PERFORMANCE WORK STATEMENT (PWS)
DEPARTMENT OF VETERANS AFFAIRS

Office of Information & Technology
Enterprise Cloud Solutions Office

Veterans Health Information Systems Technology Architecture Adaptive Maintenance:

VA Enterprise Cloud Security

Task Order PWS Version Number: 1.8
Date: 12/24/18

Contents

5.1.2 REPORTING REQUIREMENTS

The Contractor shall provide the COR with Monthly Progress Reports in electronic form. These reports shall reflect data as of the last day of the preceding calendar month. The Monthly Progress Reports shall cover all work completed during the reporting period and work planned for the subsequent reporting period. The report shall also identify any problems that arose and a description of how the problems were resolved. If problems have not been completely resolved, the Contractor shall provide an explanation including the plan and timeframe for resolving the issue.

Deliverable:

    A. Monthly Progress Report

5.1.3 PROJECT MANAGEMENT TOOLS

Contractors shall use the Project Repository as defined in the Data Rights (Section 7) of this Task Order for all project management tasks, including storage, tracking, and version control of all documents, reports, issues, and artifacts. Contractor is encouraged to incorporate the best available industry-standard plug-ins and extensions available to facilitate project management collaboration, tracking, and documentation automation (including Waffle, Zube, Zenhub, and others). Should project management artifacts contain confidential or sensitive information, these will be stored and protected per guidance in the Data Rights section in private repositories. If required, Contractor may use additional tools if available on the VA Enterprise Cloud with approval of the Project Manager and/or Business Owner.

The Contractor shall use Project Management Tools to:

1. Create, modify, update, version control, and deliver all project documents and documentation online with appropriate formats and licenses per Data Rights (Section 7)
2. Create, modify, update, and manage all project issues online with real-time collaborative web-based issue tracking
3. Track and manage all project milestones, goals, and objectives of the PWS as specified in sections 5.2 – 5.6.

The Contractor and VA PM shall determine which team members require access to the Project Repository.

5.1.4 PRIVACY & HIPAA TRAINING

The Contractor shall submit TMS VA Privacy and Information Security Awareness and Rules of Behavior Training Certificates and Health Insurance Portability and

7.0 RIGHTS IN DATA AND COMPUTER SOFTWARE

7.1 DATA RIGHTS

The Government retains full and unlimited rights to all artifacts (code, documents, materials) produced under this contract. All artifacts are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government.

7.2 PROJECT REPOSITORY

To facilitate the centralized management, reporting, collaboration, and continuity of access of all artifacts and deliverables produced under this contract, all artifacts and deliverables shall be developed, version-controlled, stored, and delivered on a single industry-standard public GitHub repository ("Project Repository") with clearly designated and appropriate industry-standard licenses and formats. Upon commencement of the contract period, the contractor shall establish the Project Repository, and provide a publicly accessible URL of the Project Repository to the project manager, contracting representative, and relevant government stakeholders.

The Project Repository shall be the complete, authoritative, inclusive, primary source of all artifacts developed under this contract, reflecting in real-time all contributions of all members of the development and management team. Designated developers and managers shall have full read-write (push-pull) privileges and share in real-time all development and management artifacts in progress in this collaborative environment. The government, all necessary stakeholders, and the public shall have contemporaneous read and download access of the same developer artifacts at all times throughout the lifecycle of the contract. All periodic management reports and/or technical artifact submissions to the government shall be derived from, and include the URL link, to the primary source artifacts in the Project Repository. By default, all artifacts of the Project Repository shall be hosted on a public GitHub repository.

Should a subset of content in the Project Repository contain proprietary, protected, or sensitive information or content, contractor may use a private repository for only this subset of content. A private repository shall be created and maintained as (a) either a private repository within the primary public Project Repository, or (b) within a repository managed within the private government network on Github Enterprise.

Should redaction of any code or data be required for any reason (security, privacy, or otherwise) this must be fully documented, fully automated, and nondestructive. A fully functional equivalent of any code or data must be provided as a replacement to maintain full functionality of all code and deliverables as specified. Source code shall be annotated inline to clearly indicate (a) the start and end points of any sections planned for redaction, (b) explanation for redaction (c) substitute code/data to replace reacted code/data with its functional equivalent (d) redaction-replacement scripts based on inline annotation of the source code/data and substitute code/data (e) verification scripts to demonstrate software

remains fully functional as originally intended, after redaction-replacement operation. The contractor shall provide the redaction-replacement scripts, and all replacement data/code on the Project Repository along with the source code they are associated with. Redaction-replacement scripts shall be run on a regular basis (at minimum once per week) such that the private (unredacted), public (redacted), and published list of all redactions are complete, consistent, and up-to-date at all times. To minimize such issues of redaction, developers shall modularize and isolate code from data definitions (such as network addresses) as much as possible via easily-replaceable configuration files.

All repositories, whether private and public, shall be maintained consistent and up-to-date by fully automated means. Independent of whether segments of the Project Repository are hosted on separate public and private repositories, the Project Repository shall be managed and considered as a single, inclusive logical unit spanning all repositories and artifacts. The government and authorized stakeholders shall have full access to all repositories, private and public, original and redacted-replaced, and an index of all artifacts and code, private and public, redacted-replaced, that correctly and comprehensively describes all artifacts.

All artifacts in the Project Repository shall have the following properties and data rights:

1. All data and metadata produced under this contract must be provided in nonproprietary industry-standard machine-processable, structured form on the Project Repository and carry an AGPL version 3 (or later) license. All data must include its corresponding, complete, correct, current operational metadata (schemes, models, data dictionaries) in machine-processable form, such that fully automated machine interpretation, extraction, translation, loading, and migration of all data to any future data storage system may be accomplished by a third party using industry-standard tools without any loss of information content or context. If the data is tabular, CSV is required; for all other data structures JSON is required. For metadata JSON-LD is required.

2. All code (software) produced under this contract shall be developed, version-controlled, and delivered in source code form with associated documentation in the Project Repository, such that real-time, contemporaneous third-party review and validation of all code in progress is possible. (i) The contractor shall clearly identify all source code as either original or derivative. All code that constitutes original works shall carry an AGPLv3 license. All code that constitutes derivative works must carry a compatible Open Source Initiative (OSI) approved free and open source license. (ii) All source code, dependent code, libraries, or third-party code shall be in portable, industry-standard languages. If the source code requires compiling or assembling, these shall be either industry-standard open-source compilers or assemblers, or shall be provided with the software under an OSI-approved license. (iii) All code must have corresponding documentation, version-controlled in markdown in the same repository as the source code, and contain at minimum an Installation Guide and a User Guide for the final delivered source code such that a third party may download, install and make full functional use of the delivered code as specified and intended. The Installation Guide must list all required third-party code, libraries or other dependencies.

3. All documentation and reports produced under this contract must be created, updated, and managed as text files in machine-processable industry-standard markdown, be under continuous version control on the Project Repository, and carry an AGPLv3 license. All documentation and artifacts must be fully accessible and readable without any special tools using only a web browser. The authoritative and most up-to-date version of all documentation is the markdown source on the Project Repository. Should a static snapshot of the documentation be required for offline use at any time (such as Word or PDF format), contractor shall use a fully automated documentation generator to produce static snapshots from the markdown source. All edits, updates, and amendments to any documentation must be through changing the markdown source - not by editing the generated static documents - and then regenerating the static document. All generated static documentation must have clearly printed date-of-generation on each page to identify the date of the snapshot. Approved markdown formats include GitHub Markdown and Docbook.