LIST OF ATTACHMENTS

No.     Title

1.      Section B - Time and Materials Matrix for Loaded Hourly Labor Rates
2.      Section C - Statement of Work
3.      IRMO Strategic Plan - http://www.cdc.gov/irmo/strat99.htm
4.      Integrating Public Health Information and Surveillance Systems -
        http://intranet.cdc.gov/od/hissb/katz/index.htm
5.      Surveillance Review and Notification Policy -http://intranet.cdc.gov/od/hissb/coag.htm
6.      General Description of Information System Development and Support Requirements by
        CDC/ATSDR Organization
7.      Places of Performances -
8.      Contractor Service Response Requirements
9.      Employee Use of CDC Information Technology Resources
        http://inside.cdc.gov/BASIS/masompb/POLICIES/POLICIES/DDD/90
10.     ADP SECURITY POLICY - http://intranet.cdc.gov/irmo/irmointra/policies/irmg03.htm
11.     INFORMATION SECURITY POLICY -
        http://intranet.cdc.gov/irmo/irmointra/policies/irmg05.htm
12.     INFORMATION RESOURCES MANAGEMENT POLICIES -
        http://intranet.cdc.gov/irmo/irmointra/policies/irmg01.htm
13.     CDC/ATSDR Microcomputer & LAN Standards & Guidelines -
        http://intranet.cdc.gov/irmo/standards/irmstd62000.htm
14.     CDC/ATSDR Numbering Standards for Network-based Service Providers -
        http://intranet.cdc.gov/irmo/standards/netnums.htm
15.     CDC/ATSDR Security Standards for Novell File Servers -
        http://intranet.cdc.gov/irmo/standards/filesec.htm
16.     CDC/ATSDR Naming Standards for Network Based Service Providers -
        http://intranet.cdc.gov/irmo/standards/svrname.htm
17.     CDC/ATSDR WAN Emergency Notification Procedures -
        http://intranet.cdc.gov/irmo/standards/enotify.htm
18.     /ATSDR WAN Notification
        http://intranet.cdc.gov/irmo/standards/wannotify.htm
19.     Standard for Dial-In/Dial-Out Access to CDC PCs and/or the CDC-Net -
        http://intranet.cdc.gov/irmo/standards/dialstds.htm
20.     CDC/ATSDR Guidelines/Protocol for Contacting WAN/LAN Support
        http://intranet.cdc.gov/irmo/standards/lansupp.htm
21.     erprise Network Service Operations Chart -
        http://intranet.cdc.gov/irmo/ntb/netserv.htm
22.     CDC & ATSDR Standards for Exchange Public Folders -
        http://intranet.cdc.gov/irmo/standards/publicfold.htm
23.     CDC & ATSDR NetWare 5 Architecture and Implementation Plan -
        http://intranet.cdc.gov/irmo/standards/netware5std.htm
24.     CDC System Development Life Cycle (SDLC)
        http://misb.cdc.gov/sdlc.htm
25.     Labor Category Descriptions
26.     Estimated Proportion of Information System Development and Maintenance by Platform
27.     Programming Estimated Level of Effort Table for labor Categories
28.     Microcomputer Task Order Support Labor Hour Estimates
29.     Estimated Keypunching Quantities
30.     Staffing Profile Estimates by Geographic Location and Onsite/offsite Location
31.     Microcomputer Service Calls by Type
32.     List of Help Desk Tracking System Data Fields
33.     Microcomputer Hardware Inventory by Manufacturer
                        LIST OF ATTACHMENTS

| No. | Title |
|-----|-------|
| 34. | Inventory of CDC-Provided Software |
| 35. | Sample Task Orders (**not included in Draft RFP**) |
| 36. | Government Furnished Equipment and Software |
| 37. | Customer Survey Questionnaire (**not included in Draft RFP**) |
| 38. | Applicable Federal Information Processing Standards (FIPS) - http://www.itl.nist.gov/fipspubs/0-toc.htm |
| 39. | Contractor Performance Report (**not included in Draft RFP**) |
| 40. | Confidentiality Agreement Sample |
| 41. | DHHS Small, Small Disadvantaged, HUBZone and Woman-Owned Small Business Subcontracting Plan |

Attachment J.

<p style="text-align:center">Contractor Service Response Requirements<br>Service Level Measurements</p>

The support requirements of this contract are such that the contractor will receive more than 400 CDC-wide support/problem calls on a monthly basis; and provide thousands of support transactions each month to the dedicated task orders. In addition, it is likely that workloads will be unequal from hour to hour, day to day, week to week, and month to month. Consequently, the contractor must respond effectively, and cost efficiently to workload peaks and valleys throughout the year while ensuring that critical support is provided to CDC/ATSDR users thereby maximizing CDC's productivity and responsiveness to customers. The most current commercially available versions (software and hardware) are the standard -- Attachment J.3 -- for Level I and Level II products. The following product level definitions are provided:

1. Level I products are considered CDC core products (hardware and software) that are deployed to virtually every desktop at CDC or throughout the CDC-NET. The Level I products are focused to ensure CDC-wide interoperability and the ability to centrally provide adequate and efficient support by IRMO or its contractors.

2. Level II products are limited to standard products that are widely deployed in multiple CIOs. IRMO or its contractors support these products centrally at CDC.

3. Level III products, if applicable, contractor "best effort" may apply.

The current standard and last version of the software package, and software packages that list a version number are considered critical to CDC interoperability and will be supported by the contractor. New versions of these software products should not be acquired or used on production LANs or PCS until they have been approved and listed on the revised J.3 standard's list.

Hardware no longer listed in attachment J.3 standards but purchased during the period in which it was on the standard's list, will continue to be supported by the contractor, until it is no longer economically feasible to repair because of advances in technology, price, performance or parts obsolescence.

Service, response, repair, and resolution time requirements are generally applicable only to CDC/ATSDR Offices in Atlanta, Hyattsville, Morgantown, Cincinnati, and Washington, D.C. Service, response, repair, and resolution time requirements for dedicated task orders will be based on the requirements of the issued task order or if requested by the CIO will default to the requirements of this attachment. Task order service, response and repair time requirements should be consistent with the level of staffing authorized and funded under that task order. The contractor's acceptance of a task order indicates concurrence that the level of effort identified therein, is sufficient to meet any specified response times. Maintenance requirements that do not have on-site dedicated staff for other CDC/ATSDR locations will be furnished either by shipment of required spare parts or on a per-diem basis if authorized by the Project Officer. The following information is addressed in this attachment:

A. Servicing Priorities
B. Performance Criteria
    1. Help Desk/Hotline Criteria (Telephone Call Rings)
    2. Response and Resolution Criteria
        a. Video Conferencing Support Calls
        b. Hardware, Networks, and Servers Related Calls
        c. Software Related Calls
C. Emergency/After Hours Response

**A.** **Servicing Priorities**:

The following priority scheme is provided as guidance to the contractor for determining the order in which service requests/calls should be acted upon at times of peak demand. They are listed in descending order of priority (highest priority to the lowest priority).

| No. | Type of Service Request | Service Priority |
|-----|-------------------------|------------------|
| 1 | Scheduled Video Teleconference Event | Highest |

| No. | Type of Service Request | Service Priority |
|-----|-------------------------|------------------|
| 1 | Multiuser Service Outage (e.g., WAN, LAN, Gateway, etc.) | Highest |
| 2 | Software Problem Affecting Multiple Users | |
| 3 | Callback for Closed Unresolved or Same Problem | |
| 4 | Scheduled Move of Equipment (Multiuser Deinstall and Reinstall) | |
| 5 | Single User Outage - Equipment Down/Inoperable (Including Data Loss/Recovery) | |
| 6 | Single User Software Problem | |
| 7 | Multiuser Service Needed - Equipment Not Down/Inoperable | |
| 8 | Single User Service Needed - Equipment Not Down/Inoperable | |
| 9 | Special Projects | |
| 10 | All CDC Microcomputer and LAN Standard Level III Products and Items | Lowest |

**B.**     **Performance Criteria**:

The Contractor shall be required to meet or exceed the performance criteria on a monthly basis as established below.

**1.**     **Help Desk/Hotline Criteria (Telephone Call Rings)**:

Calls to the help desk/hotline should be answered on the **fifth ring within 97%** of the time. The contractor shall meet or exceed, and report this performance requirement on a monthly basis.

**2.**     **Response and Resolution Criteria**:

The criteria are to be met on the basis of **95% or more** of the calls received through the Help Desk/Hotline are responded to and resolved within the time parameters shown below. The contractor shall meet or exceed, and report this performance requirement on a monthly basis.

The Contractor is required to include in their call tracking system data fields, elements, and reports that will easily allow the monthly monitoring and reporting of these performance criteria for each type of call/problem category noted below.

**Response** and **Resolution/Repair** times are based on work/business hours.

**a.     Video Conferencing Support Calls**

| Video Conferencing Support Calls - Service Measurement | | Response[1] Time | Resolution[2] Time |
|---|---|---|---|
| **Priority** | **Type of Service Call/Problem** | | |
| V | Scheduled Video Conference Event | Immediate | Immediate |

**Priority V**     Critical problem affecting business operations.

[1] **Response** time means that a contractor employee immediately takes the initial call for support and goes to the room or office where the event is being held.
[2] **Resolution/Repair** time means that the contractor begins work immediately to resolve the problem. The identified problem is to be resolved as quickly as possible so that the video conference event can resume. For example, resolution may be bringing in another unit to replace the faulty one.

**b.     Hardware, Networks, and Servers Related Calls**

| Hardware, Networks, and Servers Related Calls - Service Measurement | | Response[3] Time | Resolution[4] Time |
|---|---|---|---|
| **Priority** | **Type of Service Call/Problem** | | |
| 1 | Multiusers Service Outage (e.g., WAN, LAN, gateway, etc.) | Immediate | 8 |
| C | Callback for Closed Unresolved or Same Problem | 1 | 8 |
| 2 | Scheduled Move of Equipment (Multiusers Deinstall and Reinstall) | within 1 hr of schedule | as requested by CIO |
| 3 | Single User outage equipment down (including Loss/Recovery) | 2 | 18 |
| 4 | Multiusers Service Needed - Equipment Not Down/Inoperable | 4 | 40 |
| 5 | Single User Service Needed - Equipment Not Down | 4 | 80 |
| 6 | All CDC IRM Standard Level III items | 8 | unspecified |
| SP | Special Projects | 8 | as requested by CIO |

Priority 1     Critical problem affecting business operations.
Priority 2     Important time-sensitive scheduled event.
Priority 3     High-impact problem where production is not proceeding is time sensitive.
Priority 4     Important problem that may have a significant current productivity impact.
Priority 5     Important problem that does not have a significant current productivity impact.
Priority 6     Products that require only "best effort" of the contractor to repair or resolve.
Priority C     Previous closed call that was originally reported at any priority level. Contractor is expected to resolve as priority 1 without regard to previously assigned priority.
Priority SP     Scheduled special project.

[3] **Response** time is based on work-hours and means that a contractor employee immediately takes the initial call for support, returns the call, or goes to the office of the caller.
[4] **Resolution/Repair** time is based on work-hours and means that the question/problem is completely repaired, fixed, or resolved and the inquiry/problem call is closed through the contractor's action, subcontractor's (if any) action, referral to a vendor or other provider, etc. For hardware, this would mean repairing the machine and returning it to normal operating condition or providing a suitable equivalent loaner machine and suite of software. Repair time includes travel time.

### c. Software Related Calls

| Software Related Calls Support Measurements | | | |
|---|---|---|---|
| Priority | Type of Service Call/Problem | Response[5] Time | Resolution[6] Time |
| 1 | Software Problem Affecting Multiple Users | Immediate | 8 |
| C | Callback for Closed Unresolved or Same Problem | 1 | 8 |
| 2 | Single User Software Problem | 1 | 16 |
| 3 | All CDC IRM Standard Level III items | 4 | unspecified |
| SP | Special Projects | 8 | as requested by the CIO |

Priority 1     Critical software problem affecting business operations.
Priority 2     Software problem where production may or may not be proceeding but is time sensitive.
Priority C     Previous closed call that is reported and contractor expected to resolve as priority 1 without regard to previously assigned priority.
Priority SP     Scheduled special project.

[5] **Response** time is based on work-hours and means that a contractor employee immediately takes the initial call for support, returns the call, or goes to the office of the caller.

[6] **Resolution/Repair** time is based on work-hours and means that the question/problem is completely repaired, fixed, or resolved and the inquiry/problem call is closed through the contractor's action, subcontractor's (if any) action, referral to a vendor or other provider, etc.

## C. Emergency/After Hours Response:

The Contractor must make provisions to provide support on an emergency basis when notified after hours. The Contractor shall provide each user organization an emergency notification plan and be prepared to provide telephone technical support within 1 hour of notification and on-site technical support within 3 hours of notification.

**Attachment J.**
**Places of Performance**

**Areas of Support**

## 1. All Atlanta locations, including but not limited to the following:

CDC Headquarters
1600 Clifton Road, N.E.
Atlanta, GA 30333

CDC Warehouse
4998-C South Royal Atlanta Dr.
Atlanta, GA  30084

CDC/ESO Warehouse
4727 N. Royal Atlanta Dr.
Atlanta, GA  30084

MASO Warehouse
1275 Oakbrook Dr.
Norcross, GA  30093

Chamblee Facility
4770 Buford Highway
Chamblee, GA  30341

Executive Office Park
(Bldgs. 4,16,18,22,24,26,31,33,35,37,&57)
Executive Park Drive
Atlanta, GA 30329

Koger Office Park
Davidson Building
2858 Woodcock Blvd.
Chamblee, GA  30341

Koger Office Park
Rhodes Building
3005 Chamblee-Tucker Rd.
Chamblee, GA  30341

Lawrence Facility
602 Webb Gin House Rd.
Lawrenceville, GA  30254

Corporate Square Facility
Bldgs.10,11, and 12
Corporate Square Blvd.
Atlanta, GA  30329

Atlanta Federal Center
100 Alabama Street
Suite 700
Atlanta, GA  30303

Colgate Building
2920 Brandywine
Atlanta, GA.30341

Stanford Building
2960 Brandywine Rd.
Atlanta, GA  30341

Vanderbilt Building
2939 Flowers Rd.
Atlanta, GA  30341

Williams Building
2877 Brandywine Rd.
Atlanta, GA  30341

Yale Building
2945 Flowers Rd.
Atlanta, GA  30341

First Union Plaza
of Decatur
Decatur, GA


**2. Other major CDC locations outside of the Metropolitan Area:**

NCHS
Presidential Building
6525 Belcrest Rd.
Hyattsville, MD  20782

NCHS
Research Triangle Park (Bldgs. A,B,&C)
P.O. Box 12214
Research Triangle Park, NC  27709

NIOSH
ALOSH Building
944 Chestnut Ridge Rd.
Morgantown, WV  26505

NIOSH
1095 Willowdale Rd.(Bldg.L)
Morgantown, WV  26505




NIOSH
Prete Building
3040 University Avenue
Morgantown, WV  25606

NIOSH
Hamilton County
Taft Annex
1090 Tusculum Avenue
Cincinnati, OH  45226

NIOSH
Alice Hamilton
5555 Ridge Avenue
Cincinnati, OH  45213

NIOSH
Robert A. Taft Laboratories
4676 Columbia Parkway
Cincinnati, OH  45226

Spokane County
Bureau of Mines
Spokane Research Center
315 E. Montgomery Avenue
Spokane, WA  99207

Allegheny County
Bureau of Mines
Pittsburgh Research Center
626 Cochrans Mill Rd.
P.O. Box 18070
Pittsburgh, PA  15236-0070

Boston (ATSDR)
One Congress Street
Boston, MA  02114

Metcalfe Building (ATSDR)
77 West Jackson Blvd.
Chicago, IL  60604

Denver Place (ATSDR)
999 18$^{TH}$ Street
Denver, CO  80202

Denver Federal Center (NIOSH)
6$^{TH}$ Kipling St.
Lakewood, CO

Port Everglades Admin Bldg. (NCEH)
1850 Eller Drive
Ft. Lauderdale, FL  33316

R.C. Building (WHSE/NIOSH)
1448 University Avenue
Morgantown, WV  26505

ATSDR
75 Hawthorne Street
San Francisco, CA  94105

Park Place Building (ATSDR)
1200 Sixth Avenue
Seattle, WA  98101

Lake Lynn Laboratory (NIOSH)
Route 857
Fairchance, PA  15436

Hanson Site (NIOSH)
Crestling & Magnesium Road

Spokane, WA  99207

**3.  Other CDC locations:**

CDC/Washington Office
Hubert H. Humphrey Bldg.
200 Independence Ave., S.W.
Washington, D.C.  20201

Division of Vector-Borne Viral Diseases
National Center for Infectious Diseases
CSU Foothills Campus
P.O. Box 2087
Ft. Collins, CO 80522

National Center for Infectious Disease
225 Eagle Street
Anchorage, AK  99501

Grace Hall (NIOSH)
AK Pacific University
4230 University Dr.
Anchorage, AK  99508

San Juan Laboratory
Dengue Branch, VBVD, NCID
GPO Box 4532
San Juan, PR  00936

Indian Health Service (NCID)
4055 Tudor Center Drive
Anchorage, AK  99508

Attachment J.

Estimated Proportion of Information System Development and Maintenance by Platform

The following table is an estimate of the information system development and maintenance required over the course of the contract by application platform. This table pertains to the systems analyst,.database specialist, and computer programmer labor categories as they apply to the planning, design, development, and maintenance of information systems. It does not include work pertaining to statistical analysis, data entry, or other labor categories and functions contained within the contract.

These projections are solely estimates to help provide a general indication of CDC's forecast for applications development by platform environment. This is not a representation of CDC's current applications portfolio by platform.

|  | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 | Yr 6 | Yr 7 |
|---|---|---|---|---|---|---|---|
| Mainframe | 40% | 30% | 20% | 10% | 10% |  |  |
| Client-server | 30% | 50% | 60% | 70% | 80% |  |  |
| PC & LAN | 30% | 20% | 20% | 20% | 10% |  |  |
| TOTAL | 100% | 100% | 100% | 100% | 100% |  |  |

**Mainframe** means applications that reside totally or virtually entirely on the mainframe. Typically they are written in Natural with ADABAS as the underlying database.

**Client-server** means applications that involve the interaction of clients (typically PCs) and severs (typically Unix servers). Many variations are possible but currently, CDC's predominant environment is Intel PCs with Powerbuilder or C++ front ends and Sybase SQL server running on SUN Unix platforms for the database engine. The server may also be linked realtime or offline with the mainframe for data access or transaction processing.

**PC & LAN** means applications written in a standalone mode or in a multi-user mode running on an Intel file server through Novell Netware networking protocol.

**Attachment J**.
**General Description of Information System Development and Support Requirements by CDC Organization**

| CDC Organization | Information System Development & Support Tasks |
|---|---|
| Agency for Toxic Substances and Disease Registry (ATSDR) | Development and support of hazardous substances database related to toxic waste sites, health assessment and toxicologic profiles. Enhancements to geographic information system and toxic waste site imaging system. Development of databases related to toxic substances at federal facilities. |
| Epidemiology Program Office (EPO) | Development and support of epidemiological tools used worldwide for public health. Continued development of information dissemination products, particularly the CDC Morbidity and Mortality Weekly Report (MMWR) for access on the Internet, multimedia, KIOSK, CD-ROM. |
| National Center for Chronic Disease Prevention & Health Promotion (NCCDPHP) | Expansion of chronic diseases extramural programs management system including monitoring performance by health status objective, electronic grants applications and reporting, and integration with other systems. Surveillance, data management, programming and analysis of diabetes, breast and cervical cancer, tobacco use and teen pregnancy. Development of National Program of Cancer Registries. Development of broad range of electronic information products educational and training materials including comprehensive school health materials, CD-ROM, multimedia and kiosk-based dissemination tools. |
| National Center for Environmental Health (NCEH) | Geographic information system development for Environmental Emergency Response Group, disabilities database, fetal alcohol syndrome database and analysis, neural tube defect systems management and analysis, birth defects and developmental disabilities surveillance and analysis, mental retardation analysis and programming, national lead surveillance system, radiation dose reconstruction studies analysis and data management, development of graphical and kiosk-based information display and dissemination tools. |
| National Center for Health Statistics (NCHS) | Support of ongoing national health statistic surveys, development of new analytic methods and tools for aqalysis of health data, new surveys related to health care reform, development of national electronic birth:and death certificate systems, reengineering of data collection, analysis and dissemination of national health data. |
| National Center for HIV, STD, and TB Prevention | Continued development and enhancement of HIV/AIDS management and programmatic information system related to program objectives, resource planning, expenditures and outcomes. National surveillance, data management, analysis and information dissemination for tuberculosis, sexually transmitted diseases, and health conditions of immigrants and refugees entering the U.S. |
| National Center for Infectious Diseases (NCID) | Development and expansion of laboratory automation and CDC-wide specimen storage and tracking system, support of national and international HIV/AIDS surveillance, data management and analysis, development of surveillance systems for new and reemerging infectious diseases, conversion of legacy systems to client-server, expansion of laboratory information system and integration to state health laboratories, development of information products and systems for deployment on the Internet. |

| | |
|---|---|
| National Center for Injury Prevention and Control (NCIPC) | Development of national firearms injuries surveillance system, data management, analysis, and information dissemination program. |
| National Institute for Occupational Safety and Health (NIOSH) | Support of data management and analysis related to various epidemiologic and health hazard evaluations for occupational health and safety. |
| National Immunization Program (NIP) | Support of enhanced national surveillance of childhood immunizable diseases. Continued development of National Immunization Registry. Support of Vaccines for Children Initiative. |
| Office of the Director (OD) | Development of comprehensive electronic information products and systems related to employee health and safety programs at CDC including immunizations, screening, toxic exposures, storage of toxic and radiologic substances. Development/enhancement of CDC-wide systems and information products such as executive controlled correspondence, excellence in science manuals and procedures, various regulations, policies and guidelines related to science and program management. |
| Office of Program Support, Financial Management Office (FMO) | Enhancements to automated electronic data interchange (EDI) systems, accounts payable, and other finance systems. |
| Office of Program Support, Information Resources Management Office (IRMO) | Reengineering of CDC automated administrative systems in line with NPR and client-server open systems. Development of CDC information products [or Internet, multimedia, KIOSK and/or CD-ROM dissemination. Continued expansion of CDC WONDER to make available more public health databases and information, conversion of WONDER to be accessible through the Internet, develop WONDER to be a distributed application in concert with state health departments, ongoing operation of CDC's centralized computer facility. |
| Office of Program Support, Human Resources Management Office (HRMO) | Employee training for CDC-developed information systems. |
| Office of Program Support, Procurement and Grants Office (PGO) | |
| Public Health Practice Program Office (PHPPO) | Development of multimedia and other information dissemination products related to building the National Public Health Information Infrastructure particularly in collaboration with state and local health departments, and the systems that manage public health information and knowledge. Data collection and analysis related to health care reform implications on core public health functions. Support of studies on local public health and managed care changes. |

Office of Program Support, Human Resources Management Office (HRMO)

**Attachment J.**

**Estimated Keypunching Quantities**

| Required Delivery Times | Coding Sheets | Key-Punchable Forms | Technical Editing |
|---|---|---|---|
| 24 Hours | 500 | 2,000 | 100 |
| 72 Hours | 1,000 | 4,000 | 200 |
| 5 Days | 1,500 | 6,000 | 300 |
| 10 Days | 2,000 | 8,000 | 400 |
| TOTAL | 5,000 | 20,000 | 1,000 |

Table above contains estimated Unit Quantities (all RFP years have same estimated quantities as noted above). One Unit = 1,000 keystrokes.

**Definitions:**

**Key Punchable Forms**

Questionnaires, medical data, formatted computer listings and tables (handwritten as well as printed) comprise the bulk of these source documents. This category also includes hard copy from microfilmed forms and microfilmed formatted computer listings. Some of these source documents may not have the columns labeled. These forms may be multi-formatted, and many times more than one entry will be keyed form a single form.

**Coding Sheets**

This data will be written on standard column coding sheets and will require no coding (redefining) prior to key-entry, this category also incl.udes hard copy made form coding sheets.

**Technical Editing**

This category comprises any source which requires coding information that may have over 50 values to choose form in a code list for an individual field.

**Attachment J.**
**General Description of Information System Development and Support Requirements by CDC Organization**

| CDC Organization | Information System Development & Support Tasks |
|---|---|
| Agency for Toxic Substances and Disease Registry (ATSDR) | Development and support of hazardous substances database related to toxic waste sites, health assessment and toxicologic profiles. Enhancements to geographic information system and toxic waste site imaging system. Development of databases related to toxic substances at federal facilities. |
| Epidemiology Program Office (EPO) | Development and support of epidemiological tools used worldwide for public health. Continued development of information dissemination products, particularly the CDC Morbidity and Mortality Weekly Report (MMWR) for access on the Internet, multimedia, KIOSK, CD-ROM. |
| National Center for Chronic Disease Prevention & Health Promotion (NCCDPHP) | Expansion of chronic diseases extramural programs management system including monitoring performance by health status objective, electronic grants applications and reporting, and integration with other systems. Surveillance, data management, programming and analysis of diabetes, breast and cervical cancer, tobacco use and teen pregnancy. Development of National Program of Cancer Registries. Development of broad range of electronic information products educational and training materials including comprehensive school health materials, CD-ROM, multimedia and kiosk-based dissemination tools. |
| National Center for Environmental Health (NCEH) | Geographic information system development for Environmental Emergency Response Group, disabilities database, fetal alcohol syndrome database and analysis, neural tube defect systems management and analysis, birth defects and developmental disabilities surveillance and analysis, mental retardation analysis and programming, national lead surveillance system, radiation dose reconstruction studies analysis and data management, development of graphical and kiosk-based information display and dissemination tools. |
| National Center for Health Statistics (NCHS) | Support of ongoing national health statistic surveys, development of new analytic methods and tools for aqalysis of health data, new surveys related to health care reform, development of national electronic birth and death certificate systems, reengineering of data collection, analysis and dissemination of national health data. |

| | |
|---|---|
| National Center for HIV, STD, and TB Prevention (NCHSTP) | Continued development and enhancement of HIV/AIDS management and programmatic information system related to program objectives, resource planning, expenditures and outcomes. National surveillance, data management, analysis and information dissemination for tuberculosis, sexually transmitted diseases, and health conditions of immigrants and refugees entering the U.S. |
| National Center for Infectious Diseases (NCID) | Development and expansion of laboratory automation and CDC-wide specimen storage and tracking system, support of national and international HIV/AIDS surveillance, data management and analysis, development of surveillance systems for new and reemerging infectious diseases, conversion of legacy systems to client-server, expansion of laboratory information system and integration to state health laboratories, development of information products and systems for deployment on the Internet. |
| National Center for Injury Prevention and Control (NCIPC) | Development of national firearms injuries surveillance system, data management, analysis, and information dissemination program. |
| National Institute for Occupational Safety and Health (NIOSH) | Support of data management and analysis related to various epidemiologic and health hazard evaluations for occupational health and safety. |
| National Immunization Program (NIP) | Support of enhanced national surveillance of childhood immunizable diseases. Continued development of National Immunization Registry. Support of Vaccines for Children Initiative. |
| Office of the Director (OD) | Development of comprehensive electronic information products and systems related to employee health and safety programs at CDC including immunizations, screening, toxic exposures, storage of toxic and radiologic substances. Development/enhancement of CDC-wide systems and information products such as executive controlled correspondence, excellence in science manuals and procedures, various regulations, policies and guidelines related to science and program management. |
| Office of Program Support, Financial Management Office (FMO) | Enhancements to automated electronic data interchange (EDI) systems, accounts payable, and other finance systems. |

| | |
|---|---|
| Office of Program Support, Information Resources Management Office (IRMO) | Reengineering of CDC automated administrative systems in line with NPR and client-server open systems. Development of CDC information products [or Internet, multimedia, KIOSK and/or CD-ROM dissemination. Continued expansion of CDC WONDER to make available more public health databases and information, conversion of WONDER to be accessible through the Internet, develop WONDER to be a distributed application in concert with state health departments, ongoing operation of CDC's centralized computer facility. |
| Office of Program Support, Human Resources Management Office (HRMO) | Employee training for CDC-developed information systems. |
| Office of Program Support, Procurement and Grants Office (PGO) | |
| Public Health Practice Program Office (PHPPO) | Development of multimedia and other information dissemination products related to building the National Public Health Information Infrastructure particularly in collaboration with state and local health departments, and the systems that manage public health information and knowledge. Data collection and analysis related to health care reform implications on core public health functions. Support of studies on local public health and managed care changes. |

**Attachment J.**

**Staffing Profile Estimates by Geographic Location and Onsite/Offsite Location**

| Geographic Location | Onsite (gov't site) | Offsite (Contractor site) | Total |
|---|---|---|---|
| Atlanta | 50% | 20% | 70% |
| Washington metro area | 8% | 2% | 10% |
| Research Triangle Park, NC | 5% | 0% | 5% |
| Other | 15% | 0% | 15% |
| Total | 78% | 22% | 100% |

Note: The table above reflects relative ratios projected for year I of the contract. These are dependent on many factors including, .magnitude of actual tasking, types of work tasked, and availability of government facilities. These estimates should be used for proposal development only. As labor hours increase over the course of the contract life, a larger percentage of work will likely occur offsite.

# CONFIDENTIALITY AGREEMENT
for
## Access to Information Technology Resources at the
## Centers for Disease Control and Prevention
and
## Limitation on Disclosure of Sensitive Information
under
## Contract No.  xxxxxxxx

As an employee or subcontractor of <name of contractor>, **THE PARTICIPANT** requires a wide range of access to confidential information and federal information technology (IT) resources and information maintained by the Centers for Disease Control and Prevention, (**CDC**), an agency of the U. S. Department of Health and Human Services.

In consideration for the following mutual covenants, the parties agree as follows:

1.      Within the context of CDC Contract No. xxxxx xxxx, and in accordance with the terms of this agreement, **CDC** grants limited access to the following:

A.  The federal information technology (IT) resources generally described in Table 1.

B.  Specific limitations or specifications relative to the agreement, such as: (A) "Access to data, systems, communications channels and other IT resources which are **not** directly tied to the testing and remediation of hardware is prohibited." or (B) "Datasets and/or public use data tapes derived from information collected under an Assurance of Confidentiality authorized by Section 308(d) of the Public Health Service Act, also listed in Table 1.">

2.      **THE PARTICIPANT** acknowledges that within the CDC environment, a variety of restricted access information is held, the vast bulk of which is categorized as "Sensitive but Unclassified", and that in the performance of CDC Contract No. xxxxxxxxx, the participant may require access to such limited access information.  Categories of limited access information include the following:

- Health & health-related data on individuals, groups, entities, some of which identify individuals
- Federal Privacy Act "systems of records"
- Information exempted from release under Freedom of Information Act
- Proprietary data
- National Defense-related information
- Information subject to contractual restrictions on access
- Information covered by a Certificate or Assurance of Confidentiality (P.H.S. Act, Sects. 301(d) & 308(d) )
- Data collected under other specific legislative mandates (Tobacco, Transfer of biologicals, ...)
- Data identified as pre-release, internal working papers, etc. of federal agency

Therefore, **THE PARTICIPANT** further agrees to make no use of the identity of any person or establishment discovered inadvertently and advise **CDC** of any such discovery.

3.      **THE PARTICIPANT** acknowledges the sensitive and confidential nature of the information covered by this agreement and agrees to employ all reasonable efforts to maintain such information secret and confidential, such efforts to be no less than the degree of care employed by <name of contractor> to preserve and safeguard <name of contractor>'s own information.

4.      **THE PARTICIPANT** agrees to utilize any information accessed through the performance of CDC

Contract No. xxxxxxxxx solely for the purpose of performing that Contract;

5.  **THE PARTICIPANT** has read and agrees to be bound by CDC policies and standards regarding confidentiality and use of federal IT resources (attached).  Further, **THE PARTICIPANT** agrees to attend one hour of training by **CDC** on information security and the use of IT resources at **CDC**.

6.  **THE PARTICIPANT** agrees to refrain from any of the following prohibited uses:

    A. Disclosing, revealing, or giving to anyone information accessed under CDC Contract No. xxxxxxxxx except to employees of <name of contractor> who have a need for the information and who are bound to it by like obligation as to confidentiality, without the express written permission of **CDC**.

    B.  Attempting to override or avoid security and integrity procedures and devices established by **CDC**, or its components, to control access to federal IT resources.

    C.  Attempting to override or avoid security and integrity procedures and devices established by outside organizations to control access to their information systems and IT resources.

    D.  Using hardware and/or software, or downloading software, that is not specifically authorized in writing by the Project Officer.

    E.  Violating copyrights or software licensing agreements.

    F.  Using CDC's name or logos to misrepresent, as falling under CDC auspices, personal materials or materials one produces on behalf of an approved group.

7.  Upon expiration of this Agreement or CDC Contract No. xxxxxxxxx, **THE PARTICIPANT** agrees to destroy or return to CDC any information accessed through the performance of contract that falls under one or more of the categories listed under paragraph 2 above and that was copied, printed, or otherwise duplicated.

8.  **CDC** has the capability and the authority to audit its federal IT resources, and under appropriate circumstances, monitor their use.

9.  **CDC** may terminate this access with or without cause at any time without advance notice.

10.  **THE PARTICIPANT'S** authorized access automatically expires at the end of the contract period, or sooner if so indicated in the space at the top of Table 1. A written renewal request must be submitted *two months* prior to the termination, with appropriate justification for each access to be continued. A new Agreement for Access and Limitation on Disclosure is required for each renewal.

11.  The construction, interpretation, and performance of this Agreement shall be governed by U.S. Federal law.  Violations of this agreement or misuse of CDC's federal IT resources may subject **THE PARTICIPANT** to criminal penalties in accordance with federal law (attached). In addition, **THE PARTICIPANT** understands that other federal laws and regulations govern CDC's maintenance and operation of these federal IT resources and may apply to **THE PARTICIPANT**.

12.  I have read, understood, and agree to comply with the above statements.

_____
*Print Name: Last, First, MI (Person Requesting Access)*

_____

*Current Position*


_____

*Signature*


_____

*Date: (mm/dd/yyyy)*



_____

*Print Name: Last, First, MI (Contractor's Official Witness)*


_____

*Position*


_____

*Signature*


_____

*Date: (mm/dd/yyyy)*
*<CIO Point of Contact or Project Officer>: _____ Date: _____*

Copies of the following CDC Policy statements are to be provided to each person requesting access.

Laws, Policies and Procedures Governing Use of Electronic Mail, Intranet, Internet and Other Information Technology (IT)

ADP Security Policy (Manual Guide–information Resources Management, No. CDC-3, 3/15/89)

18 U.S.C. Sections 641 and 1030.

Table 1
Federal Information Resources Authorized[1]

| | Federal IT Resource Name or Description | Location | Authorizing Official(s) |
|---|---|---|---|
| 1 | Unique User-Id Assigned by CDC: | Expiration of Access Date: | |
| | | | |
| 3 | **Federal IT Resource Name or Description** | **Location** | **Authorizing Official(s)** |
| 5 | Main Point of Entry to CDC IT Resources: Information Resources Management Office | CDC Novell 4 Ntwk, IRMO/xxx[2] | Specify[3] |
| | Other LAN account(s) | | Specify |
| 7 | | | |
| | CDC mainframe account | | Specify |
| 9 | CDC E-mail account | | Specify |
| | Internet Access | | Specify |
| 11 | CDC Intranet Access | | Specify |
| | | | |
| 13 | <Name of each specific data set authorized> | | <Name of person authorized to grant access to the data> |
| | | | |
| 15 | | | |
| | | | |
| 17 | | | |
| | | | |
| 19 | | | |
| | | | |
| 21 | | | |
| | | | |
| 23 | | | |

Access to a specific resource does not imply access to any other resource.

---

[1] For assistance contact: IRMO Help Desk, Clifton Rd., Bldg 16, Room 2xxx,(404) 639-nnnn, E-mail: xxxxxxxx@cdc.gov

[2] For assistance contact: IRMO Help Desk, Clifton Rd., Bldg 16, Room 2xxx,(404) 639-nnnn, E-mail: xxxxxxxx@cdc.gov

[3] Give a name, address, phone and email address for Steward

**Appendix I**

Procedure to request / notify changes of access. Access to additional resources may be granted upon written request, as described in Appendix I, attached.

A written request shall be provided to <Title & Organization within Participant's home entity>, who will forward the request -- with her/his statement of support of the justification provided, to the <Title & Organization within CDC's sponsoring entity>, **CDC**.

If the requested access involves a physically separate or limited access device or dataset, the appropriate steward of that device / dataset shall be provided a copy of the request for review and authorization.

Upon acceptance of the request by all appropriate parties, an amendment to the Agreement for Access and Limitation on Disclosure will be executed, and a copy of any appropriate limitations on access and use will be provided. When this has been done, access will be provided.

If effective access not contained in Table 1 is recognized, of if another relationship is established with a CDC organization which may lead to additional access to federal IT resources at **CDC**, written notice of such shall be provided to the <Title & Organization within Participant's home entity> and to the <Title & Organization within CDC's sponsoring entity>, **CDC**.

Access gained outside of this procedure may result in termination of all access to federal IT resources at **CDC**.

Attachment J.    - Estimated Labor Hours by location and category for Atlanta, Cincinnati, and
                        Morgantown Task Orders (Base Year)

|  | Atlanta | Cinc. | Morg |
|---|---|---|---|
| DESCRIPTION |  |  |  |
| LOCAL AREA NETWORK (LAN) ADMINISTRATOR TEAM LEADER (LATL) | 6240 | 0 | 0 |
| LAN ADMINISTRATOR (LA) | 35,880 | 3120 | 0 |
| COMPUTER SUPPORT TRAINEE (CST) | 4680 | 0 | 0 |
| SENIOR NETWORK ENGINEER (SNE) | 9360 | 0 | 0 |
| NETWORK ENGINEER (NE) | 14,040 | 0 | 0 |
| NETWORK SPECIALIST (NS) | 1560 | 0 | 0 |
| SENIOR TRAINING SPECIALIST (STS) | 1560 | 0 | 0 |
| USER SUPPORT SPECIALIST III (USSIII) | 31,200 | 0 | 0 |
| USER SUPPORT SPECIALIST II (USSII) | 54,600 | 0 | 0 |
| USER SUPPORT SPECIALIST I (USI) | 6240 | 0 | 0 |
| VIDEO CONFERENCING SPECIALIST II (VCSII) | 3120 | 0 | 0 |
| VIDEO SPECIALIST I (VSI) | 6240 | 0 | 0 |
| MEETING SUPPORT TECHNICIAN (MST) | 1560 | 0 | 1560 |
| **TOTAL** | 176,280 | 3120 | 1560 |

Estimated Labor Hours by location and category for Hyattsville, Washington DC and,
Fort Collins Task Orders (Base Year)

|  | Hyattsv | Wash DC | Ft Collin |
|---|---|---|---|
| DESCRIPTION |  |  |  |
| LAN ADMINISTRATOR (LA) | 1560 |  | 0 |
| NETWORK SPECIALIST (NS) | 0 | 1560 | 0 |
| USER SUPPORT SPECIALIST III (USSIII) | 1560 | 0 | 0 |
| USER SUPPORT SPECIALIST II (USSII) | 3120 | 1560 | 1560 |
| USER SUPPORT SPECIALIST I (USI) | 1560 | 0 | 0 |
| VIDEO CONFERENCING SPECIALIST II (VCSII) | 3120 | 1560 | 0 |
| **TOTAL** | 10,920 | 4680 | 1560 |

Attachment J.    - Estimated Labor Hours by location and category for Atlanta, Cincinnati, and

Morgantown Task Orders (Option Years 1 and 2)

|  | Atlanta | Cinc. | Morg |
|---|---|---|---|
| DESCRIPTION | | | |
| LOCAL AREA NETWORK (LAN) ADMINISTRATOR TEAM LEADER (LATL) | 10400 | 0 | 0 |
| LAN ADMINISTRATOR (LA) | 49920 | 4160 | 0 |
| COMPUTER SUPPORT TRAINEE (CST) | 6240 | 0 | 0 |
| SENIOR NETWORK ENGINEER (SNE) | 14560 | 0 | 0 |
| NETWORK ENGINEER (NE) | 18720 | 0 | 0 |
| NETWORK SPECIALIST (NS) | 4160 | 0 | 0 |
| SENIOR TRAINING SPECIALIST (STS) | 4160 | 0 | 0 |
| USER SUPPORT SPECIALIST III (USSIII) | 43680 | 0 | 0 |
| USER SUPPORT SPECIALIST II (USSII) | 76960 | 0 | 0 |
| USER SUPPORT SPECIALIST I (USI) | 10400 | 0 | 0 |
| VIDEO CONFERENCING SPECIALIST II (VCSII) | 4160 | 0 | 0 |
| VIDEO SPECIALIST I (VSI) | 10400 | 0 | 0 |
| MEETING SUPPORT TECHNICIAN (MST) | 2080 | 0 | 2080 |
| **TOTAL** | 255,840 | 4160 | 2080 |

Estimated Labor Hours by location and category for Hyattsville, Washington DC, and Fort Collins Task Orders (Option Years 1 and 2)

|  | Hyattsv | Wash DC | Ft Collin |
|---|---|---|---|
| DESCRIPTION | | | |
| LAN ADMINISTRATOR (LA) | 2080 | | 0 |
| NETWORK SPECIALIST (NS) | 0 | 2080 | 0 |
| USER SUPPORT SPECIALIST III (USSIII) | 2080 | 0 | 0 |
| USER SUPPORT SPECIALIST II (USSII) | 4160 | 2080 | 2080 |
| USER SUPPORT SPECIALIST I (USI) | 2080 | 0 | 0 |
| VIDEO CONFERENCING SPECIALIST II (VCSII) | 4160 | 2080 | 0 |
| **TOTAL** | 14,560 | 6240 | 2080 |

Attachment J.

# CDC Microcomputer Service Calls by Type

| HARDWARE | SOFTWARE | LAN | INSTALL |
|---|---|---|---|
| Hardware (printer repair, CD-ROMs, floppy drives, adding memory, etc.) Originally for DOS and Win 3.1.<br>Total = 8800<br><br>Hardware-95 (same as Hardware except OS=Win95)<br>Total = 430<br><br>Hardware-NT (same as Hardware except OS=WinNT)<br>Total = 40<br><br>Configuration (hard drive wipes)<br>Total = 973<br><br>Configuration-95 (hard drive wipes, installing drivers for hardware for Win95)<br>Total = 849<br><br>The following are the totals for hardware repair (parts replacement) for remote sites:<br><br>Hyattsville<br>Total = 98<br><br>Cincinnati<br>Total = 261<br><br>Morgantown<br>Total = 124<br><br>Washington DC<br>Total = 11 | Software (application-installs and user assistance ex: cannot print). Originally for DOS and Win 3.1.<br>Total = 285<br><br>Software-95 (same as Software except OS=Win95 and install 32-bit applications).<br>Total = 114<br><br>Software-NT (same as Software except OS=WinNT and install 32-bit applications).<br>Total = 5 | Lan-Admin (all Server related issues i.e., server down; tape backups; logins, etc.)<br>Total = 479<br><br>Lan-Admin-95 (a Win95 workstation having trouble connecting to the network).<br>Total = 7<br><br>Lan-Admin-NT (NT Server issues).<br>Total = 29 | Install (new workstation setups- which consist of setting up new hardware and installing the software).<br><br>Total = 639 |
| Total for 1997-98<br><br>11,092 | Total for 1997-98<br><br>404 | Total for 1997-98<br><br>515 | Total for 1997-98<br><br>639 |

It is estimated that support required for special projects amounts to one work year (2080 hours) annually.

Attachment J.

**Support Magic Help Desk Data Fields**

| Name | Description of Fields | Alpha/Numeric |
|---|---|---|
| | | |
| Company ID | Name of Organization | Alpha/Numeric |
| Client ID | Client's Userid | Alpha/Numeric |
| Name (First) | Client's First Name | Alpha |
| Name (Last) | Client's Last Name | Alpha |
| Location | Client's Building/Room # | Alpha/Numeric |
| Phone # | Client's Phone Number | Numeric |
| Organization | Client's Division/Dept. | Alpha |
| Call Placed By | Person making service request. | Alpha/Numeric |
| Barcode: (Code) | CDC barcode | Numeric |
| Barcode: (Description) | Type of equipment. | Alpha/Numeric |
| Subject: Subject ID | Type of Service Request -Hardware, etc. | Alpha/Numeric |
| Subject (Description) | Description of Subject ID. | Alpha/Numeric |
| Problem Description | Explanation of service request. | Alpha/Numeric |
| Problem Resolution | Explanation of service performed. | Alpha/Numeric |
| Priority Type (1,2,3,4,5) | (Example: Priority Type 1 = Server Down). | Numeric |
| ITF # | Inventory Transaction Number. An Inventory Transaction Form is used every time a part is ordered. | Numeric |
| WO # | Work Order (service request) Number | Numeric |
| HD # | Help Desk (service request) Number | Numeric |
| Open Date Time | Date Service Request is Open | Date |
| Owner | Person who opens service request. | Alpha/Numeric |
| Assigned To | Person service request is assigned to. | Alpha/Numeric |
| Part # | Part Number for Item Taken for Service. | Alpha/Numeric |
| Serial # | Serial Number for Item Taken for Service | Alpha/Numeric |

| | | |
|---|---|---|
| Warranty: Y/N | | |
| Warranty (Months) | | |
| Warranty Year | | |
| Warranty Start | | |
| Warranty End | | |

Attachment J.

**Estimated CDC Microcomputer Inventory by Manufacturer**
**as of March 1, 1999**

**Workstation Brand Breakdown**

| | |
|---|---|
| Apple/MAC | 216 |
| Compaq | 11053 |
| Dell | 4206 |
| IBM | 592 |
| WYSE | 53 |
| Non-Specified | 468 |

**LAN Breakdown**

| | |
|---|---|
| Novell File Servers | 335 |
| NT File Servers | 190 |
| *Deleted* | |
| NACS, Routers Bridges | 350 |

Attachment J.
## Government Furnished Computer Equipment

| Description | Serial No. | Barcode No. |
|---|---|---|
| 1) Printer, Inkjet, Hewlett Packard, Deskjet 550C | US3A92714H | 90465 |
| 2) Printer, Inkjet, Hewlett Packard, Deskjet 550C | SG3C1271VP | 90466 |
| 3) Printer, Dot Matrix, Epson, FX-870 | 30165 | 90467 |
| 4) Printer, Laserjet III, Hewlett Packard | 2945J67033 | 90468 |
| 5) Printer, Laserjet III, Hewlett Packard | 3001A95653 | 90469 |
| 6) Printer, Laserjet III, Hewlett Packard | 2945J68471 | 90470 |
| 7) Printer, Laserjet III, Hewlett Packard | 2945J68389 | 90471 |
| 8) Printer, Laserjet III, Hewlett Packard | 3116JA7985 | 90472 |
| 9) Printer, Laserjet III, Hewlett Packard | 2945J67445 | 90473 |
| 10) Printer, Laserjet III, Hewlett Packard | 2945J68467 | 90474 |
| 11) Scanner, Flatbed, Hewlett Packard, Scanjet IIC | 3265A37006 | 90475 |
| 12) Backup Emerald Tape | 9001067901 | 90476 |
| 13) Dolch 200 MHZ CPU (Sniffer) | DC59808299 | TBD * |
| 14) Compaq Proliant 5000, 6/200 Model 2S | D636HWQ40055 | 111430 |
| 15) Compaq Proliant 6500, 6/200 128 MB | D738BLF10400 | 111429 |

* To Be Determined

**Government Provided Software**

| |
|---|
| PKZip |
| Novell NetWare 4.x/5.x |
| Intel LANDesk Virus Protection |
| Quick View Plus |
| Windows |
| Windows 95 |
| Microsoft Plus for Windows 95 |
| Windows 98 |
| Microsoft Plus for Windows 98 |
| Windows NT Workstation |
| **Applications Suites** |
| MS Office Standard<br>  MS Word<br>  MS Excel<br>  MS PowerPoint<br>  MS Outlook |
| MS Bookshelf with<br>     American Heritage Dictionary<br>     Roget's Thesaurus<br>     Columbia Dictionary of Quotations<br>     Hammond Atlas of the World<br>     People's Chronology<br>     World Almanac & Books of Facts |
| Corel WordPerfect |
| E-mail - MS Exchange |
| **Video Broadcasting** |
| Cisco Systems IP/TV Viewer |
| **Internet Browers** |
| MS Internet Explorer<br>  NetMeeting<br>  Internet News and Mail Client<br>  ActiveX Control Pad<br>  Internet Assistants for MS Office |
| Netscape Communicator<br>  Messenger<br>  Collabra<br>  Composer<br>  Conference |

| **Anti-Virus Software - McAfee Total Virus Defense** |
|---|
| VirusScan Security Suite<br>  VirusScan - desktop anti-virus protection<br>  WebScanX - protection from hostile Java and<br>            ActiveX applets<br>  PC Medic - protection from system and<br>            application crashes<br>  PGPFiles - personal client security for<br>            confidential information<br>  Quick Backup - protection from accidental data<br>            loss<br>  Enteprise SecureCast -automatic virus updates<br>            Pushed over Internet<br>  Zero Administration Client - (ZAC software<br>            Distribution module) |
| **Access License - MS BackOffice Client Access license** |
| Exchange Client Access license |
| NT Client Access license |
| SQL Client Access license |
| **NETWORK SERVERS** |
| **MS BACKOFFICE SUITE** |
| Windows NT Server |
|  |
| Exchange |
| SQL Server |
| Internet Information Server |
| Index Server |
| Proxy Server |
| FrontPage |
| Site Server |
| **Windows NT Server, Terminal Server** |
| **Anti-Virus Protection - McAfee Total Virus Defense (TVD) for NT & NetWare Servers** |

NetShield Security Suite
  NetShield - Anti-virus protection for NT &
              NetWare Servers
  GroupShield - Anti-virus protection for
                groupware servers (Exchange &
                Lotus)
  Enterprise SecureCast - automatic virus updates
                Pushed to Admin.

Internet Security Suite
  WebShield SMTP - Anti-virus protection for
                Inbound/outbound e-mail
  WebShield Proxy - Proxy server protection that
                Scans all Internet protocols
  WebScanX - Client-side mail, Java and Active X
                Protection
  Enterprise SecureCast - automatic virus updates
                pushed over Internet
  Net Tool Console - Centralized management for
                TVD (Console Only)
  Zero Administration Client - (ZAC software
                Distribution module)

ESI Automated Retirement Forms

ESI Federal Retirement Benefits

**Attachment   J.**

**Applicable Federal Information Processing Standards Publications (FIPS PUBS)**

DATA STANDARDS AND GUIDELINES

Representations and Codes

**FIPSPUB 4-2** -  REPRESENTATION OF CALENDAR DATE FOR INFORMATION INTERCHANGE, 1998 November 15.

**FIPSPUB 5-2** - CODES FOR THE IDENTIFICATION OF THE STATES, THE DISTRICT OF COLUMBIA AND THE OUTLYING AREAS OF THE UNITED STATES, AND ASSOCIATED AREAS, 1987 May 28.

**FIPSPUB 6-4**  - COUNTIES AND EQUIVALENT ENTITIES OF THE UNITED STATES, ITS POSSESSIONS, AND ASSOCIATED AREAS, 1990 August 31.

**FIPSPUB 8-6** - METROPOLITAN AREAS (INCLUDING MSAs, CMSAs, PMSAs, AND NECMAs), 1995 March (reflects technical changes through July 1, 1994).

**FIPSPUB 9-1** - CONGRESSIONAL DISTRICTS OF THE UNITED STATES, 1990 November 30.

**FIPSPUB10-4** - COUNTRIES, DEPENDENCIES, AREAS OF SPECIAL SOVEREIGNTY, AND THEIR PRINCIPAL ADMINISTRATIVE DIVISIONS, 1995 April(reflects technical changes through May 6, 1993).

**FIPSPUB 55-3** - GUIDELINE: CODES FOR NAMED POPULATED PLACES, PRIMARY COUNTY DIVISIONS, AND OTHER LOCATIONAL ENTITIES OF THE UNITED STATES, PUERTO RICO, AND THE OUTLYING AREAS, 1994 December 28. Same as FIPS PUB 55-DC3; (DOCUMENTATION ONLY).

**FIPSPUB 66** - STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODES, 1979 August 15.

**FIPSPUB92** - GUIDELINE FOR STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODES, 1983 February 24.

**FIPS 95-2** - CODES FOR THE IDENTIFICATION OF FEDERAL AND FEDERALLY ASSISTED ORGANIZATIONS, 1999 April 15.

HARDWARE AND SOFTWARE STANDARDS AND GUIDELINES

Database

**FIPSPUB 127-2** - DATABASE LANGUAGE SQL, 1993 June 2.

Electronic Data Interchange

**FIPSPUB 161-2** - ELECTRONIC DATA INTERCHANGE (EDI), 1996 May 22.

Information Interchange

**FIPSPUB 173-1** - SPATIAL DATA TRANSFER STANDARD (SDTS), 1994 June 10.

**FIPS PUB 192** - APPLICATION PROFILE FOR THE GOVERNMENT INFORMATION LOCATOR SERVICE (GILS), 1994 June 10.

**FIPSPUB 192-1(pt a)** and **FIPSPUB192-1(pt.b)** - APPLICATION PROFILE FOR THE GOVERNMENT INFORMATION LOCATOR SERVICE (GILS), 1997 August 1.

Modeling Techniques

**FIPSPUB 183** - INTEGRATION DEFINITION FOR FUNCTION MODELING (IDEFO), 1993 December 21.

**FIPSPUB 184** - INTEGRATION DEFINITION FOR INFORMATION MODELING (IDEF1X), 1993 December 21.

**FIPSPUB 161-2** - ELECTRONIC DATA INTERCHANGE (EDI), 1996 May 22.

COMPUTER SECURITY STANDARDS AND GUIDELINES

Access Control

**FIPSPUB 48** - GUIDELINES ON EVALUATION OF TECHNIQUES FOR AUTOMATED PERSONAL IDENTIFICATION, 1977 April 1.

**FIPSPUB 83** - GUIDELINE ON USER AUTHENTICATION TECHNIQUES FOR COMPUTER NETWORK ACCESS CONTROL, 1980 September 29.

**FIPSPUB 112** - PASSWORD USAGE, 1985 May 30.

**FIPSPUB190** - GUIDELINE FOR THE USE OF ADVANCED AUTHENTICATION TECHNOLOGY ALTERNATIVES, 1994 September 28.

**FIPSPUB 196** - ENTITY AUTHENTICATION USING PUBLIC KEY CRYPTOGRAPHY, 1997 February 18.

Cryptography

**FIPSPUB 46-2** - DATA ENCRYPTION STANDARD (DES), 1993 December 30. (Reaffirmed until 1998.)

    A revision to FIPS 46-2 was proposed in Federal Register notice, January 15, 1999. The comment period for this proposed revised standard closes on April 15, 1999. To be issued as FIPS 46-3, the revised standard provides for the use of Triple DES as specified by the American National Standards Institute (ANSI X9.52).  The proposed FIPS 46-3 is available electronically.

**FIPSPUB 113** - COMPUTER DATA AUTHENTICATION, 1985 May 30.

**FIPSPUB140-1** - SECURITY REQUIREMENTS FOR CRYPTOGRAPHIC MODULES, 1994 January 11.

**FIPSPUB 171** - KEY MANAGEMENT USING ANSI X9.17, 1992 April 27.


**FIPSPUB 180-1** SECURE HASH STANDARD (SHS), 1995 April 17.

**FIPSPUB 181** - AUTOMATED PASSWORD GENERATOR (APG), 1993 October 5.

**FIPSPUB186-1** - DIGITAL SIGNATURE STANDARD (DSS), 1998 December 15.

General Computer Security

**FIPSPUB 31** - GUIDELINES FOR AUTOMATIC DATA PROCESSING PHYSICAL SECURITY AND RISK MANAGEMENT, 1974 June.

**FIPSPUB 73** - GUIDELINES FOR SECURITY OF COMPUTER APPLICATIONS, 1980 June 30.

**FIPSPUB 81** - DES MODES OF OPERATION, 1980 December 2

**FIPSPUB102** - GUIDELINE FOR COMPUTER SECURITY CERTIFICATION AND ACCREDITATION, 1983 September 27.

Risk Analysis and Contingency Planning

**FIPSPUB 87** - GUIDELINES FOR ADP CONTINGENCY PLANNING, 1981 March 27.

**FIPSPUB191** - GUIDELINE FOR THE ANALYSIS OF LOCAL AREA NETWORK SECURITY, 1994 November 9.

Security Labels


**FIPSPUB 188** - STANDARD SECURITY LABEL FOR INFORMATION TRANSFER, 1994

September 6.

FIPS PUBS are sold by the National Technical Information Service (NTIS), U.S. Department of Commerce. Requests for single or quantity orders of FIPS PUBS should be sent to:

>National Technical Information Service (NTIS), U. S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161,  Telephone: 1-800-553-NTIS (6847) or 703-605-6000 ,  FAX: 703-321-8547,  E-mail orders: orders@ntis.fedworld.gov (24 hours a day)

Online at:  http://chaos.fedworld.gov/ordernow/

Most FIPS documents are available on-line using the World Wide Web at the following URL address:  http://csrc.ncsl.nist.gov/fips/

Also, see http://www.nist.gov/itl/div897/pubs/by-num.htm for a brief description of each FIPS Pub, including electronic copies not elsewhere available.

To request hard copies or for information about current FIPS, ask for NIST Publications List 58. Write or email to:

>Standards Processing Coordinator,  Information Technology Laboratory,  Building 820, Room 562,  National Institute of Standards and Technology, Gaithersburg, MD 20899-0001,  Telephone:(301)975-2816,  FAX:(301) 926-3696, E-mail: barbara.blickenstaff@nist.gov

NIST Special Publications (SpecPub) are sentinal references for the appropriate conduct of IT systems.  The list of current Special Publications can be found at http://csrc.nist.gov/nistpubs/ . Of special interest for this contract are:

**SpecPub 800-18**: Guide for Developing Security Plans for Information Technology Systems, December 1998

**SpecPub 800-14**: Generally Accepted Principles and Practices for Securing Information Technology Systems, June 1996

**SpecPub 800-12**: An Introduction to Computer Security: The NIST Handbook, October 1995

**SpecPub 800-3**: Establishing a Computer Security Incident Response Capability (CSIRC), November 1991

**SpecPub 500-174**: Guide for Selecting Automated Risk Analysis Tools, October 1989

**General Description of Information System Development and Support Requirements by CDC Organization**

| CDC Organization | Information System Development & Support Tasks |
|---|---|
| Agency for Toxic Substances and Disease Registry (ATSDR) | Development and support of hazardous substances database related to toxic waste sites, health assessment and toxicologic profiles. Enhancements to geographic information system and toxic waste site imaging system. Development of databases related to toxic substances at federal facilities. |
| Epidemiology Program Office (EPO) | Development and support of epidemiological tools used worldwide for public health. Continued development of information dissemination products, particularly the CDC Morbidity and Mortality Weekly Report (MMWR) for access on the Internet, multimedia, KIOSK, CD-ROM. |
| National Center for Chronic Disease Prevention & Health Promotion (NCCDPHP) | Expansion of chronic diseases extramural programs management system including monitoring performance by health status objective, electronic grants applications and reporting, and integration with other systems. Surveillance, data management, programming and analysis of diabetes, breast and cervical cancer, tobacco use and teen pregnancy. Development of National Program of Cancer Registries. Development of broad range of electronic information products educational and training materials including comprehensive school health materials, CD-ROM, multimedia and kiosk-based dissemination tools. |
| National Center for Environmental Health (NCEH) | Geographic information system development for Environmental Emergency Response Group, disabilities database, fetal alcohol syndrome database and analysis, neural tube defect systems management and analysis, birth defects and developmental disabilities surveillance and analysis, mental retardation analysis and programming, national lead surveillance system, radiation dose reconstruction studies analysis and data management, development of graphical and kiosk-based information display and dissemination tools. |
| National Center for Health Statistics (NCHS) | Support of ongoing national health statistic surveys, development of new analytic methods and tools for aqalysis of health data, new surveys related to health care reform, development of national electronic birth and death certificate systems, reengineering of data collection, analysis and dissemination of national health data. |

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| National Center for HIV, STD, and TB Prevention (NCHSTP) | Continued development and enhancement of HIV/AIDS management and programmatic information system related to program objectives, resource planning, expenditures and outcomes. National surveillance, data management, analysis and information dissemination for tuberculosis, sexually transmitted diseases, and health conditions of immigrants and refugees entering the U.S. |
| National Center for Infectious Diseases (NCID) | Development and expansion of laboratory automation and CDC-wide specimen storage and tracking system, support of national and international HIV/AIDS surveillance, data management and analysis, development of surveillance systems for new and reemerging infectious diseases, conversion of legacy systems to client-server, expansion of laboratory information system and integration to state health laboratories, development of information products and systems for deployment on the Internet. |
| National Center for Injury Prevention and Control (NCIPC) | Development of national firearms injuries surveillance system, data management, analysis, and information dissemination program. |
| National Institute for Occupational Safety and Health (NIOSH) | Support of data management and analysis related to various epidemiologic and health hazard evaluations for occupational health and safety. |
| National Immunization Program (NIP) | Support of enhanced national surveillance of childhood immunizable diseases. Continued development of National Immunization Registry. Support of Vaccines for Children Initiative. |
| Office of the Director (OD) | Development of comprehensive electronic information products and systems related to employee health and safety programs at CDC including immunizations, screening, toxic exposures, storage of toxic and radiologic substances. Development/enhancement of CDC-wide systems and information products such as executive controlled correspondence, excellence in science manuals and procedures, various regulations, policies and guidelines related to science and program management. |
| Office of Program Support, Financial Management Office (FMO) | Enhancements to automated electronic data interchange (EDI) systems, accounts payable, and other finance systems. |

| Office of Program Support, Information Resources Management Office (IRMO) | Reengineering of CDC automated administrative systems in line with NPR and client-server open systems. Development of CDC information products [or Internet, multimedia, KIOSK and/or CD-ROM dissemination. Continued expansion of CDC WONDER to make available more public health databases and information, conversion of WONDER to be accessible through the Internet, develop WONDER to be a distributed application in concert with state health departments, ongoing operation of CDC's centralized computer facility. |
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| Office of Program Support, Human Resources Management Office (HRMO) | Employee training for CDC-developed information systems. |
| Office of Program Support, Procurement and Grants Office (PGO) | |
| Public Health Practice Program Office (PHPPO) | Development of multimedia and other information dissemination products related to building the National Public Health Information Infrastructure particularly in collaboration with state and local health departments, and the systems that manage public health information and knowledge. Data collection and analysis related to health care reform implications on core public health functions. Support of studies on local public health and managed care changes. |

## Staffing Profile Estimates by Geographic Location and Onsite/Offsite Location

| Geographic Location | Onsite (gov't site) | Offsite (Contractor site) | Total |
| --- | --- | --- | --- |
| Atlanta | 50% | 20% | 70% |
| Washington metro area | 8% | 2% | 10% |
| Research Triangle Park, NC | 5% | 0% | 5% |
| Other | 15% | 0% | 15% |
| Total | 78% | 22% | 100% |

Note: The table above reflects relative ratios projected for year I of the contract. These are dependent on many factors including, .magnitude of actual tasking, types of work tasked, and availability of government facilities. These estimates should be used for proposal development only. As labor hours increase over the course of the contract life, a larger percentage of work will likely occur offsite.