

General Services Administration
Federal Acquisition Service
Technology Transformation Services
Centers of Excellence
[1800 F Street NW](#) | [Washington, DC](#) | [20405](#)

{{CoE-Acquisition}}

Acquisition Plan

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Plan ID	TBD
Project Title	{{CoE-Acquisition}}
Plan Status	Draft
Project Number(s)	TBD
Solicitation Number	TBD
Estimated Dollar Value	{{Estimated-Dollar-Value}}
Nature of Action	{{Type-of-Order}}
Region	Central Office
Requiring Agency	General Services Administration
Team	Centers of Excellence
Project	{{AP-abbrev}} {{Phase}} {{Center}}
Place of Performance: State	District of Columbia

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Acquisition Plan - {{CoE-Acquisition}}

Place of Performance: <i>City or Cities</i>	Washington, DC
High Risk?	Yes
Small Business Set-Aside?	TBD
General Counsel Participation Needed?	Yes
Level of Competition	TBD

In accordance with FAR Part [7.105](#), the following acquisition plan will be implemented for this procurement.

7.105(a) Acquisition background and objectives

7.105(a)(1) Statement of need

The mission of the General Services Administration (GSA), Technology Transformation Services (TTS), Centers of Excellence (CoE) is to accelerate Information Technology (IT) modernization across Government to improve the public experience, improve outcomes, and reduce legacy IT spending across the Government. The CoEs accomplish this by centralizing top Government tech talent, leveraging private-sector best practices, and operating with a teaming mindset to collaborate across Government departments and agencies. To better align with the dynamic effects of such a transformation, CoE provides agency partners with a shared service solution for professional services.

{{MR-the-project}}

Contractual history

PROMPT

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This should be a copy/paste of everything in 'The project' section of the Market Research report from the second paragraph onwards.

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This should be a copy/paste of the 'Previous acquisition history' section of the Market Research report.

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Acquisition alternatives

There is no turn-key solution that would provide {{AP-abbrev}} with the ability to successfully achieve the objectives of {{CoE-Acquisition}}. **PROMPT**

Additionally, {{AP-abbrev}} lacks the internal capacity to achieve those objectives without the use of contractor support. **PROMPT**

7.105(a)(2) Applicable conditions

This acquisition will provide Implementation (Phase II) services in accordance with the [statement of need](#) section of this plan. Contractors will be required to implement the solution that arose out of the Discovery (Phase I) efforts that took place at {{AP-abbrev}} through the {{Acq-Center}}.

Compatibility requirements

The contractor must achieve the following objectives:

1. **PROMPT**. **PROMPT**.

These objectives should be achieved through the following tasks:

1. **PROMPT**.
 - a. **PROMPT**
 - b. **PROMPT**
 - c. **PROMPT**

The contractor must be able to operate in an environment that has the following restrictions:

- **PROMPT**

Known constraints

Cost

The cost estimated for this acquisition is {{Estimated-Dollar-Value}}. Additional information is provided in the [costs](#) section, below.

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Please provide whatever additional prompts are necessary to outline what alternatives were analyzed to reach the conclusion that this requirement is the optimal solution. What is included below is only a very high-level starting point of how this section would be built out.

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Please provide one sentence that summarizes the objective itself.

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Please provide details on what success for this objective looks like.

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This should be the "one sentence" listed above so that each task maps to the exact objective.

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This should be the tasks required to successfully achieve the objectives listed above.

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Please provide us with any "intangible" constraints, such as workforce resistance, no product owner or champion, intense silos, etc.

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Acquisition Plan - {{CoE-Acquisition}}

Schedule

The total period of performance (POP) will represent the entirety of the time during which the contractor will have to achieve the objectives of this procurement. Additional information is provided in the [delivery or performance-period requirements](#) section, below.

Capability/performance

The contractor will be working in an environment with the following operating constraints:

- **PROMPT**
- Solutions must comply with all federal systems security regulations, including the National Institute of Standards and Technology (NIST), the Federal Information Security Management Act (FISMA), and the Federal Risk and Authorization Management Program (FedRAMP).

Additionally, the contractor must collaborate with other teams at {{AP-Abbrev}} in the following ways:

- **PROMPT**

7.105(a)(3) Costs

The total cost is made up of \${{Base-value}} for the base period, \${{OY1-value}} for the first option period, and \${{OY2-value}} for the second option period. This estimate is representative of the anticipated cost to perform the services outlined within the section on [applicable conditions](#). Details on how the Government derived this number are outlined in the [Independent Government Cost Estimate \(IGCE\)](#).

Life-cycle cost

This is not a requirement to develop a specific system or systems. As such, this requirement does not constitute a major systems acquisition. Accordingly, the notions typically associated with life cycle planning (development, testing, production, fielding, operations and management and disposal) do not apply. As such, it is neither

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Please provide a few bullets on what success in this project looks like. For example, an PMO-type buy would be transitioned to full or majority Fed run, a dev-buy would be completed such that any fed or future contractor can access a repo and continue work on the project, etc.

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Acquisition Plan - {{CoE-Acquisition}}

appropriate nor possible to develop a life-cycle cost, as described in FAR [7.105\(a\)\(3\)\(i\)](#), for this requirement.

Design-to-cost analysis

This requirement does not specify required quantities, such as the number of tools to be developed and supported in any given performance period. The notion of "learning-curve" does not apply to this level of effort requirement, as the tools to be developed and supported over any given Period of Performance will necessarily change with the ever-evolving technology landscape. A discussion of economic adjustment factors does not apply, except insofar as estimated labor rates are anticipated to increase with time in accordance with the escalation rate used in existing cost estimate. Objectives are to be applied, tracked and enforced by way of established deliverables, and management information requirements provided in the solicitation. As such, a "design-to-cost" methodology as described under FAR [7.105\(a\)\(3\)\(ii\)](#) does not apply.

Should-cost analysis

This level of effort requirement cannot be associated with a "should-cost" analysis in accordance with FAR 7.105(a)(3)(iii). Analysis of contractors' historical costs, and determinations as to whether said contractors operate efficiently and economically, are beyond the scope of this requirement and the cost totals captured in this section.

7.105(a)(4) Capability or performance conditions

The acquisition team anticipates fulfilling this requirement by way of a solicitation using a Statement of Objectives (SOO). Contractors will propose a Performance Work Statement (PWS) in response to the solicitation, and the PWS will specify quantifiable performance criteria.

The acquisition team anticipates fulfilling this requirement by way of a solicitation using a Performance Work Statement (PWS) and a Quality Assurance Surveillance Plan (QASP) that will specify quantifiable performance criteria. Contractors will respond with a quote in response to the solicitation.

Performance requirements are outlined in detail in the [applicable conditions](#) section, above.

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7.105(a)(5) Delivery or performance-period requirements

The anticipated period of performance (POP) consists of one base period of one year and {{POP-options}} option periods of one year each.

The acquisition schedule and associated urgency is a result of the conclusion of the discovery efforts being undertaken at {{AP-abbrev}}, scheduled to occur on MONTH DD, 20YY. Per the CoE's efforts at {{AP-abbrev}}, there is a need for work to begin as close to that date as possible in order to ensure there is no lapse in CoE-related services.

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7.105(a)(6) Trade offs

The final award for this requirement will be based on best-value principles, utilizing the trade-off process. Accordingly, award will be made to the responsible and technically acceptable contractor whose response provides the greatest overall value to the Government, price and other factors considered.

The Government is more concerned with obtaining superior technical capabilities than with making awards at the lowest overall price to the Government. However, the Government will not make awards at a significantly higher overall price to achieve slightly superior technical value. Contractors will be advised that the technical evaluation factors combined are significantly more important than price.

7.105(a)(7) Risks

Technical

There is a [[low-moderate-high]] risk that proposing contractors will not be able to effectively implement the recommendations borne out of the work of the {{Center}} and the contractor team at {{AP-abbrev}} that worked together on Discovery efforts. To mitigate this, the Discovery contractor team was involved in the development of the recommendations upon which these requirements were built, ensuring that they are drafted in such a way that industry will comprehend and understand them.

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Acquisition Plan - {{CoE-Acquisition}}

Cost

There is a moderate risk associated with the determination that funding for this project would be considered IT funding. Should it be deemed as being IT funding-related, then Congressional approval will be required prior to being able to obligate funding.

There is a low risk associated with the availability of funding for this project. To mitigate this risk, the final draft of the request to industry will not be released until funding has been obligated.

Schedule

If Congressional approval is required for this procurement as a result of it being deemed IT funding-related, there is a high risk that there will be schedule delays based on legislative work schedules and other Congressional activities that may conflict with their review of the procurement package.

There is a high risk associated with the acquisition schedule of the order. It is aggressive in order to meet CoE timelines. While having to accept this risk, it will be mitigated through concurrent activities such as combined FAC briefings.

7.105(a)(8) Acquisition streamlining

This requirement has not been specifically designated as a requirement by GSA that is subject to acquisition streamlining, therefore plans to encourage industry participation, selecting and tailoring requirements, and setting a timeframe for establishing mandatory requirements are not required.

However, the CoE team prepared a Request for Information (RFI) to aid market research and to encourage industry participation in this acquisition. This RFI was published to {{RFI-GPE}} against Special Item Number (SIN) {{RFI-SIN}}. It was also posted to a CoE GitHub repository available at {{CoE-GitHub}} for informational purposes.

The RFI consisted of a draft solicitation, a Google Form for asking questions or providing comments, and another Google Form to respond to specific questions the

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Acquisition Plan - {{CoE-Acquisition}}

Government has as well as to provide feedback on the draft solicitation itself. That RFI was published on {{RFI-start}} and closed on {{RFI-end}}.

There were X respondents to the RFI. AA% were participants in North American Industry Classification System (NAICS) {{RFI-NAICS}}. Of those, BB% were categorized as small businesses in this NAICS. CC% are designated as Economically Disadvantaged Women Owned Small Business. DD% are designated as 8(a) businesses. EE% are designated as Small, Disabled Veteran Owned businesses. No other socioeconomic categories were identified.

Additionally, and for similar reasons as the RFI, the CoE team held a Virtual Industry Day. The Virtual Industry Day took place on {{VirtID-Date}} and was streamed live on YouTube. It was recorded and is now available on a GSA-controlled YouTube account at {{CoE-YouTube}}. There were {{VirtID-Attendees}} attendees as of {{VirtID-Time}} and approximately {{VirtID-Viewers}} as of {{Current-Date}}.

7.105(b) Plan of action

7.105(b)(1) Sources

The market research techniques used in coming to the sourcing decision align with the following techniques, recommended in FAR 10.002(b)(2):

- Market Research, Methods Used

CoE looked at whether this acquisition should be set aside for small businesses. It assessed known vendors who have successfully provided similar services by reviewing the results of recent market research undertaken to meet similar or identical requirements. The assessment found that the vast majority of similar orders have gone to small businesses. Additionally, the CoE team conducted industry days, reviewed literature published by research and advisory companies, and interviewed leading experts in their field. CoE concluded that this requirement should be a total set aside for small businesses on GSA Schedule 70. To ensure that we have adequate competition, it did not further set this requirement aside for a specific socioeconomic category.

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Acquisition Plan - {{CoE-Acquisition}}

The Government considered a small-business set-aside contract strategy given the RFI results. However, even though multiple small businesses were identified as capable of providing some of the required services, setting this requirement aside for small business may leave certain services unattainable as a result of the scale and size of this requirement. Further, a set aside would be based on the determination that the small business pool of respondents are technically qualified to perform all potential requirements, and that determination in this case would be based largely on unverified vendor assertions of previous experience by way of this RFI.

It is important to understand that the nature of this requirement, which requires the implementation of agency enterprise level IT capabilities, will necessitate a contractor with extraordinary skill, experience, and in many cases, substantial resources. This contractor will also need to call upon and leverage relationships with industry and Government leaders in order to implement the plans for modernization, many of which, including this requirement, will necessitate both retraining and reallocation of resources. Accordingly, it is imprudent to exclude from this high-visibility, strategic initiative those sources with a proven track record for implementing solutions on such a vast scale. In other words, while small business entities may be able to perform some aspects of a CoE implementation initiative, it is impossible to determine that the effort can be performed wholly by way of small-business level support. The collective expertise resident in those RFI respondents classified as Other Than Small Business (OTSB) is simply too great to exclude.

7.105(b)(2) Competition

Competition is a key feature of this acquisition. As described in the [acquisition streamlining](#) and the [sources](#) sections, above, CoE took steps to encourage industry participation, and thereby, enhance competition among contractors.

Full and open competition under the FSS program, and specifically, Schedule 70, is contemplated. Additionally, the solicitation will encourage the use of Contractor Team Arrangements (CTA) in order to promote participation and competition.

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Acquisition Plan - {{CoE-Acquisition}}

The award will be issued following evaluation of competing proposals, in accordance with the evaluation criteria summarized in the [source selection procedures](#) section, below.

Discussions related to components, subsystems, or spares are not applicable to this acquisition.

7.105(b)(3) Contract type selection

The Government intends to award a hybrid Firm-Fixed-Price (FFP) and Labor Hour (LH) contract type. This type of task order was chosen because of a reasonably definite functional and detailed set of specifications from which we can establish a fair and reasonable price at the outset. An in-depth analysis of this contract type was conducted within the Determination and Findings.

FAR Subpart [16.1](#) outlines the test all contracts must face in the contract selection process. For a procurement using the GSA Schedules, FAR Sections [8.404\(h\)](#) and [12.207](#) outline the specific guidelines under which an task order contract type must be selected.

As Section [16.103\(b\)](#) points out, Firm-Fixed-Price contracts (“FFP”) are for contracts that involve work that “can be predicted with an acceptable degree of certainty.” If that isn’t the case, “other contract types should be considered”, including Time & Materials (“T&M”) and Labor Hours (“LH”), which incidentally, is the preferable approach for an Agile software development procurement. The regulations surrounding FFP contracts are outlined in Subpart [16.2](#), T&M in Subpart [16.6](#), and LH in Section [16.602](#).

In Section [16.202-2](#), the FAR outlines the fact that FFP contracts are “suitable for acquiring commercial items” when there are “reasonably definite functional or detailed specifications”. One example is outlined in Section [16.202-2\(d\)](#) includes situations where “[p]erformance uncertainties can be identified and reasonable estimates of their cost impact can be made”.

As Section [16.602](#) points out, a LH contract is a type of a T&M contract, with the major difference being that “materials are not supplied by the Contractor.” Section [16.601\(c\)](#)

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Acquisition Plan - {{CoE-Acquisition}}

makes it clear that LH contracts "may be used only when it is not possible at the time of placing the contract to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence."

Applying the subsections that are applicable to this task order, specifically, we find similar rules:

- [8.404\(h\)\(3\)\(i\)](#) states "[a] time-and-materials or labor-hour order may be used for the acquisition of commercial services only when it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence."

[12.207\(b\)\(2\)\(ii\)](#) states a LH contract can be used when the Contracting Officer "[e]stablish[es] that it is not possible at the time of placing the contract or order to accurately estimate the extent or duration of the work or to anticipate costs with any reasonable degree of confidence".

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7.105(b)(4) Source selection procedures

Per the current milestones, the solicitation period will begin on MONTH DD, 20YY with proposals due on MONTH DD, 20YY. The projected award date is MONTH DD, 20YY.

Phased evaluation approach

The Government intends to utilize a phased approach for this procurement. To be considered for award, contractors must successfully pass through each phase. The technical evaluation will be made up of the following phases:

1. **First Phase:** Technical Challenge
2. **Second Phase:** Technical Volume, consisting of the Technical Approach, PWS, Management Approach, and Similar Experience
3. **Third Phase:** Oral Interview

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Please update if we're using a different evaluation process.

While pricing will be evaluated separately from the technical volume, it will be evaluated concurrently with the same.

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Acquisition Plan - {{CoE-Acquisition}}

Evaluation scale

First Phase

A contractor's ability to approach work similar to that envisioned by this solicitation will be evaluated on an **Acceptable/Unacceptable** basis. To be considered "Acceptable", the Contractor must address the following:

CHALLENGE QUESTION GOES HERE.

Contractor quotes failing to achieve an "Acceptable" rating will not be further evaluated.

Second Phase

A contractor's Technical Approach and PWS will both be evaluated using the following ratings:

- **Exceptional:** Quotations receiving an "Exceptional" rating will explain how specific methods or techniques will be used by the contractor to successfully achieve each performance objective associated with this solicitation. Further, "Exceptional" quotations will specify methods or techniques that will allow the contractor to exceed all performance objectives in a specific way that benefits the Government. Finally, "Exceptional" quotations will explain how the methods or techniques to be used by the contractor are free from issues requiring Government intervention to address.
- **Good:** Quotations receiving a "Good" rating will explain how specific methods or techniques will be used by the contractor to successfully achieve each performance objective associated with the solicitation. Further, "Good" quotations will specify methods or techniques that will allow the contractor to at least meet all performance objectives. Finally, "Good" quotations will explain how the methods or techniques to be used by the contractor either free from issues identified during evaluation, or are associated with issues determined during evaluation to be correctable. A quotation identifying methods or techniques that exceed all performance objectives will receive no better rating than a "Good" rating if that quotation contains correctable issues.
- **Poor:** Quotations receiving a "Poor" rating fail to meet the basic requirements of this solicitation. A quotation that fails to explain how specific methods or

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Acquisition Plan - {{CoE-Acquisition}}

techniques will be used by the contractor to successfully achieve any performance objective associated with the solicitation will receive a “Poor” rating. A quotation that specifies methods or techniques that fail to meet all performance objectives, or a quotation that contains uncorrectable issues will receive a “Poor” rating.

A contractor’s Management Approach and Similar Experience will be evaluated using the following ratings:

- **Very Likely:** Management approach and similar experience indicate that the contractor is very likely to perform the technical approach as proposed. Contractor’s approach mitigates all identified risks; demonstrates exceptional control over the proposed personnel or team; and, displays substantial experience in the performance of similar requirements.
- **Likely:** Management approach and similar experience indicate that the contractor is likely to perform the technical approach as proposed. Contractor’s approach mitigates most identified risks; demonstrates satisfactory control over the proposed personnel or team; and, displays some experience in the performance of similar requirements.
- **Unlikely:** Management approach and similar experience indicate that the contractor is unlikely to perform the technical approach as proposed. Contractor’s approach does one of more of the following: mitigates few to none of the identified risks; demonstrates unsatisfactory control over the proposed personnel or team; or, displays little to no experience in the performance of similar requirements.

Contractor quotes failing to achieve at least “Good” and “Likely” ratings in all rated factors will not be further evaluated.

Third Phase

The portions of the oral interviews that are technical in nature, they will be evaluated according to the same scale as the Technical Approach and PWS submissions, outlined in **Section X.Y** of this RFQ. The portions of the oral interviews that are related to the management approach or similar experience, they will be evaluated according to

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Acquisition Plan - {{CoE-Acquisition}}

the same scale as the Management Approach and Similar Experience submissions, outlined in Section X.Y of this RFQ.

Pricing

Pricing will be considered separately from any of the other submissions. Prices will be evaluated with regard to whether discounted rates are offered or not.

Submission instructions

To satisfy each required factor, the contractor must submit the following:

1. **Technical Challenge Question Google Form** - The response must include answers to all the required questions
2. **Technical Volume Google Form** - The response must include answers to all the required questions in the Technical Approach, PWS, Management Approach (which will include Contractor Teaming Arrangement (CTA) / Subcontractor questions), and the Similar Experience sections.
3. **Pricing Volume Google Form** - The response must include an attached Pricing Sheet using the Excel template provided.

Please note: For any questions that indicate a character limitation, Google Forms considers punctuation (e.g., commas, semi-colons, quotation marks, etc.) and spaces as characters.

The contractor must also accept and understand the following:

- If any contractor has made any assumption as part of their quotation, they must identify and explain such assumptions in their Technical Volume submission. If technical assumptions are not noted, it will be expected that the contractors quotation reflects no technical assumptions for award and agrees to comply with all of the terms and conditions set forth in the solicitation. It is not the responsibility of the Government to seek out and identify any assumptions, conditions, or exceptions for each contractor's quotation.
- Contractors taking exception to any terms and conditions of the RFQ will not be considered for award.

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Acquisition Plan - {{CoE-Acquisition}}

- Incomplete quotes will be considered unacceptable and will not be further evaluated.
- Quotations must be submitted pursuant to the deadlines provided on the cover sheet, above.

Technical information submission process

First Phase Technical Challenge submission

Contractors are required to submit a response to the Technical Challenge Question via a Google Form. **This sentence will be a link to the Google Form and published via an amendment that will be posted no earlier than two business days before the close of the response period.**

The Technical Challenge Question response will be submitted as part of the overall quote and will be limited to 1500 characters (about 1/2 a page).

Second Phase: Technical and Management Approach submissions

Contractors are required to submit a response to this **Technical Volume Google Form**.

The Technical Volume response will be submitted as part of the overall quote. Various questions have various character limitations, outlined in the description of the relevant questions.

Technical Approach

The contractor must demonstrate their understanding of the Government's requirements by addressing individually and fully their technical understanding of the needs outlined in this solicitation and the technical methodology they will use to address those needs. The contractor's responses should describe the approach, methods, and techniques proposed to effectively achieve the performance objectives stated in this solicitation. Additionally, the contractor must outline any constraints they would face in achieving those objectives, and the operational requirements they would need to be successful.

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Acquisition Plan - {{CoE-Acquisition}}

Performance Work Statement

The contractor should describe their understanding of the performance objectives for the requirements (described in full in the statement of objectives section). The contractor's proposed PWS must contain all tasks and subtasks in response to the SOO.

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The contractor must discuss the following elements:

- Approach and methodology utilized to ensure that the Government's requirements are satisfied.
- Rationale for each task listed in the PWS and how the objectives will be achieved.
- Identify the personnel that will be designated as Key Personnel.

Management approach

The contractor must provide a narrative detailing their staffing approach, including how they will approach hiring to fill gaps to fulfill this requirement, and what skill sets, roles, and responsibilities of the individuals involved on their team. If subcontracting or teaming, the contractor must discuss their approach to working with their partner(s) in providing a solution to the objectives outlined within the solicitation, how they will support {{AP-abbrev}}'s requirements as a cohesive unit, and the nature of how they will work together as an integrated entity in general. Documentation of CTAs is required and will be confirmed. The contractor should identify all associated risks, and provide their strategy to mitigate each risk.

Similar experience

This criteria considers the extent of the contractor's experience as a firm in providing like or similar services. The contractor must explain in a detailed narrative how the characteristics of the selected experience are related to this solicitation. The contractor must detail its similar experience in a maximum of three (3) contracts, either public or private experience, that reflects and identifies experience on projects currently being performed or which has been completed within the last three (3) years. The contractor must describe the client, project title, scope of work, the period during which the work occurred, the dollar value of the work performed, the specific responsibilities of the contractor, major deliverables produced, performance measures/service levels applied,

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Acquisition Plan - {{CoE-Acquisition}}

any awards that were received for superior performance, quality assurance, risk management methodologies used, lines of communication used, and any problems or issues that occurred, and the corrective action taken. The contractor must provide point of contact data sufficient for the Government to verify the information.

Pricing information submission

The contractor is required to submit a response to this **Pricing Volume Google Form**.

The Pricing Volume response will be submitted as part of the overall quote. The main requirement is to use this **Pricing Sheet template**, without editing the structure, and submitting it in response to the appropriate question.

Prices submitted should reflect the following:

- Contractors are encouraged to provide discounts on their contract rates without compromising quality.
- Prices submitted should map to a contractor's GSA Price List.
- GSA Price Lists for the last three (3) years should be provided for verification that pricing does not exceed schedule pricing.
 - If submitting a quote as a CTA, each member must submit their GSA Price Lists for the last three (3) years as well.
- Evaluation of options under FAR [52.217-8](#) will be accomplished by using the prices offered for the last option period to determine the price for a 6-month option period, which will be added to the base and other option years to arrive at the total price. Evaluation of options will not obligate the Government to exercise the option(s).

Phase Three - Oral Interview

The oral interview associated with this RFQ does not and will not constitute discussions or negotiations as defined in FAR Part [15](#). The Government will not determine a competitive range, conduct discussions, nor solicit or allow revised quotes. The entire oral interview will be conducted remotely via video conference. Contractors must not bring or present slides, graphs, charts, or any other written or visual presentation materials nor will the Government accept or receive such materials.

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Agenda Item	Time Allotted
Team Introductions	5 minutes
Interview	30 minutes
Government Question and Answers	10 minutes
Total	45 minutes

Interview

The interview will consist of the contractor answering the Government's core questions related to the contractor's Technical Volume submission. While the technical factors are identified in the RFQ, the core questions are not. The questions are related to the contractor's technical understanding and methodology, proposed PWS, management approach, and similar experience. This part of the interview will not exceed 30 minutes (note: the entire interview will not exceed 45 minutes, as outlined above).

Government Question and Answer

During this time, the Government may ask questions on any information that had been presented by the contractor that the Government feels is unclear or needs elaboration. The Government questions may differ among the contractors based on what needs elaboration.

General Information

- **Location:** The interview sessions will be both remote and in-person. They will be conducted by video chat, though audio may be substituted as needed. The Government will coordinate and set up the virtual meeting space accordingly (by providing dial-in or links).
- **Date and Time:** The Government will schedule the date and time of the interview with each contractor after the RFQ closing date and receipt for technical understanding and methodology and PWS of "Good" or "Exceptional" and "Likely" or "Very Likely" for management approach and similar experience submissions. The Government reserves the right to reschedule any contractor's interview date at the discretion of the CO.

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- **Participants:** Contractors may include as many participants as it feels is necessary. Contractors are advised to have technical personnel present since the Government will ask technical questions during the interview. Type and number of participants included is at the contractor's discretion and is the full responsibility of the contractor. All proposed personnel currently employed by the quoter or its teaming partners must attend the session. The Government is most interested in hearing from staff that will have a direct role in performing on the task. After the oral interview, contractor must provide an email to confirm attendance with names of participants to the meeting organizers to the CO.

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7.105(b)(5) Acquisition considerations

We will utilize option periods that provide us the opportunity to not only continue efforts towards achieving the objectives of this requirement, but also the flexibility to plan for a shorter option period if needed (e.g., we need only half the final option period).

If equipment is to be purchased by the contractor, such equipment must be procured by way of the provisions for Order Level Materials (OLMs).

Performance criteria that apply to this effort are outlined in the QASP.

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The transition to a firm fixed price contract is discussed in the Determination and Findings.

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In accordance with the requirements outlined in OMB Circular A-130 and CoE's mandate to further IT modernization efforts, CoE will ensure the GSA CIO will review and approve this acquisition prior to award. As part of that review, which happens during the CIO's FITARA review, GSA CIO will verify the appropriateness of this solicitation as it relates to the mission and objectives associated with those IT modernization efforts.

Clauses we will incorporate into the solicitation:

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- Option Clause: FAR [52.217-8](#) - Option to Extend Services

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- Option Clause: FAR [52.217-9](#) - Option to Extend the Term of the Contract
- Option Clause: [GSAR 552.217-71](#) - Notice Regarding Option(s)
- A clause mandating compliance with 29 U.S.C. § 794d ("Section 508")
 - The contractor shall support the Government in its conformance with Section 508 throughout the development and implementation of the work to be performed. The following standard is applicable for compliance:
 - 1194.22 Web-based Intranet and Internet Information and Applications.
 - The contract should review the following websites for additional information on Section 508.
 - <https://section508.gov/>
 - <http://www.access-board.gov/508.htm>
 - <http://www.w3.org/WAI/Resources>

7.105(b)(6) Budgeting & funding

For IT funding-related procurements, {{AP-abbrev}} requires Congressional approval before being able to obligate funding. As a result, any contract activity assisting CoE will have to wait until that review has occurred and approval received.

At the moment, funds have been designated for the base period under Purchase Request X in the amount of \$YY,YYY.YY.

7.105(b)(7) Product or service descriptions

Based on the market research performed, the appropriate NAICS code is {{RFQ-NAICS}}. This NAICS code comprises establishments primarily engaged in {{NAICS-Description}}.

7.105(b)(8) Priorities allocations and allotments

There is currently no priority rating assigned for performance under this requirement. If the priority changes during the course of performance, GSA will obtain the appropriate rating and modify the task order accordingly.

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7.105(b)(9) Contractor vs. Government performance

The services to be provided under the contract do not constitute "Inherently Governmental Activity" per [OMB Circular A-76](#). The Government accordingly intends to contract to the private sector and the acquisition will not involve a comparison of Government versus contractor performance.

7.105(b)(10) Inherently Governmental functions consideration

The services to be provided under the contract do not meet the criteria of Inherently Governmental Functions (IGFs). These services are not listed among the specific examples of IGFs provided in FAR [7.503\(c\)](#).

7.105(b)(11) Management information requirements

All deliverables developed for this project are the property of the Government and shall not be used by the contractor for any other purposes. Deliverables required include:

Deliverable	Objective	Description	Assessment
Deliverable	Objective from above	Description of deliverable	Due: 30 calendar days after award and continuously updated on a per-sprint basis Criteria: {{AP-Abbrev}} approval of the first and following drafts.

The team intends to maximally utilize the Google Drive and/or other agreed upon location(s) for disbursement of documents.

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This is only an example of the type of language we're looking for, please modify as you see fit!

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All contractual records must be transferred to the Government for acceptance via submission through [GSA ASSIST](#). The contractor shall maintain records of the documents in accordance with FAR Subpart [4.7](#).

As this acquisition is neither for major systems acquisition, nor for a cost-reimbursement type contract, the successful contract need not possess or utilize an Earned Value Management System (EVMS). EVMS is not among the information requirements of this acquisition.

7.105(b)(12) Make or buy

The Government contemplates the use of no "make-or-buy" programs. The services to be provided are commercially available and accordingly, "make-or-buy" considerations in accordance with FAR [15.407-2](#) do not apply.

7.105(b)(13) Test and evaluation

This acquisition does not involve development of a major system and as such, does not involve a formal testing strategy or evaluation plan.

7.105(b)(14) Logistics considerations

Contractor performance will not include maintenance and servicing support. Notions such as reliability and maintainability do not apply to this order.

Performance requirements are outlined in the [acquisition considerations](#) section, above.

As this order will result in a specific implementation based on {{AP-abbrev}}'s needs, standardization concepts do not apply. However, the Government shall reserve the right to retain and reuse innovations, procedures, or tools developed via this order.

7.105(b)(15) Government Furnished Property

Should any Government Furnished Property (GPF) be required, it will be established at the time of award and throughout the POP as appropriate.

7.105(b)(16) Government Furnished Information

Should any Government Furnished Information (GFI) be required, it will be provided as soon as possible after award and through the POP as appropriate.

7.105(b)(17) Environmental and energy conservation objectives

The contract will acquire commercial services. As such, the environmental and energy conservation objectives of FAR Part [23](#), to include Renewable Energy, Hazardous Material Identification, and Recoverable and Biobased Materials do not apply to this acquisition. The 's requirement specification encourages a commercially available solution per the policy detailed in FAR [11.002](#). The requirement does not specify the acquisition of paper and accordingly, the provisions of FAR [11.303](#) do not apply.

7.105(b)(18) Security considerations

Contractor teams will have to obtain GSA badges, GSA Customer Affiliated Accounts (GACA), and access to certain Google Drive folders and Slack channels used by CoE. Additional security requirements, including those related to the protection and maintenance of Personally Identifiable Information (PII), will be identified at the time of award, if applicable.

7.105(b)(19) Contract administration

This acquisition will be administered by the following individuals, who will also monitor contractor performance:

1. Contracting Officer: Name
2. Contracting Officer Representative: Name
3. CoE Lead: Name

The COR responsibilities will be described in a COR Letter of Appointment, which will be provided at the time of award. The COR will verify that the contractor performs the technical requirements of the contract in accordance with the contract terms, conditions, and specifications. The COR will also monitor the contractor's performance

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Acquisition Plan - {{CoE-Acquisition}}

and notify the contractor of deficiencies observed during surveillance and direct appropriate action to effect correction.

Only the Contracting Officer has the authority to issue changes by issuing modifications.

7.105(b)(20) Other considerations

Data rights and ownership of deliverables

It is the CoE's intent that any data or deliverable created as a result of the work performed under this order, be committed to the public domain, if reasonable.

It is the intention of the CoE to consider committing the following items, among other items created during the period of performance, to the public domain: all data, documents, graphics, and code created under this call order including but not limited to, plans, reports, schedules, schemas, metadata, architecture designs, and the like; new open source software created by the contractor and forks or branches of current open source software where the contractor has made a modification; new tooling, scripting configuration management, infrastructure as code, or any other final changes or edits to successfully deploy or operate software.

The contractor must use open source technologies wherever possible. All licenses must be expressly listed in the deliverable. Regardless of license(s) used (e.g., MIT, GPL, Creative Commons 0), the license(s) must be clearly listed in the documentation.

If an open source license provides implementation guidance, the contractor must ensure compliance with that guidance. If implementation guidance is not available, the contractor must attach or include the license within the work itself. Examples of this include code comments at the beginning of a file or contained in a license file within a software repository.

If the contractor needs to use work that does not have an open source license, the contractor is required to request permission from CoE, in writing, before utilizing that work in any way in connection with the order. If approved, all licenses must be clearly

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set forth in a conspicuous place when work is delivered to CoE and must be owned, without any restrictions, by the Government.

All other matters germane to this acquisition have been addressed.

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