all assigned work	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.	files will be incomplete.	inspection

## 7 Period of Performance

Base Period: 7/22/2019 – 4/21/2020  
Option Period 1: 4/22/2020 – 4/21/2021  
Option Period 2: 4/22/2021 – 4/21/2022

## 8 Work Location

The Contractor will work at OFS or remotely at staffing levels required to engage effectively with their OFS counterparts. OFS is located at 1801 L St NW, Washington DC. Travel is not authorized under this order.

## 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 as determined by the government.

The government furnished property (materials, equipment, and/or information) will be provided in conjunction with required performance under this procurement as determined by agreement between the OFS and the Contractor. Specific GFM required by the Contractor shall be detailed in the contract. 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
- DORA token, as needed
- FOB or Kastle Key Card, as needed

Government Furnished Information

- Access to policies and procedures, as needed

The Contractor will require access to DO Enterprise LAN, Intranet and Internet access to complete the tasks required in this performance work statement (PWS).

## 10 Personnel

Knowledge of and experience with the Active Directory, InfoPath, Microsoft .NET, SharePoint 2013, SharePoint Designer, SQL Server 2008, MS Reporting Services and related services is required to complete this task. Contractor must also possess demonstrable expertise with industry standards for application design and development in both water-fall and agile-oriented methodologies, QA testing, configuration management, operations and maintenance.

Specialized expertise shall also include:

- Design and development of complex and effective user interfaces for OFS IT modular and "stick build" applications
- SharePoint Portal administration and development
- SQL Server database development, maintenance and operations
- Support for select third-party COTS software within the OFS IT such as Active Directory, SQL server 2008, InfoPath, Microsoft .NET, ASP, XML, MS Visual tool-kit, Source Safe, various data transfer methodologies, Connect Direct, workflow automation, SharePoint Portal Server, SharePoint Designer, and business intelligence.