Database Transition Requirements

The following are general steps in the database transition effort for any award to other than the incumbent provider of the database services under the awarded contract. All offerors not proposing to use the incumbent contractor must provide their own detailed plan as an attachment to their technical proposal. The attachment shall follow the formatting restrictions for page layout (font, margins, etc.) prescribed for the main portion of the technical proposal. The Data Transition Attachment shall be labeled "Data Transition Plan," not include any price or cost information, and be provided only in Microsoft Word/Excel/Project and/or Acrobat PDF format.

The narrative shall describe the overall approach for establishing the data systems, collecting and transitioning the data, testing the systems, and transitioning the operations from the incumbent contractor. Information shall include the tasks required, task interdependencies, milestones/measures for completion, hours proposed by labor category, and elapsed time in calendar days required to complete the tasks for database transition. In addition, the narrative should discuss any areas identified for risk or uncertainty along with their potential to impact the schedule (time) and resources (hours) required. A Gantt chart is required with specific detail on the planned start and completion time for each task relative to the award start date along with task interdependencies and resources required.

The following is an example of the high level tasks involved (a much more detailed plan is expected with all required systems tasks).

1. All personnel on-board CAC access acquired
2. Detailed planning meeting tasks and resources assigned
3. Meet with incumbent to determine access to systems configurations/data/software
4. Contract for FEDRAMP Level 2 Compliant cloud
5. Acquire all software licenses
6. Cloud Systems Configuration in place
7. System Modules Transferred and Tested
8. System Data Transferred and Tested
9. User Access/Access Denial tested
10. Back-up System conversion Tested
11. Continuity of Operations Tested
12. DoD Systems Import/Export Tested
13. DoN Systems (search and public website) Developed/Tested
14. Helpdesk Management System Established and Tested
15. Query/Reporting Systems Tested
16. Final Data connection (i.e final data import all systems "live" for data input)
17. Individual Modules Responsibility Transition from Incumbent
18. Full System Responsibility Transition