



DEPARTMENT OF THE TREASURY
BUREAU OF THE PUBLIC DEBT
PARKERSBURG, WV 26106-1328

August 19, 2009

Information Innovators, Inc

Attn: [REDACTED]

7400 Fullerton Road, Suite 210
Springfield, VA 22153-2830

Dear [REDACTED]

We are enclosing a copy of task order TPD-SIG-09-K-00010 for IT Support Services to be provided to the Special Inspector General for the Troubled Asset Relief Program. Please be advised the Government has revised section 4.0 of the performance work statement to reflect due dates for the deliverables identified under sub sections 2.1, 2.2, 2.3, and 2.4.

The designated Contracting Officer's Technical Representative (COTR) will be [REDACTED]. A copy of the letter designating him as COTR and outlining the extent of his authority is also enclosed. [REDACTED] may be reached at [REDACTED]

Mrs. [REDACTED] will be the Government's contact for contract administration. She may be reached as follows:

Bureau of the Public Debt
Division of Procurement
200 Third Street, Avery 5th Floor
Parkersburg, WV 26101
Phone: [REDACTED]
Email: [REDACTED]

The Contracting Officer is Jeffrey W. Stephenson. Mr. Stephenson can be reached [REDACTED]
[REDACTED]

If your contract administrator will be other than yourself, please provide the name, address, and phone number of this individual.

Sincerely,

Jeffrey W. Stephenson
Contracting Officer

Enclosure

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM
OFFEROR TO COMPLETE BLOCKS 13, 17, 23, 24, & 30

1. REQUESTION NUMBER: SIG-50000-09-0004
PAGE OF: 1 20

CONTRACT NO: S-35F-0913N
AWARD EFFECTIVE DATE: 08/19/2009
ORDER NUMBER: PD-SIG-09-K-00010
SOLICITATION NUMBER: BPD-SIG-09-R-0001
SOLICITATION ISSUE DATE: 07/02/2009

7. FOR SOLICITATION INFORMATION CALL: **AARON WHITE**
8. TELEPHONE NUMBER (No collect calls)
9. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY: **BPD-AAWHITE**
10. THIS ACQUISITION IS:
 UNRESTRICTED OR SET ASIDE % FOR:
 SMALL BUSINESS EMERGING SMALL BUSINESS
 HUBBONE SMALL BUSINESS SOLE SOURCE
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (N/A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE
12. DISCOUNT TERMS: **N/30 PROMPT PAY**
13. RATING
14. METHOD OF SOLICITATION:
 RFQ IFB RFP

15. DELIVER TO: **SIG**
16. ADMINISTERED BY: **BPD**
Bureau of the Public Debt
Division of Procurement
Avery 5F
200 Third Street
Parkersburg WV 26101

17a. CONTRACTOR/OFFEROR: **043669030**
17b. FACILITY CODE
17c. PAYMENT WILL BE MADE BY: **ARC/ASD/SIG**
INFORMATION INNOVATORS INC.
7400 FULLERTON ROAD
SUITE 210
SPRINGFIELD VA 22153-2830
ARC/ASD/SIG
ARC/ASD/SIG, AVERY 3G
PO BOX 1328
SIG@BPD.TREAS.GOV
PARKERSBURG WV 26106-1328

17d. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
18. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>THIS TASK ORDER IS BEING AWARDED, ON A FIXED PRICE BASIS, FOR IT SUPPORT SERVICES, FOR THE SPECIAL INSPECTOR GENERAL FOR THE TROUBLED ASSET RELIEF PROGRAM.</p> <p>INFORMATION INNOVATORS. INC POC: [REDACTED] PH: [REDACTED] EMAIL: [REDACTED]</p> <p>(Use Reverse and/or Attach Additional Sheets as Necessary)</p>				


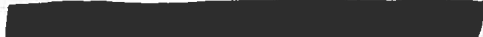





25. ACCOUNTING AND APPROPRIATION DATA: See schedule
26. TOTAL AWARD AMOUNT (For Gov. Use Only): **\$658,998.00**

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-6 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-1, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.
29. AWARD OF CONTRACT REF. OFFER DATED: YOUR OFFER ON SOLICITATION (BLOCK 8), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS.

30a. SIGNATURE OF OFFEROR/CONTRACTOR: [REDACTED]
31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER): [Signature]

30b. DATE SIGNED: **20 Aug 09**
31b. NAME OF CONTRACTING OFFICER (Type or print): **JEFFREY W. STEPHENSON**
31c. DATE SIGNED: **8-20-2009**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>THE FOLLOWING IT SUPPORT SERVICES SHALL BE PERFORMED IN ACCORDANCE WITH THE ATTACHED PERFORMANCE BASED WORK STATEMET (PWS) AND GSA SCHEDULE GS-35F-0913N.</p> <p>Accounting Info: </p> <p>Period of Performance: 08/19/2009 to 08/18/2014</p> <p>BASE PERIOD FIRM FIXED PRICE FOR IT SUPPORT SERVICES IN ACCORDANCE WITH THE ATTAHCED PERFORMANCE BASED WORK STATEMENT.</p> <p> TO PROVIDE THE FOLLOWING LABOR CATEGORIES:</p> <p>(1)  (1)  (1)  (1) </p> <p></p> <p>Period of Performance: 08/19/2009 to 08/18/2010</p> <p>Continued ...</p>				658,998.00

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED NOTED: _____

ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			42b. RECEIVED AT (<i>Location</i>)	
			42c. DATE REC'D (<i>YYMMDD</i>)	42d. TOTAL CONTAINERS

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 GS-35F-0913N/TPD-SIG-09-K-00010

PAGE 3 OF 20

NAME OF OFFEROR OR CONTRACTOR
 INFORMATION INNOVATORS INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0002	OPTION PERIOD I FIRM FIXED PRICE FOR IT SUPPORT SERVICES IN ACCORDANCE WITH THE ATTACHED PERFORMANCE BASED WORK STATEMENT. [REDACTED] TO PROVIDE THE FOLLOWING LABOR CATEGORIES: (1) PROJECT MANAGER [REDACTED] (1) SECURITY SPECIALIST [REDACTED] (1) SENIOR SYSTEMS ANALYST [REDACTED] (1) SENIOR NETWORK ENGINEER [REDACTED] [REDACTED] Amount: \$677,736.00 (Option Line Item) Period of Performance: 08/19/2010 to 08/18/2011				0.00
0003	OPTION PERIOD II FIRM FIXED PRICE FOR IT SUPPORT SERVICES IN ACCORDANCE WITH THE ATTACHED PERFORMANCE BASED WORK STATEMENT. [REDACTED] TO PROVIDE THE FOLLOWING LABOR CATEGORIES: (1) PROJECT MANAGER [REDACTED] (1) SECURITY SPECIALIST [REDACTED] (1) SENIOR SYSTEMS ANALYST [REDACTED] (1) SENIOR NETWORK ENGINEER [REDACTED] [REDACTED] Amount: \$696,456.00 (Option Line Item) Period of Performance: 08/19/2011 to 08/18/2012				0.00
0004	OPTION PERIOD III FIRM FIXED PRICE FOR IT SUPPORT SERVICES IN ACCORDANCE WITH THE ATTACHED PERFORMANCE BASED WORK STATEMENT. [REDACTED] HE FOLLOWING LABOR CATEGORIES: (1) PROJECT MANAGER [REDACTED] (1) SECURITY SPECIALIST [REDACTED] (1) SENIOR SYSTEMS ANALYST [REDACTED] (1) SENIOR NETWORK ENGINEER [REDACTED] [REDACTED] Amount: \$715,158.00 (Option Line Item) Period of Performance: 08/19/2012 to 08/18/2013 Continued ...				0.00

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
 GS-35F-0913N/TPD-SIG-09-K-00010

PAGE OF
 4 20

NAME OF OFFEROR OR CONTRACTOR
 INFORMATION INNOVATORS INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0005	<p>OPTION PERIOD IV FIRM FIXED PRICE FOR IT SUPPORT SERVICES IN ACCORDANCE WITH THE ATTACHED PERFORMANCE BASED WORK STATEMENT.</p> <p>[REDACTED] TO PROVIDE THE FOLLOWING LABOR CATEGORIES:</p> <ul style="list-style-type: none"> (1) PROJECT MANAGER [REDACTED] (1) SECURITY SPECIALIST [REDACTED] (1) SENIOR SYSTEMS ANALYST [REDACTED] (1) SENIOR NETWORK ENGINEER [REDACTED] <p>[REDACTED]</p> <p>Amount: \$733,896.00 (Option Line Item) Period of Performance: 08/19/2013 to 08/18/2014</p> <p>THE ATTACHED GSA SUPPLEMENTAL CLAUSES APPLY TO THIS ORDER.</p> <p>INVOICING SHALL BE MONTHLY IN ARREARS.</p> <p>The total amount of award: \$3,482,244.00. The obligation for this award is shown in box 26.</p>				0.00

GSA Supplemental Clauses**1052.201-70 Contracting Officer's Technical Representative (COTR) Appointment and Authority (Deviation) (APR 2004)**

- (a) The Contracting Officer's Technical Representative will be [REDACTED] e can be reached at [REDACTED]
- (b) Performance of work under this contract must be subject to the technical direction of the COTR identified above, or a representative designated in writing. The term "technical direction" includes, without limitation, direction to the contractor that directs or redirects the labor effort, shifts the work between work areas or locations, fills in details and otherwise serves to ensure that tasks outlined in the work statement are accomplished satisfactorily.
- (c) Technical direction must be within the scope of the specification(s)/work statement. The COTR does not have authority to issue technical direction that:
- (1) constitutes a change of assignment or additional work outside the specification(s)/work statement;
 - (2) constitutes a change as defined in the clause entitled "Changes";
 - (3) in any manner causes an increase or decrease in the contract price, or the time required for contract performance;
 - (4) changes any of the terms, conditions, or specification(s)/work statement of the contract;
 - (5) interferes with the contractor's right to perform under the terms and conditions of the contract; or
 - (6) directs, supervises or otherwise controls the actions of the contractor's employees.
- (d) Technical direction may be oral or in writing. The COTR shall confirm oral direction in writing within five work days, with a copy to the contracting officer.
- (e) The contractor shall proceed promptly with performance resulting from the technical direction issued by the COTR. If, in the opinion of the contractor, any direction of the COTR, or his/her designee, falls within the limitations in (c), above, the contractor shall immediately notify the contracting officer no later than the beginning of the next Government work day.
- (f) Failure of the contractor and the contracting officer to agree that technical direction is within the scope of the contract shall be subject to the terms of the clause entitled "Disputes."

Invoice Procedures

ADDENDUM TO 52.212-4, CONTRACT TERMS AND CONDITIONS -- COMMERCIAL ITEMS (OCT 2008)

OVERPAYMENTS

In accordance with 52.212-4 section (i) 5 Overpayments: Accounts Receivable Conversion of Check Payments to EFT: If the Contractor sends the Government a check to remedy duplicate contract financing or an overpayment by the government, it will be converted into an electronic funds transfer (EFT). This means the Government will copy the check and use the account information on it to electronically debit the Contractor's account for the amount of the check. The debit from the Contractor's account will usually occur within 24 hours and will be shown on the regular account statement.

The Contractor will not receive the original check back. The Government will destroy the Contractor's original check, but will keep a copy of it. If the EFT cannot be processed for technical reasons, the Contractor authorizes the Government to process the copy in place of the original check.

MARKING OF SHIPMENTS:

Please ensure that the order number (Block 4) is clearly visible on all shipping/service documents, containers, and invoices.

INVOICES

Invoices shall be submitted electronically to the e-mail address shown in Block 18A, page 1. Protected Microsoft Excel files are the preferred format; however, Adobe Acrobat Portable Document Format (PDF) and Microsoft Word are also acceptable. For payment and invoice questions contact Accounting Services Division at (304) 480-8300.

PAYMENT INFORMATION:

Receive a free email notice of your electronic payment. Register at www.ipp.gov.

52.204-9 Personal Identity Verification of Contractor Personnel.

Personal Identity Verification of Contractor Personnel (Sept 2007)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

(End of clause)

52.217-8 Option to Extend Services (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within thirty (30) days prior to the contract expiration date.

52.217-9 Option to Extend the Term of the Contract (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed sixty-six (60) months.

Contract Term

This contract consist of a base period and four option periods, as shown below:

Base Period:	August 13, 2009 through August 12, 2010
Option Period I:	August 13, 2010 through August 12, 2011
Option Period II:	August 13, 2011 through August 12, 2012
Option Period III:	August 13, 2012 through August 12, 2013
Option Period IV:	August 13, 2013 through August 12, 2014

Past Performance Evaluation

This contract is subject to a performance evaluation. Following the end of each contract period and at contract completion, a completed Government evaluation shall be forwarded to the Contractor. The Contractor may submit written comments, if any, within the time period specified in the evaluation transmittal. The Contractor's comments shall be considered in the

issuance of the final evaluation document. Any disagreement between the parties regarding the evaluation shall be forwarded to the Bureau Chief Procurement Officer (BCPO). The final evaluation of the Contractor's performance is the decision of the BCPO. A copy of the final performance evaluation report will be sent to the Contractor and to the Government's past performance database at www.ppirs.gov.

**OFFICE OF THE SPECIAL INSPECTOR GENERAL
FOR THE TROUBLED ASSET RELIEF PROGRAM
(SIGTARP)**

IT SUPPORT SERVICES

Performance Work Statement

**U.S. Department of Treasury
1500 Pennsylvania Av, NW
Washington, DC 20220**

1.0 Introduction

The Office of the Special Inspector General for the Troubled Asset Relief Program (SIGTARP) was created by Section 121 of the Emergency Economic Stabilization Act of 2008 (EESA). Under EESA, SIGTARP has the responsibility, among other things, to conduct, supervise, and coordinate audits and investigations of the purchase, management, and sale of assets under the Troubled Asset Relief Program (TARP). The Special Inspector General, Neil M. Barofsky, was confirmed by the Senate on December 8, 2008, and sworn into office on December 15, 2008, marking the beginning of the agency. The Operations Division is responsible for providing all administrative support services (human resources, information technology, financial management, acquisitions, facilities, etc) for the SIGTARP agency while building the organization's operational and administrative support infrastructure, policies and procedures from the ground up.

In order to meet near-term timelines as set forth to Congress February 2009, SIGTARP is required to set up infrastructure, web communications and operations support in the coming months. The Office of the CIO (OCIO) will be responsible for the following areas of the new location and IT support effort:

- Overall direction, planning and management of network, management information systems, and computer telecommunications systems; internet and intranet sites and systems; audit and investigation support systems, and support presentation systems.
- Guidance and advice to senior management for the design and development of an IT strategy to support the mission and organizational objectives.
- Management of material and personnel resources, directing operations, and providing quality customer service to optimize the time, cost, and value of the information systems.
- Design, engineering and implementation of IT infrastructure and secure network.
- Design, engineering and implementation of IT services/applications for mission and administrative support.
- Information assurance service and security planning.
- Provision for on-going IT operations and maintenance

SIGTARP requires an independent and secure network and infrastructure as well as a plan for installing and supporting all of SIGTARP's mission and administrative systems. SIGTARP must establish also the capability to provide on-going support for any of the services it chooses to operate independently of its existing IT support from Treasury Offices for IT.

SIGTARP is currently being relocated from facilities in the Main Treasury building to temporary facilities at 18th and L streets and at 18th and M streets in Washington, DC during May and July, 2009. SIGTARP is expected to consolidate all of its facilities and personnel in permanent space at 18th and L in October, 2009 on two floors of the building. The relocation of equipment, the facilities build-out and cabling, the connections to the communications providers, network and desktop services, Web site services, application support and the on-going support and maintenance of the infrastructure is expected to be provided by the Treasury's information technology office, Department Offices for IT, until and unless SIGTARP is prepared to assume responsibility for all or part of those services. SIGTARP IT currently supports approximately 50 personnel in 5 Divisions and has set targets for 160 personnel over the next 18 months.

The IT Services being sought are as follows:

- Section 2.1 - Program Office services to provide program management and support for all IT projects.
- Section 2.2 - Design, engineering and implementation support for all IT infrastructure.
- Section 2.3 - Applications/systems engineering, design and installation.
- Section 2.4 - Information assurance and security services.

1.1 Period of Performance

SIGTARP requires immediate infrastructure planning and support. This task order will be awarded with the base year with four (4) one (1) year options. A Firm Fixed Price task order will be awarded to the contractor whose proposal is determined to be low price technically acceptable in accordance with the requirements of the PWS. The initial task order for the base year will include Sections 2.1, 2.2, 2.3 and 2.4. The Contractor is expected to have the capabilities to execute any and all of the services described in each Section of the PWS. As the scope of the Agency's work is changed by Congress or as EESA evolves, the Government will determine whether or not to exercise the additional tasks defined in this document.

1.2 Program Objectives

The first objective of this program is to build the infrastructure required to support SIGTARP and provide planning and support for all IT services. Some of the tasks are optional and will be invoked at the Government's discretion. The second objective is to create a Program Support Office (PSO) to successfully plan and manage IT initiatives such as voice and data services, network migration planning, application design and engineer and other tasks for SIGTARP to ensure the overall information technology strategy is achieved. SIGTARP will require experienced IT subject matter experts who have worked with similar organizations and government agencies.

2.0 Scope of Work

2.1 Program Support Office

The Contractor shall prepare an overall management plan and keep it updated to include all roles and responsibilities of the team and technical government representatives. In addition the Contractor shall create additional project management documentation that will govern the project (the risk management plan, the communication plan and the integrated master schedule as required.)

The Contractor shall provide meeting facilitation and bi-weekly program status reporting, which will be used to manage and further define program scope and business goals of all SIGTARP IT Projects.

The Contractor shall track project actions in a database with their associated due dates and priority which will keep the project on schedule, identify risks and provide mitigations assigned to the identified risks.

The Contractor shall develop a communications plan and participate in the delivery of

communications for preparing the organization for system changes and enhancements. In order to gain buy in and engage stakeholders the Contractor shall conduct working meetings with the technical representatives to make decisions on the new technology that will be implemented and gain sign off from stakeholders prior to implementation.

2.2 Design and Engineering Support for IT Infrastructure

The Contractor shall be responsible for collecting requirements for SIGTARP's infrastructure requirements. This will require site visits, inventory, architecture constraints, application architecture and data structure, bandwidth utilization, number of users, operating system requirements and hosting platform, and costs.

The Contractor shall create recommendations for a planned IT architecture for the infrastructure, this will include technologies such as the infrastructure for the Local Area Network (LAN), Metro Area Network(MAN)/Wide Area Network (WAN), Distributed Antenna System (DAS) and other infrastructure elements as required.

For each recommendation of an IT solution the Contractor shall create a technical white paper in which they will include an assessment of relevant ongoing IT initiatives, clear guidance regarding the purpose and business value of selecting one technology device or service over another for use in the new building. The white papers will also identify commercial best practices, customer requirements and implementation issues.

The Contractor shall create an implementation and migration plan that will be incorporated into an integrated schedule to include the project's critical path, an implementation schedule for new technologies, and a move and migration plan for all other IT components. This schedule must integrate with third party schedules, other components of the installation and required moves, (e.g. furniture installation) and any other major groups that have activities that will impact the IT implementation within the new facility.

2.3 Design and Engineering Support for Mission Systems/Applications

The Contractor shall participate in a consolidated data collection activity to determine each organization's requirements. The purpose of the data collection activity is to gather the information and requirements needed to develop a detailed design of the application. At the conclusion of the data collection activity, the Contractor shall provide to the Government a detailed requirements document for review and approval.

The Contractor shall design the application/system to SIGTARP's requirements. The Contractor shall use the requirements document to create the design. The design will address the physical design as well as the logical design of the integration.

The Contractor shall develop a detailed implementation plan and schedule for each component of the infrastructure and support system and an Integrated Master Project Schedule. The Contractor shall develop a comprehensive Test Plan to include the test scripts necessary to validate that each requirement has been met.

The Contractor shall conduct software and hardware evaluations, configure and install hardware and software, and integrate the application with other designated applications and systems.

2.4 Information Assurance and Security Support

The Contractor shall support the certification and accreditation (C&A) and other compliance reviews for SIGTARP systems and provide support for annual self assessments and contingency plan testing as part of the C&A continuous monitoring. This support will include risk assessments, contingency plans, security test and evaluation plans and results, plan of action and milestones (POAM's) and the Certification and Accreditation Statements as well as other compliance documentation.

3.0 Program Methodology

The Government requires a Contractor that can provide experienced personnel to plan and monitor the IT facilities build-out plans and support for any of the Government's relocation and IT support efforts. The Contractor shall meet the criteria outlined in the following section.

3.1 Program Management and Resources

The Contractor must be the sole responsible party for its tasks throughout the project. Any subcontractor utilized by the Contractor must be identified in the proposal with the areas of responsibility clearly defined. The successful Contractor must have ultimate responsibility for all subcontractors utilized for this project. The Contractor shall provide supervision of its resources during each stage of the move segment, adhering to SIGTARP standards of conduct and guidelines, including those identified in this document.

The Contractor shall provide a Program Manager (PM) from award through successful completion of the project. The PM will be responsible for communications with the designated Government project team leaders and other team members. The PM will submit a bi-weekly progress report to the Contracting Officer's Technical Representative (COTR) on the preparation, planning and implementation efforts and will attend meetings as requested by the Government to support the program efforts. SIGTARP expects the PM to participate in scheduled discussions at any of the IT facilities.

In order to meet the requirements specified in the IT program, the Contractor shall provide specialized technical resources and materials. SIGTARP expects the Contractor to meet or exceed the requirements in this document to ensure proper implementation of SIGTARP's IT infrastructure, facilities and applications that support its mission critical assets.

The Contractor shall propose a draft staffing plan in its proposal. This plan is subject to review by the Government, and will be adjusted to reflect the actual project requirements.

SIGTARP expects all the staffing resources provided by the Contractor to meet the conduct standards outlined in this document as well as any other standards presented to the Contractor by the Government or its designated team leaders. Failure to meet these requirements will result in an immediate removal of an individual from the relocation site. Any employees who show up under the influence of alcohol or drugs may not provide any further services under this task order.

4.0 Deliverables

All written deliverables will be phrased in plain language. Statistical and other technical terminology will not be used without providing a glossary of terms. All written deliverables will be furnished in both paper and electronic formats using MS Office Professional Suite, Project, Visio or a combination of these tools.

Where a written milestone deliverable is required in draft form, SIGTARP will complete their review of the draft deliverable within ten business days from date of receipt. The Contractor shall have five business days to deliver the final deliverable from date of receipt of the SIGTARP's comments.

Specific deliverable for each task will include the following:

Section 2.1 - Program Support Office

1. In-Progress Reviews (IPRs)
 - a. To be provided within two weeks of the Contract Award. Subsequent deliverables to be assigned due dates at the completion of the IPRs.

Initial Content and Formats Complete within 2 months of Contract Award:

2. Testing Plans
3. Issue Resolution and Recommendations
4. Performance Measurements for Implementation
5. Integrated Master Schedule
6. Risk Management Plan
7. Project Management Plans
8. Communications Plan

Section 2.2 – Design and Engineering Support for IT Infrastructure

1. Infrastructure Relocation and IT Build Out Planning
 - a. To be provided within four weeks of the Contract Award. Subsequent deliverables to be assigned due dates at the completion of the Infrastructure Relocation and IT Build Out Planning.

Completed with 6 months of the Contract Award:

2. Technical Designs and/or Reviews for:
 - Voice and data systems
 - Telco Support Room/s
 - IT components and infrastructure for specialized functionality and non-standard IT support
 - Comprehensive cabling plan to provide server farm network switch access and external circuit access to the devices in the computer room cabinets
3. Technical White Papers
4. Infrastructure and security architectures
5. Implementation plans and schedules

Section 2.3 – Design and Engineering Support for Mission Systems/Applications

1. Software/application evaluations of Commercial Off-the Shelf (COTS), Government Off-

the Shelf (GOTS) and other developed systems

- a. To be provided within eight weeks of the Contract Award. Subsequent deliverables to be assigned due dates at the completion of the evaluations.

Completed with 12 months of the Contract Award:

1. Technical White Papers
2. Configuration of the application to adhere to SIGTARP's security policies
3. System/Application Tests
4. Security validations
5. Web application services and migration

Section 2.4— Information Assurance and Security Support

1. System Security Plan

- a. To be provided within four weeks of the Contract Award. Subsequent deliverables to be assigned due dates at the completion of the System Security Plan.

Completed with 6 months of the Contract Award:

2. Technical White Papers
3. Security Policies
4. Risk Assessment
5. Contingency Plan
6. Security Test and Evaluation Plan and Results
7. Plan of Action and Milestones (POAM's)
8. Certification Statement and Accreditation Statement (C&A's)

5.0 Key Personnel Requirements

Security requirements and information for this Task Order are defined through the attached Department of Defense Task Order Security Classification Specification (DD Form 254) issued by SIGTARP. The level of facility clearance for this requirement is secret. This document is incorporated by reference in full, and included as an attachment to the PWS.

SECURITY CLEARANCE. All contractors assigned to this task order must be able to obtain the standard NACI secret security clearance.

Program/Project Manager

- Skill in providing overall direction, planning and management of network, management information systems, and computer telecommunications systems; internet and intranet sites and systems; mission support systems/applications, and management presentations.
- Skill in managing material and personnel resources, directing operations, and providing quality customer service to optimize the time, cost, and value of the information systems.
- Skill in creating project management plans and schedules, monitoring progress and performance, integrating multiple projects and tasks.
- Knowledge of project management methodology to include Project Scope Management, Time Management, Cost Management, Quality Management, Resource Management, Communications Management, Risk Management, and Project Procurement.

- Knowledge of policies, directives, and systems requirements of Office of Management and Budgets (OMB) for information technology services.

Security Specialist

- Comprehensive knowledge of security programs including security technology assessment; virus protection; computer facility protection; hardware security; software security; security of databases; data encryption; data communications and networking; monitoring; security on the Internet/Extranet/Intranet; security for personal computers and laptops; and local area network security.
- Skill in the development of advanced policies, procedures, and strategies to ensure information systems reliability and accessibility, and to prevent and defend against unauthorized system access.
- Skill in applying IT concepts, principles, methods and practices to meet information security policy and planning requirements.
- Knowledge of network and systems design to ensure implementation of appropriate systems security policies.
- Skill in conducting risk and vulnerability assessments of planned and installed information systems to identify vulnerabilities, risks, and protection needs and conduct systems security evaluations, audits, and reviews.
- Knowledge of system compliance documentation and ensure systems are in compliance with OMB security policies and regulations.

Senior Systems Analyst

- Skill in researching, planning, development, acquisition, testing, customization, integration, implementation, maintenance, and deployment of software applications required for administration and mission support.
- Knowledge of a broad range of technology based solutions that require advanced knowledge and experience in and application of sound principles in policy and standard development; infrastructure planning and operations; risk management and information security; and OMB Exhibit 300 business case development.
- Skill in determining appropriate IT products or services with clients or customers to define project scope, requirement, and deliverables.
- Skill in designing or conducting analytical studies, cost-benefit analyses, feasibility analyses and product and service evaluations.
- Skill in system design development, specifications for each application module, post-design and post-implementation reviews of application/systems.
- Skill in developing guidelines, standard operating procedures (SOPs), bulletins and flyers concerning the operation/use of systems, services, and activities.
- Knowledge of system design, programming, database design, and adapting commercially available software to ensure the efficient integration between systems as well as compatibility with local area network (LAN) and wide area network (WAN) infrastructures.
- Skill in evaluating computer and customer usage and customer support requirements based on current usage patterns.

Senior Network Engineer

- Skill in the design, installation, configuration, testing and operation of networked systems and network equipment.
- Skill in the analysis and definition of network requirements, network architecture, physical and logical structure of networks and data stores and investment strategies to ensure mission requirements are met.
- Skill in the recommendation of capabilities-based infrastructure improvements for normal and contingency operations.
- Skill in planning, scheduling, and executing the implementation of network components including network servers, hubs, routers, and switches and operating systems software.
- Knowledge of the development and updating of network operation, recovery and backup procedures; change management procedures; service delivery standards; capital planning for infrastructure expansion; and network productivity data.
- Skill in close coordination with the IT security policies and architecture.
- Knowledge of security monitoring tools, firewalls, virus walls and intrusion detection systems are operational 24x7 and compliant with information assurance protection requirements and industry best practices.

6. Quality Control Plan (QCP)

The Contractor shall develop and maintain a quality control plan to ensure services are performed according to the Performance Work Statement (PWS). The plan shall be submitted for the Contracting Officers approval with the Contractors proposal. The Contractor shall implement procedures to identify, prevent, and ensure non-recurrence of defective services.

The Contractors quality control plan shall include these elements:

- Performance objectives in the Performance Requirements Summary (PRS);
- Method and timeframe for responding to customer complaints;
- Progress meeting with Government representatives, when necessary.

7. Quality Assurance Surveillance Plan

The Government will periodically evaluate the Contractor's performance in accordance with the Quality Assurance Surveillance Plan (QASP) to be submitted by the COTR upon receipt of the QCP. The purpose of the QASP is to ensure reliable, uninterrupted services are provided in accordance with the Performance Work Statement.

The Governments QASP includes the following elements:

- Acceptance of the Contractors Quality Control Plan;
- Periodic inspection of the Contractors work;
- Communicating customer complaints; &
- Progress meetings with the Contractor, when necessary.

The implementation of this QASP does not relieve the Contractor of the responsibility to implement and abide by the Quality Control Plan incorporated into the task order. At the

Contracting Officer's discretion, the Contractor may incur a negative past performance comments for lack of compliance with the Quality Control Plan. Additional performance requirements will be addressed at the individual task order level.

8. Methods of Surveillance - COTR Evaluation

This method employs continuous monitoring and evaluation by the COTR. The Government retains the right to inspect all requirements of the task order. Unacceptable performance will be recorded and the Contractor shall be required to correct the unacceptable condition within a 24-hour time period. If the Contractor does not correct the unacceptable condition within 24-hours, the COTR will notify the Contracting Officer who will take appropriate administrative action for unacceptable performance.

9. Task order Administration

In no event shall any understanding or agreement, task order modification, change order, or other matter in deviation from the terms of this task order between the Contractor and a person other than the CO be effective or binding upon the Government. The CO is the only person authorized to make or approve any changes in any of the requirements of this task order and, notwithstanding any provisions contained elsewhere in this task order, that authority remains solely with the CO. Should the Contractor make any changes at the discretion of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the task order price to cover any increase in the costs incurred as a result thereof.

10. Non-Personal Services

This task order is a non-personal service task order as defined in Federal Acquisition Regulation 37.101. Therefore, it is understood and agreed that the personnel assigned to this order: (1) shall perform the services specified herein as independent Contractors, not as employees of the Government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility complying with all technical requirements or constraints attendant to the performance of this order; (3) shall be free from supervision or control by any Government employee with respect to the manner or method of performance of the services specified; but (4) shall, pursuant, to the Governments right and obligation to inspect, accept or reject the work, comply with such general direction of the Contracting Officer (CO).

11. GOVERNMENT FURNISHED EQUIPMENT, INFORMATION, AND MATERIALS

The following Government furnished property (material, equipment, and/or information) will be provided through the duration of this task order:

- Office with standard office furniture & equipment (i.e. desk, chair, computer and associated software, access to a printer and copier, etc);
- Appropriate work space and access to systems, as needed;
- Other software tools, as needed.

As determined by mutual agreement, the Government will provide additional equipment, information, and materials that may be required in the performance of each task. At the request of the Government, the Contractor shall immediately return any Government furnished

information.

12. HOURS OF WORK

Services are to be provided during normal operating hours. Normal duty hours are 7:00 AM to 5:30 PM, Monday through Friday, with the exception of federally observed holidays.

13. FEDERAL HOLIDAYS

Except as specified by the Contracting Officer (CO), services shall not be required on the following Federal holidays: New Year's Day, Memorial Day, Veterans Day, Presidential Inauguration Day, Independence Day, Thanksgiving Day, Martin Luther King Jr. Day, Labor Day, Christmas Day, Presidents Day, Columbus Day.

14. UNFORESEEN GOVERNMENT FACILITIES CLOSURES – WORK AT GOVERNMENT FACILITY

In the event of an unforeseen partial day closure of a Government facility, the Government will notify the Contractor within one hour after notification of the facility closure is received.

Performance Requirement Summary			
Requirement	Performance Standard	Monitoring Method	Incentive/Disincentives
PWS Section 2.1 to include corresponding deliverables outlined in PWS section 4.0	Completion of All Contractor Requirements	100% COTR Inspection and Acceptance	Positive or Negative Performance Evaluation Unacceptable performance may require the Contractor to re-perform work at no additional cost to the Government.
PWS Section 2.2 to include corresponding deliverables outlined in PWS section 4.0	Completion of All Contractor Requirements	100% COTR Inspection and Acceptance	Positive or Negative Performance Evaluation Unacceptable performance may require the Contractor to re-perform work at no additional cost to the Government.
PWS Section 2.3 to include corresponding deliverables outlined in PWS section 4.0	Completion of All Contractor Requirements	100% COTR Inspection and Acceptance	Positive or Negative Performance Evaluation Unacceptable performance may require the Contractor to re-perform work at no additional cost to the Government.
PWS Section 2.4 to include corresponding deliverables outlined in PWS section 4.0	Completion of All Contractor Requirements	100% COTR Inspection and Acceptance	Positive or Negative Performance Evaluation Unacceptable performance may require the Contractor to re-perform work at no additional cost to the Government.
Quality Control Plan	Completion of All Contractor Requirements	100% COTR Inspection and Acceptance	Positive or Negative Performance Evaluation Unacceptable performance may require the Contractor to re-perform work at no additional cost to the Government.