

## Attachment A

### OFFICE OF THE CHIEF TECHNOLOGY OFFICER PASS SYSTEM ARCHITECT

#### 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.1.2 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

<b>C.4.1 PERFORMANCE MONITORING PLAN</b>		
<b>Acceptance and Inspection</b>		
<b>Performance Requirements</b>	<b>Performance Standards</b>	<b>Surveillance Method &amp; Frequency</b>
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.