

Attachment A

SPECIFICATIONS AND WORK STATEMENT

C.1 SCOPE

The objective of this project is to provide new credentials to District of Columbia residents enrolling in the Department of Employment Services (DOES) Summer Youth Employment Program (SYEP). The project requires the turnkey enrollment, verification, printing, and issuing of the District “One Card” for the approximately 16,500 youth participating in the District SYEP. The Second Tier One Card credentials (See C.1.1 Definitions below) will be printed on card stock containing a WMATA SmarTrip chip and a magnetic stripe, and it will be of similar weight and durability to the current WMATA SmarTrip cards. The cards must be provided to participants at the SYEP orientation at the District Convention Center on June 16, 17, 18, 19, and 20, 2008.

C.1.1 Definitions

DCPL: District of Columbia Public Libraries

DOES: Department of Employment Services (District of Columbia)

DPR: Department of Parks and Recreation (District of Columbia)

Magnetic Stripe: High-quality electromagnetic stripe typically found on credit cards or ATM cards from major banking institutions. The magnetic stripe must be blank and uninitialized but capable of being initialized and used at a later time with an application to be determined outside the scope of this solicitation.

OCTO: Office of the Chief Technology Officer (District of Columbia)

One-Dimensional Bar Code: Standard “zebra-stripe” bar code, also called a “39” bar code, compatible with existing readers at DC public schools, DC public libraries, and DC parks and recreation facilities. One-dimensional bar codes will correspond to numerical codes specified by the Office of the Chief Technology Officer (OCTO).

SYEP: Summer Youth Employment Program

SYEP Debit Card: Summer Youth Employment Program Debit Card to which participant compensation is placed

First Tier One Card: Lightweight, inexpensive plastic card similar to the library card currently issued by the DC Public Libraries.

SYEP One Card Credentials

Second Tier One Card: Contains WMATA SmarTrip functionality and a 2-track HiCo black magnetic stripe and it will be of similar weight and durability to current WMATA SmarTrip cards. Cards must meet the technical and durability requirements of WMATA for use as SmarTrip cards.

Third Tier One Card: Similar weight and durability to the Second Tier One Card and it will include WMATA SmarTrip functionality, HID RFID functionality to access District buildings, a PIV smart chip, and a magnetic stripe. The Third Tier One Card must be usable for HSPD-12, FIPS-201 compliant credentials. Cards also must meet the technical and durability requirements of WMATA for use as SmarTrip cards.

WMATA: Washington Metropolitan Area Transit Authority (WMATA)

WMATA SmarTrip: Farecards deployed in the bus and rail system of the Washington Metropolitan Area Transit Authority (WMATA). The WMATA SmarTrip farecard operates on the Cubic “Go Card” chip.

C.2 Background

The District of Columbia’s Office of the Chief Technology Officer (OCTO), in collaboration with the Department of Parks and Recreation (DPR) and DC Public Libraries (DCPL) recently launched the DC government One Card initiative. The new picture ID is a consolidated credential designed to give adults and children access to all the DC government facilities and programs they need to use.

Today, the One Card grants borrowing privileges at DC libraries and provides access to recreation centers throughout the city. Eventually the One Card will also become a student ID and an access card for all DC government buildings and programs. The citywide consolidation of cards will also yield long-term cost savings for government operations.

Beginning in June, participants in the Summer Youth program will receive One Cards. Later in the year, students in DC public schools will get One Cards to serve as student IDs.

C.3 Requirements

Where indicated, quantities are estimates of the amounts OCTO will order.

C.3.1 Requirements for Summer Youth Employment Program One Card Credential

C.3.1.1 CLIN 0001 – SYEP One Card Enrollment

The vendor shall provide personnel, equipment and supplies sufficient to enroll, verify, print, and issue One Card credentials for approximately 16,500 Summer Youth participants. Participants will enroll at the DC Convention Center on June 16, 17, 18, 19 and 20, 2008. Participants will be pre-registered by DOES and DOES will provide an electronic file including each registrant’s credential information prior to enrollment. It will be the vendor’s responsibility to integrate the DOES information into their credentialing solution prior to enrollment.

SYEP One Card Credentials

Since DOES will also be on hand during the enrollment period to distribute SYEP Debit Cards, it will be the vendor's responsibility to coordinate and align its enrollment processes with those established by DOES. Estimated daily enrollees during the enrollment period are listed below:

- Monday, June 16: 3,300 participants
- Tuesday, June 17: 3,300 participants
- Wednesday, June 18: 3,300 participants
- Thursday, June 19: 3,300 participants
- Friday, June 20: 3,300 participants

OCTO will provide approximately 18,000 Second Tier One Cards with a pre-printed back branded with the One Card logo and including additional SmarTrip and other contact information. (The 18,000 cards include approximately 1,500 excess stock for testing and replacement purposes.) The vendor must provide plastic badge holders and clips for the Second Tier One Cards—they cannot be punched. The Second Tier One Card must be registered with WMATA to protect the funds placed on the card by DOES and/or the card user. The vendor will assist with the card design to include a printed one-dimensional bar code, name and photograph of the program participant. Bar codes must correspond to ID numbers provided by OCTO.

In the event that the Second Tier One Card card stock is not available in time to support the SYEP enrollment, respondents must prepare a contingency plan to provide their own card stock. OCTO will notify vendor by June 9, 2008 if the contingency plan must be initiated. The contingency plan will require the vendor to supply approximately 18,000 blank PVC cards (with suitable holders / clips) that include a 2-track HiCo black magnetic stripe on the back. The back of the card must be pre-printed with the One Card logo and additional contact information and the front of the card will be printed during the enrollment period. The contingency card also, if possible, should have the same SmarTrip functionality as the SmarTrip cards issued by WMATA.

On June 23, 2008, the vendor shall provide as a deliverable to OCTO, a list of the Summer Youth participants with the corresponding information included on each participant's card including name, ID number, picture, and WMATA card tracking number. The vendor shall provide this information as an electronic file in a format acceptable to OCTO and also as a paper document.

The vendor shall also ensure that WMATA receives and processes the registration information to register each card to the appropriate program participant and thereby protect any funds the program participant deposits with WMATA for use in the Metro transit system.

C.3.1.1.1 Enrollment Processes and Technology

Currently, DOES is planning to split each orientation day into two 4-hour sessions with approximately 1,650 participants at each session. The 1,650 participants will be further divided into six groups of 275 participants each. The vendor will be required to take each participant's photo and associate each photo with the participant's pre-existing electronic record. The vendor will also be required to print the identification card on the provided stock

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and associate the appropriate participant with the WMATA serial number on the corresponding card. The vendor should expect to be required to accomplish all enrollment activities in the first 1-2 hours of each 4-hour session and to provide the printed cards by the end of the third hour of each 4-hour session. The vendor is expected to work closely with OCTO and DOES to optimize its solution and make any alterations necessary in the event of changes to the DOES logistical plan.

Each Respondent to this solicitation must explain in detail the processes it will establish, the resources required, and the technology it will use (e.g., software, hardware, printer specifications, networking requirements, etc.), including quantities, to sufficiently describe how they will successfully meet the goal of enrolling approximately 16,500 participants in a 5-day period. The vendor must also specifically demonstrate how they will ensure that they can print the Second Tier One Cards, which are similar to the SmarTrip cards currently distributed by WMATA, without damaging the cards.

C.3.1.2 CLIN 0002 – SYEP One Card Enrollment Transition and Knowledge Transfer

Vendor shall provide one (1) enrollment station to DOES to support ongoing credentialing needs through September 30, 2008. Vendor will be responsible for installing the enrollment station at DOES and providing the appropriate training and knowledge transfer to teach users to enroll new participants and to replace damaged or stolen cards. Vendor will also teach IT support staff to perform routine administration of the solution.

C.3.1.3 CLIN 0003 – SYEP One Card Maintenance and Replacement

The vendor shall provide support and maintenance of the enrollment station installed at DOES through September 30, 2008.

C.3.2 Statement of Work

This statement of work (SOW) describes the services, equipment, and subsystems to be provided by the vendor for engineering, installing, testing, documenting, operating and maintaining equipment and services for the solution being acquired under this solicitation.

C.3.3 Vendor Responsibilities

The vendor's responsibilities include, but are not limited to, the following requirements:

- a) The vendor shall provide project management and scheduling to ensure proper coordination and timely completion of the system;
- b) The vendor shall provide a description of its technology including, but not limited to, architecture, features, implementation options, security features, component quantities and performance;
- c) The vendor shall develop and deliver a solution pursuant to the requirements as defined in Section C.3.1 of this solicitation;
- d) The vendor shall provide all personnel, equipment and supplies necessary to meet the requirements of this solicitation; and
- e) The vendor shall prepare test plans and procedures and conduct those tests as per the plan. Those tests shall include, but not be limited to, integration tests, field tests and performance tests.