

ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER 02/09/2017		2. CONTRACT NO. (If any) GS-35F-386DA		6. SHIP TO:			
3. ORDER NO. TOFS-17-G-0004		4. REQUISITION/REFERENCE NO. 17PR-OFS-0027		a. NAME OF CONSIGNEE OFS			
5. ISSUING OFFICE (Address correspondence to) IRS non-IT (OTPS) Internal Revenue Service OS:PR:T, 5000 Ellin Road Lanham MD 20706				b. STREET ADDRESS 1500 PENNSYLVANIA AVE., N.W.		c. CITY WASHINGTON	
				d. STATE DC		e. ZIP CODE 20220	
7. TO: Blain Rowe				f. SHIP VIA			
a. NAME OF CONTRACTOR BOOZ ALLEN HAMILTON INC.				8. TYPE OF ORDER			
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 8283 GREENSBORO DRIVE				REFERENCE YOUR:		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY MCLEAN				e. STATE VA			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFS			

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination			
<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"/> f. SERVICE-DISABLED		<input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM		<input type="checkbox"/> e. HUBZone		<input type="checkbox"/> h. EDWOSB	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
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)
	INFORMATION TECHNOLOGY SECURITY/ INFORMATION TECHNOLOGY CONTROLS EVIDENCE & PROJECT REQUIREMENTS SUPPORT					
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						\$671,993.06
b. STREET ADDRESS (or P.O. Box) ARC/ASD/APB, AVERY 3G PO BOX 1328 ACCOUNTSPAYABLE@FISCAL.TREASURY.GOV						\$671,993.06
c. CITY PARKERSBURG		d. STATE WV		e. ZIP CODE 26106-1328		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)		23. NAME (Typed) Aleta J. Dust	
		Digitally signed by Aleta J. Dust Date: 2017.02.09 14:07:30 -0500	

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

DATE OF ORDER 02/07/2017	CONTRACT NO. GS-35F-386DA	ORDER NO. TOFS-17-G-0004
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: IRS non-IT (OTPS) Internal Revenue Service OS:PR:T 5000 Ellin Road Lanham MD 20706 Period of Performance: 02/10/2017 to 02/10/2022 Base Year				671,993.06	
0002	Accounting Info: OFS0128DB1717XX-2017-61000001-251001-O FSAD00000000-OFS1231120-XXXXXXXXXXXX-O FS0001-XXXXXXXX-XXXX-XXXXXXXXXXXX-XXX XXXXXXXX-XXXXXXXX-XXXXXXXX Funded: \$671,993.06 Option Year 1 Amount: [REDACTED] (Option Line Item) 02/10/2018				0.00	
0003	Accounting Info: -61000001---XXXXXXXX-XXXXXXXXXXXX-XX XXXXX-XXXXXXXX-XXXX-XXXXXXXXXXXX-XXXX XXXXXXXX-XXXXXXXX-XXXXXXXX Funded: \$0.00 Option Year 2 Amount: [REDACTED] (Option Line Item) 02/10/2019				0.00	
0004	Accounting Info: -61000001---XXXXXXXX-XXXXXXXXXXXX-XX XXXXX-XXXXXXXX-XXXX-XXXXXXXXXXXX-XXXX XXXXXXXX-XXXXXXXX-XXXXXXXX Funded: \$0.00 Option Year 3 Amount: [REDACTED] (Option Line Item) 02/10/2 Continued ...				0.00	

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

\$671,993.06

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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

DATE OF ORDER 02/07/2017	CONTRACT NO. GS-35F-386DA	ORDER NO. TOFS-17-G-0004
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0005	<p>Accounting Info: -61000001---XXXXXXXXXX-XXXXXXXXXXXX-XX XXXXX-XXXXXXXXXX-XXXX-XXXXXXXXXXXX-XXXX XXXXXXXX-XXXXXXXX-XXXXXXXX</p> <p>Funded: \$0.00</p> <p>Option Year 4 Amount: [REDACTED] Option Line Item) 02/10/2</p> <p>Accounting Info: -61000001---XXXXXXXXXX-XXXXXXXXXXXX-XX XXXXX-XXXXXXXXXX-XXXX-XXXXXXXXXXXX-XXXX XXXXXXXX-XXXXXXXX-XXXXXXXX</p> <p>Funded: \$0.00</p> <p>The total amount of award: [REDACTED] The obligation for this award is [REDACTED] box 17(i).</p>				0.00	

TOTAL CARR ED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

Task Order Terms and Conditions

In addition to the clauses included in GS-35F-386DA, 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 the base and each option shall apply separately and independently to the base and each option. The Contractor shall not exceed the ceiling prices of this task order.

PERIOD	CEILING PRICE
[REDACTED]	

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]				

Labor Category	Option Year 3	Option Year 4
[Redacted Content]		

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 5 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*.
- (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:

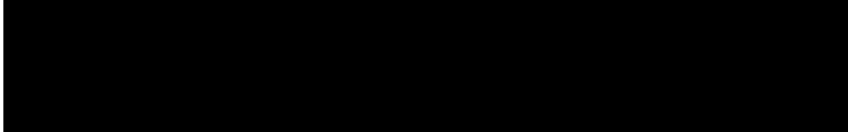
- The Contractor and any proposed or actual subcontractor's or consultant's relationship to any related entities as such term is defined in 31 C.F.R. §31.201;
 - The categories of troubled assets owned or controlled by the Contractor, its related entities, or its proposed or actual subcontractors or 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
	

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
FOR
INFORMATION TECHNOLOGY SECURITY/ INFORMATION TECHNOLOGY CONTROLS
EVIDENCE
& PROJECT REQUIREMENTS SUPPORT**

1.0 OBJECTIVE

The objective of this task order is to obtain Information Technology (IT) security/internal control activities support and project/application requirements support services to assist the Department of the Treasury, Office of Financial Stability (OFS). This objective is driven by the Chief Technology Office (CTO) in close coordination with the Treasury Risk and Control Group (RCG) whose goal is to establish IT projects, tools, and processes that motivate innovation, performance improvement, teamwork, excellence, and customer service throughout the Office of Financial Stability (OFS). The CTO is located in the directorate of the Chief of Management Operations.

2.0 BACKGROUND

In furtherance of the OFS mission to provide stability and prevent disruption to the U.S. financial markets, and to implement the Emergency Economic Stabilization Act of 2008 (the Act), the Troubled Asset Relief Program (TARP) was established to restore liquidity and stability to the financial system of the United States.

By acquiring, managing, and orderly liquidating the troubled assets, the Treasury seeks to improve the capital positions of financial institutions; reduce risk premiums in the market; improve liquidity and credit extension in the financial system; increase investor confidence; and, provide market participants with more price transparency.

In support of the OFS mission, the CTO provides information management services to OFS through a portfolio of capabilities including:

- Governance of the OFS IT function which includes the strategy, governance, policy, approaches and control frameworks used by OFS IT.
- Administration of the OFS IT function which includes ensuring the requisite budgetary, staff, procurement and support disciplines to execute the IT objectives of OFS are effectively managed.
- Execution capabilities which relate to delivering new IT-enabled capabilities to OFS. OFS IT is capable of delivering through a number of methods including: 1) custom built applications (.Net, SQL Server), 2) procurement of services, 3) implementation of (Commercial Off the Shelf) COTS)/Government Off the Shelf (GOTS) software, and 4) the delivery and management of configured solutions where the “application” is delivered through SharePoint using pre-configured and tested web parts and without traditional coding occurring. Integral to the execution capabilities of OFS technology is a strong project management function. This function ensures the appropriate governance, controls and methodology are applied to the initiative.
- Operations and Infrastructure capabilities. This discipline addresses resources that are in production and ensures that those resources are serviced and monitored appropriately to keep them operating for the benefit of OFS.

OFS technology is a team effort between technology capabilities of the Treasury's Departmental Offices-Office of the Chief Information Office (DO) which, to a large extent,

deliver commodity capabilities to OFS (e.g., e-mail, office automation tools, internet, etc.) and the OFS technology team that focuses on the OFS-unique capabilities and coordinating the mission-technology agenda of OFS.

OFS also maintains an Information Systems Security capability to focus on OFS-unique control issues and help ensure compliance with and maintain artifacts for the controls portfolio that is the responsibility of OFS technology.

OFS IT operates under the DO General Support System (GSS), and OFS is responsible for a limited set of IT controls (e.g. Access Management, Audit Logging & Monitoring, Change Management and Software Development Life Cycle (SDLC)). Treasury DO is responsible for managing the data center infrastructure including hardware, software and telecommunications.

3.0 SCOPE

This task order requirement will involve collaboration with OFS staff, Treasury Staff and Treasury contractors. The contractor shall provide expertise in areas such as, but not limited to, designing and implementing an IT security program to include an internal controls framework. Expertise is needed in this area to help ensure the IT applications, subject to Federal Information Security Management Act (FISMA), Federal Financial Management Improvement Act (FFMIA), and Federal Managers Financial Integrity Act (FMFIA) standards, are compliant in order for OFS to provide unqualified statements of assurance for FMFIA and Appendix A of OMB Circular A-123, and a statement of substantial compliance with FFMIA. Also within the scope of this task order is project requirements work.

The contractor should have proven methodologies and/or frameworks to support IT Security/IT Controls and Project Requirements development, and can tailor them to the OFS environment.

The contractor should also have a familiarity with the Troubled Asset Relief Program (TARP) and relevant experience in supporting government sponsored entities.

4.0 TASKS

The contractor shall assist OFS in executing the tasks listed in each of the following major areas: 1) IT Security/Internal Controls, 2) Project Requirements Support, 3) Program Management, 4) General Internal Controls, and 5) Transition.

Treasury's requirements for this task order include:

4.1 IT SECURITY/INTERNAL CONTROLS

IT Security/Internal Controls Tasks may include, but are not limited to assisting management with:

- 4.1.1 Supporting Account Management (Access), Change Management/ SDLC, Audit Logging/Monitoring Back-up and Recovery, Patch Management and other IT areas, as requested by:
 - a. Provide internal control advice and recommendations
 - b. Draft and/or update processes and related internal controls documentation
 - c. Draft and/or update IT policies and procedures
- 4.1.2 Security program management (e.g. planning, scheduling and status reporting) for the following types of activities (as needed): System Security Categorization, Baseline Control Identification, System Security Plan/Playbook, and Risk Assessments.

- 4.1.3 Providing “Near Time” or “Real Time” Monitoring related to the execution of internal controls for IT processes.
- 4.1.4 Gathering and maintaining supporting control evidence and aggregating applicable controls documentation for audit readiness (e.g., gathering evidence of controls execution and maintaining a shared repository).
- 4.1.5 Summarizing lessons learned and/or control gaps and issues as well as advising management on recommended corrective action plans.
- 4.1.6 Preparing responses to oversight body inquiries related to IT processes and internal controls.
- 4.1.7 Documenting control requirements addressed in FISMA, FMFIA Section 4 and other applicable laws and regulations.
- 4.1.8 Assessing risks and the effectiveness of internal controls; and provide recommendations based on best practices to strengthen and enhance the compliance and risk framework of OFS technical and operational activities.
- 4.1.9 Identifying operational and programmatic gaps and deficiencies.
- 4.1.10 Assessing whether OFS applications encompass system security and internal controls regarding access; role definitions; control and security of backups; and recertification.
- 4.1.11 Collaborating with federal staff to define and document processes, controls and procedures associated with implementing and maintaining systems and operational processing.
- 4.1.12 Updating IT-related policies and procedures in compliance with OMB Circular A-123.
- 4.1.13 Monitoring IT controls evidence for Account Management (Access), Change Management/SDLC, Audit Logging/Monitoring, and other areas as requested.
- 4.1.14 Evaluating changes and proposed changes to guiding policies (e.g., FISMA and FMFIA and other relevant federal policies and frameworks) and the impact of the change on current OFS activities.
- 4.1.15 Facilitating knowledge transfer through lessons learned and training sessions, as requested.

4.2 PROJECT REQUIREMENTS SUPPORT

Project Requirements Support Tasks may include, but are not limited to:

- 4.2.1 Creating and updating:
 - a. Software functional requirements and provide advice regarding integration of those requirements into other OFS initiatives.
 - b. Software operational control procedures and other key artifacts.
- 4.2.2 Advising management on the risks and controls around software functional requirements, including the development of UAT test plans.

4.3 PROGRAM MANAGEMENT SUPPORT

Program Management Support Tasks may include, but not limited to:

- 4.3.1 Providing project management of task order as specified in the deliverables listed below, including, the management of project related documents in a shared repository, processes necessary for background investigations, etc.
- 4.3.2 Providing oversight, management, coordination and administrative support (as necessary) to meet the requirements, objectives, and OFS priorities as identified by the Contracting Officer's Representative (COR), Task Manager, or Designee.
- 4.3.3 Providing quality review of deliverables.
- 4.3.4 Collaborating with management on strategic planning and thought leadership resulting in innovative ideas necessary to ensure cross-stakeholder buy-in and support.
- 4.3.5 Establishing internal training and reach back ability ensuring consistent delivery of work products and coverage support.
- 4.3.6 Providing management of project related documents in a shared repository.
- 4.3.7 Hosting weekly meetings with CTO and RCG staff, including the COR, to discuss contract issues and the status of the work streams.
- 4.3.8 Managing the on-boarding and exiting process of staff based on procedures established by the COR, including the processes necessary for background investigations.
- 4.3.9 Managing the approval process by the business owners as outputs/deliverables are completed.

4.4 GENERAL INTERNAL CONTROL TASKS

Internal Controls Tasks include, but are not limited to:

- 4.4.1 Providing internal controls advice and recommendations across TARP programs and processes.
- 4.4.2 Providing "Near Time" or "Real Time" Monitoring related to the execution of internal controls for other TARP processes, as necessary.

4.5 TRANSITION TASKS

Transition tasks in order to minimize any decreases in productivity and to prevent possible negative impacts on services include, but are not limited to:

- 4.5.1 Phase-in transition:
 - 4.5.1.1 Attending training and knowledge sharing sessions.
 - 4.5.1.2 Shadowing OFS and other contractors to obtain project information, activities and details.
 - 4.5.1.3 Revision and transitioning of routine tasks.
 - 4.5.1.4 Updates to phase-in transition plan.
- 4.5.2 Phase-out transition:
 - 4.5.2.1 Preparing weekly status reports, monthly controls score-card, annual security plan and documentation reviews, and performing real-time monitoring duties.
 - 4.5.2.2 Allowing for orientation and observation of workforce.
 - 4.5.2.3 Developing phase-out transition plan that addresses the following:
 - 4.5.2.3.1 All technical support activities and documentation associated with knowledge transfer and continuity of services.

- 4.5.2.3.2 Training material, if appropriate.
- 4.5.2.3.3 Potential risks and issues.
- 4.5.2.3.4 Updates to action items assigned.
- 4.5.2.3.5 Contractor's key representatives and supporting team members working on assignments.
- 4.5.2.3.6 Sharing information and considerations necessary for the decision making process.
- 4.5.2.3.7 Mentoring assigned OFS staff in development of the skills needed to perform this scope of work.
- 4.5.2.3.8 Maintaining documentation of standards and procedures for ongoing maintenance of the programs.

4.5.3 Confirmation of the annual security plan calendar.

5.0 DELIVERABLES

All deliverables shall be reviewed to ensure accuracy, functionality, completeness, professional quality and overall compliance with task order requirements. The Contractor shall ensure the accuracy and completeness of all deliverables and reports. The Government will consider errors, misleading statements, incomplete, irrelevant information, excessive rhetoric, or repetition as deficiencies and the Contractor shall make corrections at no additional cost. Report deliverables must be submitted electronically to the COR with a copy to the CO.

Task Reference Number	Deliverables and Reports	Due Date	Format and Delivery
5.0.1	Task Order Status Reports	Monthly	COR Direction
5.1 IT Security/IT Controls Deliverables			
5.1.1	Prepare briefing materials	As agreed	COR Direction
5.1.2	Develop policies, procedures, process flows, process narratives, risk and control matrices, and desk guides	As agreed	COR Direction
5.1.3	Develop schedules and other support materials	As agreed	COR Direction
5.1.4	Develop draft report templates and reports	As agreed	COR Direction
5.1.5	Prepare findings of research and analysis	As agreed	COR Direction
5.1.6	Draft and/or update processes and related controls documentation and/or functional requirements	As agreed	COR Direction
5.1.7	Draft and/or update documents to facilitate training or other knowledge transfer/transition sessions	As agreed	COR Direction
5.1.8	Draft and/or update monitoring procedures/dashboards (or similar monitoring tools) to monitor control evidence as well as the assembly of control evidence into a repository/shared	As agreed	COR Direction

	drive		
5.1.9	Develop IT controls evidence dashboards	Monthly	COR Direction
5.1.10	Draft security incident memos	As agreed	COR Direction
5.1.11	Draft issues log to document and identify control weaknesses, as needed	As agreed	COR Direction
5.1.12	Draft documentation of remediation/corrective action options and/or lessons learned for identified issues, as needed	As agreed	COR Direction
5.1.13	Draft other IT controls supporting documentation/tools (e.g. Risk Assessment, IS Categorization toolkit, etc.)	As agreed	COR Direction
5.2 Project Requirements Support Deliverables			
5.2.1	Prepare briefing materials	As agreed	COR Direction
5.2.2	Draft Functional Requirements Documentation (FRD)	As agreed	COR Direction
5.2.3	Draft User Acceptance Test (UAT) plans and test scripts	As agreed	COR Direction
5.2.4	Draft other software operational control procedures (e.g. desk procedures and/or user manuals)	As agreed	COR Direction
5.3 Program Management Deliverables			
5.3.1	Prepare a detailed project plan and maintain the approved project plan throughout the performance period. Copies of the original and maintained project plan shall be provided to the Program Office and COR on a weekly basis	Weekly.	COR Direction
5.3.2	Prepare project related reports and documents, such as government furnished property, employee listing, employee on-boarding/exiting; non-disclosure statements; security clearance forms; and subcontractor utilization	As needed	COR Direction
5.3.3	Prepare a project related accomplishments report by contractor personnel as supporting documentation for the monthly invoice	Monthly	COR Direction
5.3.4	Prepare burn rate and subcontractor utilization reports	Monthly	COR Direction
5.3.5	Prepare minutes documenting key discussions	Within 24 hours of meeting	COR Direction
5.3.6	Prepare agendas and overviews for status meetings held to discuss the status of project plan tasks, contract issues, identified risks, etc. The frequency for such meetings will be determined by the COR but are estimated to occur once a	As needed	COR Direction

	month		
5.3.7	Prepare and maintain a deliverable matrix showing work project title, status, dates, work product location, format, and Program Office approval	Weekly	COR Direction
5.3.8	Prepare a task order close-out report which captures the deliverables provided under the task order and subsequent approvals from the Program Office.		COR Direction
5.4 General Internal Controls			
5.4.1	Develop draft report templates and reports	As agreed	COR Direction
5.4.2	Prepare findings of research and analysis	As agreed	COR Direction
5.4.3	Draft and/or update processes and related controls documentation and/or functional requirements	As agreed	COR Direction
5.4.4	Draft and/or update monitoring procedures/dashboards (or similar monitoring tools) to monitor control evidence as well as the assembly of control evidence into a repository/shared drive	As agreed	COR Direction
5.5 Transition			
5.5.1	Updates to Phase-in Transition Plan	As needed	COR Direction
5.5.2	Phase-out Transition Plan	6 months after award	COR Direction
6.0 Quality Control Plan			
6.0	Quality Control Plan	As agreed	COR Direction

6.0 QUALITY CONTROL PLAN

The Contractor shall develop and maintain an effective quality assurance control program, including but not limited to a written Quality Control Plan (QCP), to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's quality control program is the means by which it assures itself that the work performed under the task order complies with the requirement of the contract. At a minimum, the Contractor shall develop written quality control procedures that address the areas identified in the "Performance Requirements Summary Matrix" set forth herein.

Services will be accepted by Treasury on a monthly basis by certification of the monthly invoice. All required reports, deliverables and performance objectives must be fulfilled in order to obtain acceptance. Acceptance will constitute 100% payment. Non-acceptance may result in negotiation of a credit commensurate with the negative impact on the Treasury mission resulting from the reduced level of performance. The amount of the credit will be negotiated at the time of non-acceptance. Failure to agree on a credit amount will be considered a dispute

in accordance with the Disputes Clause of the IDIQ contract. To assure quality standards are met, the contractor shall meet with the COR, or designee, at least on a monthly basis to discuss all performance issues.

The Government will evaluate contractor performance and deliverables against the critical performance objectives provided in the Performance Requirements Summary Matrix (Attachment 1) to determine if the services rendered are acceptable for payment. Payment shall be made after Treasury's acceptance of the services and receipt of an acceptable invoice.

7.0 OWNERSHIP OF DATA

The OFS will retain ownership of all documents, and any other products or software generated while performing services under this contract. Any data provided by the OFS to the Contractor shall remain the property of the OFS. Any data generated shall become the property of the OFS and may not be released by the Contractor to any non-OFS office, or to any OFS oversight body without consent from Office of the Chief Financial Officer (OCFO). A data repository covering the task order deliverables should be established on Treasury's LAN (e.g., T: drive and/or SharePoint) to house, in an easy to retrieve structure, all documents in its original and final format (e.g., Word, Excel, PowerPoint, Project, Visio, etc.).

8.0 GOVERNMENT FURNISHED PROPERTY

For on-site contractor personnel, OFS will provide access to the local network for email and the document management necessary to perform the activities outlined in the task order. Contractor personnel must comply with Treasury's Federal Information Security Management Act (FISMA) and Privacy Act training requirements. In addition, equipment, software, support, and facilities will be provided by the government for on-site personnel. Remote access to the Treasury network may be provided for Contractor personnel required to perform work off-site. The government furnished property (materials, equipment, badges, and/or information) will be provided in conjunction with required performance under this task order as determined by mutual agreement between the OFS and the Contractor. 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 task order. If not requested, the Contractor will continue to abide by FAR Part 45 until completion of the task order.

9.0 GOVERNMENT FURNISHED INFORMATION

Government furnished information (e.g., documents, materials, reports, etc.) may be provided in conjunction with required performance under this task order as determined by OFS. At the written request of the Government, the Contractor will immediately return any documents provided by the Government for the Contractor's use to complete the assigned tasks under this task order. If not requested, the Contractor will continue to abide by FAR Part 45 until completion of the task order.

10.0 COOPERATION 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.

11.0 CONFLICTS OF INTEREST

Before the Contractor accepts this Task Order, the Contractor shall certify that all organizational and personal conflicts of interest remain adequately mitigated. The Contractor shall abide by its Conflicts of Interest Mitigation Plan.

12.0 TRAVEL

The Government does not anticipate any travel will be performed under this task order.

If travel shall be required, the task order shall be modified by the CO to authorize travel. Travel shall be reimbursed in accordance with the applicable Federal Travel Regulation (FTR) and FAR 31.205-46 (a) (2). Once approved and incorporated into the task order, the COR will provide the Contractor specific travel information ten (10) days prior to a scheduled trip. The COR may change a scheduled trip by giving 2-days written notice (including E-Mail) provided the Contractor has incurred no costs. Location and number of trips are unknown at this time. A travel cost limit will be specified by the COR, if necessary.

13.0 PERIOD OF PERFORMANCE

The period of performance of this Task Order will be February 10, 2017 thru February 9, 2018 (Base year) plus (4) option periods.

February 10, 2018 thru February 9, 2019

February 10, 2019 thru February 9, 2020

February 10, 2020 thru February 9, 2021

February 10, 2021 thru February 9, 2022

14.0 BUSINESS HOURS AND COVERAGE

Work under the task order is anticipated to be performed within the normal business hours of 8:00am to 6:00pm (EST) Monday through Friday. Under special circumstances, the Contractors may be required to work outside normal business hours. The COR must approve exceptions to the normal business hour schedule in advance.

Services are not expected to normally occur on federal holidays, or weekends unless authorized by the Contracting Officer in writing. The following is a list of federal holidays:

New Year's Day	January 1 st
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25 th

The Contractor shall also follow any other holiday as declared by the President.

The COR must approve work to be performed during unplanned closures in advance of its performance.

15.0 PLACE OF PERFORMANCE

The Contractor shall perform the majority of task order activities at the Department of the Treasury space unless otherwise directed by the COR. The Treasury office space is located at the Main Treasury Building (corner of Fifteenth Street and Pennsylvania Avenue NW, Washington DC); Metropolitan Square (corner of Fourteenth Street and G Street NW, Washington DC); and 1801 L Street NW (corner of 18th and L Streets).

In the event of Government building closure the COR will provide instruction on place of performance.

If the need arises for the Contractor to work at an off-site location, the COR must be notified in advance and COR approval must be given.

16.0 INSPECTION & ACCEPTANCE CRITERIA

Final inspection and acceptance of all work, performance, reports and other deliverables under this contract shall be performed at the location specified by the COR.

The basis for acceptance shall be compliance with the requirements set forth in the tasks and other terms and conditions of this task order. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

Services will be accepted by Treasury on a monthly basis by certification of the monthly invoice. All required reports, deliverables and performance objectives must be fulfilled in order to obtain acceptance. Acceptance will constitute 100% payment. Non-acceptance may result in negotiation of a credit commensurate with the negative impact on the Treasury mission resulting from the reduced level of performance. The amount of the credit will be negotiated at the time of non-acceptance. Failure to agree on a credit amount will be considered a dispute in accordance with the Disputes Clause of the GSA Schedule contract. To assure quality standards are met, the contractor shall meet with the COR, or designee, at least on a monthly basis to discuss all performance issues.

17.0 INVOICING REQUIREMENTS

Invoice shall be submitted by the 15th business day of each month. All supporting documentation shall be submitted with invoices to include travel and any other expenses. The invoice, including all supporting documentation, shall be electronically submitted to the COR and the CO identified in this task order.