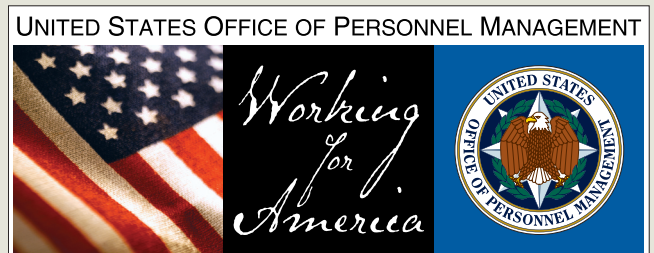




UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

MIGRATION PLANNING GUIDANCE ATTACHMENT G EVALUATION TEMPLATES

May 23, 2008



HRLOB Migration Planning Guidance: << OFFEROR >> – Management Capability Evaluation Team

Team Member (Print name): _____ Signature _____ Date _____

Evaluation Criteria Matrix - Management Capability and Approach Evaluation**[Date: Month/Year]****Overview**

Offeror proposals will be evaluated in six overall factors:

- ◆ Technical Capability and Approach
- ◆ Management Capability and Approach
- ◆ Functional Capability and Approach
- ◆ Corporate Capability and Past Performance
- ◆ Risk
- ◆ Price

The Price evaluation will be performed separately by the agency and is not covered by these evaluation matrices. The Risk evaluation will be performed for each of the first four (main) factors mentioned above using a separate evaluation matrix. The four main evaluation factors are broken down into evaluation sub-factors and elements (if applicable) for detailed analysis as appropriate. The following example illustrates this breakdown:

- ◆ Evaluation Factor: Management Capability and Approach
 - Evaluation Sub-factor: Project Management Approach
 - Evaluation Element: Deliverable Development

This evaluation matrix supports the factor of Management Capability and Approach and is divided into evaluation sub-factors and elements. Evaluators should take the following approach to evaluating Offeror responses using this matrix:

1. Evaluate the proposal response at the element level. See “How to complete the Management Capability and Approach Evaluation Matrix” below for additional instructions.
2. Determine a proposal evaluation rating for each sub-factor based on the sub-factor criteria. Evaluators should consider their element ratings and any other available information when rating the sub-factors. Evaluators must provide comments to substantiate their sub-factor ratings, particularly where the sub-factor rating differs markedly from the element ratings.
3. Input the Operational Capability Demonstration (OCD) rating for each element and sub-factor where applicable in the matrix below from the completed OCD Evaluation Form (see separate OCD Evaluation Form for instructions).
4. Input the Final Rating in the matrix below based on of the quality of the Offeror’s proposal and their performance at the OCD (if applicable).

NOTE: Certain elements may not require evaluation in certain circumstances. For example, some elements may not be demonstrated as part of an OCD.

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Team Primary Responsibilities Areas

There are a total of sixteen sub-factors that make up the evaluation criteria for the four main evaluation factors. The primary responsibility for these areas is as follows:

Team	Subfactors	Pages
Technical Capability and Approach	<ul style="list-style-type: none"> • Architecture and Integration • Operational and Federal Security Standards • Hosting • Deployment Approach • Service and Support • Quality Control 	Evaluation Matrix – Technical (Tech Team) p. 5-31 Evaluation Matrix – Risk (Tech Team) p. 3-7
Management Capability and Approach	<ul style="list-style-type: none"> • Project-Management Approach • Earned-Value Management System (EVMS) • Compliance & Management Constraints 	Evaluation Matrix – Mgmt Cap (Mgmt Cap Team) p. 5-19 Evaluation Matrix – Risk (Mgmt Cap Team) p. 3-4
Functional Capability and Approach	<ul style="list-style-type: none"> • Features and Functionality • Change Management • Training • Capability of the Solution 	Evaluation Matrix – Functional (Func Team) p. 5-18 Evaluation Matrix – Risk (Func Team) p. 3-5
Corporate Capability and Past Performance	<ul style="list-style-type: none"> • Provider Profile & Corporate Capability • Past Performance • Client References 	Evaluation Matrix – Corp Cap p. 6-19 Evaluation Matrix – Risk (Corp Cap) p. 3-5

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How to complete the Management Capability and Approach Evaluation Matrix

Each proposal should be evaluated based on its own merits. In determining a proposal rating, evaluators should examine the Offeror's proposal and rate the Offeror's proposed solution based on the criteria listed in the matrix below in the column labeled "Element / Proposal Evaluation Criteria." Evaluators should circle their color rating in the column labeled "Proposal Review Rating" and input proposal strengths and weaknesses in the adjacent columns. The column labeled "OCD Rating" should be completed by evaluators after attending the Offeror OCD and completing the OCD Evaluation Form (a separate document). Evaluators should base their final rating for the Offeror on both their rating of the written proposal and the OCD, and should use the three-color evaluation scale listed in Table 1 below. Evaluators should circle the appropriate final rating in the column labeled "Final Rating" in the matrix below, and input supporting comments in the column labeled "Final-Rating Comments."

Table 1. Final Rating Scale

Color	Final Rating	Definition
GREEN	Acceptable	Offeror's management capabilities are acceptable to perform work for Federal agencies as an HR LOB SSC.
YELLOW	Needs Improvement	Offeror's management capabilities have some deficiencies that will need to be remediated in order to become acceptable. Offeror's approach or solution will need improvement prior to migration.
RED	Unacceptable	Offeror's management capabilities are not acceptable.

For elements rated anything other than a Green, evaluators must provide appropriate explanatory comments in the "Proposal Weaknesses" or the "Final-Rating Comments" column of the Evaluation Matrix. The evaluator's comments should reflect the rationale for assigning the particular rating. Additionally, evaluators are encouraged to note relevant strengths and weaknesses of the Offeror's proposal that were important in assigning the selected rating. When assigning a YELLOW or Orange rating, the evaluator must specify specific deficiencies to facilitate follow-up with the Offeror.

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The following table defines each column in the Evaluation Matrix:

Column	Definition
Sub-factor	Top-level evaluation criteria upon which selection of Offeror will be based.
Element / Proposal Evaluation Criteria	Provides guidance for determining evaluation ratings for proposal elements.
Proposal Review Rating	The evaluation rating (color) assigned to each sub-factor and element as a result of the proposal review.
Proposal Strengths	Aspects of the proposal that clearly and quantifiably exceed the standard for the sub-factor or element.
Proposal Weaknesses	Aspects of the proposal that clearly and quantifiably fail to meet the standard for the sub-factor or element.
OCD Rating	The OCD evaluation rating (color) assigned to each sub-factor and element from the completed OCD Evaluation Form.
Final Rating	Final evaluation rating (color) assigned to each sub-factor and element based on the quality of the proposal and performance at the OCD.
Final-Rating Comments	Rationale to support final rating.

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
MANAGEMENT CAPABILITY							
1. Project Management Approach (Overall)							
	<p>GREEN – Offeror’s project management approach is acceptable to perform work for the agency as an SSC. The Offeror also demonstrates an overall understanding of the requirements and management objectives in order to provide SSC management support. Additionally, the Offeror defines the solution for applying a comprehensive approach and methodology that applies the Offeror’s standard practices, tools, and staff to manage concurrent and complex life-cycle efforts</p> <p>YELLOW – Offeror’s project management approach has some deficiencies that will need to be remediated prior to migration.</p> <p>ORANGE– Documentation of the project management approach is inadequate to evaluate whether the solution has the qualities the government is seeking. Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s project management approach is not acceptable.</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>	<p>GREEN</p> <p>YELLOW</p> <p>RED</p>	
Project Management Approach	<p>c.2.C.1 Project Management Approach and Plan RFP p. ##</p> <p>GREEN – The Offeror’s proposed approach for applying rigorous project planning and management to HR LOB SSC is acceptable. The Offeror provides a description of their project management approach and plan that identifies and defines methods that the Offeror will use for the management and execution of the implementation. This description should include a brief overview of methodology, project structure, and management approach that will be used during the performance of the requirements identified in the Statement of Objectives (SOO), and a general description of how the Offeror’s approach will be applied to accomplish these requirements. (refer to c.2.C.1 of RFP for specific Project Management Approach and Plan requirements). (Offeror</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	<p>adheres to Migration Planning Guidance regarding Project Planning.).</p> <p>YELLOW – Offeror’s project management approach and plan have some deficiencies that will need to be remediated in order to become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE– Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s project management approach and plan are not acceptable.</p>						
Project Management Approach	<p>c.2.C.2 Timeline and Milestones RFP p. ##</p> <p>GREEN – The Offeror provides an acceptable overall project timeline and work breakdown structure (WBS), with delivery and major project milestones, describing the phases, activities, and periods of performance supporting the Offeror’s efforts (Offeror adheres to Migration Planning Guidance regarding Timelines and Milestones.).</p> <p>YELLOW – Offeror’s Timeline and Milestone approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE– Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s Timelines and Management approach is not acceptable.</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		
Project Management Approach	<p>c.2.C.3 Work Breakdown Structure RFP p. ##</p> <p>GREEN – The Offeror provides in their response an acceptable WBS document, in accordance with the Offeror’s established project management methodology, which demonstrates the resources, deliverables,</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	<p>milestones, and timelines. (Offeror adheres to Migration Planning Guidance regarding WBS.).</p> <p>YELLOW – Offeror's WBS has some deficiencies that will need to be remediated in order to become acceptable. Offeror's approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror's WBS approach is not acceptable.</p>						
Project Management Approach	<p>c.2.C.6 Integrated Team Management RFP p. ##</p> <p>GREEN – The Offeror provides an acceptable approach regarding the following aspects of Staffing, Integrated Team Management, Sub-Contracting or Partner Utilization, and Expectation/ Relationship Management:</p> <ul style="list-style-type: none"> ▪ Sub-contractor/Partner. The Offeror identifies the proposed subcontractors or partners, targeted areas/roles of subcontractor or partner support, and resource levels targeted for subcontractor or partner support. The Offeror discusses any contingency plans or provisions it has in place in case its subcontractors and/or any software vendors do not meet current or future Federal HR requirements or agreed upon Service Level Agreement (SLA) terms or the sub-contractor relationship is terminated. ▪ Integrated Standard. The Offeror provides the proposed approach for using and enforcing standard, mature processes across the proposed integrated Offeror/sub-contractor team. <p>YELLOW – Offeror's integrated team management approach has some deficiencies that will need to be remediated in order to</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	<p>become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE– Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s integrated team management approach is not acceptable.</p>						
Project Management Approach	<p>c.2.C.7 Deliverable Development RFP p. ##</p> <p>GREEN – The Offeror provides an acceptable agency SSC specific integrated approach to accomplish life-cycle documentation and program deliverables (technical, functional, and management) that include, but are not limited to: system specifications; operational configuration changes; logical/physical data models; change requests; and other documentation proposed in the Offeror’s solution. The Offeror shall produce all system documentation in accordance with the Federal government’s System Development Methodology (SDM) where applicable and shall use the Federal government’s current versions of MS Word, MS Excel, MS PowerPoint, and MS Project for all deliverables and documentation. Offerors shall provide sufficient detail to allow the Federal government or agency to understand the technical approach of the Offeror’s proposed documentation.</p> <p>YELLOW – Offeror’s deliverable development approach has some deficiencies that will need to be remediated in order to become acceptable Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s deliverable development approach is not acceptable.</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
Project Management Approach	<p>c.2.C.8 Risk Management Approach RFP p. ##</p> <p>GREEN – The Offeror provides an acceptable description of their approach to risk management for the implementation activities described in their technical approach. The Offeror provides an acceptable explanation of how it will proactively identify any anticipated risks and develop mitigation strategies. The Offeror integrates this discussion of risk and mitigation approaches with the rest of their technical proposal, discussing risks and mitigation approaches in each section of the proposal, and tying together the description of implementation risk and mitigation in this portion of the proposal.</p> <p>YELLOW – Offeror's risk management approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror's approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror's risk management approach is not acceptable.</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		
Project Management Approach	<p>c.2.C.9 Quality Assurance Approach RFP p. ##</p> <p>GREEN – The Offeror provides an acceptable description of their approach to Quality Assurance for the implementation and ongoing activities described in their proposal. The Quality Assurance Approach must include a description of how the Offeror plans to track and report performance for the SINs that are part of the implementation solution. The approach must show an understanding of quality issues; that quality services and deliverables will be provided; personnel training exists; personnel are certified and</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	<p>accredited; the business relations of the Offeror, privacy controls, cost controls, and warranty of service offered. The Offeror provides an acceptable description of its quality control approach for both the overall contract and individual task orders concurrently under the contract. The quality control approach should address:</p> <ul style="list-style-type: none"> ▪ Quality service and deliverables, ▪ Personnel are trained, certified, and accredited, ▪ Potential problem areas and solutions are identified, ▪ Appropriate handling of customer complaints and ▪ The ability to provide urgent requirements when and if needed. ▪ Provide a real-life example of how existing quality-control efforts saved money, reduced lead times and resulted in an overall savings to the customer <p>YELLOW – Offeror's quality-assurance approach has some deficiencies that will need to be remediated in order to become acceptable prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror's quality assurance approach is not acceptable.</p>						
Project Management Approach	<p>c.2.C.10 Communication Approach RFP p. ##</p> <p>GREEN – The Offeror provides an acceptable description of their approach to project communication for the implementation activities described in their proposal. The communication approach must include a description of how the Offeror plans to manage and facilitate project communication among the various constituencies for the Special Item Numbers (SINs) that are part of</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	<p>the implementation solution. The approach should account for creating and managing regularly scheduled end-user conference sessions to address user concerns, discuss system updates implemented and planned for future release, and address user questions. The Offeror’s communication approach should describe the potential stakeholders (e.g., customer-control board, user groups, etc.), communication media (i.e., meetings, status reports), and the decision making process. (Offeror adheres to Migration Planning Guidance regarding Communication.)</p> <p>YELLOW – Offeror’s communication approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s communication approach is not acceptable.</p>						
Project Management Approach	<p>c.2.C.13 Implementation Support Approach RFP p. ##</p> <p>GREEN – The Offeror provides an acceptable description of their management process and methodology for:</p> <ul style="list-style-type: none"> • Pilot Testing • User-Acceptance Testing • Independent Verification and Validation (IV&V) • Post-Implementation <p>YELLOW – Offeror’s implementation support approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	RED – Offeror’s implementation support approach is not acceptable						
2. EVMS (Overall) RFP p. ## (c.2.C.4)	<p>GREEN – Offeror’s Earned Value Management System (EVMS) approach is acceptable to perform work for Federal agencies as an HR LOB SSC. The Offeror is asked to document and describe the definitions and metrics for determining project status against milestones and stated objectives. The Offeror must discuss its use of EVMS guidelines in its overall approach in support of agency requirements.</p> <p>YELLOW – Offeror’s EVMS approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s EVMS approach is not acceptable.</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>	<p>GREEN</p> <p>YELLOW</p> <p>RED</p>	
3. Compliance and Management Constraints (Overall)	<p>GREEN – Offeror’s compliance and management constraints approach is acceptable to perform work for Federal agencies as an HR LOB SSC. The Offeror provides an acceptable description for adhering to all compliance and management constraints as required to work for Federal agencies as an HR LOB SSC.</p> <p>YELLOW – Offeror’s compliance and management constraints approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s compliance and management constraints approach is not acceptable.</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>	<p>GREEN</p> <p>YELLOW</p> <p>RED</p>	
Compliance and Management Constraints	<p>c.2.C.5 NIST Compliance Approach RFP p. ##</p> <p>GREEN – The Offeror adequately describes their management approach for complying with all applicable standards and guidelines for managing the HR LOB SSC and Hosting work.</p> <p>YELLOW – Offeror’s NIST compliance</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>					

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	<p>approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror's approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror's NIST compliance approach is not acceptable.</p>						
Compliance and Management Constraints	<p>A2.2.1 Security Planning RFP p. ##</p> <p>GREEN – The Offeror agrees to develop, document, periodically update, and implement security plans for organizational information systems that describes the security controls in place or planned for the information systems and the rules of behavior for individuals accessing the information systems. The system security plan must meet Appendix III to OMB Circular No. A-130 and NIST standards.</p> <p>YELLOW – Offeror's security planning approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror's approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror's security planning approach is not acceptable.</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		
Compliance and Management Constraints	<p>A2.2.2 Risk Assessment RFP p. ##</p> <p>GREEN – The Offeror agrees to perform periodic risk assessments to the assets and operations in support of HR LOB SSCs. The Offeror provides an acceptable description of their approach to identifying, documenting, and mitigating risk as mandated by NIST 800-53 and NIST 800-30. At a minimum, the approach includes how the Offeror will assess</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	and mitigate risks to the HR LOB SCC solution. YELLOW – Offeror's risk-assessment approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror's approach or solution will need improvement prior to migration. ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item. RED – Offeror's risk assessment approach is not acceptable.						
Compliance and Management Constraints	A2.2.3 Certification and Commitment RFP p. ## GREEN – The Offeror agrees to provide any certification that may be of value in the evaluation process (e.g. professional certifications, SEI, CMM/CMMI, SAS70, ISO 9001, appraisal disclosure statement). The Offeror agrees to identify which Offeror (Prime or Sub) holds the certifications. The Offeror agrees to provide letters of commitment from sub-Offerors receiving 20% or more of the work. YELLOW – Offeror's certification and commitment approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror's approach or solution will need improvement prior to migration. ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item. RED – Offeror's certification and commitment approach is not acceptable.	GREEN YELLOW ORANGE RED			GREEN YELLOW RED NR		
Compliance and Management Constraints	A2.2.3.1 Security Certification, Accreditation, and Security Assessments RFP p. ## GREEN – The Offeror provides an acceptable description of their approach to acquiring security certification as mandated by Appendix III to OMB Circular No. A-130, NIST 800-53,	GREEN YELLOW ORANGE RED			GREEN YELLOW RED NR		

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	<p>NIST 800-37. At a minimum, the approach should describe the frequency of security assessments, process for addressing security control deficiencies, processes for authorizing information systems and managing any associated information system connections; and processes used to monitor system security controls on an on-going basis. The Offeror adequately describes any weaknesses identified in the latest security assessment and how those weaknesses are being resolved. The Offeror abides by all interconnectivity standards.</p> <p>YELLOW – Offeror’s Security Certification, Accreditation, and Security Assessments approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s Security Certification, Accreditation, and Security Assessments approach is not acceptable.</p>						
Compliance and Management Constraints	<p>A2.2.4 System and Services Acquisition RFP p. ##</p> <p>GREEN – The Offeror provides an acceptable description of how the Offeror’s handles system and services acquisitions. At a minimum, the Offeror adequately describes: (1) how the Offeror allocates sufficient resources (hardware, people, etc.) to adequately protect organizational information systems; (2) what is the system development life-cycle methodology and how the methodology incorporates information security considerations; (3) how does the Offeror enforce software usage and installation restrictions; and (4) how will the Offeror ensure that third-party providers employ adequate security measures to protect</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	<p>information, applications, and/or services outsourced from the organization.</p> <p>YELLOW – Offeror’s system and services acquisition approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s system and services acquisition approach is not acceptable.</p>						
Compliance and Management Constraints	<p>A2.2.5 Earned Value Management Reporting RFP p. ##</p> <p>GREEN – The Offeror agrees to monitor cost, schedule, and technical performance for program and project-level schedules. The Offeror agrees to use activity-based costing and other cost-performance monitoring tools, such as an Earned Value Management System (EVMS). The Contractor will use an EVMS that complies with ANSI/EIA Standard EIA-748-A and shall flow EVM requirements to its sub-contractors. The Offeror will assess, quantify, and forecast trends; analyze variances; and facilitate development and implementation of corrective actions. The Offeror will be certified by a Cognizant Federal agency (CFA). The certification must be for the functional organization performing the work on the task order. The Offeror will create and follow a System Description for their Program Management Control System (PMCS). This Government-approved document will describe how the Offeror manages cost and schedule on the program in an EVM-compliant manner. The System Description must comply with the EVM Guidelines (ANSI/EIA Standard EIA-748-A).</p> <p>The Offeror will provide the Federal</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		

HRLOB Migration Planning Guidance: << OFFEROR >> – Management Capability Evaluation Team

Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	<p>government with access to all pertinent records and data requested by the Contracting Officer or a duly-authorized representative as necessary to ensure that the EVMS conforms to the Federal government EVM practices.</p> <p>The Offeror ensures that its teaming partners, major sub-contractors, and other program suppliers comply with the intent of the EVM Guidelines.</p> <p>YELLOW – Offeror’s earned value management reporting approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s earned value management reporting approach is not acceptable.</p>						
Compliance and Management Constraints	<p>A2.2.6 Training RFP p. ##</p> <p>GREEN – The Offeror ensures that their staff is fully trained and qualified to perform assigned duties and responsibilities under this contract. If the Offeror provides technical staff with applicable certifications, the Offeror will assure that its staff maintains such certification throughout the life of the contract. The Offeror agrees to be responsible for all training expenses incurred by the Offeror personnel.</p> <p>YELLOW – Offeror’s training approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s training approach is not</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		

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Sub-factor	Element / Proposal Evaluation Criteria	Proposal Review Rating (Circle One)	Proposal Strengths	Proposal Weaknesses	OCD Rating (From OCD Evaluation Form)	Final Rating (see Table 1) (Circle One)	Final-Rating Comments
	acceptable.						
Compliance and Management Constraints	<p>A2.2.7 Ownership Rights RFP p. ##</p> <p>GREEN – The Offeror acknowledges Federal government ownership rights as described in section A2.2.7 of the RFP.</p> <p>YELLOW – Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE– Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s proposed approach or solution is unacceptable.</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		
Compliance and Management Constraints	<p>c.2.C.14 Governance RFP p. ##</p> <p>GREEN – The Offeror adequately describes and defines the various processes and activities used to govern their proposed solution, under their tasking with the government, during and after implementation of their solution. This includes, but is not limited to (see RFP Instructions for element details):</p> <ul style="list-style-type: none"> • Change Control Board (CCB) • Helpdesk Issue Incorporation into Governance processes <p>YELLOW – Offeror’s governance approach has some deficiencies that will need to be remediated in order to become acceptable. Offeror’s approach or solution will need improvement prior to migration.</p> <p>ORANGE – Offeror has provided insufficient information. Additional information is needed from the Offeror to fully assess this item.</p> <p>RED – Offeror’s governance approach is not acceptable.</p>	<p>GREEN</p> <p>YELLOW</p> <p>ORANGE</p> <p>RED</p>			<p>GREEN</p> <p>YELLOW</p> <p>RED</p> <p>NR</p>		



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