

**Periodic Table of Acquisition Innovations**

**Department of Education (ED): Grants Management (G5) Modernization & Integration Services**

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## **Periodic Table of Acquisition Innovations**

### **Department of Education (ED) Short Story on the Advisory Down-Select Technique**

#### **Grants Management (G5) Modernization & Integration Services**

Using the advisory down select technique allowed our evaluators to provide feedback during the solicitation phase. This not only helped narrow down the number of offerors to review, but also allowed companies the chance to evaluate whether it was in their best interest or not to move forward. Using this technique also allowed us to cut the lead time down from 45 days to 10 days to make award once the RFQ closed. Lastly, we saw a cost savings of about \$3M from the IGCE to the award amount. We believe that having the transparency and communication using the advisory down select contributed to this cost savings.



# **U.S. DEPARTMENT OF EDUCATION**

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## **Office of Finance and Operations**

### **Grants Management (G5) Modernization & Integration Services**

**Request for Quote (RFQ)  
Blanket Purchase Agreement (BPA)  
RFQ # 91990021Q0031**

**July 20, 2021**

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## **Section I - Overview**

### **Grants Management (G5) Modernization & Integration Services Request for Quote (RFQ)**

The Department of Education (ED) intends to award a single Blanket Purchase Agreement (BPA) under the General Service Administration (GSA) Federal Supply Schedule (FSS) for the Grants Management (G5) Modernization & Integration Services. The method of competition is Small Business Set-aside. The Request for Quote (RFQ) will be solicited under GSA MAS 54151S, Information Technology Professional Services, The North American Industry Classification Code System (NAICS) code is 541512 Computer System Design Services and the small business size standard is \$30.0 million.

#### **GSA Schedule**

At the time of award for this BPA and prior to the exercise of BPA options years, the Quoters must have a valid GSA Schedule in effect that covers the appropriate performance year of the BPA. Also the current Schedule must be posted at GSA Advantage in accordance with GSA terms and conditions. Failure to comply will result in the Quoters being ineligible for award or in the case of options the order/BPA may not be renewed. The Quoters shall notify the Contracting Officer no later than 12 months before its GSA schedule expiration whether or not they will be establishing a new GSA schedule, extend its current schedule or establishing a new schedule with similar scope.

The BPA established as a result of this RFQ will be based on the Quoters current GSA schedule contract and discounts provided. In the event that the successful BPA holder has their current GSA schedule contract canceled or it expires, or is awarded a new GSA schedule contract, the Government reserves the right to transfer the new GSA schedule contract if the current Schedule contract is canceled or expired and a new one has been awarded, but prior to doing that the Contracting Officer must ascertain that the new GSA Schedule does not contain terms and conditions unfavorable to ED and new price reductions are negotiated.

Requirement details, agency specific and GSA terms and conditions, and FAR Clauses will be incorporated and applicable to all orders awarded under the BPA.

#### **Transfer of Source Code, Software Licenses, and Accounts at Close of Contract**

Upon the completion of the period of performance or upon any other termination of this contract, Contractor shall provide the Government (1) all source code it develops or generates in the course of its performance under this contract; (2) all software licenses, including without limitation all licenses for development or automation tools, software embedded within equipment, or incorporated into application code, that it acquired or generated in course of its performance under this contract; and (3) all user accounts, service accounts, or developer accounts for cloud service providers Contractor acquired, generated or used in the course of its

performance under this contract. All such code, licenses, or accounts shall be the property of the Government; and shall be delivered to the Government within 30 days of the completion or termination of this contract, or as the ED Contracting Officer may from time to time direct during the progress of the work.

## **1. Authority**

Pursuant to FAR 8.405-3, a single Blanket Purchase Agreement (BPA) will be awarded to a single contractor as a result of this Request for Quote (RFQ) for the Department of Education (ED) Grants Management (G5) Modernization & Integration Services.

## **2. Term**

The BPA term is one (12) month base period and four (12) month option periods. The total contract duration if all options are exercised is five years.

### **2.1 Period of Performance (Actual date will be filled in at time of award)**

Base Period: Date of award (DOA) through 12 months

Option Year 1: 13 through 24 months

Option Year 2: 25 through 36 months

Option Year 3: 37 through 48 months

Option Year 4: 49 through 60 months

### **2.2 Order Period of Performance**

The BPA expires when the Contractor's GSA MAS contract, which the BPA is predicated upon, expires. Orders issued against the BPA will have their own period of performance, which may be up to five years. Orders issued prior to but not completed before the BPA expires shall be completed (including any order options) in accordance with the BPA Contractor's GSA Schedule contract FAR Clause 52.216-22.

### **2.3 BPA Volume**

The Government estimates, but does not guarantee, that the volume of purchases under the entire BPA will be approximately \$50 million over the BPA's five (5) year term. However, the Government is obligated only to the extent of authorized purchases actually made under the BPAs. There is no guaranteed minimum order quantity or dollar amount.

### **3. Place of Performance**

The primary place of performance shall be the Government at ED Headquarters offices, located at 400 Maryland Ave SW, Washington, D.C., 20202 and where system design development and integration activities will occur.

Meetings, and briefings are anticipated to be performed primarily at ED Headquarters offices, located at 400 Maryland Ave SW, Washington, D.C., 20202 or other Government-specified locations in Washington D.C.

### **4. Government Furnished Property (GFP)**

Specific requirements for Government-furnished property and/or Government-furnished information will be addressed in the Orders.

### **5. Order Type**

BPA Orders will be either Firm Fixed Price (FFP), Time and Materials (T&M) or a hybrid of both. Fixed hourly rates are applicable.

### **6. Attachment 9 –Pricing Workbook Template**

Fully-burdened labor rates include all direct labor and indirect costs applicable to that direct labor (such as fringe benefits, overhead, G&A), and profit. The fully-burdened hourly rates are ceiling rates. **ED is seeking price discounts from your GSA Schedule.**

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## CLAUSES

### 52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (OCT 2020)

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in paragraph (c)(1) in the provision at 52.204-26, Covered Telecommunications Equipment or Services--Representation, or in paragraph (v)(2)(i) of the provision at 52.212-3, Offeror Representations and Certifications--Commercial Items. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it "does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services" in paragraph (c)(2) of the provision at 52.204-26, or in paragraph (v)(2)(ii) of the provision at 52.212-3.

(a) Definitions. As used in this provision--

Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Prohibition. (1) 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. Nothing in the prohibition shall be construed to--

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

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

(2) Section 889(a)(1)(B) 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, 2020, from entering into a contract or extending or renewing a contract with an entity that uses 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. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to--

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

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

(c) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services."

(d) Representations. The Offeror represents that--

(1) It [ ] will, [ ] will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that--

It [ ] does, [ ] does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

(e) Disclosures. (1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded "will" in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment--

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services--

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded "does" in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment--

(A) 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);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services--

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(End Of Provision)

#### 52.204-25 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2020)

(Reference 52.204-25)

#### 52.204-26 COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES--REPRESENTATION (OCT 2020)

(a) Definitions. As used in this provision, "covered telecommunications equipment or services" and "reasonable inquiry" have the meaning provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(c) Representations. (1) The Offeror represents that it [ ] does, [ ] does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(2) After conducting a reasonable inquiry for purposes of this representation, the offeror represents that it [ ] does, [ ] does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services.

(End Of Provision)

#### 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (JUN 2020)

(Reference 52.212-1)

#### 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

(Reference 52.217-5)

#### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of Clause)

#### 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/browse/index/far>

<https://www2.ed.gov/policy/fund/reg/clibrary/edar.html>

(End of Provision)

#### 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/browse/index/far>

<https://www2.ed.gov/policy/fund/reg/clibrary/edar.html>

(End of Clause)

#### 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (NOV 2020)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any Department of Education Acquisition Regulation (48 CFR Chapter 34 provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End Of Clause)

#### 52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (NOV 2020)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Department of Education Acquisition Regulation (48 CFR Chapter 34 clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End Of Clause)

#### 3452.201-70 CONTRACTING OFFICER`S REPRESENTATIVE (COR) (MAY 2011)

(a) The Contracting Officer's Representative (COR) is responsible for the technical aspects of the project, technical liaison with the contractor, and any other responsibilities that are specified in the contract. These responsibilities include inspecting all deliverables, including reports, and recommending acceptance or rejection to the contracting officer.

(b) The COR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes that affect the contract price, terms, or conditions. Any contractor requests for changes shall be submitted in writing directly to the contracting officer or through the COR. No such changes shall be made without the written authorization of the contracting officer.

(c) The COR's name and contact information: [Will be filled in at award]

(d) The COR may be changed by the Government at any time, but notification of the change, including the name and address of the successor COR, will be provided to the contractor by the contracting officer in writing.

(End of Clause)

3452.202-1 DEFINITIONS--DEPARTMENT OF EDUCATION (MAY 2011)  
(Reference 3452.202-1)

3452.204-71 DEVIATION (JUN 2021) Notice to Offerors of Department Contractor Security Vetting Requirements (DEVIATION) (JUN 2021)

(a) The successful offeror shall comply with Department of Education personnel, cyber, privacy, security policy requirements as set forth in Contractor Security Vetting Requirements at <http://www.ed.gov/fund/contract/about/bsp.html>.

(b) Contractor employees who will have access to proprietary or sensitive ED information including Controlled Unclassified Information as defined in 32 CFR Part 2002.4(h), ED IT systems, contractor systems operated with ED data or interfacing with ED systems, ED facilities or space, and/or perform duties in a school or in a location where children are present, must undergo a personnel security screening and a receive favorable determination and are subject to reinvestigation as described in the Contractor Vetting Security Requirements. Compliance with the Contractor Vetting Security Requirements, as amended, is required.

(c) The type of security investigation required to commence work on an ED contract is dictated by the position designation determination assigned by ED. All ED contractor positions are designated commensurate with their position risk/sensitivity, in accordance with Title 5 Code of Federal Regulations (5 CFR 731.106) and OPMs Position Designation Tool (PDT) located at: <https://pdt.nbis.mil/>. The position designation determines the risk level and the corresponding level of background investigations required.

(d) The contractor shall comply with all contractor position designations established by ED.

(e) The following are the contractor employee positions required under this contract and their designated risk levels:

High Risk (HR): [Project Manager, System Administrator]

Moderate Risk (MR): [Business Analyst, Tester, Arch

Low Risk (LR):

(f) For performance-based contracts where ED has not identified required labor categories for contractor positions, ED considers the risk sensitivity of the services to be performed and the access to ED facilities and systems that will be required during performance, to determine the uniform contractor position risk level designation for all contractor employees who will be providing services under the contract. The uniform contractor position risk level designation applicable to this performance-based contract is:

[Moderate ]

(g) Only U.S. citizens will be eligible for employment on contracts requiring a Moderate Risk/Public Trust, High Risk/Public Trust, or a National Security designation.

(h) Permanent resident aliens may be eligible for employment on contracts requiring Low Risk/ Public Trust access.

(i) An approved waiver, in accordance with Contractor Vetting Security Requirements is required for any exception to the requirements of paragraphs (g) and (h) above.

(j) The Contractor shall-

- (1) Comply with the Principal Office (PO) processing requirements for personnel security screening,
- (2) Ensure that no contractor employee is placed in a higher risk position than for which he or she is approved,
- (3) Ensure contractor employees submit required security forms for reinvestigation in accordance with the timeframes set forth in the Contractor Vetting Security Requirements,
- (4) Report to the COR any information (i.e., personal conduct, criminal conduct, financial difficulties, etc.) that would raise a concern about the suitability of a contractor or whether a contractor employees continued employment would promote the efficiency of the service or violate the public trust,
- (5) Protect sensitive and Privacy Act-protected, including Controlled Unclassified Information as defined in 32 CFR Part 2002.4(h), from unauthorized access, use or misuse by its contractor employees, prevent unauthorized access by others, and report any instances of unauthorized access, use or misuse to the COR,
- (6) Report to the COR within two business days any removal of a contractor employee from a contract; or within one business day if removed for cause,
- (7) Upon the occurrence of any of the events listed under paragraph (b) of FAR Clause 52.204-9, Personal Identity Verification of Contractor Personnel, return a PIV ID to the COR within seven business days of the contractor employees departure; and
- (8) Report to the COR any change to job activities that could result in a change in the contractor employees position or the need for increased security access.

(k) Failure to comply with any of the personnel security requirements, set forth in Contractor Security Vetting Requirements at <http://www.ed.gov/fund/contract/about/bsp.html>, may result in a termination of the contract for default or cause.

(End of provision)

3452.204-72 DEVIATION (JUN 2021) Contractor Security Vetting Requirements. (DEVIATION) (JUN 2021)

- (a) The contractor and its subcontractors shall comply with Department of Education personnel, cyber, privacy, security policy requirements as set forth in Contractor Security Vetting Requirements at <http://www.ed.gov/fund/contract/about/bsp.html>.
- (b) Contractor employees who will have access to proprietary or sensitive ED information including Controlled Unclassified Information as defined in 32 CFR Part 2002.4(h), ED IT systems, contractor systems operated with ED data or interfacing with ED systems, ED facilities or space, and/or perform duties in a school or in a location where children are present, must undergo a personnel security screening and a receive favorable determination and are subject to reinvestigation as described in the Contractor Vetting Security Requirements. Compliance with the Contractor Vetting Security Requirements, as amended, is required.
- (c) The type of security investigation required to commence work on an ED contract is dictated by the position designation determination assigned by ED. All ED contractor positions are designated commensurate with their position risk/sensitivity, in accordance with Title 5 Code of Federal Regulations (5 CFR 731.106) and OPMS Position Designation Tool (PDT) located at: <https://pdt.nbis.mil/>. The position designation determines the risk level and the corresponding level of background investigations required.
- (d) The contractor shall comply with all contractor position designations established by ED.
- (e) The following are the contractor employee positions required under this contract and their designated risk levels:

High Risk (HR): [Project Manager, System Administrator]

Moderate Risk (MR): [Business Analyst, Tester, Arch

Low Risk (LR):

- (f) For performance-based contracts where ED has not identified required labor categories for contractor positions, ED considers the risk sensitivity of the services to be performed and the access to ED facilities and systems that will be required during performance, to determine the uniform contractor position risk level designation for all contractor employees who will be providing services under the contract. The uniform contractor position risk level designation applicable to this performance-based contract is:

[Moderate        ]

(g) Only U.S. citizens will be eligible for employment on contracts requiring a Moderate Risk/Public Trust, High Risk/Public Trust, or a National Security designation.

(h) Permanent resident aliens may be eligible for employment on contracts requiring Low Risk/ Public Trust access.

(i) An approved waiver, in accordance with Contractor Vetting Security Requirements is required for any exception to the requirements of paragraphs (g) and (h) above.

(j) The Contractor shall-

(1) Comply with the Principal Office (PO) processing requirements for personnel security screening,  
(2) Ensure that no contractor employee is placed in a higher risk position than for which he or she is approved,

(3) Ensure contractor employees submit required security forms for reinvestigation in accordance with the timeframes set forth in the Contractor Vetting Security Requirements,

(4) Report to the COR any information (i.e., personal conduct, criminal conduct, financial difficulties, etc.) that would raise a concern about the suitability of a contractor or whether a contractor employees continued employment would promote the efficiency of the service or violate the public trust,

(5) Protect sensitive and Privacy Act-protected, including Controlled Unclassified Information as defined in 32 CFR Part 2002.4(h), from unauthorized access, use or misuse by its contractor employees, prevent unauthorized access by others, and report any instances of unauthorized access, use or misuse to the COR,

(6) Report to the COR within two business days any removal of a contractor employee from a contract; or within one business day if removed for cause,

(7) Upon the occurrence of any of the events listed under paragraph (b) of FAR Clause 52.204-9, Personal Identity Verification of Contractor Personnel, return a PIV ID to the COR within seven business days of the contractor employees departure; and

(8) Report to the COR any change to job activities that could result in a change in the contractor employees position or the need for increased security access.

(k) Failure to comply with any of the personnel security requirements, set forth in Contractor Security Vetting Requirements at <http://www.ed.gov/fund/contract/about/bsp.html>, may result in a termination of the contract for default or cause.

(End of Clause)

3452.208-71    PRINTING (MAY 2011)  
                  (Reference 3452.208-71)

3452.208-72    PAPERWORK REDUCTION ACT (MAY 2011)  
                  (Reference 3452.208-72)

3452.209-70    CONFLICT OF INTEREST CERTIFICATION (MAY 2011)

(a)

(1) The contractor, subcontractor, employee, or consultant, by signing the form in this clause, certifies that, to the best of its knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational or personal conflict of interest, (see FAR Subpart 9.5 for organizational conflicts of interest) (or apparent conflict of interest), for the organization or any of its staff, and that the contractor, subcontractor, employee, or consultant has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (or if such a person would question the impartiality of the contractor, subcontractor, employee, or consultant). Conflicts may arise in the following situations:

(i) Unequal access to information. A potential contractor, subcontractor, employee, or consultant has access to non-public information through its performance on a government contract.

(ii) Biased ground rules. A potential contractor, subcontractor, employee, or consultant has worked, in one government contract, or program, on the basic structure or ground rules of another government contract.

(iii) Impaired objectivity. A potential contractor, subcontractor, employee, or consultant, or member of their immediate family (spouse, parent, or child) has financial or other interests that would impair, or give the appearance of impairing, impartial judgment in the evaluation of government programs, in offering advice or recommendations to the government, or in providing technical assistance or other services to recipients of Federal funds as part of its contractual responsibility. "Impaired objectivity" includes but is not limited to the following situations that would cause a reasonable person with knowledge of the relevant facts to question a person's objectivity:

(A) Financial interests or reasonably foreseeable financial interests in or in connection with products, property, or services that may be purchased by an educational agency, a person, organization, or institution in the course of implementing any program administered by the Department;

(B) Significant connections to teaching methodologies or approaches that might require or encourage the use of specific products, property, or services; or

(C) Significant identification with pedagogical or philosophical viewpoints that might require or encourage the use of a specific curriculum, specific products, property, or services.

(2) Offerors must provide the disclosure described above on any actual or potential conflict of interest (or apparent conflict of interest) regardless of their opinion that such a conflict or potential conflict (or apparent conflict of interest) would not impair their objectivity.

(3) In a case in which an actual or potential conflict (or apparent conflict of interest) is disclosed, the Department will take appropriate actions to eliminate or address the actual or potential conflict, including but not limited to mitigating or neutralizing the conflict, when appropriate, through such means as ensuring a balance of views, disclosure with the appropriate disclaimers, or by restricting or modifying the work to be performed to avoid or reduce the conflict. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest.

(b) The contractor, subcontractor, employee, or consultant agrees that if "impaired objectivity", or an actual or potential conflict of interest (or apparent conflict of interest) is discovered after the award is made, it will make a full disclosure in writing to the contracting officer. This disclosure shall include a description of actions that the contractor has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict (or apparent conflict of interest).

(c) Remedies. The Government may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid the appearance of a conflict of interest. If the contractor was aware of a potential conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the contracting officer, the Government may terminate the contract for default, or pursue such other remedies as may be permitted by law or this contract. These remedies include imprisonment for up to five years for violation of 18 U.S.C. 1001 and fines of up to \$5000 for violation of 31 U.S.C. 3802. Further remedies include suspension or debarment from contracting with the Federal government. The contractor may also be required to reimburse the Department for costs the Department incurs arising from activities related to conflicts of interest. An example of such costs would be those incurred in processing Freedom of Information Act requests related to a conflict of interest.

(d) In cases where remedies short of termination have been applied, the contractor, subcontractor, employee, or consultant agrees to eliminate the organizational conflict of interest, or mitigate it to the satisfaction of the contracting officer.

(e) The contractor further agrees to insert in any subcontract or consultant agreement hereunder, provisions that conform substantially to the language of this clause, including specific mention of potential remedies and this paragraph (e).

(f) Conflict of Interest Certification.

The offeror, \_\_\_\_\_, hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or task order resulting from Request for Proposal No. \_\_\_\_\_ that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest. The offeror further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to the Government's satisfaction, such conflict of interest (or apparent conflict of interest).

Offeror's Name \_\_\_\_\_

RFP/Contract No. \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

(End of Clause)

3452.209-71 CONFLICT OF INTEREST (MAY 2011)  
(Reference 3452.209-71)

3452.224-70 RELEASE OF INFORMATION UNDER THE FREEDOM OF INFORMATION ACT (MAY 2011)  
(Reference 3452.224-70)

3452.227-70 PUBLICATION AND PUBLICITY (MAY 2011)

(a) Unless otherwise specified in this contract, the contractor is encouraged to publish and otherwise promote the results of its work under this contract. A copy of each article or work submitted by the contractor for publication shall be promptly sent to the contracting officer's representative. The contractor shall also inform the representative when the article or work is published and furnish a copy in the published form.

(b) The contractor shall acknowledge the support of the Department of Education in publicizing the work under this contract in any medium. This acknowledgement shall read substantially as follows:

"This project has been funded at least in part with Federal funds from the U.S. Department of Education under contract number [To be inserted at award] The content of this publication does not necessarily reflect the views or policies of the U.S. Department of Education nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government."

(End of Clause)

3452.227-71 ADVERTISING OF AWARDS (MAY 2011)  
(Reference 3452.227-71)

3452.227-72 USE AND NON-DISCLOSURE AGREEMENT (MAY 2011)  
(Reference 3452.227-72)

3452.237-71 OBSERVANCE OF ADMINISTRATIVE CLOSURES (MAY 2011)  
(Reference 3452.237-71)



Addendum to 3452.237-71

**Addendum to 3452.237-71 Observance of Administrative Closures (MAR 2011)**

The following Federal holidays are observed under this contract:

- New Year's Day
- Birthday of Martin Luther King, Jr.
- Washington's Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

3452.239-71 DEVIATION (JUN 2021) Notice to Offerors of Department Security and Privacy Requirements for Information Technology Procurements (DEVIATION) (JUN 2021)

- (a) The successful offeror and any of its future subcontractors shall, at all times, maintain compliance with the most current version of Department of Education requirements as set forth in Security and Privacy Requirements for Information Technology Procurements posted at <http://www.ed.gov/fund/contract/about/bsp.html>.
- (b) Performance of this contract will ☒ will not ☐ involve access to ED IT systems and/or contractor systems operated with ED data or interfacing with ED systems. For contracts that require access to ED IT systems and/or contractor systems operated with ED data or interfacing with ED systems, the Information Security Categorization applicable to each security objective has been determined to be:
- |                     |                              |  |                               |
|---------------------|------------------------------|--|-------------------------------|
| Confidentiality:    | <input type="checkbox"/> Low | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> High |
| Integrity:          | <input type="checkbox"/> Low | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> High |
| Availability:       | <input type="checkbox"/> Low | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> High |
| Overall Risk Level: | <input type="checkbox"/> Low | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> High |
- (c) Performance of this contract ☒ does involve ☐ does not involve Personally Identifiable information (PII) or Controlled Unclassified Information as defined in 32 CFR Part 2002.4(h). The Confidentiality Impact Level of such information has been determined to be:
- |   |                              |  |                                |
|---|------------------------------|--|--------------------------------|
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Low | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> High. |
|---|------------------------------|--|--------------------------------|
- (d) Failure to comply with Department of Education Security and Privacy Requirements for Information Technology Procurements may result in a termination of the contract for default or cause.  
(End of Provision)

3452.239-72 DEVIATION (JUN 2021) Department Security and Privacy Requirements for Information Technology Procurements (DEVIATION) (JUN 2021)

- (a) The contractor and its subcontractors shall, at all times, maintain compliance with the most current version of Department of Education requirements as set forth in Security and Privacy Requirements for Information Technology Procurements posted at <http://www.ed.gov/fund/contract/about/bsp.html>.
- (b) Performance of this contract will ☒ will not ☐ involve access to ED IT systems and/or contractor systems operated with ED data or interfacing with ED systems. For contracts that require access to ED IT systems and/or contractor systems operated with ED data or interfacing with ED systems, the Information Security Categorization applicable to each security objective has been determined to be:
- |                     |                              |  |                               |
|---------------------|------------------------------|--|-------------------------------|
| Confidentiality:    | <input type="checkbox"/> Low | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> High |
| Integrity:          | <input type="checkbox"/> Low | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> High |
| Availability:       | <input type="checkbox"/> Low | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> High |
| Overall Risk Level: | <input type="checkbox"/> Low | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> High |
- (c) Performance of this contract ☒ does involve ☐ does not involve Personally Identifiable information (PII) or Controlled Unclassified Information as defined in 32 CFR Part 2002.4(h). The Confidentiality Impact Level of such information has been determined to be:
- |   |                              |  |                                |
|---|------------------------------|--|--------------------------------|
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Low | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> High. |
|---|------------------------------|--|--------------------------------|
- (d) Failure to comply with Department of Education Security and Privacy Requirements for Information Technology Procurements may result in a termination of the contract for default or cause.  
(End of Clause)

3452.242-71 NOTICE TO THE GOVERNMENT OF DELAYS (MAY 2011)  
(Reference 3452.242-71)

3452.242-73 ACCESSIBILITY OF MEETINGS, CONFERENCES, AND SEMINARS TO PERSONS WITH DISABILITIES (MAY 2011)

3452.243-70 KEY PERSONNEL (MAY 2011)

(a) The personnel designated as key personnel in this contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified individuals to other programs, or otherwise substituting any other personnel for specified personnel, the contractor shall notify the contracting officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract effort. No diversion or substitution shall be made by the contractor without written consent of the contracting officer; provided, that the contracting officer may ratify a diversion or substitution in writing and that ratification shall constitute the consent of the contracting officer required by this clause. The contract shall be modified to reflect the addition or deletion of key personnel.

(b) The following personnel have been identified as Key Personnel in the performance of this contract:

Labor Category	Name
Program Manager [to be inserted at award]	
Development Lead [to be inserted at award]	
Senior Architect [to be inserted at award]	
Lead Business Analyst[to be inserted at award]	
Testing Lead [to be inserted at award]	-

(End of Clause)

306-1c INVOICE AND CONTRACT FINANCING REQUESTS SUBMISSION - IPP(MAY 2018)

(a) Payments shall be rendered in accordance with the identified payment schedule(s), and any other incorporated payment clause(s), specified rates, and/or fixed price amounts.

(b) The Contractor shall submit invoices electronically by means of the web-based system, Invoice Processing Platform (IPP), which can be accessed at [IPP.for.fiscal.treasury.gov](http://IPP.for.fiscal.treasury.gov). All submitted invoices must be accompanied by supporting documentation in accordance with the contract's terms and conditions. The supporting documentation shall be submitted in the following formats: Adobe Acrobat (pdf), Microsoft Word (doc), Pictures (jpeg), Microsoft Excel (excel), or Microsoft Outlook message (msg).

(c) Invoice Number Format - The format for the invoice shall be the contract number followed by the invoice number. The invoice number shall have no spaces, dashes, or other special characters. The invoice number cannot exceed 21 characters. An example of an acceptable invoice number format follows:

Contract Number: 91990018C0001  
Contractor's Invoice No.: 15897126341

IPP Invoice No.: 91990018C000115897126 (Note that the last three digits ["341"] from the Contractor's invoice number were removed due to the 21 character limitation.)

(d) If the Contractor has not already established an IPP account that is active, an IPP account will be automatically created on behalf of the Contractor. The automatically created IPP account will be issued to the Designated Primary Administrator, which will be the individual that has been identified in the "Accounts Receivable POC" section of the Contractor's System for Award Management (SAM) registration located at <https://www.sam.gov/portal/public/SAM/>.

(e) Within ten (10) business days of the Contractor entering or updating the Accounts Receivable POC information within the Contractor's SAM registration, the Designated Primary Administrator will receive an email from the IPP Customer Support Team containing the Designated Primary Administrator's IPP username. Within 24 hours of receiving the initial email, the Designated Primary Administrator will receive a second email containing their IPP password. Once both emails have been received, the Designated Primary Administrator must log into IPP and complete the registration process.

(f) The Contractor's Designated Primary Administrator will be authorized to further designate other administrators under the Contractor's IPP account who may submit invoices on behalf of the Contractor.

(g) The Contractor must ensure that the "Accounts Receivable POC" section of its SAM registration is accurate and up to date.

(h) In the event that an invoice is rejected, the Contractor shall make the necessary corrections and resubmit the invoice by means of IPP. Any questions, concerns, or issues regarding the use of IPP should be directed to the IPP Customer Support Team, as identified at <http://www.ipp.gov/>.

**Instructions to Offerors**  
**Grants Management (G5) Modernization**  
**RFQ #91990021Q0031**

Addendum to FAR 52.212-1

The clause Instructions to Offerors- Commercial Items (June 2020) incorporated by reference is amended as to supplement with the following terms and conditions:

This procurement is conducted pursuant to Federal Acquisition Regulation (FAR) Subpart 8.4 “Federal Supply Schedules.” The Department of Education invites your company to submit a quote in accordance with your GSA Multiple Award Schedule 54151S Information Technology Professional Services.

**Submission:** The Phase III quotations shall be submitted via e-buy by the submission date. A vendor that fails to meet any due date will be considered late in accordance with FAR 52.212-1(f). The RFQ closes 12:00PM EST, 9/07/2021. See schedule below for Phase I and Phase II submission dates.

**Validity of Quotation:** Vendors agree to hold their prices in the quotation for 90 calendar days from the date specified for receipt of quotes, unless another time period is specified in an addendum to the solicitation.

### **1. Instructions to Offerors**

The purpose of the G5 Modernization BPA is to establish a contracting vehicle that can be used to procure IT services to meet the Department’s G5 modernization needs. The initial task orders will be to establish the Education Grants Platform (EGP) and implement the modernized G5 (G5M) on the EGP.

The current state of the Department’s Grant Segment Portfolio of Systems consists of various Program-specific systems (in addition to G5) being used at various Program Offices to support their day-to-day grant operations. The Business Process Re-engineering (BPR) analysis concluded that by establishing a common platform (EGP), the Department could consolidate and reduce its Grants IT footprint. The initial rationalization roadmap provided a path to consolidate and retire many PO-specific grant systems as part of the G5 modernization. It also recommended migrating the remaining ones to the EGP.

The G5 Modernization BPA is intended to realize the vision described above. The following are the basic services envisioned to be procured through the Grant Segment BPA:

- Establish the Education Grants Platform (EGP)
- Implement the modernized G5
- Provide grant-related IT services for G5 Modernization

### **2. HAND DELIVERED OR FAX SUBMISSIONS, MODIFICATIONS, OR WITHDRAWALS OF QUOTES**

Facsimile submissions, modifications, or withdrawals of quotes are not permitted and the Contracting Officer will disregard such quotes if any are received. Alternate quotes will not be accepted.

### 3. DISPOSITION OF QUOTES

Quotes will be disposed of as follows: The Department will retain one (1) copy of each quote for the official contract file of record, and the remainder will be destroyed. No destruction certificate will be furnished.

### 4. QUESTIONS

Any questions regarding this solicitation must be submitted via email to Contracting Officer at David.geary@ed.gov no later than 10:00 AM EST on 07/26/2021. The Offerors must include the company name and solicitation number in the subject line of the email. Questions & Answers will be posted no later than 7/29/2021.

### 5. PHASED PROCUREMENT

*This acquisition will be conducted under the auspices of the DHS Procurement Innovation Lab (PIL). The PIL is a virtual lab that experiments with innovative techniques for increasing efficiencies in the procurement process and institutionalizing best practices. There is nothing you need to do differently for this requirement. The PIL project team may reach out to successful and unsuccessful Offerors, after award, to assess effectiveness of the procurement process and the innovative techniques applied. The anonymous feedback will be used to further refine DHS procurement practices. Additional information on the PIL may be found here-- <https://www.dhs.gov/pil>.*

The following instructions are for the preparation and submission of quotes. The purpose of this section is to establish requirements for the format and content of quotes so that quotes contain all essential information and can be evaluated equitably. Offerors are instructed to read the entire solicitation document, including all attachments, prior to submitting questions and/or preparing your offer. Omission of any information from the quote submission requirements may result in rejection of the offer.

- (1) Offerors shall note that quote will be evaluated and a selection decision will be made. Quotes will therefore be treated independently of any other quotes.
- (2) Offerors are expected to follow the detailed quote preparation instructions fully and carefully. The Government will rely on the information provided by the Offerors to evaluate the quotes. It is therefore imperative that Offerors carefully follow the instructions set forth below and submit their quotes in the format and with the content specified below, providing all requested information.
- (3) Quotes that fail to provide information in the format requested may be found unacceptable and may be rejected without further consideration if the Contracting Officer determines that a significant revision or addendum to the Offeror's quote would be required to permit further evaluation, and especially if the incompleteness of the quote or errant formatting of the quote appears to be due from a lack of diligence or competence of the Offerors.
- (4) The instructions provided have been specifically tailored to the evaluation Offeror to be applied during quote evaluation. They are designed to ensure the submission of information essential to the understanding and comprehensive validation and evaluation of quotes. Clarity and completeness are of utmost importance to the quote. The relevance and conciseness of the quote is important. The Offerors are responsible for the accuracy and completeness of its quote.

The Department will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

**Phase I:**

Factor 1 – Demonstrated Prior Experience

**Phase II:**

Factor 2 – Oral Presentation & Slide Deck - The robustness of the technical solution & Implementation Approach

Factor 3 – Capability of Proposed Key Personnel

**Phase III:**

Factor 4 – Technical Submission

Factor 5 – Past Performance

Factor 6 – Business Submission & Price Workbook

A notional schedule for the procurement is below:

EVENT	DATE
Questions Due	7/26/2021
<b>Phase 1</b> Submission Deadline	8/02/2021 (4pm EST)
Notification of Advisory Down Select, and Schedule for Oral Presentations, as applicable	8/06/2021
<b>Phase II</b> Submission Deadline	8/16/2021 (4pm EST)
Orals Presentation	8/17/2021 - 8/23/2021
Notification of Advisory Down Select	8/26/2021
<b>Phase III</b> Submission Deadline	9/07/2021(12PM EST)
Award Notification	Before 9/30/21

The Department intends to conduct the evaluation process in three (3) Phases:

**NO PRICE INFORMATION IS TO BE INCLUDED IN PHASES I AND II**

***i) Instructions Phase 1 – Demonstrated Prior Experience (Factor 1)***

- The Offeror shall submit a written submission, totaling no more than five (5) pages, detailing their experience by addressing each of the three bullets/topics below. The Offeror must be certified at Capability Maturity Model Integration (CMMI) DEV level 3.
  - Submit three (3) recent (within the last 5 years) examples of relevant (similar scope and complexity with a minimum contract dollar value of \$10 million) prior experience references highlighting their experience in delivering and/or developing successful modernization solutions. One of the prior experiences must be related to federal grants management system implementation. Please include information on the Offeror's role (prime/sub), Total Contract Value (TCV), Offeror's portion of the TCV, and the FTE count. Please provide the reference contact information (name, phone number, email).

If Offeror determines that they have not performed any contracts that are relevant to this solicitation, they should indicate this. – **Max 3 Pages**

- Provide sufficient information and examples regarding Offeror's agile methodology and process and how that methodology and process supported in meeting modernization objectives of the organizations. Explain how you helped the organization overcome functional and organizational challenges, mitigated risks, and ultimately delivered successful solutions with measurable business outcomes (e.g., improved customer satisfaction, lowered operating costs, increased digital interactions). – **Max 1 Page**
- Describe Offeror's experience in implementing a modernized solution where modules are developed on the new platform iteratively while retiring the legacy system's corresponding modules. Both solutions will co-exist until the legacy is completely migrated and decommissioned. What are the challenges and potential mitigation in this implementation approach? – **Max 1 Page**

#### Phase 1 Submission from Offerors:

- Written responses demonstrating Offeror's prior experience

#### **Advisory Down-select**

The Department will evaluate the Phase 1 (Factor 1) submissions and provide advisory notifications to vendors. For those offerors that are rated most highly and advised to proceed to Phase II of the quote submission process, the Contracting Officer will include the Phase II submission instructions on the advisory notification, including the date, time and exact location of the Quoter's scheduled oral presentation. Offerors who were not among the most highly rated will be advised that they are unlikely to be viable competitors, along with the general basis for the Department's advisory recommendation. The intent of this advice is to minimize quote development costs for those Offerors with little to no chance of receiving an award.

The Department intends to provide no more than **5 Offerors** with an advisory notification to proceed. However, the Department's advice will be a recommendation only, and those Offerors who are advised not to proceed may elect to continue their participation in the procurement.

The Government does not intend to provide debriefings after the completion of the advisory down select notifications. Failure to participate in Phase I of the procurement precludes further consideration of an Offeror. Phase 2 submissions will not be accepted from Offerors who have not submitted Phase 1 quotes by the due date and time stated in this solicitation. For those Offerors that are rated most highly and advised to proceed to Phase 2 of the quote submission process, the Contracting Officer will include the Phase 2 submission instructions on the advisory notification, including the date, time, and exact location of the Offerors scheduled demo. The Department recommends Offerors begin preparation of Phase 2 quotes only after receipt of the Phase 1 advisory down-select notice.

Those Quoters that received advisory notification not to proceed to Phase II, but regardless choose to proceed to Phase II, shall send an email to [David.Geary@ed.gov](mailto:David.Geary@ed.gov), not later than 24 hours after receipt of the advisory recommendation not to proceed, indicating its intent to participate in Phase II. After the Contracting Officer receives notice from the Quoter stating its intent to participate in Phase II despite the Government's advisory notification not to proceed, the Contracting Officer will send a separate e-mail with Phase II submission instructions within 2 business days.



## ***ii) Instructions Phase 2 – Oral Presentations (Factor 2)***

The Department will determine a set of demo scenarios that validate the implementation assumptions for G5 modernization and give a good understanding of the Offeror's technical solution. Implementation assumptions for G5 modernization include:

- The legacy G5 (G5L) and the modernized G5 (G5M) can co-exist for a considerable period (3-4 years) until all modules are implemented on G5M and the G5L is decommissioned
- The G5M modules are rolled out incrementally without any loss of data and with minimum throwaway code between G5M and G5L
- During the implementation, users traverse between G5L and G5M in a seamless manner while providing the existing single sign-on features
- The G5M is modular and flexible; i.e., one module of G5M can be brought down for maintenance without affecting other modules of the system.

### ***Demo Instructions:***

Offerors shall present the demo with the following instructions:

- The ED Contracting Officer will schedule one-hour oral presentation with the Offeror via video conferencing
- The oral presentation will be 45 minutes long, followed by 15 minutes of Q&A
- The oral presentation should be structured in the following segments:
  - Introduction (**5 min**)
    - Company and its proposed teaming partners
    - Qualifications of the following key personnel:
      - Program Manager
      - Development Lead
      - Senior Architect
      - Lead Business Analyst (Grants Subject Matter Expert)
      - Testing Lead
  - Technical Approach (**10 min**):
    - Explain the technology stack of the solution (IaaS/PaaS/SaaS)
  - Implementation Approach (**10 min**)
    - Explain your approach for developing the solution incrementally while keeping the data integrity with the legacy G5 and providing a seamless experience to users
    - Explain how you propose to providing users (internal & external) a seamless experience during the implementation
    - Explain your Agile/DevOps approach for incremental and rapid implementation
  - Demonstrate the scenario provided to you using your proposed approach (**20 min**). Scenarios are divided into mandatory and optional scenarios. Offerors are required to demonstrate all 3 mandatory scenarios and any 2 optional scenarios.

- Mandatory Scenario #1: Demonstrate seamless integration between legacy and modernized platforms:
  - How will you achieve single sign-on between legacy (Tivoli/WebSphere Portal) and modernized platforms?
  - How will your authorization scheme account for changes in roles definition between legacy and modernized platform?
  - How will you achieve the data integrity and synchronization between legacy (Oracle 12.1.0.2) and the modernized platform?
- Mandatory Scenario #2: Demonstrate the workflow feature of your solution using a grants-specific scenario
- Mandatory Scenario #3: Demonstrate the API hub features of the modernized platform
- Optional Scenario #1: Demonstrate the two-factor authentication for external users using current LDAP
- Optional Scenario #2: Demonstrate how your proposed Education Grants Platform will support the “Platform of Platforms” feature (support multiple low-code/no-code/Custom platforms)
- Optional Scenario #3: Demonstrate the modularity of the modernized system
- Optional Scenario #4: Demonstrate the dashboard feature of your solution

***Slide Deck Instructions:***

As part of its Phase II submission, Offerors shall submit a slide deck with the following instructions:

- The slide deck must not contain more than 20 slides
- The slide deck shall include the following:
  - Executive Summary: A high-level overview of the proposed approach(es) and solution(s), Offeror (and Teaming) contact information, and information about the vendor that they deem necessary to showcase their overall capabilities
  - Staffing Plan
  - Quality Plan
  - Technical Approach to show:
    - Architecture diagram(s) and a corresponding narrative that articulates the vendor’s technical solution and approach
    - Approach for achieving the modularity of the proposed solution
    - Approach for achieving the cybersecurity compliance

Offerors shall adhere to the format for oral presentation guidance in addition to the rules of engagement (described below) for oral presentations. The Offeror is in charge of the Oral Presentation and is encouraged to respond to all questions; however, a response to every question is not mandatory.

### ***Oral Presentation Logistics***

- **Location:** Oral presentations will be held via video conferencing. Offerors and the Department attendees will participate remotely. The order in which Offerors are scheduled for oral presentations will be randomly selected by the Department.
- **Recording:** The presentation may be recorded by the Department. If recorded, the recording is source selection sensitive and will be handled accordingly.
- **Offeror Participants:** The Offeror's presentation team is limited to five (5) employees of the team. At least three (3) of the five (5) team members must be the Prime Contractor's key personnel. If a Sub-contractor is included in a Prime Contractor's Oral Presentation, that Sub-contractor shall not participate in another Oral Presentation for this requirement. Sub-contractor participation in an Oral Presentation is limited to one Prime Contractor only. Offerors shall provide the Contracting Officer with the name, employer/company, and emails of the Offeror Participants for the oral presentation as part of its Phase II submission at least one (1) day before the oral presentation.
- **Rules of Engagement for Oral Presentations:**
  1. The Government does not intend to ask questions about information contained in an Offeror's submissions for Phase 1. The Department questions will be presented by the Contracting Officer; any other Department attendees are not expected to engage with Offerors directly.
  2. The Offeror may not generally ask questions during the oral presentation. Any questions asked must be directed to the Contracting Officer and should only deal with logistics and conduct of the oral presentation.
  3. Oral presentations do not constitute discussions. The Department will not ask questions that will invite or allow the Offeror to change its offer. The Offeror shall not volunteer any information that might be construed as changing its offer. Oral presentations are distinct from the Department's reserved right to conduct exchanges.
  4. The Offeror is in control of its presentation and may choose not to present or respond to any question provided by the Department.

### ***Instructions Phase 2-Capability of Proposed Key Personnel (Factor 3)***

The Offeror shall submit resumes that describe the specific, relevant experience and availability of key personnel proposed for providing services for G5 Modernization. The resumes shall identify the proposed Key Personnel as either "existing employee of the Prime Offeror," "existing employee of the Contractor Teaming Arrangement," or "existing employee of the Prime's Major Subcontractor." If not an existing employee of the Prime, Contractor Teaming Arrangement or Prime's Major Subcontractor, the resume shall clearly state that the proposed key personnel has confirmed placement for the proposed position if an award is received" and a Tentative/Contingent Offer letter shall also be provided which documents that the proposed key personnel has accepted the proposed position if an award is received.

At least three (3) key personnel must be employees of the Prime Offeror. The Offeror will be evaluated on the strength of the key personnel proposed both individually and collectively. The resumes shall clearly demonstrate the technical competency of each proposed Key Personnel to support the requirements of the scope and contractual obligations contained within the solicitation. The resumes shall meet the Offeror's IT Schedule 70 contract requirements for education and experience for the

specified labor category proposed. If an individual proposed as Key Personnel becomes unavailable during the course of the source selection process, the Offeror will notify the Contracting Officer immediately and provide a substitute and their résumé.

The Offeror agrees that during the first six (6) months of performance, no Key Personnel substitutions will be made unless necessitated by an individual's sudden illness, death, or termination of employment. In any of these events, the Offeror shall promptly notify the Contracting Officer and provide the information on the proposed replacement for the Department approval. No substitutions of Key Personnel shall be made except in accordance with this provision.

After the initial six-month period of performance, the Offeror must obtain the Department approval of any substitution of Key Personnel prior to removing the approved Key Personnel from performance. All proposed substitutions/additions must be submitted, in writing, to the Contracting Officer at least 30 days (60 days if security clearances are involved) in advance of the proposed substitution.

The Contracting Officer or his/her authorized representatives will evaluate the request(s) for substitutions/additions of Key Personnel and the Contracting Officer will notify the Offeror, in writing, of approval or disapproval. Disapproval of the proposed individual(s) shall not provide grounds for nonperformance by the Offeror or form the basis of any claim for monies, delivery schedule extension, or any other equitable adjustment.

The Required Key Personnel labor categories under this Contract are:

- Program Manager
- Development Lead
- Senior Architect
- Lead Business Analyst (Grants Subject Matter Expert)
- Testing Lead

Individual resumes must not be greater than three (3) pages in length.

If a Sub-contractor is included in a Prime Contractor's Key Personnel submission, that Sub-contractor shall not be included in any other Offeror's Key Personnel for this requirement. Sub-contractor participation in this requirement is limited to one Prime Contractor only.

#### **Phase 2 Submission from Offerors:**

- Participate in oral presentation
- Slide Deck
- Resumes of Key Personnel
- CTAs and Subcontractor Agreements (if applicable)

#### **Advisory Down-select**

The Department will evaluate the Phase 2 submissions and provide advisory notifications to vendors. This notification will advise the Offerors of the Department's advisory recommendation to proceed or not to proceed with Phase 3 submission. Offerors who are rated most highly for Phase 2 will be advised to proceed to Phase 3 of the quote submission process. Offerors who were not among the most highly rated will be advised that they are unlikely to be viable competitors, along with the general basis for the Department's advisory recommendation. The intent of this advice is to minimize quote

development costs for those Offerors with little to no chance of receiving an award. However, the Department's advice will be a recommendation only, and those Offerors who are advised not to proceed may elect to continue their participation in the procurement.

Phase 3 submissions will not be accepted from Offerors who have not submitted Phase 2 quotes by the due date and time stated in this solicitation. For those Offerors that are rated most highly and advised to proceed to Phase 3 of the quote submission process, the Contracting Officer will include the Phase 3 submission instructions on the advisory notification, including the due date for the written portion (technical and business quotes) of the Phase 3 submission. The Department recommends Offerors to begin preparation of Phase 3 quotes only after receipt of the Phase 2 advisory down-select notice.

### ***iii) Instructions Phase 3 – Technical Submission (Factor 4)***

Each submission shall consist of two separately packaged submissions: (1) a technical submission and (2) a business submission. Attachments 8- Task Order 01 SOO and Attachment 9- Pricing Workbook will be shared during Phase 3.

#### ***Technical Submission***

Offeror's technical submission will consist of the following documents:

##### ***a) Technical Approach for the BPA***

All information necessary to judge the technical soundness and management capabilities of the Offeror to meet the objectives of the BPA will be contained in the technical quote. The technical quote will NOT contain any reference to specific costs or prices, but resource information (e.g., staff hours) may be included so that the vendor's understanding of the scope of the work may be evaluated by the Technical Evaluation Panel (TEP). Technical quote quotation shall illustrate the Offeror's approach for satisfying the requirements contained in the BPA.

##### ***b) Performance Work Statement (PWS) for the Task Order #1***

The Offeror shall prepare a detailed Performance Work Statement (PWS) in response to the SOO. The PWS will describe the work in terms of the required results rather than either "how" the work is to be accomplished or the number of hours to be provided, including the services that the Offeror proposed to perform to achieve the SOO. Offerors, at their discretion, can use the Acquisition Requirements Roadmap Tool Suite (ARRT)<sup>1</sup> to develop the PWS and QASP.

- **Video Submission**

Offeror shall submit a short (not more than 10-mins long) video describing the key aspects of its PWS. The video should focus on the Performance Objectives and Performance Elements for the contract. The Offeror should also mention any major assumptions and constraints it specified in the PWS.

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<sup>1</sup> ARRT Requirements Definition Tool is an Access-based tool used to write performance-based requirements following the Requirements Roadmap process. Using the tool, you can create Performance Work Statements (PWS) and Quality Assurance Surveillance Plans (QASP), as well as Performance Requirement Summaries (PRS). Download the tool at [ARRT Home](#). Learn more about the Requirements Definition Tool and download a training manual at [ARRT Requirements Definition](#).

Videos must be submitted through the “unlisted” Youtube.com link. Offeror shall provide video access information for the Department to be able to access the “unlisted” YouTube video. Do not provide a shortened URL, such asyoutu.be.

**Note:** The Department does not intend to evaluate the quality of the video submissions. Unnecessarily elaborate videos beyond that which is sufficient to highlight the key aspects of the PWS are not desired and may be construed as an indication of the Offeror’s lack of cost consciousness. Computer-generated graphics, background music, elegant sets, and so forth are neither necessary nor wanted. A smartphone video or other low-cost video production is encouraged.

- **Quality Assurance Surveillance Plan (QASP)**

Offerors shall describe a proposed Quality Assurance Surveillance Plan (QASP) and Performance Measurement approach, including how proposed performance standards will be monitored, evaluated, and reported. The purpose of the notional QASP is to provide evaluators with an understanding of how measures and metrics will be applied based on the proposed technical solution.

The Department will evaluate the rationale for the proposed performance standards and performance measurement methodology and assess whether the total solution will ensure that the performance standards are met.

- c) Agile Development Management Plan (ADMP)**

The Offeror shall define its implementation approach and describe a clear Process of Deployment/Development using Agile/DevOps methodology in an Agile Development Management Plan (ADMP). This plan shall provide details of the Offeror’s Agile methodology by defining the repeatable process of providing development and deployment services in small iterations lasting two to five weeks which results in the delivery of design, usable software, data, or product, which have little to no inherent defects. It should document how planning, requirement analysis (user story building), design, coding, testing, quality assurance, and documentation will all meet the Offeror’s “Definition of Done”. The Offeror’s “Definition of Done” must also include environment preparation, application deployment to production, and include support after the application is in production to ensure proper operation. The plan should also contain the following:

- Contact information for all senior leaders and an organizational chart showing the Offeror’s organizational hierarchy and reporting structure, with specific designation of individuals as Key Personnel;
- Management resources;
- Technical resources and skill sets required to develop, implement, and maintain the proposed solution; and
- Details on the management of the Offeror’s team that will be on-site

***Instructions Phase 3 – Past Performance (Factor 5)***

The Offeror shall have a maximum of three references (from RFQ closing that are relevant to this requirement to include: (1) Name of Organization, (2) Current Point of Contact, Email Address and Phone number, (3) Contract Number (4) Brief description of services provided and (5) contract value. The past performance shall be recent and relevant. The past performance must be similar in size, scope and complexity to the task areas identified in the PWS. “Recent” is defined as any work

that has been performed within the last 5 years from the date of this solicitation. “Relevant” is defined as work performed for a single customer that is similar in size, scope and complexity to this requirement.

Vendors shall submit the Past Performance Questionnaire (PPQ) (Attachment 7) to three references for completion. The references (not the Vendor) shall return the completed questionnaire to the e-mail address shown on the questionnaire no later than the closing date of the RFQ. Vendors are solely responsible to ensure that the questionnaire is completed and returned by the respective references to the e-mail address on or before the deadline. In lieu of customer submitted evaluation forms, Vendors may submit assessments from the Contractor Performance Assessment Reporting System (CPARS).

### ***Instructions Phase 3 - Business Submission & Pricing Workbook (Factor 6)***

The business submission will contain all information related to the determination of the costs/prices associated with each of the project’s tasks. It will contain labor categories and loaded labor rates for all personnel who might be used on any orders issued against this BPA contract.

The business submission will include the FFP pricing for the Task Order 1 PWS. Offerors shall provide details for the FFP pricing that demonstrate the correlation between the proposed technical solution in the PWS and the pricing submitted. The business submission shall include a Basis of Estimate (BOE) which aligns to how the pricing methodology. It shall also include a table mapping the proposed organizational/team structure and roles to the Offeror’s IT Schedule 70 labor categories/levels, demonstrating the staffing and labor mix to be provided to accomplish all objectives in the SOO relevant to BPA Task Order #1.

It is anticipated that pricing and award of this acquisition will be based on adequate price competition. Completion of the “Attachment 9-Pricing Workbook” template is necessary for a full evaluation of a Quoter’s quote. A business submission and Pricing Workbook that fails to meet or comply with price quote instructions may be deemed nonresponsive.

Offerors shall complete all 3 tabs of the pricing workbook. The labor rates tab shall include all BPA Labor Categories that the offeror requires to perform the full scope of work anticipated under the awarded BPA, including BPA Task Order #1. This template shall also include and identify the Key Personnel listed in Phase 2 (Factor 3) and any additional proposed Key Personnel. Price discounts on rates for labor categories proposed for the BPA are strongly encouraged.

The Government will evaluate the discounts offered, and determine that the labor rates are fair and reasonable, but will not otherwise utilize the BPA Labor Rates tab for purposes of price evaluation and trade off analysis, which will focus on evaluation of price for BPA Task Order #1

Offerors shall submit all (if any) price assumptions, conditions, or exceptions related to any of the terms and conditions of the BPA and the SOO. If not noted in this section of the Offeror’s quote, it will be assumed that the Offeror proposes no price assumptions, conditions, or exceptions for award, and agrees to comply with all of the terms and conditions set forth in this Request for Quote (RFQ). It is not the responsibility of the Department to seek out and identify price assumptions, conditions, or exceptions buried within the Offeror’s quote. The Department reserves the right to reject any quote

that includes any price assumptions, conditions, or exceptions that impact or affect the Department's objectives or requirements.

#### Phase 3 Submission from Offerors:

- Technical Quote
  - Technical Approach for the BPA
  - Performance Work Statement (PWS) for the Task Order #1
    - Video Submission
    - Quality Assurance Surveillance Plan (QASP)
  - Agile Development Management Plan (ADMP)
- Business Submission
- Attachment 7-Past Performance Questionnaires (filled in)
- Attachment 9-Pricing Workbook (filled in)

## 6. TEAMING/PARTNERING

Both Contractor Teaming Arrangements (CTA) and subcontracting are permissible under this RFQ. If a CTA is proposed, the GSA Schedule contract of each team member shall be provided to substantiate the rates offered. A copy of the CTA document shall be provided. If a subcontractor is proposed, all labor and materials proposed must be contained within the prime contractor's GSA Schedule contract.

Offerors participating in teaming/partnering arrangements for this procurement shall submit their teaming/partnering agreements with their quote. The agreements shall be signed by the parties and shall demonstrate the relationship between firms and identify contractual relationships and authorities to bind the firm and the team/partnership.

Offerors proposing major subcontracts (subcontracts exceeding 10% of the overall prime contract value) shall submit signed letters of commitment from the subcontractors which define the contractual relationship and identify contribution to the planned arrangement in terms of the type and proportion of work to be performed. Copies of agreements and letters of commitment shall be submitted with the quote under this section and will not count towards the page limitation. Offerors shall include a cover page with their agreements to include a list of the teaming/partnering parties and the following information for each party: company name, DUNS number, address, point of contact, email address, phone, and fax numbers.

The Government will evaluate the acceptability of any subcontractor or CTA as part of its evaluation of price. Failure to provide complete supporting documentation may result in no further consideration of the offeror's quote.

## 7. QUOTE INSTRUCTIONS

- (a) Quotes must be clear, coherent, and prepared in sufficient detail for effective evaluations of the Offeror's quote against the evaluation criteria. Also, quotes shall cover all aspects of this solicitation and include the Offeror's approach for integration and program management activities. Quotes must clearly demonstrate how the Offeror intends to accomplish the project and must include convincing rationale and substantiation of all claims. A quote with significant informational deficiencies may be found technically unacceptable, and an Offeror's extensive



restating of an RFQ's requirements may be considered as evidence of the Offeror's failure to demonstrate a clear understanding of those requirements.

- (b) The Offeror shall describe its quote, through the use of charts, diagrams, and narrative, in sufficient detail for the Government to understand and evaluate the nature of the approach. In its evaluation and confidence assessment, the Department will consider the degree of substantiation of the proposed approaches in the quote volumes and in response to any discussions.
- (c) All correspondence in conjunction with this solicitation should be directed to the Department's Point of Contract (POC) identified below:  
Name: David Geary  
Email: [David.geary@ed.gov](mailto:David.geary@ed.gov)
- (d) Failure to submit any of the information required by this solicitation shall render a quote unacceptable. The Department may, at its discretion, negotiate any remaining issues, technical and price, with the apparent awardee. The government anticipates selecting the best-suited Offeror from initial responses, without engaging in exchanges with Offerors. Offerors are strongly encouraged to submit their best technical solutions and price in response to this RFP. The vendor shall fill-in 52.204-24, 52.204-26 and 3452.209-70 to be submitted with their business submission in Phase 3.
- (e) The Department will not pay any pre-award or travel costs incurred by the Offeror in preparing a response to this solicitation.
- (f) Vendor questions regarding this RFQ shall be submitted no later than 10:00AM EST, 7/26/21. Please include the text "RFQ Questions – G5 Modernization" in the Subject line of the e-mail.
- (g) Following are the instructions for Written Submissions:
  - I. Electronic Files: Each written submission shall be in the form of an electronic file as specified below in this solicitation, with no passwords, security features, encryptions, macros, and so forth. Hyperlinks are allowed only internal to the electronic file, and only for table of contents or index purposes. Each electronic file is limited to a size of 20 MB. Each electronic file shall be named "G5 Modernization–Volume n–Offeror Name.pdf [or .xlsx]."
  - II. Page Limitations: All pages, excluding the cover letter of the Quote, title page in any section of any Volume, table of contents, table of figures, list of tables, and glossary of abbreviations & acronyms are counted within page count limitations. Quote contents that exceed the stated page limitations will be removed from the quote by the Contracting Officer, prior to turning the quote over to the Department evaluation teams, and will not be considered in the evaluation.
  - III. Page Format: Each page shall have a minimum one-inch margin all around. Pages shall be numbered consecutively at the bottom of each page "Page <X> of <Total>". A page printed on both sides shall be counted as two pages. Formatting for double-sided printing/copying is encouraged. All pages prepared by the Offeror shall be letter size (8½" × 11") in portrait orientation or in landscape (11" x 17") for charts and data presentation. Any page citing "This page intentionally left blank" will not be included in the page count.
  - IV. Text Format: Arial or Times New Roman fonts at twelve points or larger is required; except that 9-point font may be used in presenting tables or graphic images where the data would otherwise not easily fit onto the page.
  - V. Cover Page: The first page of each volume shall be a cover letter (letter of transmittal) prepared on the Offeror's letterhead stationery. The cover letter shall identify all enclosures being transmitted and shall be used only to transmit the quote and shall

include no other information. The cover page shall be in accordance with FAR 52.215-1, paragraph (c)(2).

- VI. Submittal: The Offeror shall submit all volumes to the Department's POC identified above. The Offeror shall submit its volumes as e-mail attachments, with no more than two e-mails for each volume. Each e-mail's subject line shall include "G5 Modernization–Vol. n–Offeror Name." In the body of the e-mail, the Offerors shall include the following information:
- Name of Offeror.
  - Email contents/list of attachments.
  - Offeror Point of Contact (name, phone number and email address) for any questions regarding submission.

**Evaluation Criteria**  
**Grants Management (G5) Modernization**  
**RFQ #91990021Q0031**

Evaluation in Lieu of FAR 52.212-2

**1.BASIS FOR AWARD**

The Government intends to award a single Blanket Purchase Agreement (BPA) and first Task Order to the responsible Offeror whose quote represents the best value to the Government. Using the best-value, tradeoff process, the Government will evaluate each quote in accordance with the evaluation criteria.

**Phase I:**

Factor 1 – Demonstrated Prior Experience

**Phase II:**

Factor 2 – Oral Presentation & Slide Deck - The robustness of the technical solution & Implementation Approach

Factor 3 – Capability of Proposed Key Personnel

**Phase III:**

Factor 4 – Technical Submission

Factor 5 – Past Performance

Factor 6 – Business Submission & Pricing Workbook

This is a “best value” procurement using the tradeoff process. The Department will make an award to the responsible Offeror(s), whose quote/oral presentation is/are most advantageous to the Department, price and other factors considered. Accordingly, the Department may or may not award to the lowest price Offeror(s). The Department reserves the right to make award to a higher priced Offeror(s) to achieve a superior solution in meeting the requirements of the Performance Work Statement (PWS).

All non-price evaluation factors, when combined, are significantly more important than Factor 6 – Business Submission & Pricing Workbook. As the non-price merits of competing offeror’s quotes approach equal, Factor 6 will become more important in the best value trade-off decision. Offerors are cautioned that the award may not necessarily be made to the lowest priced quote.

After receipt of quotes, the Department will conduct an evaluation. Once the Department determines the Offeror that is the best-suited (i.e., the apparent successful Offeror), the Department reserves the right to communicate with only that Offeror to address any remaining issues, if necessary, and finalize a contract with that Offeror. These issues may include technical and price. If the parties cannot successfully address any remaining issues, as determined pertinent at the sole discretion of the Department, the Department reserves the right to communicate with the next best-suited contractor based on the original analysis and address any remaining issues. Alternatively, the Department may make award without any communications with offerors. Offerors are strongly encouraged to submit their best technical solutions and price in response to this RFQ.

## 2.EVALUATION FACTORS AND METHODOLOGY

The evaluation of each Factor (Factors 1 to 5) will be done holistically with a rating scale of "high confidence," "some confidence," and "low confidence," representing the Department's confidence that the Offeror understands the requirement and will be successful in performing the work.

Table 2.1

RATING	DESCRIPTION
High Confidence	The Department has high confidence that the Offeror understands the requirement, proposes a sound approach, and will be successful in performing the contract.
Some Confidence	The Department has some confidence that the Offeror understands the requirement, proposes a sound approach, and will be successful in performing the contract.
Low Confidence	The Department has low confidence that the Offeror understands the requirement, proposes a sound approach, or will be successful in performing the contract.

All quotes shall be evaluated by the Department in accordance with the factors and criteria established above. The evaluation factors will measure the Department's confidence that the offeror understands the requirement, proposes a sound approach, and will be successful in performing the contract. The technical evaluation factors are all critical and are listed in descending order of importance.

EVAL FACTOR	VOLUME	TAB	ELECTRONIC COPY	MAXIMUM
<b>Phase 1</b>				
1	I	Demonstrated Prior Experience	1	5 Pages
<b>Phase 2</b>				
2	II	Oral Presentation & Slide Deck - The robustness of the technical solution & Implementation Approach	1	60 Minutes for orals, 20 slides for the slide deck
3	III	Capability of Proposed Key Personnel	1	15 Pages
<b>Phase 3</b>				
4	IV	a) Technical Approach for the BPA	1	15 Pages
		b) Performance Work Statement (PWS) for the Task Order 1 <ul style="list-style-type: none"> <li>• Video Submission</li> <li>• Quality Assurance Surveillance Plan (QASP)</li> </ul>	1	No Limit
		c) Agile Development Management Plan (ADMP)	1	30 Pages
5	V	Past Performance Questionnaires (3)	1	9 Pages
6	VI	Business Submission & Pricing	1	No Limit

## **2.1 Phase I: Factor 1 – Demonstrated Prior Experience**

Relevant experience will be evaluated and will be assigned a rating in accordance with Table 2.1. The evaluation is based on recent and relevant experience examples. Prior experience will be evaluated to assess the expectation of successful outcomes based on the similarity and extent to which the offeror has performed agile software development similar to what is required under this solicitation. The government will evaluate offerors prior experience to determine that offerors demonstrate a comprehensive understanding and successful execution of agile processes, modern technology, and user experience design. To include:

- Offeror's Federal Grants expertise implementing complex technical solutions of comparable or greater size.
- Offeror is at least CMMI level 3 certified for development.
- Offeror's ability in meeting the implementation objectives.
- Offeror's experience in implementing a modernized solution in incremental manner.

## **2.2 Phase II: Factor 2 – Oral Presentation & Slide Deck - The robustness of the technical solution & Implementation Approach**

The offeror's oral presentation shall provide the Government an understanding of the offeror's proposed modernization target solution and will be evaluated and assigned a rating in accordance with Table 2.1. The oral presentation shall be evaluated based on the Offeror's ability to address the technical solution, plans and resources necessary to satisfy all objectives, and overall robustness & implementation approach.

## **2.3 Phase II: Factor 3 – Capability of Proposed Key Personnel**

The Government will assess the extent to which the offeror identifies and commits Key Personnel with appropriate experience and qualifications and will be assigned a rating in accordance with Table 2.1.

Critical evaluation elements shall be assessed as follows:

- Demonstration of educational qualifications of proposed Key Personnel;
- Demonstration of relevant experience for a large-scale IT modernization initiative;
- Demonstration of federal grants expertise, if any;
- Demonstration of recognition as respected leaders in their field.

## **2.4 Phase III: Factor 4 – Technical Submission**

The Technical Submission will be evaluated for feasibility and demonstration of the understanding of requirements and will be assigned a rating in accordance with Table 2.1. The BPA Technical approach will be evaluated based on the Quoter's approach to meet Task Order #1 SOO objectives for the initial work within the first 12 months after award, including how the minimum deliverables, as well as any other proposed deliverables, will be of quality and well aligned to support successful delivery as well as the ADMP approach.

## **2.5 Phase III: Factor 5 – Past Performance**

The Government's intent is to evaluate each Vendor's past performance, including quality, schedule, management, and regulatory compliance to determine whether the Vendor consistently delivered quality services in a timely manner in the past. The Government will evaluate relevant and recent past performance (as defined in the submission instructions). The information presented in the quotation, together with information from any other sources available to the Government may provide input for the evaluation. The Government will give the Vendor an opportunity to address past performance information to which the Vendor has not previously had an opportunity to comment. Lack of relevant past performance will be treated neither favorably nor unfavorably.

## **2.6 Phase III: Factor 6 – Business Submission & Price Workbook**

The Government will establish a "total evaluated" price based on a completed "Attachment 9-Pricing Workbook" Template. The BPA Labor Rates will not be included in the "total evaluated price" or overall trade-off assessment, but discounts and rates will be evaluated to ensure labor categories and rates are fair and reasonable and do not exceed the quoter's GSA schedule rate. These same functional category hourly labor rates will be used for the pricing of all other BPA orders.

The government expects to receive price competition through several offers. The "total evaluated price" proposed for BPA Task Order #1 will be evaluated for price reasonableness through comparison with other proposed prices and may include other price analysis techniques. In its evaluation, the Government will consider the level of effort and the mix of labor proposed to perform BPA Task Order #1. The Government will evaluate the alignment of the proposed pricing for BPA Task Order #1 to the offeror's proposed technical and management approach in accordance with FAR 8.4. Price that does not align to the offeror's proposed technical and management approach may indicate an inability to understand the requirements and therefore may be considered a high-risk approach to contract performance. The price quote will not be given a rating like factors 1-5.