

REQUEST FOR QUOTATION (RFQ)

TO: ALL PROSPECTIVE OFFERORS

FROM: Contracting Officer
Office of Contracting and Procurement
Washington, DC 20001

RFQ NO.: RFQ318896 Reissued

CAPTION: PASS – SYSTEM ARCHITECT

Issue Date: **May 7, 2007**

Submission Date: **May 15, 2007**

Time: 2:00 pm

HARD COPY QUOTES ARE REQUIRED
Submit one (1) original and 3 copies
ADDRESS AND DELIVER QUOTES TO:

Office of Contracting and Procurement
Bid Room, Attn: William Sharp/Melford Brown
441 4th Street NW, Suite 703 South
Washington, DC 20001

Marked Solicitation No.: RFQ RQ318896
Due Date: May 15, 2007
Time: 2:00pm

The Office of Contracting and Procurement (OCP), on behalf of the Office of the Chief Technology Officer (OCTO) hereby submits this RFQ for contractor(s) to provide all services/supplies in accordance with the Schedule B.

1. SERVICES/SUPPLIES REQUIRED

Items shall be delivered in accordance with specifications as detailed in Schedule B

2. DCSS or FSS CONTRACT NUMBER

Please identify if your offer is submitted under a District of Columbia Supply Schedule (DCSS) or a General Services Administration Federal Supply Schedule (FSS) contract.

3. PERIOD OF PERFORMANCE

The Period of Performance shall be from date of award not to exceed 600 labor hours.

4. CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District Government **only** by Contracting Officers. The name, address and telephone number of the Contracting Officer for this requirement is:

William Sharp
Contracting Officer
Office of Contracting and Procurement
Office of the Chief Technology Officer
441 4th Street NW, Suite 930 South
Washington, DC 20001

5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

5.1 The COTR is responsible for the technical administration of the contract and advising the contracting officer (CO) as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in writing by the CO.

The COTR will be assigned upon award.

5.2 It is understood and agreed that the COTR *shall not have* the authority to make changes in the specifications/scope of work or terms and conditions of the contract.

- 5.3 The Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the CO, and may be denied compensation or other relief for any additional work performed that is not so authorized, and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.**

ADVISORY AND ASSISTANCE SERVICES

The contract is a “nonpersonal services contract”. It is therefore, understood and agreed that the contractor and/or the contractor’s employees:

- (1) shall perform the services specified herein as independent contractors, not as employees of the District government;
- (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract;
- (3) shall be free from supervision or control by any District government employee with respect to the manner or method of performance of the services specified; but
- (4) shall, pursuant to the District government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the
- (5) duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objective.

7. COMPENSATION AND PAYMENT

- 7.1** For satisfactory performance and delivery of the services and deliverables set forth in the attached SOW, the contractor shall be paid in accordance with the final negotiated or accepted price.
- 7.2** The District shall make payments in accordance with the terms of the contract upon the submission of proper invoices or vouchers less any discounts, allowances or adjustments provided for in the contract.
- 7.3** The District shall pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

8. INVOICE SUBMITTAL

8.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in the contract. Invoices shall be prepared in triplicate and submitted to the Agency Chief Financial Officer (CFO) with a concurrent copy to the COTR specified in No. 5.1. The address of the CFO is:

Chief Financial Office
Office of the Chief Technology Officer
Attn: Accounts Payable
441 4th Street NW, Suite 930 South
Washington, DC 20001
Telephone: 202-727-2277
Fax: 202-727-1679

8.2 To constitute a proper invoice, the Contractor shall submit the following information:

8.2.1 Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

8.2.2 Contract number and Encumbrance Code. Assignment of an invoice number by the contractor is also recommended;

8.2.3 Description, price, quantity, dates and the percent (%) of work actually performed;

8.2.4 Other supporting documentation or information, as required by the Contracting Officer;

8.2.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

8.2.6 Name, title, phone number of person preparing the invoice;

8.2.7 Name, title, phone number and mailing address of person; and

8.2.8 Authorized signature

**OFFICE OF CONTRACTING AND PROCUREMENT
STATEMENT OF WORK**

C.1 SCOPE:

The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Office of the Chief Technology Office (OCTO) is seeking a contractor to lead and complete the technical infrastructure architecture and provide technical advice for the upgrade of the District's procurement system known as the Procurement Automated Support System (PASS). PASS is built on the Ariba Spend Management software suite. The current instance of Ariba will be upgraded from Buyer version 7.1a SP 25 to version 8.2.2 and Analysis version 2.5 SP 10 to version 3.1.2 SP12. Ariba, Inc. has been awarded a contract to perform the upgrade installation. The upgrade execution began on October 16, 2006.

C.1.1 Applicable Documents

Item No.	Title	Date
N/A		

C.1.2 Definitions

C.1.2.1 ASM4 – Ariba Spend Management Release 4. This is a collection of Ariba products at a particular version level, including Buyer (v8.2.2), Analysis (v3.1 SP12), Strategic Sourcing and Contracts Compliance. The District seeks to upgrade two of these products: Ariba Buyer and Ariba Analysis.

C.1.2.2 OCTO – Office of the Chief Technology Officer within the Government of the District of Columbia.

C.1.2.3 OCP – Office of Contracting and Procurement within the Government of the District of Columbia.

C.1.2.4 DCPS – District of Columbia Public Schools.

C.1.2.5 OCF – Office of the Chief Financial Officer within the Government of the District of Columbia.

C.1.2.6 PASS – Procurement Automated Support System. PASS is the procurement system for all District agencies. PASS is based on the Ariba Spend Management software suite. Currently, two products are implemented within the District government: Ariba Buyer and Ariba Analysis

C.1.2.7 ODC1 – OCTO Data Center 1. The first of two primary data centers maintained by OCTO that contains all mission-critical District government applications and technical infrastructure.

C.1.2.8 ODC2 – OCTO Data Center 2. The second of two primary data centers maintained by OCTO that contains all mission-critical District government applications and technical infrastructure. PASS's production environment currently resides at this location.

C.1.2.9 RSTARS – Relational Standard Accounting and Reporting System. RSTARS is the financial/accounting system for the District government. PASS integrates heavily with RSTARS to handle the financial encumbrance and liquidation transactions that are critical to procurement within the District of Columbia government.

C.1.2.10 ADPICS – Advanced Purchasing and Inventory Control System. ADPICS is the legacy procurement system that PASS replaced in 2003.

C.1.2.11 DBMS – Database Management System. Oracle 10G with RAC configuration has been identified as the required DBMS for the upgrade.

C.1.2.12 System Environments – PASS Operations currently maintains several system environments, including assembly test, system test, training, production and fail-over environments. With this upgrade a new environment, user acceptance, will be added to the PASS migration path.

C.2 BACKGROUND

C.2.1 The Procurement Automated Support System (PASS) is a District-wide Procurement application. The system is based on various modules of the Ariba Spend Management suite and was customized to meet the District's specific procurement needs.

PASS features a fully integrated interface with the Relational Standard Accounting and Reporting System (RSTARS), the District's financial system, using the SeeBeyond eGate integration suite. This gives PASS the ability to automatically create pre-encumbrances, encumbrances, and liquidations to commit funds to pay vendors.

PASS leverages the functionality of the Ariba Supplier Network to send purchase orders electronically to enabled vendors.

- C.2.2 PASS was brought online on July 23, 2003 with two District agencies. By November 2003, there were a total of 57 agencies that were using the PASS system.

On April 2, 2004, the Analysis module was implemented within the Office of Contract and Procurement (OCP). The Analysis module is used to create ad hoc reports and perform trend analysis.

On April 26, 2004, PASS was configured for commodity based buying.

As of September 30, 2005, PASS is used by all agencies for all procurement and Direct Voucher spend, except for DC Public Schools (DCPS). The use of the legacy procurement system (ADPICS) has been eliminated.

DCPS was brought on line March 27, 2006.

- C.2.3 PASS Analysis is used by OCP to create ad-hoc reports based on defined data dimensions in the Buyer module. Commodity managers can use the tool to track spending trends, staff workloads and cycle times. It has helped OCP to analyze data and refine the commodity buying process.
- C.2.4 PASS currently has approximately 3,600 users and services 90 agencies. Over 50,000 transactions representing over \$2 billion in District spend are processed by PASS every fiscal year.
- C.2.5 The District of Columbia has selected Ariba, Inc. to execute the upgrade installation. The District plans to implement ASM4 in early June 2007.
- C.2.6 OCTO has determined that hardware, software, and operating systems for the target technical infrastructure will consist of Sun Microsystems products. The District requires a technical infrastructure architect with a working knowledge of these types of systems in order to complete the architecture of the target upgraded system.

C.3 REQUIREMENTS

The following are a number of requirements and tasks that the contractor must fulfill as a part of the scope of work. A District Project Manager will be assigned to work with the team to provide assistance and oversight.

- C.3.1 Detailed Project Plan

The selected contractor shall be responsible for submitting a detailed work plan that includes detailed tasks, completion dates, milestones, resources, resource allocation, estimated hours versus elapsed time for completing the

Ariba v8.2.2 and Analysis v3.1.2 SP12 architecture. This version level is generally known as the ASM 4 release. As such, the combined upgrade of Ariba Buyer from v7.1a SP 25 to v3.1.2 SP12 will be known as ASM4 throughout this document. A full work plan is due to the District Project Manager within 10 working days of the contractor starting.

C.3.1.1 The contractor shall provide a sample project plan highlighting the major tasks of the upgrade including key milestones as part of the response to this solicitation.

C.3.2 Detailed Architecture Development Approach and Project Management

The selected contractor shall be responsible for putting together a detailed approach document for completing the Ariba ASM 4 architecture.

Any tools, methodologies, and/or best practices shall be included in the contractor's approach. In addition, the Architect must be prepared to use OCTO standard Configuration Management and Testing tools. At present, OCTO uses Merant Software Tracker and Version Manager to track System Change Requests and file versions, respectively. The District will make available these tools to the Contractor.

C.3.2.1 The contractor shall provide their overall approach to complete the upgraded architecture of the District's PASS System to Ariba ASM4 as part of their response to this solicitation. The contractor's approach (as a response to this solicitation) does not have to be as detailed as the final Approach Document, but should summarize the contractor's approach and must include any tools, methodologies, and best practices that will be used throughout the project.

The contractor shall also provide three different instances where they have proven their tools, methodology and best practices in the response to this proposal.

C.3.3 Detailed Technical Infrastructure Architecture

The selected contractor shall be responsible for submitting a detailed technical infrastructure architecture that includes detailed machine specifications, application/hardware fault tolerant design, network topologies and required software and operating systems required for the architecture build-out.

C.3.4 Architecture Installation and Implementation

The selected contractor shall be responsible for assisting OCTO with the installation and implementation of the hardware and software selected for the target technical architecture.

C.4 Monitoring Plan

C.4.1 PERFORMANCE MONITORING PLAN		
Reference this section in Section E of the solicitation: Acceptance and Inspection		
Performance Requirements	Performance Standards	Surveillance Method & Frequency
Upgraded System Architecture	Architectural diagrams shall be submitted with accompanying documentation in Microsoft Word 2000 format. Microsoft Visio objects shall be inserted into Word documents for diagrams.	Status reports must be submitted to the District Project Manager on a weekly basis. Final Upgraded System Architecture must be completed within 2 weeks of project start.
System Architecture Implementation and Build-Out Plan	System Architecture Implementation and Build-Out Plan must be submitted in Microsoft Word 2000 format.	Status reports must be submitted to the District Project Manager on a weekly basis. Final Architecture Implementation and Build-Out Plan must be completed within 2 weeks of project start.

C.5 DELIVERABLES:

Deliverable Quantity	Format and Method of Delivery	Due Date
ASM4 Technical Infrastructure.	Microsoft Word 2000 format. Microsoft Visio objects shall be inserted into Word documents for diagrams. Hard and soft copies must be provided for approval.	10 working days from award.
System Architecture Implementation and Build-Out plan	Microsoft Word 2000 format. Microsoft Visio objects shall be inserted into Word documents for diagrams. Hard and soft copies must be provided for approval.	30 working days from award.
Post implementation support for system	Post production support	Two weeks

stabilization	to ensure system stability	from system go-live
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C.6 Candidate Selection:

Contractor acknowledges that the District may direct the contractor to remove any contractor staff that the District finds unacceptable, and the contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel.

C.6.1 Evaluation for Award

EVALUATION FOR AWARD

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below.

The Technical and Experience Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

Proposals will be evaluated based on the following evaluation factors:

Technical knowledge	Points	40
Experience and past performance work in similar or same requirement;	Points	30

PRICING: Points 30
 The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offeror' s evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 30 = \text{Evaluated price score}$$

LSDBE PREFERENCE, IF APPLICABLE, as outlined in the Small and Local Business Development and Assistance Act of 2005, as amended:

Maximum of 12 points

TOTAL POINTS AVAILABLE

112 Points

D Administrative Concerns

- (a) The contractor will follow the procedures and rules of the Government of the District of Columbia, OCTO' s PO and additional procedures that the District representative may direct from time-to-time.
- (b) During performance of work and/or at completion of work, provide orderly hand-over of work products and deliverables to designated District representative.
- (c) Unless otherwise approved, work must be performed on District premises
- (d) Contractor shall be specifically responsible for assuring that personnel have laptops (see part 3 above) and necessary communication equipment.
- (e) Unless otherwise specified, contractor staff shall work onsite at the designated District site during normal business hours. Contractor shall also provide space, equipment, storage, personnel, and systems in the contractor' s offices as necessary to provide administrative support for the work hereunder.

- (f) The contractor will provide weekly timesheets, in the formats supplied by the District, reporting all time worked by person's name, days worked, and time worked. Each person is billable only to a maximum of eight (8) hours per day, 40 hours per week unless prior approval has been granted by the COTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value". (see part 3 above)
- (g) Vendor may not incur additional subcontractor costs without consent of District.
- (h) The Contracting Officer's Technical Representative (COTR), unless the representative expressly assigns a designee, is responsible for oversight and acceptance on all matters pertaining to the contract performance, other than those reserved to the Contracting Officer.
- (i) All invoices shall be submitted for certification to the COTR.

E Option Period

Upon the completion of the BASE period 600 labor hours, the District of Columbia shall have the right, but not the obligation, to exercise options for up to an additional 1,200 labor hours.

Schedule B: SUPPLIES OR SERVICES AND PRICE

B.1 The Government of the District of Columbia, Office of Contracting and Procurement, is seeking a contractor to provide the items listed in this schedule.

B.2 The District contemplates award of Labor Hour contract.

Schedule B – Supplies or Service and Price

CLIN #	DESCRIPTION	Unit	Price per unit	Quantity	Total Price
	<i>Base Period</i>				
001	Technical Architect	Labor hours		600	\$
	<i>Option Period 1</i>				
001	Technical Architect	Labor hours		600	\$
	<i>Option Period 2</i>				
001	Technical Architect	Labor hours		600	\$