

COMPLIANCE MATRIX

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1	ensures responsible	The DLA Energy Facilities Sustainment Directorate is responsible for the stewardship and funding of Sustainment, Restoration, Modernizing and Environmental (SRM & E) for the Department of Defense's (DoD) Petroleum, Oil and Lubricant (POL) infrastructure which supports DLA-owned fuel. Through the SRM&E Programs, DLA-Energy Facility Sustainment Directorate (FSD) ensures maximum operational and mission readiness capabilities. DLA Energy FSD consists of two divisions, Program Management Division and the Engineering, Environmental, Property Division.		
1	provides responsible required	DLA Energy Program Management Division (PMD) is responsible for sustaining, restoring and modernizing 75% of the DOD's fixed fuels infrastructure at 563 sites across 391 installations worldwide that store DLA Energy-owned petroleum, oil and lubricants. The \$750 million per year program provides enterprise level Sustainment (maintenance and repair activities to keep facilities in good working order over their expected service lives), Restoration (repairs required to return degraded facilities to good condition) and Modernization (maintenance and repair required to keep facilities functioning beyond their expected service lives or to meet new requirements) at DLA Energy capitalized fuel facilities. The objective of the program is to meet operational and emerging Warfighter requirements. Overall, PMD is responsible for the sustainment, restoration, and modernization of 14,974 real property assets worldwide. PMD currently has 44 personnel and is centrally headquartered at Fort Belvoir.		
1	ensures requested provides	DLA Energy Engineering, Environmental, Property Division (EEPD) provides comprehensive engineering, environmental, security and property accountability for DLA Energy's supported infrastructure worldwide. The division ensures fixed fuel infrastructure containing DLA-owned fuel meets DOD standards and environmental regulations. The team oversees planning, design, and execution of DLA Energy fuels infrastructure Military Construction Projects worldwide through the DOD Construction Agents. The division also provides environmental services management and technical oversight for all Service requested environmental compliance and restoration requirements. EEPD currently has 64 personnel disbursed both in CONUS as well as the Europe, Africa, and Pacific regions.		
1	requirement	2.1.2 PERFORMANCE OBJECTIVE The Facility Sustainment Directorate has a requirement for consulting and providing technical support to advise and assist the Government as the Subject Matter Expert (SME) for strategic planning, process management, data management, strategic support, and senior program management. This support is required to enhance FSDs program and current project management and tracking initiatives in order to meet emerging reporting and metrics requirements. In addition, FSD requires SMEs to aid in determining how to best leverage commercial techniques, incorporate the military construction agent's project management tools to ensure all War Fighter mission requirements are quickly identified and met. FSD requires vendor support to recommend enhancing and supporting FSD's data management, reporting and analytical capabilities for fuel assets, and projects. FSDs procedures and processes have evolved significantly over the last year since EEPD was realigned into the organization and maintaining FSD program process documentation and training is a continuing requirement .		
2	ensure requirement incorporate required requires	2.2 SCOPE OF WORK The Vendor shall provide support services in the following consulting and technical areas: (1) Program, Budget, and Process Support (2) Strategic Program Support; (3) PMD Program Database Maintenance Support (4) EEPD Database Research and Potential Development (5) Facility Sustainment Model Support are described below. High-level objectives are not unique to one specific task and may be represented across multiple tasks. Specific tasks are listed in Section 2.3- Performance Requirements.		
2	may provide shall	The Vendor shall : 2.2.1 Enhance the Strategic Planning and Reporting capabilities of FSD and provide experienced and knowledgeable support staff for Strategic Plan implementation and execution in a government arena.		
2	include provide will	2.2.2 Have a broad knowledge and understanding of DLA Energy operations, a close familiarity with DLAs strategic tools and processes and understand how DLA's strategic tools and processes impacts DLA Energy. Experience will include : 2.2.2.1 Data management experience, specifically with access and excel databases 2.2.2.2 Familiarity with DLA real property and fuels assets 2.2.2.3 Project Management experience with both DoD and commercial fuels facilities 2.2.2.4 Familiarity with DLA Energy processes and DoD stakeholders in regard to SRM, Environmental, fuel system automation and MilCon efforts 2.2.3 Provide business and operationally sound process improvements in order to help determine the most cost effective and cost-efficient processes for supporting the military construction agents in their petroleum repair, maintenance and construction.		
2	provide	2.2.4 Provide staff support to the various programs managers within the FSD Office.		
3	provide	2.2.7 Provide SMEs for development, implementation, and performance measurement of FSD initiatives.		
3	provide	2.2.8 Provide both commercial and federal energy industry insight.		
3	provides	2.2.9 Provides advisory and assistance on several interest areas in FSD, including, but not limited to: • Systems, Applications, Products in Data Processing (SAP) • Data Automation • Data Visualization • Cost Analysis, budgeting and planning; and • Performance Measurement.		
3	provide	2.3 PERFORMANCE REQUIREMENTS 2.3.1 TASK 1- Provide Program, Budget, and Process Support 2.3.1.1 Create, update, and maintain all FSD Process Documentation and Reference Materials.		
3	request ensure will require	Conduct in depth research and analysis on all process material request to ensure they fully capture all processes and meet the needs of the requestor. Processes will often require external collaboration with stakeholders outside FSD. PMD will continue to need support maintaining the six process maps that are already in place. EEPD will require the majority of the process map support since they recently merged with FSD and are working to standardize their processes within the DLA-Energy framework. FSD will also require process support for its Command MIPR processes and agreements to standardize how DLA-E will fund DLA Headquarters requirements via FSD.		
3	provide shall required	2.3.1.2 Provide advisory support on FSD Processes: Advise DLA Energy FSD on the improvement opportunities for the processes that make up the FSD Program as well as the related documentation and reference materials. Improvement opportunities shall be identified through consultation with Program Managers, the PAMP team, Branch Chiefs, and other FSD stakeholders. These consultations shall also identify required changes to the processes as a result of changes to DLA policy, processes, or EBS changes.		
3	required	2.3.1.3 Create additional materials such as SOPs, checklists, placements, and presentations to support FSD processes and present information as required .		

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3	include will shall incorporate required	2.3.1.4 Conduct maintenance: Conduct one update per year of the FSD Process Maps, Standard Operating Procedures, and other process documentation to incorporate improvements and required changes. Updates shall be executed across all the documents including the FSD Process Maps, Standard Operating Procedures, and other reference materials. This will include updating roles and responsibilities on documentation to reflect changes in FSD.		
3	include provide shall	2.3.1.4.1 Provide informational briefings on FSD Processes: Conduct targeted informational briefings on specific processes within the FSD Program to promote standardized execution and efficiency across FSD stakeholders. Briefing topics shall include updates to		
4	provide will required	2.3.1.4.2 Provide annual standardized excel workbooks to each branch in FSD and more, as required , as a tool to standardize budgeting throughout the directorate. Updates for these workbooks will be made prior to annual releases. All budget workbooks will be released at the beginning of each Fiscal Year.		
4	provide requests	2.3.2.1 Technical and analytical support on Strategic Studies and Initiatives: Provide technical and analytical support and strategic advisory assistance to the FSD office on ongoing and emerging strategic and special studies. In addition, provide assistance, in preparing responses to internal and external requests associated to these studies.		
4	provide requires	2.3.2.2 Provide Subject Matter Expertise on relevant topics: FSD requires consultation with Subject Matter Experts on a variety of relevant topics such as fuel logistics infrastructure operations and maintenance, commercial industry best practices, and data analytics and other technology solutions. Provide access to SMEs on these topics on an as needed based on FSD's priorities.		
4	include may provide require	2.3.2.3 Support for key events and workshops: Provide technical, analytical, and facilitation advice and support to FSD for key events and workshops such as Rapid Improvement Events, Continuous Process Improvement Events, and Construction Agent Briefings and Working Sessions. Support may include defining the topics and objectives for these workshops, making recommendations on event format and structure, assisting with facilitation, and capturing and tracking follow-ups and action items. Key event and workshop support may require travel at the discretion and approval of the COR and the CO.		
4	apply	2.3.2.4 Apply advanced knowledge of strategic planning and programmatic support including process improvement and budgeting with both the DoD and commercial fuels environments.		
4	required	2.3.2.5.1 Conduct an annual facilities analysis on DLA Energy assets, if required .		
4	request provide	2.3.2.5.2 Provide support in response to taskings and request for information on DLA Energy fuel asset costs on an ad hoc basis.		
4	provide	2.3.3 TASK 3 – Provide PMD Program Database Maintenance Support Task 3 Background: PMD has two existing Microsoft Access databases to track key program metrics for the fuel storage tanks and financial data. One database is the Project Tracker (PT) which tracks projects, Work Breakdown Structure (WBS) elements, and amendments as well as		
5	will require includes requirement required in the event	Information tracked in FAM includes tank characteristics such as location, capacity, tank type, and fuel type, as well as service status and inspection compliance status. There are a minimum of 50 users that require real-time simultaneous access to the existing database in order to add, edit, report, and analyze information. These two databases are mature products with no enhancements required , but will require maintenance support, including performance monitoring and troubleshooting, to continue to service FSD. The DoD's Sustainment Management System (SMS) Fuels is scheduled to replace the two PMD Databases functionality in FY23. If SMS Fuels is released and functional prior to the first option year of this contract, the option for this task will not be picked up and this will remain solely a base year requirement . In the event that SMS Fuels release is delayed and the requirement to maintain these databases is still valid, the option for this task will continue to be exercised in follow on option years as required .		
5	include may provide shall requests	2.3.3.1 Provide assistance for the daily functional maintenance associated with the existing FSD Microsoft Office databases and excel workbooks. Maintenance activities shall include : 2.3.3.1.1 Provide troubleshooting and resolving technical issues 2.3.3.1.2 Conduct weekly back-ups 2.3.3.1.3 Implement monthly System Administrator updates and system change requests 2.3.3.1.4 Provide targeted training and desk side assistance to Program Managers, PAMP team, and other FSD stakeholders with the database functionality 2.3.3.1.5 Assist FSD with generating reports in support of daily operations 2.3.3.1.6 Assist FSD with any errors that may occur with its RMMR Reporting Solution; a macro-enabled excel spreadsheet.		
5	provide includes required	2.3.3.2 Migration and Security: Provide assistance in all security testing and documentation required by DLA J6 Information Technology Directorate including a situation where permission is granted by the DLA Enterprise to migrate the existing Project Tracker and FAM databases to a new server or network location. This includes a onetime data transfer from FAM and PT to SMS Fuels.		
5	will requires	2.3.4 TASK 4- Conduct EEPD Database Research and Potential Development: EEPD requires a third access database that will capture their MiCon and Energy Automation Operational Technology Sustainment (EAOTS) Program data to be developed and maintained.		
5	will require	EEPD will require an assessment of their current data management and reporting requirements in order to determine how to best construct the database to meet their needs. For the base year, this task will be exercised to conduct the assessment of what the requirements of the access database will be. The database will also be developed and delivered in the base year. For the follow-on option years, two enhancements of the database a year will be released in addition to maintenance and periodic administrative updates.		
6	plan	Develop a strategy and implementation plan for enhancing the data management and reporting capabilities of EEPD and identify requirements for the EEPD data management capability by coordinating with EEPD stakeholders and conducting additional research.		
6	ensure will should must includes plan required	2.3.4.2 Present a plan for developing the new data management and reporting capabilities solution for database and adjust based on stakeholder guidance. Have a clear and detailed plan of what the solution will be and how it will be implemented at the beginning of the first Option Year should it be required . This planning includes coordination with DLA J6 to ensure database can be used on the DLA network. This plan will be presented to FSD leadership no later than 90 days after the contract award and must be approved no later than 120 days after the contract award.		
6	provide	2.3.4.3 Deploy the release of the database tool within 180 days of the award. Provide User Guide Documentation and conduct post release training and follow-on training as needed.		
6	provide	2.3.4.4 Provide ad hoc support for users as needed to troubleshoot and resolve technical issues.		
6	incorporate required	2.3.4.5 Enhancements: The objective of the required enhancements and upgrades to FSDs data management and reporting capabilities for fuel assets is to improve user- friendliness, data integrity, and incorporate new emerging data fields, metrics, and other reporting requirements.		

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6	include will shall require	Enhancement support services shall include : 2.3.4.5.1 Implement two version enhancements to EEPD's data management and reporting capabilities for fuel assets yearly. Recommended enhancements shall be identified through interactions with the FSD Project Managers, the Program Analysis and Master Planning (PAMP) team, FSD leadership and the Military Construction Agents. The enhancements shall cover data management, program analysis, data integrity and reporting capabilities for all real property assets. The base year will require the deployment and one enhancement. Every option year after will have two enhancements.		
6	provide	2.3.4.5.2 Conduct beta testing and demonstrations of the new functionality for each version enhancement, with the FSD team with the objective of allowing users to become familiar with and provide comments on the new capabilities.		
6	will required	2.3.4.5.3 Training on the enhancements will be provided as required to all users as required .		
6	will required	2.3.4.5.4 Documentation on system changes will be delivered to FSD as required .		
6	include provide shall	2.3.4.6 Provide assistance for the daily functional maintenance associated with the existing EEPD database. Maintenance activities shall include : 2.3.4.6.1 Provide troubleshooting and resolving technical issues		
7	request provide required	2.3.4.6.2 Conduct weekly back-ups 2.3.4.6.3 Implement monthly System Administrator updates and system change request 2.3.4.6.4 Provide targeted training and desk side assistance to Program Managers, PAMP team, and other EEPD stakeholders with the database functionality 2.3.4.6.5 Assist EEPD with generating reports in support of daily operations 2.3.4.7 Migration and Security: Provide assistance in all security testing and documentation required by DLA J6 Information Technology Directorate including a situation where permission is granted by the DLA Enterprise to migrate the existing Project Tracker and FAM databases to a new server or network location.		
7	may will require required responsible plan	2.3.5 TASK 5- Facility Sustainment Model (FSM) Technical and Analytical Support Task 5 Background: This will only be required in the FY23-24 option year and will not require any contracting support in any other year. It may or may not be required in FY23 depending on if the existing Facility Sustainment Model will require an update or not. In the case that this task is exercised, SRM will require assistance in developing a strategy and implementation plan for conducting Facility Condition Assessments across all DoD sites/installations with capitalized fuel assets. The Facilities Sustainment Model is used to estimate the budget requirements for the maintenance of facilities. DLA Energy and the SRM Office are responsible for providing periodic updates to the Office of the Secretary of Defense for the cost assumptions for the asset categories (i.e., Facility Analysis Codes) under its purview.		
7	plan	2.3.5.1 Develop a strategy and implementation plan for conducting Facility Sustainment Model Assessments updates for the FY-23-24 cycle.		
7	required	2.3.5.3 Update Facilities Sustainment Model (FSM) Assumptions: Perform an update in FY23, to the assumptions and inputs required for the Facilities Sustainment Model.		
7	include shall	The analysis shall include a summary of changes from the prior FAC level.		
7	provide responsibility shall required	2.3.6.6. Participate in trainings, briefings, and FSM calls as required for the FY23-24 FSM update 2.3.6 TASK 6- Program and Contract Management Task 6 Performance: The Vendor shall perform Program Management and Contract Management duties in support of the TO: 2.3.6.1 The Vendor shall provide the necessary resources to effectively oversee the performance of all requirements as defined herein. Within this responsibility , the Vendor shall develop and		
8	include requirement plan	implement a quality control and management oversight plan to effectively manage the staff and the performance per the performance standards established herein. Performance measures for this requirement are defined in the Performance Requirements Summary (PRS) in Section 2 below and include timeliness of staff on-boarding, timeliness of deliverables, and consistently meeting performance measures in other performance measures within this TO.		
8	include ensure shall list	2.3.6.2 The Vendor shall ensure the support is properly accomplished and ensure accountability and auditability. The Vendor shall develop and deliver a monthly status report (MSR) per Contract Deliverable Requirements List (CDRL). The Vendor shall prepare the MSR to detail the accomplishments to date, projected activities and a schedule to accomplish those projected activities. This report shall also project the availability of Vendor resources and include copies of completed deliverables. This report shall be provided electronically to the COR on the first working day of each month. If DLA Energy determines reports are insufficient for any reason, the vendor shall revise the report to acceptable levels and resubmit it within 4 calendar days.		
8	will	Copies of deliverables due within the month will be provided with monthly contract status report.		
8	contractor may will shall	2.3.6.3 The Vendor shall meet at a minimum each month with the CO or their designee and other Government representatives, at the discretion of the CO or designee, to review Contract performance. There may be conditions where the Contractor will meet more than once in a month due to unanticipated circumstances.		
8	shall	2.3.6.4 The Vendor shall , within ten (10) business days following the TO award date, attend a Kick-Off/Post Award Meeting with DLA Energy to review contract goals and objectives, and to discuss technical requirements, administrative matters, security requirements, project transition, Government Furnished Information/Materials/Equipment (GFI/GFM/GFE), the milestone schedule, review cycles, and invoicing, and as otherwise necessary.		
8	include shall plan	2.3.6.4.1 The Vendor shall prepare and present its plan for performing all tasks under the TO and schedules. The Kick-Off/Post Award Meeting shall include the CO and other necessary Government personnel, and all Vendor "key personnel." The Meeting shall be held at the Government facility.		
8	shall plan	2.3.5.6.2 The Vendor shall develop a Kick-Off/Post Award Meeting agenda and presentation slides summarizing the contract management and implementation plan . The Vendor shall develop and present a staffing plan for all "Key Personnel" and non-key personnel. The agenda and staffing plan shall be delivered to the CO five (5) calendar days prior to the proposed Kick-Off/Post Award Meeting for Government review.		
8	ensure provide will shall includes plan required	2.3.6.5 Transition-in Performance: The Vendor shall plan for and execute a transition-in strategy to provide for the on-boarding of appropriately qualified personnel with the required DoD security elements needed to support a smooth and seamless transition from the incumbent support team to "full performance" within 60 calendar days of TO award. Transition-in Performance includes all staffing activities, as well as the necessary knowledge transfer and capture to ensure "work-in-progress" is smoothly transitioned, and mission support is not interrupted. Performance measures for the first 60 days will be recorded and reported for		

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