

General Services Administration

Federal Acquisition Service

Technology Transformation Services

Centers of Excellence

1800 F Street NW | Washington, DC | 20405

OPM Mainframe D/R Plan Implementation

Request for Quote

Details

From: Francine Hemphill, Contracting Officer (CO), General Services Administration (GSA), National Capital Region (NCR), Federal Acquisition Service (FAS), Assisted Acquisition Services (AAS)

Issued for: GSA, FAS, Technology Transformation Services (TTS), Centers of Excellence (CoE)

Subject: Request for Quotation (RFQ)

Date: August 27, 2019

Set-aside: Not Applicable

Contract vehicles: GSA Schedule 70 SIN 132-8 Purchasing of New Equipment

GSA Schedule 70 SIN 132-32 Term Software

GSA Schedule 70 SIN 132-33 Perpetual software license

GSA Schedule 70 SIN 132-34 Software Maintenance Service

GSA Schedule 70 SIN 132-40 Cloud

GSA Schedule 70 SIN 132-45 Highly Adaptive Cybersecurity Services (HACS)

GSA Schedule 70 SIN 132-51 IT Professional Services

GSA Schedule 70 SIN 132-55 Subscription Services

GSA Schedule 70 SIN 70-500 Order-Level Materials

Deadlines and response formats

Item	Date responses due	Format
RFQ Questions and Answers	SEPTEMBER 3, 2019 at noon, eastern	Google Form (see section 2.1 for details)
Minimum Technical Qualification	SEPTEMBER 9, 2019 at noon, eastern	Google Form (see section 4.2 for details)
Technical Volume	SEPTEMBER 9, 2019 at noon, eastern	Google Form (see section 4.2 for details)
Pricing Volume	SEPTEMBER 9, 2019 at noon, eastern	Google Form (see section 4.3 for details)

1.0 Statement of Work

1.1 Background

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.

The U.S. Office of Personnel Management (OPM) uses mainframe hardware to run two mission-critical workloads (Background Investigation and Retirement Service applications), and that mainframe hardware requires modernization. This hardware presents multiple challenges from maintenance, information security, and availability perspectives. While modernization is the final goal, OPM recognizes that stabilizing the current mainframe infrastructure is an initial step to implementing those modernization plans and OPM cannot neglect legacy infrastructure needs in the process. The CoE has been tasked to assist with the acquisition of modern mainframe hardware, and to

support local OPM resources as they plan, migrate, and utilize this new hardware to setup a more secure and redundant solution.

1.2 Purpose

The existing hardware (IBM Z12 mainframes) are nearing their end of life. They do not support several modern information security standards and are expensive to maintain. OPM has decided to proceed by upgrading their existing hardware to allow for a proper modernization process to take place while maintaining quality of service for the multiple workloads they support. The technical requirements provided in the Appendix outline that upgrade plan, and they are based on a recent performance capacity study. There is no need for a new study.

The two primary workloads that are currently being supported by the existing hardware and must be supported by the upgraded hardware that is the subject of this solicitation are:

- 1. Background investigation.** The National Background Investigations Bureau (NBIB)'s Federal Investigations Processing Center (FIPC) receives requests for investigation, processes the requests through an automated system, and serves as an entrance point for case-related and operational questions. Agencies may contact FIPC for assistance ordering investigations, obtaining access to NBIB's automated systems, or for information about NBIB investigative policies and procedures.
- 2. Retirement Service applications.** The retirement services (RS) mainframe systems includes multiple systems that support the retirement and human resources efforts of OPM and its partners. This mainframe serves as the system of record for many retirement services systems across the federal government. It also serves as the interface to industry actors, such as insurance companies, financial institutions, payroll vendors, etc., and all federal agencies.

1.3 Scope

CoE and OPM are seeking to obtain mainframe hardware, and the services associated with delivery and bringing them to “code 20” for each of their two data centers. The new mainframes will be delivered to two geographically-remote and OPM-owned data centers, located in Macon, GA and Boyers, PA or other federal government hosting

facility within the continental United States. They will be set up in a redundant failover setup for disaster recovery (D/R) by internal OPM resources.

These mainframes applications are written in multiple languages including IBM® Enterprise COBOL for z/OS®. Common Business-Oriented Language (COBOL) is a programming language similar to English that is widely used to develop business-oriented applications in the area of commercial data processing and can only run on IBM z/OS® systems. The redesign and implementation of these solutions in a different framework or language is a major undertaking. Any migration attempt will require prolonged development followed by regression and compatibility testing involving multiple parties. As such it is out of the scope of this engagement. The contractor must provide hardware that supports the currently implemented functionality.

In addition to the mainframes being upgraded there is an extensive network of peripherals providing storage, networking, and other functionality to the mainframes that must remain in production. Over years of software development OPM has extensively relied on IBM specific feature. These IBM features, including PPRC, Z-Synergy Services, zHPF, HiperPAV and SuperPAV, IBM global mirror, Pervasive Encryption, and others are relied upon for day-to-day operations and several steps of the underlying project. As such, all peripherals being ordered are expected to either be manufactured by IBM or completely compatible with all IBM features. No modification of OPM codebases, storage layout and grids, or networking topology can be safely implemented without risking the success of the underlying project. While we acknowledge other providers may have equivalent features available, an investigation by OPM has concluded that third-party hardware cannot be integrated seamlessly into the existing ecosystem and processes without notable investment in system modification and testing that is beyond the scope of this project.

1.3.1 Performance objectives

The contractor must achieve the following objectives:

- **Obtain and validate the required hardware outlined in the Technical Requirements** . Test the required “None Customer Set Up (CSU) hardware” prior to acceptance by OPM.
- **Deliver the hardware to Government owned or managed data centers.** The contractor must deliver all the required components, in a reasonable time as

defined below, to several government owned or operated hosting facilities within the continental United States.

- **Provide a limited warranty and service.** The contractor is expected to offer a limited warranty to all parts to cover damage during shipping and installation and standard one year warranty.
- **Bring the mainframes to “code 20”.** Once delivered the contractor is expected, with the cooperation of the data center staff, to unpack, construct, install and test new mainframes. In the industry this is referred to as bringing the mainframe to “code 20”. Only when all mainframes are at “code 20” will the mainframes be considered to be delivered to our team.
- **Provide ongoing support for license modification.** As the mainframe needs of OPM evolve the licensing requirements may change. The contractor must support OPM in its effort to optimize the available resources to its workload.

1.3.2 Deliverables

These objectives should be achieved through the following tasks:

- **Obtain and validate the required hardware.**
 - Review and verify compatibility of required hardware.
 - Obtain hardware with the license to resell each item.
 - Prepare a detailed inventory with serial and license numbers.
 - Validate that all parts are in working order.
- **Disaster Recovery short and long term licensing solutions**
 - Five periods of CBU short term 10 days of testing.
- **Deliver the hardware to OPM owned or managed data centers.**
 - Obtain required clearance to access and perform work in two data center selected by OPM.
 - Coordinate delivery scheduling to meet OPM migration timelines.
 - Deliver the designated hardware to each location.
 - Test each hardware component for transportation damage.
- **Provide a limited warranty and service.**
 - Establish the scope of the agreement.
 - Negotiate and establish terms of Hardware Maintenance Agreement.
- **Bring the mainframes to “code 20”.**
 - Unpack all components in each location.
 - Assemble each mainframe.

- Connect each mainframe to the provided power supply and network infrastructure.
- Perform initial power up of each mainframe.
- Run general diagnostic testing successfully.
- **Provide ongoing support for license modification.**
 - Establish periodic license usage audit. In this audit the contractor will define the kind of access or logs they require, and will generate a report comparing the purchased licensing charges of each application licensed by OPM via the contractor, including the z/OS operating system, with usage of said application, to assist OPM in identifying waste across their systems.
 - OPM requires that all agreements generated in during this acquisition be transferable, in whole or in part, without additional cost, to any other governmental body. The contractor is responsible to include a facility for these transfers within all agreements.
 - Provide a procedure for licensing modification to be triggered by OPM staff. Establishing the timelines and processes involved in modifying capacity or changing ownership.

1.3.3 Deliverables

Deliverable	Objective	Description	Assessment
Hardware Inventory	Obtain and validate the required hardware.	A full inventory of all delivered hardware.	<p>Due: At the time of delivery of the hardware to each data center.</p> <p>Criteria: OPM will validate that all items listed on the inventory match the delivered hardware, is in good condition, and has been installed properly. Additionally, OPM will verify that the</p>

			inventory matches the technical requirements document.
Hardware	Deliver the hardware to OPM owned or managed data centers.	All hardware as defined in the price sheet document should be delivered.	<p>Data devices (DASD and VTS) Due: Delivery is due within 14 days after award.</p> <p>Mainframes Due: Delivery is due within 60 days after award at the latest.</p> <p>Criteria: OPM will facilitate the contractor delivering the hardware to each data center and allow them to perform the initial setup of the systems.</p>
Setup report	Bring the mainframes to "code 20".	A report describing the setup and installation process of each mainframe, and the test performed to certify each mainframe as "code 20".	<p>Due: 75 calendar days after award.</p> <p>Criteria: OPM will validate that each mainframe is indeed in "code 20" as reported.</p>
License usage audit	Provide ongoing support for license modification.	An audit of current usage and performance, designed to optimize licensing utilization.	Due: 90 days after the award, then every 90 days thereafter.

			Criteria: OPM will review the results of the audit to assist in licensing decisions.
License modification and transfer procedure	Provide ongoing support for license modification.	A procedure for OPM to trigger when a modification for current licensing schema is deemed necessary or when transferred of ownership process involved in modifying capacity or changing ownership	Due: 30 calendar days after award. Criteria: OPM will review and approve the procedure.
Disaster Recovery Testing Plan	Provide ongoing support for license modification.	A procedure to test the disaster recovery facility using the provided Capacity BackUp (CBU) licenses.	Due: 60 calendar days after award. Criteria: OPM will review and approve the procedure after executing a test.
Facility for Transfers	Provide a facility for transfers within all agreements	An addendum to all agreements generated during this acquisition creating a facility to transfer, in whole or in part, any asset without additional cost, to any other, governmental body	Due: At time of RFQ. Criteria: OPM legal will review and approve the addendums.
Warranty	Provide warranty for hardware and	Provide an industry standard warranty agreement with	Due: At time of RFQ.

	software applications	related service level agreement	Criteria: OPM legal will review and approve the warranty and SLA.
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All reports and deliverables should be submitted electronically through GSA's electronic contract system (ITSS) at:

<https://portal.fas.gsa.gov/group/aasbs-portal/itss-home>

If deliverables are not able to be submitted in ITSS, the contractor shall submit a list in ITSS with the name/description of the deliverable, date submitted, and delivery format. Copies of all deliverables shall also be delivered electronically to the GSA COR. 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). EVM is not among the information requirements of this acquisition.

1.4 Operating constraints

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

- 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).
- Solution must be able to run z/OS 2.6 and support software developed to run exclusively on that platform.
- Contractor must be an approved reseller of IBM for mainframe hardware.
- Contractor must be able to provide the hardware mentioned here. A template price sheet to be submitted by the vendor that must include a detailed inventory of components for the hardware that must be provided as part of this solution are attached as an Appendix.

- Contractor must be able to be authorized to deliver the hardware to, and setup the delivered hardware in OPM owned and managed data centers in Macan, GA and Boyers, PA or any other government owned or operated hosting facilities within the continental United States of America

Additionally, the contractor must collaborate with other teams at OPM in the following ways:

- GSA IT for long-term planning.
- IBM Sterling Forest, NY data center to deliver DASD for D/R.
- OPM CIO, primary stakeholder.
- OPM Macon, GA data center team will facilitate access, power supply, and network connectivity to hardware deployed in the data center.
- OPM Boyers, PA data center team will facilitate access, power supply, and network connectivity to hardware deployed in the data center.
- OPM TRB Mainframe team will provide system administration, application deployment, migration, and maintenance of all mainframes.
- OPM OCISO team will provide information security supervision, and guidelines for the migration processes.

1.5 Period and place of performance

The period of performance (POP) for this order is twelve (12) months. The POP is expected to begin on the day of the kickoff, which is anticipated to be no later than fourteen (14) days after award.

The place of performance is primarily at GSA's headquarters, located at [1800 F St NW, Washington, DC 20006](#). However, work may be required to be performed at OPM's headquarters, located at [1900 E St NW, Washington, DC 20415](#), or at the contractor's offices. Additionally, work may be required to be performed at other locations, with travel and expenses to be paid in accordance with section 5.3 of this solicitation.

1.6 Order Type

The Government intends to issue a Firm Fixed Price task order under an existing contract under GSA 70 SIN 132-51 IT Professional Services and SIN 70-500 Order-Level Materials (OLMs).

2.0 Special Instructions

2.1 Questions

All questions concerning this RFQ must be submitted electronically through this [RFQ Questions & Answers Google Form](#) by the deadline provided on the cover page.

Questions should be written in a way that enables clear understanding of the contractors' issues or concerns. Statements expressing opinions, sentiments, or conjectures are not considered valid inquiries and will not receive a response. Further, contractors are reminded that the Government will not address hypothetical questions aimed at receiving a potential “evaluation” decision.

Answers will be provided as early as feasible. Similar questions may be answered by referencing a previous answer for efficiency.

2.2 Quotation requirements

A complete quote must include responses to the Technical Volume submission and Pricing Volume submission.

Responses to any Google Forms required for the responses must include answers to all questions marked as required. Additionally, wherever files are required, they must be uploaded in the exact format and file type indicated in the corresponding question.

If you are planning to utilize a Contractor Teaming Arrangement (CTA) or subcontractors, the team must ensure to list the names of those partners in your response or they will not be considered.

2.3 Oral interview

There are no oral interviews anticipated for this RFQ.

2.4 Conflicts of Interest

2.4.1 Potential Organizational Conflicts of Interest (OCI) statement

No award will be made until any potential conflict of interest has been neutralized or mitigated to the satisfaction of the CO in accordance with FAR Subpart [9.5 - Organizational and Consultant Conflicts of Interest](#). Acknowledgement of this statement is to be made within the Technical and Management Approach submission.

2.4.2 Conflicts of interest between Phase I and Phase II at OPM

For any contractor that was successful in obtaining an award for Phase I work at OPM, it is important to recognize the need to mitigate any potential conflict of interest for work related to this acquisition.

2.5 Communications before award

The contractor must direct all communications to the CO.

3.0 Basis of Award

This procurement is being conducted in accordance with FAR Subpart 8.4 - Federal Supply Schedules. This is not a FAR Part 15 - Contracting by Negotiation, procurement. All submissions in response to this RFQ are considered quotations and proposals or offers, even if labeled as such. The contractors will be required to agree to and be bound by all instructions, procedures, and rules of this RFQ. The Government is not obligated to determine a competitive range, conduct discussions, solicit final revised quotations, or use other techniques associated with FAR Part 15. The contracting techniques associated with FAR Subpart 15.3 do not apply.

3.1 Best value trade-off

The Government contemplates no trade-off of technical (non-price) criteria against price criteria. The Government contemplates award to the contractor best demonstrating technical superiority and likelihood of success, in accordance with the criteria, ratings, and relative importance of each criterion, as described below.

3.2 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:** Minimum Technical Qualification
2. **Second Phase:** Technical Volume, consisting of the Technical Approach and Similar Experience

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

3.3 Evaluation scale

First Phase - Minimum Technical Qualification

Minimum requirements are defined as follows. At the time of quote submission:

- The contractor must be an authorized government reseller of IBM Mainframes and a registered and certified IBM Partner. Contractor must provide the reseller agreement between themselves and IBM.

All information will be verified by the Government. Only quotes deemed as compliant will move on to the Second Phase. The quoter shall submit their response via the Minimum Technical Qualification section of the Technical Volume Google Form.

Second Phase - Technical Volume

A contractor's response to the Technical Volume Google Form, consisting of the Technical Approach and Similar Experience, must also include an uploaded a copy of all applicable warranties, purchase agreements, and SLAs. For any purchase agreements and SLAs, they must define purchase conditions, associated hardware modification costs, and service schedules for all leased hardware.

The responses will 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 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.

Pricing Volume

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. Prices must be submitted via the Price Evaluation Form. Proposed prices must be evaluated for reasonableness and consistency with industry standards.

In the event the Government modifies the order under FAR [52.217-9](#), accepted/awarded prices for the last Base Year will be used.

The Government also reserves the right to make no award.

4.0 Submission process

4.1 Submission instructions

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

1. **Minimum Technical Qualification and Technical Volume Google Forms** - The response must include answers to all the required questions in the Minimum Technical Qualification, Technical Approach, Similar Experience, and Required Files sections.
2. **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 contractor's 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.
- 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.

4.2 Technical information submission process

First Phase: Minimum Technical Qualification submission

Contractors are required to submit a response to the Minimum Technical Qualification section of the Technical Volume Google Form.

Second Phase: Technical Volume submission

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. It will consist of the contractor's Technical Approach and Similar Experience.

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.

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.
- Approach to satisfy delivery of the hardware as outlined in the deliverable table, including how the contractor will ensure "code 20" success.
- Service Level Agreement metrics that align with industry standards, it should also detail the availability and cost of warranty service to the mainframe and its peripherals in case of hardware failure. This agreement should also include hardware upgrade cost.

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 one (1) contract, either public or private experience, that reflects and identifies experience on a project 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, 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 points of contact data sufficient for the Government to verify the information.

4.3 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 or formulas beyond correcting it to add items to each Contract Line Item Number (CLIN), and submit 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).

- Any item provided as an Order-Level Material (OLM) must be identified as such in the CLIN table.

5.0 Administration

5.1 Points of Contact (POC)

The Government team consists of the CO, the Contracting Officer's Representative (COR), the Alternate Contracting Officer's Representative (ACOR), a CoE Lead, and (if applicable) a Technical POC (TPOC).

The CO for this buy is Francine Hemphill. Questions, comments, issues, or responses must be submitted through the methods outlined in this solicitation. Any other forms of communication will not be considered. After award, the CO will delegate most of the day-to-day tasks to the COR, ACOR, CoE Lead, and (if applicable) TPOC.

A delegation letter for both the COR and ACOR will be provided to the awardee, outlining the contractual roles and responsibilities of the COR and ACOR. The roles and responsibilities of the CoE Lead and TPOC will be provided no later than the kickoff meeting that will follow award. The names and email addresses of the entire team will also be provided no later than the kickoff meeting as well.

5.2 Quality management

The method of quality verification that will take place for each deliverable is outlined in the deliverables table in section 1.3.3, above.

5.3 Travel and Per Diem

Travel is anticipated as part of performance. If authorized as part of performance and as approved by the CO, COR, or ACOR, travel expenses may be reimbursed in an amount no higher than that allowed by [Federal Travel Regulations](#) (FTR) in effect at the time of travel. Normal commuting expenses, including but not limited to commuting expenses between GSA's headquarters and HUD's headquarters or the contractor's office, are not allowed per the FTR.

If approved in writing by both the CO and COR or ACOR before incurring such travel expenses, to be reimbursable, expenses must be:

- Allowable under the FTR;
- Approved by the CO and COR/ACOR prior to travel expenditure; and,
- Allocable and necessary to the services under this order.

Contractor must submit and receive “request for travel” approval from the CO and COR or ACOR at least two (2) weeks prior to the anticipated time of the travel, and must identify:

- Name of the traveler;
- Destination(s) including itinerary;
- Purpose of the travel; and,
- Cost breakdown.

Invoices for travel expenses must include original or legible copies of receipts as prescribed in the FTR including, but not limited to, the following:

- Actual airfare or other public conveyance expenses;
- Transportation including car rental expenses for each rental day; and,
- Lodging expenses.

Any burden added to the travel cost will be allowed only as defined in the contractor’s standard accounting practice or disclosure statement.

5.4 Badge and Key Control

The contractor must ensure that all keys and/or badges issued to contractor support personnel are accounted for and controlled. At a minimum, the contractor must be responsible for the following:

1. Ensuring keys and badges are only used by the contractor’s employees.
2. Prohibiting the opening of locked areas by the contractor’s employees to permit entrance of persons other than the contractor or appropriate Government employees engaged in the performance of assigned work in those areas.

3. Ensuring keys and badges issued to the contractor by the Government are not duplicated.
4. Ensuring keys and badges issued by the Government are not lost or misplaced.
5. Reporting the loss of any key or badge in writing to the COR and ACOR within six (6) hours of occurrence or at the beginning of the next scheduled workday, whichever occurs first.
6. In the event of a conflict between these requirements and those of a specific agency, the specific agency requirements must prevail.

5.5 Hours of Operation

Typically, expected program support must be required at a minimum between the hours of 9 am to 5 pm Monday through Friday, but may vary depending on circumstances. Personnel must be on duty at these times at the identified place(s) of performance necessary to provide the support services described. However, exceptions to these guidelines may be required as approved by the CO, COR, ACOR, CoE Lead, TPOC, or other individual identified by the CO, COR, or ACOR.

5.6 Transparency Policy

Contractors are advised that the Government reserves the right to publish documents associated with this acquisition on a publicly-available website, including any RFQs or their amendments, as well as question and answer exchanges with contractors without source-identifying information removed. The Government reserves the right to publish any other relevant information that is not confidential or proprietary in nature, but will not publish any source-selection sensitive information that would otherwise implicate procurement integrity concerns.

Upon award, the Government may publish the total price of the selected quotation and certain non-source-identifying data (e.g. the number of bids, the mean price, the median, and the standard deviation of price). During the performance of this order, the Government may similarly publish data related to project management (e.g. user stories, milestones, and performance metrics) and top-line spending data.

5.7 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 the Contracting Officer, in coordination with CoE,, in writing, before utilizing that work in any way in connection with the order. If approved, all licenses must be clearly set forth in a conspicuous place when work is delivered to CoE and must be owned, without any restrictions, by the Government.

5.8 Non-disclosure of Sensitive and Proprietary Information

The contractor must protect from unauthorized disclosure any materials or information made available by the Government, or that the contractor has access to by virtue of the provisions of this order, that are not intended for public disclosure. This includes disclosure to individuals within the contractor's company who are not specifically assigned to work on this order. To affirm and acknowledge this responsibility, the contractor must sign a "Non-Disclosure Agreement" to cover the entity itself.

All contractor employees assigned to perform under this order must sign a “Non-Disclosure Agreement and Conflict of Interest Statement”, affirming and acknowledging that the information, technical data or proprietary software to be made available in the performance of this order are restricted for Government use only. The Non-Disclosure Agreement and Conflict of Interest Statement is a permanent agreement and must survive the employee’s employment by the contractor. The Non-Disclosure Agreement and Conflict of Interest Statement must be signed by contractor employees prior to any work commencing on this order.

In the event that this order requires the contractor to gain access to the proprietary or sensitive information of Government agencies or organizations, the contractor must be required to execute written agreements with those entities, to protect the information from unauthorized disclosure and refrain from using it for any purpose other than for which it was furnished. A copy of all executed agreements must be delivered to the CO.

At the conclusion of the order, contractor representatives will conduct a thorough audit of the contractor’s facilities/files to ensure that no unauthorized information, technical data, or proprietary software exists in its possession.

5.9 Electronic invoicing process

GSA employs Electronic Commerce in Contracting to the maximum extent practicable. Contractors must use the GSA Assisted Acquisition Service Business System (ASSIST), also known as IT Solutions Shop (ITSS), at <https://portal.fas.gsa.gov> to submit invoices. All invoice information, to include attached documents, must be submitted to ASSIST via the Central Invoice Service (CIS).

For each invoice, the contractor must complete the required fields provided in ASSIST CIS and must attach a copy of the invoice. Assistance in using the GSA ASSIST CIS application and answers to related questions may be obtained via email at aasbs.helpdesk@gsa.gov or by calling (877) 472-4877.

The Invoice Form will include all active Contract Line Item Number(s) (CLIN) on the contract. The contractor must enter the invoice amount in dollars and cents for each CLIN.

Additional instructions may be provided by the CO, COR, or ACOR, immediately following the award of the contract or during contract administration to further enhance the use of Electronic Commerce in Contracting or to ensure compliance with GSA requirements or policies.

6.0 Clauses

FAR 52.252-1 -- SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

(<https://www.acquisition.gov/browsefar>)

(End of provision)

52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment

FAR 52.252-2 -- CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): (<https://www.acquisition.gov/browsefar>)

(End of clause)

FAR 52.203-18 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation (JAN 2017)

FAR 52.203-19 Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017)

FAR 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment

GSAR 552.212-4 - Contract Terms and Conditions—Commercial Items (Feb 2018)(DEVIATION FAR 52.212-4)

GSAR 552.232-39 Unenforceability of Unauthorized Obligations. (FAR Deviation Feb 2018)

GSAR clause 552.238-82, Special Ordering Procedures for the Acquisition of Order-Level Materials

FAR 52.232-18 Availability of Funds (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

FAR 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 5 calendar days before the contract expires.

(End of clause)

GSAR Clause 552.204-70 - Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.

As prescribed in 504.2105, insert the following clause:

Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (DEVIATION I) (AUG 2019)

(a) Definitions. As used in this clause-

“Covered telecommunications equipment or services”, “Critical technology”, and “Substantial or essential component” have the meanings provided in FAR 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Prohibition. Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Contractors are not prohibited from providing-

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) Representation. [Contractor to complete and submit to the Contracting Officer] The Offeror or Contractor represents that it [] will or [] will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This representation shall be provided as part of the proposal and resubmitted on an annual basis from the date of award.

(d) Disclosures. If the Offeror or Contractor has responded affirmatively to the representation in paragraph (c) of this clause, the Offeror or Contractor shall provide the following additional information to the Contracting Officer--

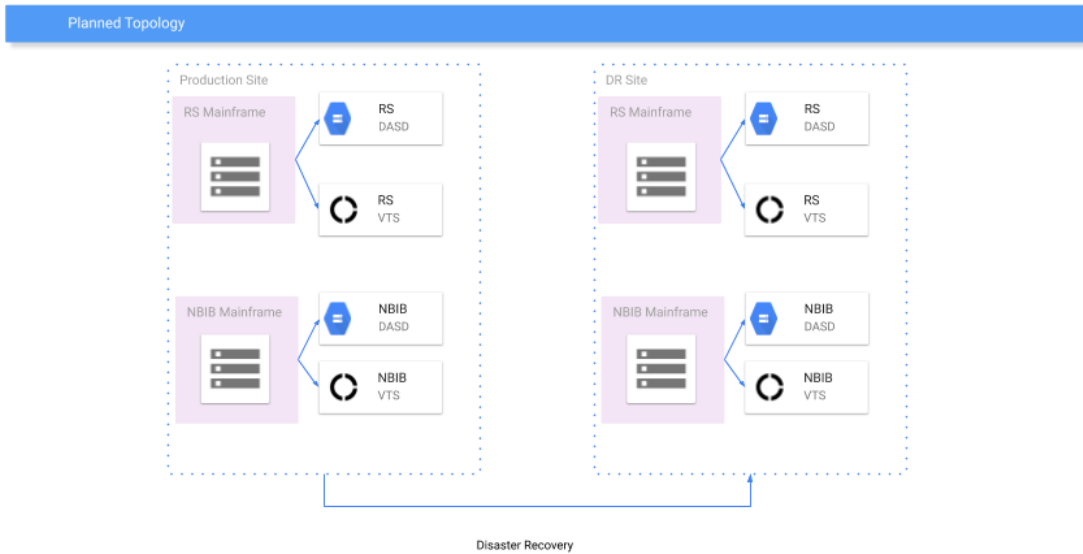
- (1) All covered telecommunications equipment and services offered or provided (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);
 - (2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;
 - (3) For services, the entity providing the covered telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and
 - (4) For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).
- (End of clause)**

7.0 Appendix

7.1 Planned topology

This image represents the planned topology of the OPM mainframes.

OPM Mainframe Topology



7.2 Technical Requirements

Please see [the file](#) with the same file name as the heading above in [our acquisition repository](#).

7.3 Migration Plan

Please note all dates below are target dates, not actual dates.

The Migration Process from the current setup (Old Production Site and Old D/R Site) to the new setup (New Production Site and New D/R Site) will be performed in four steps:

1. Storage device delivery and activation
 - a. DASD / VTS Delivery: 10/15 to 11/15
 - b. DASD / VTS Setup: Delivery + 15
2. Mainframe hardware delivery and activation
 - a. Mainframe Delivery to New Production and DR sites: 11/1 to 12/01
 - b. Mainframe setup (code 20): 12/15
 - c. Mainframe Cross System Waive period: 12/15 through 3/15
 - d. Engineering test: 12/15 through 1/15

3. Migration of Production Environment To New Production Site and D/R Environment to Old Production Site
 - a. Migration Production Environment from Current Production to New Production Site and D/R from Old Production Site to Old Production Site to TRB : 2/1 or 2/8
 - b. Customer Side Acceptance testing: 2/2 or 2/9
 - c. New Production Environment go live: 2/3 or 2/10
 4. Final migration of DR Environment From Old Production Site to New D/R Site
 - a. Migrate DASD from Old D/R Site to New DR Site : 2/20 through 3/1
 - b. DASD set up in New D/R Site: 3/1
 - c. D/R Migration from Old Production Site to New D/R Site: 3/1 or 3/8
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