MIGRATION PLANNING GUIDANCE ATTACHMENT G

EVALUATION TEMPLATES

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Working for America

May 23, 2008
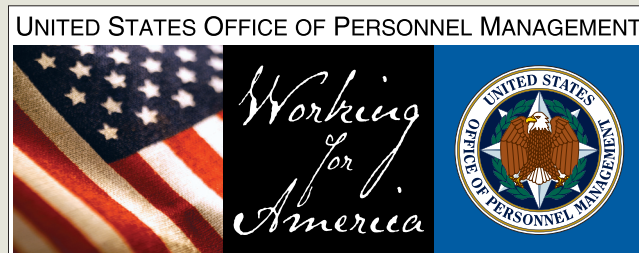
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Team Member (Print name): _____ Signature _____ Date _____

Functional Evaluation Criteria Risk Matrix   [Date: Month/Year]

This risk evaluation matrix is divided into evaluation sub-factors and elements. Evaluators should use this matrix in conjunction with the Functional Evaluation matrix, as follows:

1. Evaluate the risk of the functional response at the element level.
2. Determine an overall risk level for each sub-factor based on the sub-factor 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 a risk rating for the sub-factors. Evaluators must provide comments to substantiate their sub-factor 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 sub-factor level. See "Functional Risk Evaluation" below for additional instructions.

Functional Risk Evaluation

Evaluators are required to determine the risk level of the Offeror's functional capability and approach, but only at the sub-factor level. This level reflects the risk associated with the sub-factor 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)

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

Risk Rating	Definition
Low	Proposed solution is highly compliant with mandatory requirements and standards. 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 mandatory requirements and standards. 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 mandatory requirements and standards. Offeror is unlikely to become compliant by the time of migration even with an extraordinary commitment.
NR	Proposed solution is completely compliant with mandatory requirements and standards.

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
FUNCTIONAL RISK EVALUATION						
1. FEATURES AND FUNCTIONALITY						
c.2.D.1 Functional Description RFP p. ##	LOW	MODERATE	HIGH	LOW MODERATE HIGH NR	LOW MODERATE HIGH	
c.2.D.4 HR LOB Functional Compliance RFP p. ##	LOW	MODERATE	HIGH			
2. CHANGE MANAGEMENT						
c.2.D.2 Change Management RFP p. ##	LOW	MODERATE	HIGH	LOW MODERATE HIGH NR	LOW MODERATE HIGH	

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3. TRAINING

c.2.D.3 Training Approach RFP p. ##	LOW MODERATE HIGH	LOW MODERATE HIGH NR	LOW MODERATE HIGH	

4. CAPABILITY OF THE SOLUTION – "CORE" HR Functions

c.2.D.5.a Personnel Action Processing RFP p. ##	LOW MODERATE HIGH			
c.2.D.5.b Benefits Management RFP p. ##	LOW MODERATE HIGH	LOW MODERATE HIGH NR	LOW MODERATE HIGH	
c.2.D.5.c Compensation Management/Payroll Services RFP p. ##	LOW MODERATE HIGH			

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5. CAPABILITY OF THE SOLUTION — "Non-CORE" HR Functions

c.2.D.5.d HR Strategy RFP p. ##	LOW	MODERATE	HIGH			
c.2.D.5.e Organization and Position Management RFP p. ##	LOW	MODERATE	HIGH			
c.2.D.5.f Staff Acquisition RFP p. ##	LOW	MODERATE	HIGH			
c.2.D.5.g Performance Management RFP p. ##	LOW	MODERATE	HIGH	LOW	LOW	
c.2.D.5.h Compensation Management RFP p. ##	LOW	MODERATE	HIGH	MODERATE	MODERATE	
c.2.D.5.i Human Resources Development RFP p. ##	LOW	MODERATE	HIGH	HIGH NR	HIGH	
c.2.D.5.j Employee Relations RFP p. ##	LOW	MODERATE	HIGH			
c.2.D.5.k Labor Relations RFP p. ##	LOW	MODERATE	HIGH			
c.2.D.5.l Separations Management RFP p. ##	LOW	MODERATE	HIGH			

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