UNITED STATES SENTENCING COMMISSION

Request for Proposal – RFQ1212791

VOLUME 1 – Technical Submission

04 August 2017

Submitted to:

|  |
| --- |
| Mr. Alex Mark |
| United States Sentencing Commission |
| One Columbus Circle, N.E., Suite 2-500 |
| Washington, DC 20002-8002 |
| E-Mail: amark@ussc.gov |
| Phone: (202 ) 502-1778 |

Submitted by:

|  |
| --- |
| Jyothi Bhargava, President and CEO |
| Swingtech Consulting Inc. |
| 7311 Hanover Parkway, Greenbelt, MD 20770 |
| E-Mail: jbhargava@swingtech.com |
| Phone: (301) 850-1685 |
| DUNS: 05233156 |



**Disclosure Statement**

*This RFP response shall not be disclosed outside the Government and shall not be duplicated or disclosed for any purpose other than to evaluate this submission. This restriction does not limit the Government’s right to use information contained in this RFP submission if it is obtained from another source without restriction. The data subject to this restriction is contained in all sheets marked with the following legend: “Use or disclosure of data contained on this page is subject to the restriction on the cover page.”*

**Proposals are due on Friday, August 11, 2017 at 5PM ET, via GSA eBuy submission along with an e‐mail copy to Finance@ussc.gov.**

TRANSMITTAL LETTER

August 4, 2017

Mr. Alex Mark, Contracting Officer

United States Sentencing Commission

One Columbus Circle, N.E., Suite 2-500

Washington, DC 20002-8002

Re: Request for Proposal (RFP) # RFQ1212791

Dear Mr. Mark,

On behalf of Swingtech Consulting Inc. (Swingtech), we are once again pleased to respond to the U.S. Sentencing Commission (USITC) Request for Proposal (RFQ1212791). As a rapidly growing SBA 8(a) firm, we are excited about the potential opportunity to additionally deliver on this requirement. Our exceptional team of experts, to include our Chief Technology Officer who served for 8-years as the CIO of one of the largest Defense Agencies, consistently deliver rapid, high-quality results that are based on proven best practices and outstanding past performance. We look forward to delivering outstanding results on our recent USSC win and look forward to hearing back from you and your team on this effort.

Warmest regards,

Jyothi Bhargava

President and Chief Executive Officer

E-mail: jbhargava@swingtech.com

Telephone: (301) 580-4924

Facsimile: (301) 850-3389

Table of Contents

PART I - EXECUTIVE SUMMARY / INTRODUCTION 1

TASK ONE (FFP) - Converting the legislative history of the Guidelines Manual (Appendix C) to HTML format 2

TASK TWO (FFP) - Identify the Amendment History for Specific Provisions of Guidelines in the Online Guidelines Manual 2

TASK THREE (FFP) - Identify the Amendment History for Application Notes of Guidelines in the Online Guidelines Manual 3

TASK FOUR – (LH with OYs) - Technical Training to Commission Staff 5

TASK FIVE – (LH with OYs) - Technical Support of New Functionalities in the Online Guidelines Manual 5

PART II - PAST PERFORMANCE 5

PART III - KEY PERSONNEL 5

PART IV - ASSUMPTIONS, CONDITIONS, OR EXCEPTIONS 6

DELIVERABLES 6

General Instructions

Assumptions Provided:

• Work will be performed at the Offeror’s site.

• Any material, services, or ODCs necessary for interfacing with issuers, Exchanges, or CMS Data Services Hub will be the Offeror’s responsibility.

• Deliverables will be produced in accordance with the deliverables table and maintained thereafter.

• Assume a quarterly update and/or revision cycle for applicable documents during option year periods 1 through 4.

• Assume staff ramp down during the transition out period.

• Assume approximately 18 required face-to-face meetings at the government’s Bethesda facility per year, and approximately 5 required face-to-face meetings at the government’s Baltimore facility per year.

# PART I - EXECUTIVE SUMMARY / INTRODUCTION

**Swingtech Consulting, Inc.,** is a Woman-Owned, U.S. Small Business Administration certified 8(a) and Small Disadvantaged Business (SDB). Founded in 2009 and headquartered in Greenbelt, Maryland, we are a professional services firm that does not just provide support - we solve deeply entrenched challenges! As a rapidly advancing integrator with a 7-year heritage of support to the Federal Government, including success within SCG, we have earned the trust of our customers by architecting, developing, implementing and maintain cutting-edge (and secure) solutions for their mission challenges. Swingtech has developed a strong record of accomplishment in the midst of successfully serving *7* *Federal Agencies*, to include the Department of Transportation (FAA), Department of Defense (DoD), Department of Commerce (DoC), Department of Health and Human Services (HHS), Department of Education (DoED), the National Science Foundation (NSF) and the Environmental Protection Agency (EPA). We look forward to delivery of exceptional results in support of our (recent) USSC win for the GUIDELINES MANUAL MOBILE APPLICATION DEVELOPMENT and hope to additionally do so with this effort.

In selecting our team, you will see that the difference is clear…it's in our DNA. We're a “we want it more,” obsessed-with-client-success consulting firm that is ready to introduce innovations to meet tomorrow’s needs. We're hungry for results and stop at nothing to deliver on every engagement. Serving as a fresh alternative to the traditional consulting choices, we will truly deliver the results (spanning XXXXXXXXXX areas) you should expect to advance your mission. Throughout this proposal, we will highlight our capabilities, our team, our participative approach and our ability to deliver these services with great success and little-to-no risk.

**The technical objectives identified at the inception of the project are as follows:**

1. Upgrade functionality of the online Guidelines Manual related to historical research of amendments by providing a method to display a list of amendments to each subsection of all guidelines (e.g., adding information callout boxes to specific guideline provisions identifying relevant legislative history for that provision). This would allow users to pinpoint relevant legislative history for the specific provision, instead of having to search the history of the entire guideline.
2. Making Appendix C available on the Commission’s website in HTML format to allow interoperability with the online Guidelines Manual.
3. Enhance functionality of the online Guidelines Manual through use of hyperlinks to Appendix C.
4. Upgrades and enhancements to the functionality of the online Guidelines Manual must apply responsive design principles as set forth by the U.S. Sentencing Commission.
5. All changes to the functionality of the online Guidelines Manual must take into account the overall security posture of the Commission’s website and function within the existing website structure and AO Hosting Branch constraints.
6. Making the new functionality of the online Guidelines Manual publicly available to end users.

**VITAL: Evaluation Criteria**

The offeror shall propose a technical approach to accomplish the tasks set forth in this solicitation that displays extensive knowledge of their ability to develop and maintain websites or interactive elements of websites. The description in the technical approach shall convey the anticipated approach to managing specific tasks in a way that will meet or exceed the requirements of the task, be on schedule, be within budget, and be completed with excellent quality. Completion of the Interactive Guidelines Manual on Web project should occur no later than twelve months after the kickoff meeting. The offeror is required to demonstrate and state in the proposal a work plan to complete Task One, Task Two, Task Three, Task Four, and Task Five. The following attributes are the primary selection criteria and are listed in order of priority. Offerors should address them all:

1. Quality of proposal, and particularly the vendor’s proposed technical approach. The proposal should address the vendor’s concept to execute each task of the project and describe in detail the resulting work product that meets all the objectives set forth above. The proposal should specifically identify the methods by which the vendor will work with Commission staff throughout the development process, as it is expected that Commission staff will provide ongoing subject matter expertise, supporting guidance, and timeline management.

2. Price. Project cost by task followed by option year pricing under Task 4 and Task 5.

3. Vendor’s successful prior experience, based on experience providing services that are similar in size, scope, and complexity as described in the statement of work, including experience that displays extensive knowledge in developing similar projects.

4. Professional experience and educational qualifications of key personnel identified to work on this project, with an emphasis on experience on similar projects

# TASK ONE (FFP) - Converting the legislative history of the Guidelines Manual (Appendix C) to HTML format

A. Appendix C is divided into several docs (some MS Word documents, other WordPerfect documents) totaling 1,564 pages

Swingtech Response to Task One, Part A – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

B. The HTML version of Appendix C must include the full content of the supplement divided into amendments with neat presentation in the form of headings and descriptions

Swingtech Response to Task One, Part B – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

C. The full text of each of the 804 amendments currently contained in Appendix C should be accessible individually

Swingtech Response to Task One, Part C – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

Task One resources/notes for writing team(s):

APPENDIX C, VOLUME I - Amendments 1 through 575

https://www.ussc.gov/sites/default/files/pdf/guidelines-manual/2016/APPENDIX\_C\_Vol\_I.pdf

APPENDIX C, VOLUME II - Amendments 576 through 662

https://www.ussc.gov/sites/default/files/pdf/guidelines-manual/2016/APPENDIX\_C\_Vol\_II.pdf

APPENDIX C, VOLUME III - Amendments 663 through 760

https://www.ussc.gov/sites/default/files/pdf/guidelines-manual/2016/APPENDIX\_C\_Vol\_III.pdf

SUPPLEMENT TO APPENDIX C - Amendments 761 through 804

https://www.ussc.gov/sites/default/files/pdf/guidelines-manual/2016/APPENDIX\_C\_Supplement.pdf

# TASK TWO (FFP) - Identify the Amendment History for Specific Provisions of Guidelines in the Online Guidelines Manual

A. Create a method to display a list of amendments relating to each subsection (as described in the Introduction/Background section above) of all guidelines. The method used to display this information should be clean and immediate, and should not take the user away from their current location on the site/page nor open any additional windows. The method should also be functional across multiple devices. Commission staff will work with the vendor to identify those amendments that apply to each guideline provision.

Swingtech Response to Task Two, Part A – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

B. The list of amendments listed should be arranged in chronological order.

Swingtech Response to Task Two, Part B – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

C. The amendment references listed should function as hyperlinks to the full text of the amendments in Appendix C.

Swingtech Response to Task Two, Part C – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

D. As existing provisions are amended and updated, the method used to display the list of amendments should be modifiable to add new amendment references as necessary. Modifying and updating content may be completed by Commission staff; therefore, the backend interface should be user-friendly for content contributors with varying degrees of Drupal knowledge/skill.

Swingtech Response to Task Two, Part D – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

E. As the Guidelines Manual is amended and updated, new provisions may be added to guidelines requiring the creation of new displays of amendment information for such new provisions.

Swingtech Response to Task Two, Part E – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

F. This task requires the most efficient method for displaying the information described above, for populating the list of amendments, and for creating hyperlinks.

Swingtech Response to Task Two, Part F – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

G. Successful completion of Task 2 will require making the new functionalities of the online Guidelines Manual (as described above) publicly available to end-users at the Commission’s website. However, before going live on the public facing Commission’s website, the new functionalities will need to go through a security certification/remediation process requiring the following steps:

Swingtech Response to Task Two, Part G – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

(i) The new functionalities of the online Guidelines Manual should be deployed onto a test copy of www.ussc.gov within the AO hosting environment for usability testing and acceptance.

Swingtech Response to Task Two, Part G(i) – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

(ii) The new functionalities of the online Guidelines Manual should be migrated onto a production copy of ussc.gov for security testing and remediation. Any issues identified by the AO security office should be remediated by the contractor at this stage.

Swingtech Response to Task Two, Part G(ii) – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

# TASK THREE (FFP) - Identify the Amendment History for Application Notes of Guidelines in the Online Guidelines Manual

A. This task would require adding the same functionality identified in Task Two (2) to the application notes of the commentary to all guidelines.

Swingtech Response to Task Three, Part A – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

B. Create a method to display a list of amendments relating to each top level application note of all guidelines. The method used to display this information should be clean and immediate, and should not take the user away from their current location on the site/page nor open any additional windows. The method should also be functional across multiple devices. Commission staff will work with the vendor to identify those amendments that apply to each guideline provision.

Swingtech Response to Task Three, Part B – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

C. The list of amendments produced should be arranged in chronological order.

Swingtech Response to Task Three, Part C – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

D. The amendment references listed should function as hyperlinks to the full text of the amendments in Appendix C.

Swingtech Response to Task Three, Part D – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

E. As existing application notes are amended and updated, the method used to display the list of amendments should be modifiable to add new amendment references as necessary. Modifying and updating content may be completed by Commission staff; therefore, the backend interface should be user-friendly for content contributors with varying degrees of Drupal knowledge/skill.

Swingtech Response to Task Three, Part E – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

F. As the Guidelines Manual is amended and updated, new application notes may be added to some guidelines requiring the creation of new displays of amendment information for such new application notes.

Swingtech Response to Task Three, Part F – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

G. This task requires the most efficient method for populating the list of amendments to be displayed, for populating the list of amendments, and for creating hyperlinks.

Swingtech Response to Task Three, Part G – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

H. Successful completion of Task Three will require making the new functionalities of the online Guidelines Manual (as described above) publicly available to end-users at the Commission’s website. However, before going live on the Commission’s public-facing website, the new functionalities will need to go through a security certification/remediation process requiring the following steps:

Swingtech Response to Task Three, Part H – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

(i) The new functionalities of the online Guidelines Manual should be deployed onto a test copy of www.ussc.gov within the AO hosting environment for usability testing and acceptance.

Swingtech Response to Task Three, Part H(i) – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

(iii) The new functionalities of the online Guidelines Manual should be migrated onto a production copy of www.ussc.gov for security testing and remediation. Any issues identified by AO security should be remediated by the contractor at this stage.

Swingtech Response to Task Three, Part H(ii) – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

# TASK FOUR – (LH with OYs) - Technical Training to Commission Staff

Provide training and knowledge transfer to allow Commission staff to provide technical maintenance and content updates to the new functionalities of the online Guidelines Manual through internal Commission resources.

Swingtech Response to Task Four – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

# TASK FIVE – (LH with OYs) - Technical Support of New Functionalities in the Online Guidelines Manual

Provide any additional technical support, as needed and requested by Commission staff, to ensure the new functionalities of the online Guidelines Manual are constantly running efficiently.

Swingtech Response to Task Five – MUST ADDRESS: (1) Our understanding of the requirement; (2) Our technical approach (succinctly) and the results that USSC can expect; (3) Our experience delivering on the approach cited (be specific).

# PART II - PAST PERFORMANCE

The evaluation of PP shall be based on the extent to which the offeror has prior experience developing and maintaining websites or interactive elements of websites, assigning knowledgeable staff who were valuable to the work performed, meeting deadlines for completing deliverables, demonstrating technical expertise in directing projects of this nature, providing quality products/services that complied with contract requirements and fostered customer relations in the interest of customer satisfaction. The offeror shall highlight experience that demonstrates successful work with government agencies similar to the Commission. “The offeror shall submit a minimum of three specific contracts under which the same or similar services were provided by the offeror. The offeror shall identify the key personnel proposed to work on the USSC’s contract and shall submit the following items for each: (a) Reference company/contract number (b) Contact person (c) Phone and (d) Brief description of task, including a statement describing the similarity by scope and complexity of the task to the work required for this task.

# PART III - KEY PERSONNEL

A. Project Director/Project Manager. The Project Director/Project Manager (if applicable) shall be the contractor’s staff person responsible for all work performed under this contract and shall be a single point of contact for the Contracting Officer (CO) and the Contracting Officer’s Technical Representative (COTR). Education and experience must include at least five years of experience in the successful management and oversight of a project of this size and scope.

B. Other Personnel Qualifications. Programmers assigned to this contract must be able to develop and maintain websites or interactive elements of websites. Programmers should have a minimum of two years of experience developing and maintaining websites or interactive elements of websites. Knowledge of the www.ussc.gov website and Administrative Office of U.S. Courts (AO) Hosting Branch is preferred.

Swingtech Response MUST INCLUDE:

Personnel Matrix with Task Areas

Personnel Resumes for Key Personnel (Tailored to the red requirements herein)

The evaluation of experience and qualification of personnel shall be based on the evaluation panel’s review of other work/sites submitted as examples of significant work by the proposed key personnel. The offeror shall include resumes of proposed key personnel. Each resume should include the following information:

(a) Full Name

(b) Functional responsibility

(c) Education (including, in reverse chronological order, colleges and/or technical schools attended (with dates), degree(s)/certification(s) received, major field(s) of study, and approximate number of total class hours). Chronological work experience for up to ten years that substantiates by involvement and duration the proposed skill, positions and services, including company name and phone number of immediate supervisor.

(d) A brief narrative relating work experience to the effort required herein.

(e) A dated and signed statement by the individual certifying that the information is true and accurate.

The Contractor must notify the COTR of any changes in key personnel assignment 30 days prior to making any personnel changes. When applicable, all contractors must be escorted by a Commission employee until such time as they have been given credentials allowing them building access.

# PART IV - ASSUMPTIONS, CONDITIONS, OR EXCEPTIONS

The offeror shall include all (if any) assumptions, conditions, or exceptions with any of the terms and/or conditions of this statement of work or solicitation. If no exceptions are noted, the offeror agrees to comply with all the terms and conditions set forth herein.

# DELIVERABLES

|  |  |
| --- | --- |
| **Deliverable Number and Description** | **Synopsis of our Approach** |
| 1. Development of a comprehensive work plan for each task as well as any necessary training for Commission staff on content updating and technical maintenance of the new functionalities of the online Guidelines Manual. | INFO HERE |
| 2. Monthly status reports: Due to the COTR detailing the development process of the new functionalities of the online Guidelines Manual. | INFO HERE |
| 3. Successful development of the new functionalities of the online Guidelines Manual that meets all the objectives set forth above. The overall security posture of the website(s) hosting the online Guidelines Manual must be considered in all phases of this project. The new functionalities of the online Guidelines Manual will reside on existing infrastructure (www.ussc.gov) within the Administrative Office of United States Court Hosting Services and will need to meet any technical and security protocols noted by the AO Hosting personnel. | INFO HERE |
| 4. Making the successfully developed new functionalities of the online Guidelines Manual publicly available to end-users. | INFO HERE |
| 5. Final Report: Due at completion and successful deployment of the new functionalities of the online Guidelines Manual. Detailed reporting identifying the new functionalities development process, list of software and security update activities, as well as programming language/code and all other script or program files used to maintain and update the new functionalities of the online Guidelines Manual. | INFO HERE |