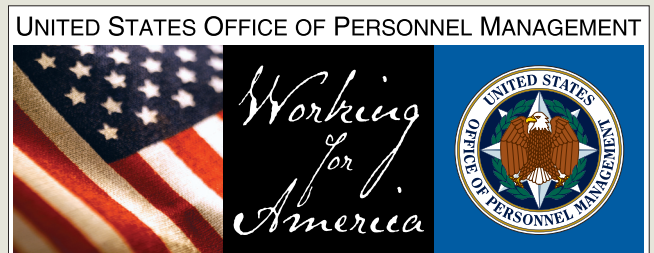




UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

# MIGRATION PLANNING GUIDANCE ATTACHMENT G EVALUATION TEMPLATES

May 23, 2008



**HRLOB Migration Planning Guidance: << OFFEROR >> – Tech Evaluation Team**

Team Member (Print name): \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Technical Evaluation Criteria Risk Matrix****[Date: Month/Year]**

This risk evaluation matrix is divided into evaluation subfactors and elements. Evaluators should use this matrix in conjunction with the technical evaluation matrix, as follows:

1. Evaluate the risk of the technical response at the element level.
2. Determine an overall risk level for each subfactor based on the subfactor criteria. Evaluators should consider their proposal and Operational Capability Demonstration (OCD) ratings for the sub-factor and underlying elements, and any other relevant information, when determining the risk rating for the sub-factors. Evaluators must provide comments to substantiate their sub-factor risk ratings, particularly where the sub-factor rating differs markedly from the ratings of the underlying elements.
3. Evaluate the risk of the Offeror's approach at the subfactor level. See "Technical Risk Evaluation" below for additional instructions.

**Technical Risk Evaluation**

Evaluators are required to determine the risk level of the Offeror's technical approach, but only at the subfactor level. This level reflects the risk associated with the subfactor overall; however evaluators should consider the risks of the underlying elements. Evaluators should consider any and all types of risk when assigning a risk rating. Types of risks may include, but are not limited to solution complexity, reliability, flexibility, scalability, lack of established track record, lack of industry expertise, limited technical capabilities, overall practicality of an approach, or unrealistic assumptions.

Evaluators should ask the following questions when evaluating the risk inherent in the Offeror's approach relative to each element listed:

- ◆ Did the Offeror identify the relevant risks?
- ◆ Are there any important risks that are not mentioned?
- ◆ What is the overall likelihood of these risks?
- ◆ What is the expected severity of impact from these risks?
- ◆ Did the Offeror propose a mitigation strategy that minimizes the likelihood and/or severity of these risks? (see c.2.C.8 Risk Management Approach and A2.2.2 Risk Assessment)

**Notice: Contains Source Selection Information – See FAR 2.101 and 3.104**

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Evaluators should use the following definitions when assigning a risk rating to each element:

<b>Risk Rating</b>	<b>Definition</b>
Low	Proposed solution is highly compliant with prescribed security and technical constraints. Normal effort by the Offeror and Government monitoring will likely overcome identified deficiencies by the time of migration.
Moderate	Proposed solution is substantially compliant with prescribed security and technical constraints. A strong commitment to improve the solution with close Government monitoring will likely overcome identified deficiencies by the time of migration.
High	Proposed solution is substantially non-compliant with prescribed security and technical constraints. Offeror is unlikely to become compliant by the time of migration even with an extraordinary commitment.
NR	Proposed solution is completely compliant with prescribed security and technical constraints.

Given the importance and subjective nature of the risk evaluation, evaluators are encouraged to write explanatory comments on all risk ratings; however, comments are only required where the risk rating is moderate or high.

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Element / Evaluation Criteria	Proposal Review Risk Rating (Circle One)			OCD Risk Rating (from OCD Evaluation Form) (Circle One)	Final Risk Rating (Circle One)	Rationale and/or Additional Comments
<b>TECHNICAL RISK EVALUATION</b>						
<b>1. ARCHITECTURE AND INTEGRATION</b>						
<b>c.2.B.1 Solution Architecture</b> RFP p. ##	LOW	MODERATE	HIGH	LOW MODERATE HIGH NR	LOW MODERATE HIGH	
<b>c.2.B.2 Integration and Connectivity</b> RFP p. ##	LOW	MODERATE	HIGH			
<b>c.2.B.3 Data Management</b> RFP p. ##	LOW	MODERATE	HIGH			
<b>c.2.B.4 Interfaces</b> RFP p. ##	LOW	MODERATE	HIGH			
<b>2. OPERATIONAL AND FEDERAL SECURITY STANDARDS</b>						
<b>A2.3.1 Personnel Security</b> RFP p. ##	LOW	MODERATE	HIGH	LOW MODERATE HIGH NR	LOW MODERATE HIGH	
<b>A2.3.2 Physical Environment Protection</b> RFP p. ##	LOW	MODERATE	HIGH			
<b>A2.3.3 Continuity of Operations Planning and Contingency Planning</b> RFP p. ##	LOW	MODERATE	HIGH			
<b>A2.3.4 Configuration Management</b> RFP p. ##	LOW	MODERATE	HIGH			
<b>A2.3.5 System Maintenance</b> RFP p. ##	LOW	MODERATE	HIGH			
<b>A2.3.6 System Information and Integration</b> RFP p. ##	LOW	MODERATE	HIGH			

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<b>A2.3.7 Media Protection</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.3.8 Incident Response</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.3.9 Security Awareness and Training</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.4.1 Identification and Authentication</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.4.2 Access Control</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.4.3 Audit and Accountability</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.4.4 System and Communication Protection</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.4.4.1 Use of Mobile Code</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.5.1 Privacy Protection</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.5.2 Information Technology Accessibility Standards</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.5.3 Section 508 Requirements</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.5.4 IV&amp;V Testing and Acceptance</b> RFP p. ##	LOW      MODERATE      HIGH			
<b>A2.5.5 Data Storage Management</b> RFP p. ##	LOW      MODERATE      HIGH			

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<b>3. HOSTING</b>				
c.2.B.12 Hosting Support RFP p. ##	LOW      MODERATE      HIGH	LOW MODERATE HIGH NR	LOW MODERATE HIGH	
<b>4. DEPLOYMENT APPROACH</b>				
c.2.B.6 Hardware and System Software Installation, Configuration & Capacity Planning RFP p. ##	LOW      MODERATE      HIGH	LOW MODERATE HIGH NR	LOW MODERATE HIGH	
c.2.B.8.a Synchronization of Version Upgrades RFP p. ##	LOW      MODERATE      HIGH			
c.2.B.13 Overall Transition Strategy RFP p. ##	LOW      MODERATE      HIGH			
c.2.B.19 Data Migration RFP p. ##	LOW      MODERATE      HIGH			
<b>5. SERVICE AND SUPPORT</b>				
c.2.B.7 Licenses RFP p. ##	LOW      MODERATE      HIGH	LOW MODERATE HIGH NR	LOW MODERATE HIGH	
c.2.B.8 Release/Upgrade Strategy RFP p. ##	LOW      MODERATE      HIGH			
c.2.B.10 Service Level Agreements RFP p.##	LOW      MODERATE      HIGH			

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c.2.B.11 Help Desk Support RFP p. ##	LOW	MODERATE	HIGH			
<b>6. QUALITY CONTROL</b>						
c.2.B.5 Quality Control Testing RFP p. ##	LOW	MODERATE	HIGH	LOW	LOW	
c.2.B.9 Systems Engineering (SE) RFP p. ##	LOW	MODERATE	HIGH	MODERATE	MODERATE	
c.2.B.14 Contingency Planning RFP p. ##	LOW	MODERATE	HIGH	HIGH	HIGH	
c.2.B.16 Government Audits RFP p. ##	LOW	MODERATE	HIGH	NR		



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1900 E Street, NW  
Washington, DC 20415