

<b>SOLICITATION, OFFER, AND AWARD</b>		1. Caption Implementation of PASS Ariba Modules		Page of Pages 1   16	
2. Contract Number	3. Solicitation Number DCTO-2008-R-0148	4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency		5. Date Issued 5/13/2008	6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open with Sub-Contracting Set Aside
7. Issued By: Office of Contracting and Procurement Information Technology Unit 441 4th Street, NW, Suite 973 North Washington, DC 20001			8. Address Offer to: Office of Contracting and Procurement Bid Room 441 4th Street, NW, Suite 703 South Washington, DC 20001		

NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"

**SOLICITATION**

9. Sealed offers in original and 5 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the  
441 4th Street, NW, Suite 703S, Bid Room, Washington, DC until 2:00 PM local time 13-Jun-08  
(Hour) (Date)

CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.

10. For Information Contact	A. Name Rhoda Veney	B. Telephone			C. E-mail Address <a href="mailto:rhoda.veney@dc.gov">rhoda.veney@dc.gov</a>
		(Area Code) 202	(Number) 727-0121	(Ext)	

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**OFFER**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment  10 Calendar days %    20 Calendar days %    30 Calendar days %    \_\_\_ Calendar days %

14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Offeror	16. Name and Title of Person Authorized to Sign Offer/Contract		
15B. Telephone (Area Code) (Number) (Ext)	15 C. Check if remittance address is different from above - Refer to Section G <input type="checkbox"/>	17. Signature	18. Offer Date

**AWARD (TO BE COMPLETED BY GOVERNMENT)**

# Office of Contracting & Procurement

## Implementation of PASS Modules

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**B SUPPLIES OR SERVICES AND PRICE**

**B.1 Base Deliverables**

**B.1.1 INITIAL IMPLEMENTATION OF SOURCING (AS) AND CONTRACTS COMPLIANCE (ACC)**

<b>CLIN</b>	<b>Article/Service</b>	<b>Qty</b>	<b>Price</b>	<b>Ext. Price</b>
0001	Master Project Plan	1		
0002	ACC Functional Requirements	1		
0003	AS Functional Requirements	1		
0004	Master Test Plan	1		
0005	ACC System Test Completion Report	1		
0006	AS System Test Completion Report	1		
0007	ACC User Acceptance Test Completion Report	1		
0008	AS User Acceptance Test Completion Report	1		
0009	ACC Performance Test Completion Report	1		
0010	AS Performance Test Completion Report	1		
0011	Change Management Plan	1		
0012	Training Plan	1		
0013	ACC Training Materials	1		
0014	AS Training Materials	1		
0015	ACC Training Completion	1		
0016	AS Training Completion	1		
0017	Production Implementation Plan	1		
0018	Post-Production Support Plan	1		
0019	Technical System Documentation	1		
0020	ACC Production Live—Initial Contract Type	1		
0021	AS Production Live—Vendor Self-Registration	1		
0022	AS Production Live—First Procurement Published	1		
0023	AS Production Live—First Procurement Awarded	1		

**B.2 Optional Deliverables**

**B.2.1 OPTION 1: IMPLEMENTATION OF CONTRACTS WORKBENCH (ACW)**

<b>CLIN</b>	<b>Deliverable</b>	<b>Qty</b>	<b>Price</b>	<b>Ext. Price</b>
0024	ACW Master Project Plan	1		

0025	ACW Functional Requirements	1
0026	ACW Master Test Plan	1
0027	ACW System Test Completion Report	1
0028	ACW User Acceptance Test Completion Report	1
0029	ACW Performance Test Completion Report	1
0030	ACW Change Management Plan	1
0031	ACW Training Plan	1
0032	ACW Training Materials	1
0033	ACW Training Completion	1
0034	ACW Production Implementation Plan	1
0035	ACW Post-Production Support Plan	1
0036	ACW Technical System Documentation	1
0037	ACW Production Live	1
0038	ACW License	1
0039	ACW Technical Support Services Fee (up to 5 yrs)	5

B.2.2 OPTION 2: IMPLEMENTATION OF CATEGORY MANAGEMENT (ACM)

CLIN	Deliverable	Qty	Price	Ext. Price
0040	ACM Master Project Plan	1		
0041	ACM Functional Requirements	1		
0042	ACM Master Test Plan	1		
0043	ACM System Test Completion Report	1		
0044	ACM User Acceptance Test Completion Report	1		
0045	ACM Performance Test Completion Report	1		
0046	ACM Change Management Plan	1		
0047	ACM Training Plan	1		
0048	ACM Training Materials	1		
0049	ACM Training Completion	1		
0050	ACM Production Implementation Plan	1		
0051	ACM Post-Production Support Plan	1		
0052	ACM Technical System Documentation	1		
0053	ACM Production Implementation	1		
0054	ACM License	1		
0055	ACM Technical Support Services Fee (up to 5 yrs)	5		

B.2.3 OPTION 3: ONSITE TECHNICAL CONSULTING SERVICES – OPTION YEAR 1

CLIN	Deliverable	Est. Hrs	Rate	Ext. Price
1001	Ariba Tech. Consultant (Developer)	1920		
1002	Ariba Tech. Consultant (Perf. Specialist)	1920		
1003	Ariba Tech. Consultant (Appl. Administrator)	1920		
1004	Ariba Tech. Consultant (Tier 2 Funct. Support)	1920		
1005	Ariba Tech. Consultant (Sr Bus. Consultant)	1920		
1006	Ariba Tech. Consultant (Functional Analyst)	1920		

<b>CLIN</b>	<b>Deliverable</b>	<b>Est. Hrs</b>	<b>Rate</b>	<b>Ext. Price</b>
1007	Ariba Project Manager	1920		

B.2.3.1 The District may choose to exercise any combination of hours and labor categories within an option period, in 500-hour increments.

B.2.3.2 These option periods will not be used to supplement the activities or complete deliverables in the base period or the ACW/ACM implementation options. Base period, ACW, and ACM implementation activities must be offered and delivered on a fixed-price basis.

**B.2.4 OPTION 4: ONSITE TECHNICAL CONSULTING SERVICES – OPTION YEAR 2**

<b>CLIN</b>	<b>Deliverable</b>	<b>Est. Hrs</b>	<b>Rate</b>	<b>Ext. Price</b>
2001	Ariba Tech. Consultant (Developer)	1920		
2002	Ariba Tech. Consultant (Perf. Specialist)	1920		
2003	Ariba Tech. Consultant (Appl. Administrator)	1920		
2004	Ariba Tech. Consultant (Tier 2 Funct. Support)	1920		
2005	Ariba Tech. Consultant (Sr Bus. Consultant)	1920		
2006	Ariba Tech. Consultant (Functional Analyst)	1920		
2007	Ariba Project Manager	1920		

**B.2.5 OPTION 5: ONSITE TECHNICAL CONSULTING SERVICES – OPTION YEAR 3**

<b>CLIN</b>	<b>Deliverable</b>	<b>Est. Hrs</b>	<b>Rate</b>	<b>Ext. Price</b>
3001	Ariba Tech. Consultant (Developer)	1920		
3002	Ariba Tech. Consultant (Perf. Specialist)	1920		
3003	Ariba Tech. Consultant (Appl. Administrator)	1920		
3004	Ariba Tech. Consultant (Tier 2 Funct. Support)	1920		
3005	Ariba Tech. Consultant (Sr Bus. Consultant)	1920		
3006	Ariba Tech. Consultant (Functional Analyst)	1920		
3007	Ariba Project Manager	1920		

## **C 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 Officer (OCTO) is seeking a contractor to lead and complete the technical implementation, testing, training, documentation, and provide technical advice for the installation of the Contract Compliance and Sourcing modules of the District's procurement system known as the Procurement Automated Support System (PASS).

#### **C.1.1 DEFINITIONS**

##### **C.1.1.1 ASM4 Ariba Spend Management Release 4**

This is a collection of Ariba products at a particular version level, including Buyer (v8.2.2), Analysis (v3.1.2), and Sourcing (v4.4). The District seeks to implement Ariba Sourcing along with another feature of Ariba Buyer, Contract Compliance (v3.0).

##### **C.1.1.2 ACC/AS Ariba Contract Compliance/Ariba Sourcing**

The two modules to be implemented: ACC (currently v3.0) and AS (currently v4.4).

- C.1.1.3 ACW/ACM Ariba Contracts Workbench/Ariba Category Management  
Two additional modules under consideration for implementation: Ariba Contracts Workbench (ACW), currently at version 3.0.2, and Ariba Category Management (ACM), currently at version 2.0.2.
- C.1.1.4 DC, District Government of the District of Columbia  
The District is the jurisdiction issuing this statement of work.
- C.1.1.5 OCTO Office of the Chief Technology Officer  
OCTO is the District agency that is the technical owner of PASS.
- C.1.1.6 OCP Office of Contracting & Procurement  
OCP is the District agency that is the business owner of PASS and defines requirements for PASS functionality.
- C.1.1.7 DCPS District of Columbia Public Schools  
DCPS is one of the largest District users of PASS.
- C.1.1.8 OCFO Office of the Chief Financial Officer  
OCFO is the District agency that is the business owner of RSTARS, to which Ariba Buyer integrates.
- C.1.1.9 PASS Procurement Automated Support System  
PASS is the procurement system for all District agencies and is based on the Ariba Spend Management software suite. Currently, Ariba Buyer and Ariba Analysis have been implemented for District government.
- C.1.1.10 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.1.1.11 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. The PASS production environment currently resides at this location.
- C.1.1.12 RSTARS Relational Standard Accounting and Reporting System  
RSTARS is the financial/accounting system for the District government. PASS integrates with RSTARS to manage financial encumbrance and liquidation transactions that are critical to District of Columbia government procurement. RSTARS is a commercial-off-the-shelf (COTS) product originally developed by KPMG.
- C.1.1.13 DBMS Database Management System  
Oracle 10G with Real Application Clusters (RAC) configuration is the required DBMS for the Contract Compliance and Sourcing modules.
- C.1.1.14 System Environments  
Procurement Application Services currently maintains several system environments, including assembly test, system test, training, user acceptance, production, and fail-over environments.

- C.1.1.15    CBE            Certified Business Enterprise (CBE)  
 The CBE program, formerly LSDBE, certifies small, local, resident-owned, disadvantaged, and enterprise zone businesses. It is administered by the Department of Local Small Business Development (DSLBD).
- C.1.1.16    OTR            Office of Tax and Revenue (OCFO)  
 OTR maintains data on vendor compliance with tax liabilities. For contracts exceeding \$100,000 the vendor must show proof that taxes are current and that, if in arrears, an approved payment schedule exists..
- C.1.1.17    DOES          Department of Employment Services (DC)  
 DOES maintains data on vendor compliance with unemployment taxes and with First Source Agreements that require vendors to use DOES as the first source for employee recruitment, referrals, and placement in jobs created under the proposed contract. A vendor's compliance status must be verified with DOES data before an award can be issued from PASS.
- C.1.1.18    Detailed Project Plan  
 The Detailed Project Plan is the document, in Microsoft Word and Project formats that describes the detailed tasks, completion dates, milestones, resources, resource allocation, estimated hours per task, communication and project control plans, and the work breakdown structure. The Detailed Project Plan follows the recommendations and contains the project plan components documented in the Project Management Institute's Project Management Body of Knowledge (PMI PMBOK).
- C.1.1.19    Project Start Date  
 The Project Start Date of this contract is defined as the first day the contractor begins work on the upgrade at the District's project location.

## **C.2            *Background***

### **C.2.1            DESCRIPTION OF PASS**

- C.2.1.1      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.
- C.2.1.2      PASS is fully integrated with the Relational Standard Accounting and Reporting System (RSTARS), the District's financial system, using the SeeBeyond eGate integration suite. PASS transactions automatically create pre-encumbrances, encumbrances, and liquidations in RSTARS to commit funds to pay vendors.
- C.2.1.3      PASS sends electronic purchase orders to enabled vendors using Ariba Supplier Network.
- C.2.1.4      The District currently owns 4 Ariba modules: Buyer, Analysis, Contracts Compliance, and Sourcing. The latter two modules are not yet installed.

### **C.2.2            HISTORY OF PASS**

- C.2.2.1      PASS was brought online on July 23, 2003, with two District agencies. By November 2003, there were 57 agencies using PASS.
- C.2.2.2      On April 2, 2004, the Analysis module was implemented within the Office of Contracting and Procurement (OCP). The Analysis module is used to create ad hoc reports and perform trend analysis.
- C.2.2.3      On April 26, 2004, PASS was configured for commodity based buying.

C.2.2.4 As of September 30, 2005, PASS was used for all procurement by all agencies except for DC Public Schools (DCPS), which switched over to PASS on March 27, 2006. The use of the legacy procurement system was eliminated.

### C.2.3 CURRENT USAGE OF PASS

C.2.3.1 PASS Analysis is used by OCP to create ad hoc reports based on defined data dimensions in the Buyer module. Commodity managers 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.2.3.2 PASS currently has 3,600 users from 90 agencies. Over 50,000 transactions representing \$2 billion in District spend are processed by PASS every year.

C.2.3.3 The District of Columbia is currently working with Ariba, Inc. to upgrade the Ariba Buyer and Analysis modules to ASM4 in preparation for the Contract Compliance and Sourcing implementation. Implementation is currently targeted for July 2008.

C.2.3.4 Currently there are 2 District-developed legacy systems, CCTS and CADS, at OCP that store information on 800 District contracts. In addition, many agencies have their own systems that track contract preparation or administration. These systems vary widely in form, and may include simple Access databases or Excel spreadsheets or home-grown applications.

C.2.3.5 The District has not used release order contract vehicles in the past, but intends to highly utilize these contract vehicles with the implementation of ACC.

C.2.3.6 The District's sourcing procedures are currently centralized within OCP. There are 98 buyers in 14 groups serving 68 OCP-serviced agencies around the District. Within each group or agency there are a variety of spreadsheet or document templates and workflow techniques used to support District-wide policies and procedures.

C.2.3.7 Other agencies have independent sourcing authority, including OCFO and DCPS. They have their own sourcing procedures and tools. Each of these agencies, however, must adhere to the District's Procurement Practices Act and DC Municipal Regulation Title 27.

## 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

C.3.1.1 The contractor shall submit a detailed project plan that includes tasks, work breakdown structure, completion dates, milestones, resources, resource allocation, estimated hours versus elapsed time supporting the implementation of ACC/AS. The plan is due to the District Project Manager within 10 working days of the contractor start date.

### C.3.2 DETAILED UPGRADE APPROACH AND PROJECT MANAGEMENT

C.3.2.1 The contractor shall submit a detailed approach document for supporting the ACC/AS implementation. The document should include a comprehensive plan for supporting the upgrade of the District's Ariba instance, while coinciding with the Project Plan. Specific areas within the document shall include:

- Functional requirement gathering and analysis
- Prototyping and configuration plan
- Preparation of environments
- Cut over strategy
- Testing
  - Regression

- System
- Performance (Volume and Stress)
- Integration
- UAT
- Connectivity
- Data Conversion

- Training
- Documentation

Any tools, methodologies, and/or best practices shall be included in the contractor's approach. In addition, the System Integrator 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 Dimensions 10 for file versioning. The District will make these tools available to the Contractor.

A Detailed Upgrade Approach Document is due within 15 working days of the contractor start date.

C.3.2.2 The contractor shall provide their overall approach to the implementation of the ACC/AS modules 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, including their experience with public sector implementations.

C.3.2.3 The contractor shall ensure communications between the primary process partners (OCP, OCFO, and OCTO) and independent agencies. The nature of this implementation will require the contractor to work with many client agencies around the District in order to gather and analyze requirements and confirm the fit of the solution. In addition, communications with the primary process partners defined above and other independent agencies will be vital to update and obtain sign-offs. The contractor shall ensure that all aspects of the implementation that require communication between multiple groups are completed. This requirement includes activities such as weekly status reports and meetings, project plan updates, etc.

C.3.2.4 The contractor shall participate and collaborate with District personnel to accomplish shared tasks. Many activities will require shared responsibility for the completion of a task (e.g. completion of testing). The contractor shall fully cooperate with all necessary teams in order to complete the activity.

C.3.2.5 The contractor shall follow OCTO standard work hours, currently 8:30 am – 5:30 pm, Monday through Friday, with lunch taken from 12 pm – 1 pm. Deviation from this schedule by contractors is strictly prohibited without prior written consent from the District Program Manager assigned to this project.

C.3.2.6 The contractor shall submit timesheets on a weekly basis to the District Program Manager by 12:00 pm each Monday for the prior week. The contractor shall enter timesheets directly into PASS if required by the project manager; otherwise the contractor shall utilize the standard OCTO timesheet given to the contractor after award of this contract.

C.3.2.7 The contractor shall perform all work related to this contract at locations assigned by the District. The District will make available sufficient office space required to perform the requirements of this contract to the contractor.

### C.3.3 REQUIREMENTS GATHERING AND ANALYSIS

C.3.3.1 The District began gathering requirements for use of the Contract Compliance and Sourcing

modules on September 24, 2007 using a team of PASS functional analysts and OCP Buyers. OCTO will continue this requirement-gathering process until the contractor begins work on the ACC/AS implementation.

- C.3.3.2 Upon award, the contractor shall take responsibility for requirement gathering and analysis, working with the data already gathered by the District team. The contractor shall continue to leverage the District resources to assemble requirements and confirm them with the primary owners of PASS (OCP, OCFO, OCTO) to obtain sign-off on a final set of contract and sourcing requirements.
- C.3.3.3 The contractor shall conduct prototype sessions with complete scripts and traceability matrixes to demonstrate the appropriate installation, configuration, business processes, and customizations (if any) required to meet the requirements. The contractor shall recommend changes to business processes or requirements by documenting the costs and benefits available to the District. The contractor shall obtain sign-off on prototype documents in order to finalize the requirements gathering phase of the project and proceed with development and testing.
- C.3.3.4 The contractor shall create a prototyping environment to carry out prototype sessions.
- C.3.4 **TESTING AND INFRASTRUCTURE FOR ACC/AS IMPLEMENTATION**
- C.3.4.1 The contractor shall ensure completion of all testing for the ACC/AS modules. There will be various rounds of testing during the implementation. Currently, the District maintains three testing environments (Assembly, System Test, and User Acceptance Test). The Assembly test environment will belong to the contractor upgrade team, and all other testing shall be conducted and completed by the Contractor in conjunction with independent OCTO System Testers and a population of end users. The contractor shall complete a Test Plan to cover all testing phases described in Section C.3.2 of this document. The District will provide the hardware and technical infrastructure for all testing environments. While performing the testing, the Contractor shall utilize District-furnished testing tools. Currently, the District utilizes Mercury Quality Center.
- C.3.4.2 The current PASS technical infrastructure is being upgraded for the production instance as part of the current ASM4 upgrade that is expected to take full advantage of the clustering ability of ASM4. This infrastructure must be evaluated by the contractor. The final decision of the actual technical infrastructure used will be determined by OCTO.
- C.3.5 **INTERFACES AND CONVERSION**
- C.3.5.1 The contractor shall analyze existing legacy contract-tracking systems and recommend appropriate upgrade paths for existing contracts to become active in ACC. The upgrade path may include conversion, manual entry, or termination of legacy contract altogether.
- C.3.5.2 The contractor shall also analyze the ongoing need for contract information in agency-specific contract-tracking systems and provide interface specifications that an agency can use to export ACC data to their legacy system or to upload data to ACC.
- C.3.5.3 The contractor shall develop an interface from the AS vendor registration function to DSLBD's CBE certification application. This will allow automatic verification of CBE status for each vendor that registers in AS and verification of CBE status at the time of award.
- C.3.5.4 The contractor shall develop an interface from the AS vendor registration function to OTR databases for a vendor's tax status, such that a vendor's tax status can be verified at the time of award.
- C.3.5.5 The contractor shall develop an interface from the AS vendor registration function to DES databases for a vendor's First Source Agreement compliance and unemployment tax payments, such that a vendor's status can be verified at the time of award.
- C.3.5.6 The contractor shall gather reporting requirements for both modules and ensure that all required data elements are included in the District's current instance of Analysis.

### C.3.6 PHASED IMPLEMENTATION

- C.3.6.1 The contractor shall propose an implementation plan that relies on a phased roll-out of functionality. The District understands the complexity of implementing new modules, but is interested in a quick, out-of-the-box implementation of both ACC and AS for the District's simplest procurement methods and contract types. To achieve that goal, the District requires a plan that rolls out usage of ACC and AS in phases.
- C.3.6.2 Phased implementation of ACC may include loading contracts of a particular type (preferably the simplest type of contract identified during the requirements gathering phase), from a particular legacy system, from a particular buyer group or for a particular agency.
- C.3.6.3 Phased implementation of AS will face different issues, since sourcing is centralized within OCP and may involve fewer users in its core processes. It may include bringing only one type of sourcing event (e.g., price-only small purchase, competitive sealed bid) into AS during the initial implementation, followed by other events in subsequent phases.
- C.3.6.4 The contractor may be required to provide additional or extended Ariba Technical Consultant services on an *ad hoc* basis in order to ensure proper maintenance and operation of all implemented Ariba applications.
- C.3.6.5 The contractor may be required to provide additional or extended Ariba Technical Consultant services on an *ad hoc* basis in order to deliver additional ACC contract types and AS sourcing methods after the initial implementation requirements have been met and the ACC and AS modules are in production.
- C.3.6.6 The contractor shall be prepared to propose an Implementation plan for Ariba Contracts Workbench (ACW) and Ariba Category Management (ACM) that would follow a phased implementation approach similar to the AS implementation. The timing of these modules, outlined in Options 1 and 2 of this contract, can be found in section F of this document. The District expects that the effort required to complete these two modules will be similar to the effort required to implement the Sourcing module. Like ACC and AS, The District expects implementation of these modules to have minimal configurations and to implement them as close to the out-of-the-box specification as possible.

### C.3.7 TRAINING MATERIALS UPDATE FOR ACC/AS IMPLEMENTATION

- C.3.7.1 The contractor shall create new training materials for ACC/AS and update any existing training materials as required by changes in the existing user interface or processes. All training materials shall be prepared with PASS-specific screenshots and instruction sets. All training materials will be approved by OCP and OCTO.
- C.3.7.2 The contractor shall create and deliver training sufficient to educate the PASS user community on the use of the new ACC/AS functionality. Although the functionality is completely new to PASS, only a subset of approximately 500 users from the entire PASS user community of approximately 3,800 users will have access to ACC/AS. The contractor shall therefore prepare a plan for creating and delivering training sufficient to the need. The plan may include computer-based training (CBT), classroom training, virtual classrooms, or other methods with a proven success record. The training plan shall be approved by OCP and OCTO. The District will provide the software and hardware necessary to complete this requirement.
- C.3.7.3 In addition to performing training for internal District users, the contractor shall also create training materials for the vendor community to utilize when using the Sourcing module. The external Sourcing footprint is relatively large, including functions to support vendor registration and online collaboration (e.g., advertisement, question/answer, and response). The contractor may use different methods of providing training to the vendor community than the methods outlined in section C.3.7.2, but a unified approach should assure that common materials are leveraged across all the training.

### C.3.8 TRAINING EXECUTION

- C.3.8.1 The contractor shall execute classroom training for required employees. The District recognizes that there may be a need to train a percentage of the PASS user community in a classroom environment for various reasons. The contractor must be prepared to train up to 1,000 users in a classroom environment if needed, although the phased implementation approach may invite a phased training approach. The District will provide sufficient classroom time and space to execute this training.
- C.3.8.2 The contractor shall execute “train-the-trainer” sessions. PASS training for ACC/AS will be handled by OCP. At least three OCP trainers shall be involved with the development of new and updated training materials as well as trained to provide the new training materials to all PASS users.
- C.3.8.3 The contractor shall execute training sessions for up to 50 vendor representatives on the utilization of the external Sourcing functions, including vendor registration and online solicitation response.
- C.3.9 **TECHNICAL DOCUMENTATION UPDATE**
- C.3.9.1 The contractor shall create new PASS technical designs and runbooks for ACC and AS. The contractor shall also ensure that existing designs and runbooks for Buyer and Analysis are updated as appropriate.
- C.3.9.2 The contractor shall ensure failover and disaster recovery procedures are documented and tested. One of the primary benefits of the current upgrade to ASM4 is to utilize the multi-node capabilities of this release. These capabilities will allow the District to implement a high-availability architecture for PASS. This architecture must be documented and tested in conjunction with OCTO personnel to ensure that a high-availability environment is maintained.
- C.3.10 **POST-IMPLEMENTATION SUPPORT**
- C.3.10.1 The contractor shall provide post-production functional support. After implementation, the end-user community will require additional Tier 1 and Tier 2 functional support more than normally provided by PASS Operations. The contractor shall provide support to over 500 users located at various locations within the District of Columbia. Up to 2 additional functional analysts with at least 2 years of Ariba experience with ACC and AS shall be allocated to complete this requirement for up to 12 weeks. Phased implementation options may take longer.

**C.4 Monitoring Plan**

**C.4.1 PERFORMANCE MONITORING PLAN**

(Reference this section in Section E of the solicitation: Acceptance and Inspection)

<b>Performance Requirements</b>	<b>Performance Standards</b>	<b>Surveillance Method &amp; Frequency</b>
Outcomes, Outputs	Quantity, quality, timeliness, accuracy, effectiveness, cost	Reviews, surveys, inspections, data analysis

**D N/A**

**E ACCEPTANCE AND INSPECTION**

## F DELIVERABLES

### F.1 Base Deliverables

#### F.1.1 INITIAL IMPLEMENTATION OF SOURCING (AS) AND CONTRACTS COMPLIANCE (ACC)

F.1.1.1 The following deliverables are associated with the initial implementation of ACC and AS as described in Section C. Due Dates are calculated from the Project Start Date, which is expected to be an agreed-upon date after the date of award.

<b>Deliverable</b>	<b>Qty</b>	<b>Format &amp; Method of Delivery</b>	<b>Due Date (from Start)</b>
Master Project Plan	1	MS Word & Project; approved hard & soft copy	2 weeks
ACC Functional Requirements	1	MS Excel; approved hard & soft copy	6 weeks
AS Functional Requirements	1	MS Excel; approved hard & soft copy	9 weeks
Master Test Plan	1	MS Word & Project; approved hard & soft copy	7 weeks
ACC System Test Completion Report	1	MS Word; approved hard copy	11 weeks
AS System Test Completion Report	1	MS Word; approved hard copy	20 weeks
ACC User Acceptance Test Completion Report	1	MS Word; approved hard copy	11 weeks
AS User Acceptance Test Completion Report	1	MS Word; approved hard copy	20 weeks
ACC Performance Test Completion Report	1	MS Word; approved hard copy	11 weeks
AS Performance Test Completion Report	1	MS Word; approved hard copy	20 weeks
Change Management Plan	1	MS Word & Project; approved hard & soft copy	4 weeks
Training Plan	1	MS Word & Project; approved hard & soft copy	7 weeks
ACC Training Materials	1	MS Word approved hard copy, PDF, WMV files	11 weeks
AS Training Materials	1	MS Word approved hard copy, PDF, WMV files	20 weeks
ACC Training Completion	1	Classroom training, CBTs, other methods in C.3.8	13 weeks
AS Training Completion	1	Classroom training, CBTs, other methods in C.3.8	24 weeks
Production Implementation Plan	1	MS Word & Project; approved hard & soft copy	12 weeks
Post-Production Support Plan	1	MS Word & Project; approved hard & soft copy	12 weeks
Technical System Documentation	1	MS Word; approved hard & soft copy	27 weeks

<b>Deliverable</b>	<b>Qty</b>	<b>Format &amp; Method of Delivery</b>	<b>Due Date (from Start)</b>
ACC Production Live—Initial Contract Type	1	ACC Production contract entered by end-users	14 weeks
AS Production Live—Vendor Self-Registration	1	AS vendor registration completed by vendor user	20 weeks
AS Production Live—First Procurement Published	1	AS solicitation published in Production by end-users	25 weeks
AS Production Live— First Procurement Awarded	1	AS solicitation awarded in Production by end-users	29 weeks

## **F.2 Optional Deliverables**

### **F.2.1 OPTION 1: IMPLEMENTATION OF CONTRACTS WORKBENCH (ACW)**

<b>Deliverable</b>	<b>Qty</b>	<b>Format &amp; Method of Delivery</b>	<b>Due Date (from Start)</b>
ACW Master Project Plan	1	MS Word & Project; approved hard & soft copy	2 weeks
ACW Functional Requirements	1	MS Excel; approved hard copy & soft copy	8 weeks
ACW Master Test Plan	1	MS Word & Project; approved hard & soft copy	8 weeks
ACW System Test Completion Report	1	MS Word; approved hard copy	12 weeks
ACW User Acceptance Test Completion Report	1	MS Word; approved hard copy	14 weeks
ACW Performance Test Completion Report	1	MS Word; approved hard copy	16 weeks
ACW Change Management Plan	1	MS Word & Project; approved hard & soft copy	4 weeks
ACW Training Plan	1	MS Word & Project; approved hard & soft copy	8 weeks
ACW Training Materials	1	MS Word approved hard copy. PDF, WMV files	14 weeks
ACW Training Completion	1	Classroom training, CBTs, other methods in C.3.8	17 weeks
ACW Production Implementation Plan	1	MS Word & Project; approved hard copy & soft copy	15 weeks
ACW Post-Production Support Plan	1	MS Word & Project; approved hard copy & soft copy	15 weeks
ACW Technical System Documentation	1	MS Word; approved hard copy & soft copy	18 weeks
ACW Production Live	1	Production usage by end-users of ACW	18 weeks

### **F.2.2 OPTION 2: IMPLEMENTATION OF CATEGORY MANAGEMENT (ACM)**

<b>Deliverable</b>	<b>Qty</b>	<b>Format &amp; Method of Delivery</b>	<b>Due Date (from Start)</b>
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<b>Deliverable</b>	<b>Qty</b>	<b>Format &amp; Method of Delivery</b>	<b>Due Date (from Start)</b>
ACM Master Project Plan	1	MS Word & Project; approved hard & soft copy	2 weeks
ACM Functional Requirements	1	MS Excel; approved hard & soft copy	8 weeks
ACM Master Test Plan	1	MS Word & Project; approved hard & soft copy	8 weeks
ACM System Test Completion Report	1	MS Word; approved hard copy	12 weeks
ACM User Acceptance Test Completion Report	1	MS Word; approved hard copy	14 weeks
ACM Performance Test Completion Report	1	MS Word; approved hard copy	16 weeks
ACM Change Management Plan	1	MS Word & Project; approved hard & soft copy	4 weeks
ACM Training Plan	1	MS Word & Project; approved hard & soft copy	8 weeks
ACM Training Materials	1	MS Word approved hard copy. PDF, WMV files	14 weeks
ACM Training Completion	1	Classroom training, CBTs, other methods in C.3.8	17 weeks
ACM Production Implementation Plan	1	MS Word & Project; approved hard & soft copy	15 weeks
ACM Post-Production Support Plan	1	MS Word & Project; approved hard & soft copy	15 weeks
ACM Technical System Documentation	1	MS Word; approved hard & soft copy	18 weeks
ACM Production Implementation	1	Production usage by end-users of ACM	18 weeks

**G N/A**

**H N/A**

**I N/A**

**J N/A**

**K N/A**

**L SUBMISSION INSTRUCTIONS**

**L.1 *Technical Proposal***

**L.1.1 IMPLEMENTATION APPROACH**

**L.1.1.1 Sample project plan**

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. The project plan will show how the contractor plans to manage the scope and deliverables in order to meet requirements on an efficient and expedient schedule.

L.1.1.2 Training approach

The contractor shall provide a high-level training plan showing how the contractor proposes to meet the training requirements for District users of ACC and AS, and for up to 50 vendors to use the Sourcing registration and collaboration functionality.

L.1.1.3 Analysis, implementation, and BPR approach

The contractor shall provide a high-level approach for gathering final requirements and managing scope and schedule for a quick implementation of out-of-the-box functionality for ACC and AS. The approach shall include a process for identifying opportunities for business process renewal, recommending legislative or policy changes, recommending implementation of additional Ariba modules (e.g., ACM and ACW), and managing organizational change throughout the implementation.

L.1.2 CONTRACTOR EXPERIENCE

L.1.2.1 Experience of contractor with similar projects

The contractor shall provide a detailed description of past experience with similar projects where the contractor was a prime contractor or subcontractor. Particular attention shall be given to recent experience with procurement or financial system implementations or upgrades, and work with federal, state, and local government customers. Particular attention shall also be given to direct experience with Ariba Spend Management. If a subcontractor is proposed, the contractor shall provide a detailed description of the subcontractor's experience relevant to the tasks to be assigned to the subcontractor.

L.1.2.2 Qualifications of key personnel

The contractor shall provide a detailed description of the experience and qualifications of key personnel that will staff the project, including the project manager, senior technical resource, and senior functional resource. Resumes shall be provided for the named key personnel.

L.1.2.3 Contractor references

The contractor shall provide references from recent customers. If a subcontractor is proposed, additional references shall be provided for the subcontractor.

**L.2 Price Proposal**

**M EVALUATION CRITERIA**

M.1.1 IMPLEMENTATION APPROACH (40%)

M.1.1.1 Sample project plan (15%)

M.1.1.2 Training approach (10%)

M.1.1.3 Analysis, implementation, and BPR approach (15%)

M.1.2 CONTRACTOR EXPERIENCE (30%)

M.1.2.1 Experience of contractor with similar projects (5%)

M.1.2.2 Qualifications of key personnel (10%)

M.1.2.3 Contractor references (15%)

M.1.3 PRICE (30%)