[Department]  
[Agency]

**Statement of Objectives For Cloud Migration Services:   
Decommissioning Services, Equipment Disposition, Facility Disposition**[This SOO template is to be used for decommissioning IT of on premises infrastructure and/or physical facilities made obsolete after completion of a successful migration to the cloud. See also GSA’s other SOO templates for examples of solicitations for only the cloud resources such as IaaS, PaaS, etc.]

# [Month YYYY]

# TEMPLATE

**Introduction and Instructions**

This sample Statement of Objectives (SOO) describes the objectives and tasks for the final phases of a cloud migration program to include: *[Decommissioning Services, Equipment Disposition, and/or Facility Disposition].*

Offerors shall use this SOO with other applicable portions of the *[RFP/RFQ]* as the basis for preparing their proposal. Offerors shall ensure that all aspects of the SOO are thoroughly addressed in their proposals.

## Point of Contact

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# Purpose

This Statement of Objectives (SOO) describes the goals that the *[Department/Agency]* expects to achieve with regard to *[decommissioning services and disposition of equipment and/or facilities]*. The primary goal of this acquisition is to *[decommission services, dispose of Department/Agency equipment and facilities formerly related to migrated applications or services]* which will result in *[improvements in efficiency and sustainability].*

# Scope

This SOO addresses work associated with the following service, equipment, and facility activities:

1. *[Decommissioning services and applications.]*
   1. *[Revalidation that no dependencies on systems remain active.]*
   2. *[Service cessation resulting in a final release of related resources.]*
   3. *[Termination of support contracts for targeted services and applications.]*
2. *[Disposition of data center assets.]*
   1. *[IT hardware including servers, networking equipment, power supplies, racks, and cabling.]*
   2. *[Termination of related software licenses and maintenance contracts.]*
3. *[Disposition of facility.]*
   1. *[Facility hardware and physical plant equipment such as generators, UPS, HVAC, power conditioners, and fire suppression and security systems.]*
   2. *[Termination of utilities, data circuits, service contracts, and operation and/or maintenance contracts for both the facility and the facility hardware.]*
   3. *[Terminating data center leases.]*
   4. *[Restoration of facility to “turn-in” condition.]*

Agency strategy for acquiring cloud migration services should align to OMB’s 2018 Federal Cloud Computing strategy, “Cloud Smart.” This policy from OMB supplants 2010’s “Cloud First” strategy and the Data Center Optimization Initiative (DCOI), covered in OMB Memo 16-19. It emphasizes the need for federal agencies to a) ensure that cloud computing technology is a good fit that will provide better mission-focused outcomes and b) intelligently account for the procurement, security, and workforce implications of cloud migration by leveraging industry best practices and cross-government knowledge. [[1]](#footnote-1)

*[List any additional required services here that will support Department/Agency in these activities].* The *[acquisition vehicle name and number (for instance, GSA Schedule IT70 Cloud Special Item Number (SIN) 132-40]*, issued by *[Issuing Agency],* is hereby incorporated by reference. *[This makes clear that the terms and conditions of any GWAC or Schedule being used are also in effect here.]*

# Period and Place of Performance

The base Period of Performance will be *[xx (xx)]* months from the date of award with *[xx (xx) xx (xx)]* year options. Services will be provided at *[specify data center location].*

*[The Offeror may offer pricing where services are conducted in the United States and/or pricing where services could be conducted outside of the United States. Offeror should identify all locations where any services will be conducted. U.S. Based Prices are prices where the services are conducted within the United States. Worldwide Prices are prices where the services are conducted outside the United States.]* [[2]](#footnote-2)

# Background

Produced by the Office of Management & Budget (OMB), the September 2018 Federal Cloud Computing Strategy, “Cloud Smart,” outlines the impetus and benefits of migrating to cloud services, including cost savings, better security and delivery of faster mission-enabling services. The three complementary pillars of the new strategy integral to promoting cloud adoption are security, procurement and workforce. “Cloud Smart embraces best practices from both the federal government and the private sector, ensuring agencies have the capability to leverage leading solutions to better serve agency mission, drive improved citizen services and increase cyber security.”[[3]](#footnote-3)

The proposed services will support desired outcomes, including:

* *[Successful decommissioning of specified applications, solutions, and services.]*
* *[Efficient and policy compliant disposition in an environmentally sound manner of unneeded data center assets.]*
* *[Successful preparation of data center facility into “turn-in” condition.]*
* *[Successful data center facility cessation of operations.]*

The proposed services will consist of *[validation of readiness and decommissioning of services, solutions, and applications; disposition of servers and other IT assets by repurposing, recycling, or disposal; management of software licenses, service and maintenance contracts, and asset tracking for affected hardware; facility remediation and preparation to “turn-in” condition; and efficient final disposition of the data center facility and related physical plant elements including management of service contracts, maintenance contracts, utilities, data circuits, and asset tracking elements to support cost-effective, secure, and agile IT management.]*

# Current Environment

*[Provide a brief, high-level description of your agency’s current environment surrounding the outcomes and objectives for the current project. Depending on the scope, be sure to include the target applications or services to be decommissioned; the data center IT equipment to be disposed; and/or the data center facility to be shut down. Some examples of information elements appropriate to this overview include:]*

* *[Strategic operations or mission objectives]*
* *[Description of IT organization, infrastructure, etc. relevant to target applications and services and associated facilities.]*
* *[List of applications or services that have been previously migrated that are to be decommissioned along with their business purpose and context.]*

## *[Decommissioning Services]*

*[Please provide the current state architectural details (diagrams encouraged) of the target applications, solutions, and/or services to be decommissioned, shut down, and their related resources released. Include all logical operating structures and interfaces outlining the function of major components as well as related systems. List all formerly connected services and applications documenting all interfaces and dependent systems. Included elements may consist of:]*

* *[Hardware: Servers, including virtual machines, load balancers as appropriate, etc.]*
* *[Software: Notate operating systems, essential platform and middleware components, software packages, etc.]*
* *[Interfaces: Notate all prior interfaces to the target applications and services that will be moved to the cloud so they can be tested for inactivity. Include details for each including the type of interface, business function, frequency of use, and volume of data by number of records and/or aggregate size as appropriate.]*
* *[Security Categorization: Provide current system impact levels (low, moderate, high) for confidentiality, integrity, and availability as defined in FIPS 199].*
* *[Configuration Management: Provide appropriate details on Department/Agency configuration management systems and policies.]*
* *[Service and support contracts that exist for software, services, and solutions that are to be decommissioned. Notate contacts within the Department/Agency that can be support the needed changes or cancellations.]*

## *[IT Equipment Disposal]*

*[As applicable provide known details on the relevant hardware equipment that has reached its end-of-life or is otherwise ready to be repurposed. Detail whether the equipment has been through any process to determine suitability for reuse internally within the Department/Agency or has been declared excess and reported to the General Services Administration’s (GSA) GSAXcess system. The Defense Logistics Agency (DLA) handles electronic equipment end-of-life activities for Department of Defense property. Has the hardware already been declared for abandonment/destruction? Additional elements may include:]*

* *[Maintenance and Support Contracts: What hardware maintenance and service contracts related to the equipment can be cancelled or will require amendment?]*
* *[Asset Tracking: What systems will need to be referenced and updated?]*
* *[Approvals: Are there any Department/Agency-specific approvals required to dispose of equipment?]*
* *[Data Sensitivity: Provide system impact levels and data sensitivity details on security standards for the types of data utilized by the services and applications previously hosted on the hardware for the determination of data and equipment handling and standards.]*

## *[Facility Disposition]*

*[Provide a description of the facility to be closed. Include specifics such as the location, size, and physical plant details for the data center itself and also the encompassing structure to fully describe the context of the facility. Include whether the spaces are leased or owned, the final disposition state, and the “turn-in” condition required. Additional example details include:]*

* *[Physical plant equipment: Itemize physical plant details specific to the data center portions such as generators, HVAC, UPS, power conditioners, fire suppression and security systems, etc. that will need disposition.]*
* *[Utilities: List telecom, data circuits, electric, gas, and water as applicable that will need to be cancelled or modified.]*
* *[Service and Maintenance Contracts: Include contracts covering overall data center operations as well as individual physical plant elements like generators and primary or supplemental HVAC, etc. Also consider tangential services such as janitorial or waste pickup.]*
* *[Data Sensitivity: Application or service specific data sensitivity details such as Personally Identifiable Information (PII) should be detailed here.]*

# Objectives

*[This introductory paragraph should state the desired outcome of this acquisition and be based on the scope outlined in Section 2 above, referencing service decommissioning activities, data center IT equipment disposition, service contract adjustment management, physical facility construction (remediation) work, ancillary physical plant equipment disposition, and/or lease contract management as appropriate.]*

The overall objective is to *[decommission workloads, services, and applications; dispose of unneeded electronic equipment; and terminate facility operations; supported by comprehensive planning, transition, and support services].* To achieve this, these services must *[meet applicable business, technical, security, management, and administrative objectives. Services should be aligned with objectives of the enterprise service delivery model and support the agency’s ability to deliver future sustainable services.]*.

## Business Objectives

* + 1. Provide all support operations necessary to fully achieve *[Agency/Department’s]* goals as specified in Section 2*.*
    2. Provide maximum alignment to FDCCI requirements and federal property reuse and disposal process requirements, amplifying *[Agency/Department’s]* ability to achieve management objectives.
    3. Provide services that accommodate considerations from an enterprise perspective including impact on *[Agency/Department]* business units, contracts, management, and technical components *[application, infrastructure, and security]. [This should delineate both affected and necessary business units to achieve the decommissioning and disposition activities and can include stakeholders, impacted staff, business hours, and related agency contract and asset management processes and systems.]*
    4. *[Provide communications plan for all affected parties of the service and facility decommissioning(s) to ensure minimized operational disruption, customer satisfaction, successful organizational process changes, and alignment with Agency/Department’s policies, requirements and goals.]*

## Technical Objectives

* + 1. *[Provide all technical advisory services necessary to fully decommission the Agency/Department’s target services and applications to fully release associated resources for other use.]*
    2. *[Provide final state backup copies of data, logs, and files for applications and services that are decommissioned.]*
    3. *[Provide planning and management services to efficiently provide for the disposition of data center assets specified in Section 5.2 including the management of related service contracts.]*
    4. *[Provide efficient facility construction and management services to prepare the site for “turn-in” condition.]*
    5. *[Provide planning and management services to efficiently provide for the disposition of facility physical plant equipment specified in Section 5.3 including the management of related service contracts.]*
    6. *[Provide for the planning, management, and execution of the cessation of data center operations and related activities of the facilities specified in Section 5.3.]*

## Security Objectives

* + 1. Provide services consistent with the National Industrial Security Program Operating Manual (NISPOM)[[4]](#footnote-4) as appropriate to the security categorization of the equipment and systems specified.
    2. Provide for storage media data sanitization or destruction as appropriate consistent with NIST Special Publication 800-88 *[or other applicable standards and guidelines]*.
    3. *[List any additional Security and Privacy standards to which the contractor service/solution shall conform.]*

## Management Objectives

* + 1. Allow the contractor maximum flexibility to innovatively manage program cost, schedule, performance, risks, warranties, contracts and subcontracts, vendors, and data required to deliver effective decommissioning and disposition management services.
    2. Maintain clear government visibility into program cost, schedule, technical performance, and risk, including periodic reporting.
    3. Provide meaningful reporting and analytics that provide the *[Agency/Department]* with up-to-date and comprehensive information regarding technical and management performance.
    4. *[Provide a brief description on the management of subcontractor relationships and contracts. Outline the roles and responsibilities per party involved in the service and where key responsibilities reside.]*
    5. *[Provide a vendor management plan including risk analysis, evaluation, communication, performance, auditing, and dispute resolution.]*

## Administrative Objectives

* + 1. Coordinate with *[Department/Agency]* property management personnel concerning all activity relating to electronic equipment.
    2. Provide electronic equipment disposal services through R2 or e-Stewards Certified facilities in line with GSA Bulletin FMR B-34 Disposal of Federal Electronic Assets*[[5]](#footnote-5).*
    3. Provide asset disposition services in accordance will relevant federal, state, and local laws related to electronics reuse, recycling, and disposal.
    4. Employ environmentally sound practices as directed by Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance (Sec 2.i.iii)[[6]](#footnote-6) with respect to the *[Department/Agency]* disposition of all excess or surplus electronic products.
    5. Provide updates and coordination with *[Department/Agency]* asset management system.
    6. Provide environmental programs and policies that maximize outcomes providing best value to the government, including through the tracking and reduction of energy use, greenhouse gas emissions, and other negative environmental impacts, with respect to the scope of these objectives.

# Constraints

*[Provide any subsections normally used by the Department/Agency that are not covered by the GWAC or Schedule being used (named in Section 2), and as appropriate such as:]*

## *[Access Control]*

## *[Personnel Security Clearances]*

*[Provide support personnel who have <clearance: Minimum Background Investigation/Secret/Top Secret> at the vendor’s expense.]*

## *[Non-disclosure Agreements]*

## *[Accessibility]*

## *[Sensitive and Embargoed Data, etc.]*

*[Data Sensitivity: Application or service specific data sensitivity details such as Personally Identifiable Information (PII), equipment used with Top Secret data, etc. should be detailed here.]*

## *[Government Data Ownership]*

*[Government owns all data and is to be exported in a usable format upon termination.]*

## *[Operational Constraints]*

*[Examples include standard work hours and/or special scheduling restrictions, etc.]*

# Requirements Cross-Reference

The requirements in this Scope of Objectives can be cross-referenced with the requirements in the *[Acquisition Vehicle - see note in Section 2 regarding GWACs or Schedules]. [If necessary, use the table below to map the SOO objectives to additional requirements that appear in the Acquisition Vehicle].*

**Table 1: SOO to *[Acquisition Vehicle]* Cross-reference**

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| SOO Requirement Reference | Acquisition Vehicle Requirement Cross-reference |
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1. [https://cloud.cio.gov/strategy](https://cloud.cio.gov/strategy/) [↑](#footnote-ref-1)
2. Worldwide pricing is only applicable if the work location is not based at the customer’s site [↑](#footnote-ref-2)
3. <https://www.whitehouse.gov/briefings-statements/omb-announces-cloud-smart-proposal/> [↑](#footnote-ref-3)
4. <http://www.dss.mil/documents/odaa/nispom2006-5220.pdf> [↑](#footnote-ref-4)
5. <http://www.gsa.gov/graphics/ogp/FMR_Bulletin_B-34.pdf> [↑](#footnote-ref-5)
6. <http://www.whitehouse.gov/assets/documents/2009fedleader_eo_rel.pdf> [↑](#footnote-ref-6)