

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)			THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET ASIDE		PAGE OF PAGES 1 OF 64
1. REQUEST NO. 140E0120Q0018	2. DATE ISSUED 06/08/2020	3. REQUISITION/PURCHASE REQUEST NO. 0040475266	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY BSEE-Sterling ACQ Ops Branch 45600 Woodland Road, VAE-AMD Sterling VA 20166-9216			6. DELIVERY BY (Date)		
			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
			9. DESTINATION		
5b. FOR INFORMATION CALL: (No collect calls)			a. NAME OF CONSIGNEE BSEE-VIRGINIA OFFICE		
NAME David Jablonski		AREA CODE 703	TELEPHONE NUMBER NUMBER 787-1589	b. STREET ADDRESS 45600 Woodland Rd	
8. TO:					
a. NAME		b. COMPANY			
c. STREET ADDRESS			c. CITY Sterling		
d. CITY		e. STATE	f. ZIP CODE	d. STATE VA	e. ZIP CODE 20166
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 06/23/2020 1700 ET		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.			

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	The Bureau of Safety and Environmental Enforcement (BSEE) is hereby issuing this Request for Quotation (RFQ) for the project entitled, "Enterprise Information Technology Core Services (EITCS)." This RFQ is set-aside for small business as identified in Sections 1.1 and 1.2 of this RFQ. Please reference the attached addendum for information on the solicitation including the due date for quotations. This is being conducted through a Multi-Phased submission and evaluation process as identified in Section 4.1, with the Phase I written quote due June 23, 2020 at 5:00 PM ET.				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations are are not attached

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER					
b. STREET ADDRESS			16. SIGNER		
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE
					AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

SECTION 1 GENERAL INFORMATION AND PRICING

1.1 GENERAL

The United States Department of the Interior (DOI), Bureau of Safety and Environmental Enforcement (BSEE) is issuing this competitive Request for Quote (RFQ) to eligible General Services Administration (GSA) Federal Supply Schedule (FSS) contract holders under GSA Schedule 70, “General Purpose Commercial Information Technology Equipment, Software, and Services”, Special Item Number (SIN) 132-51, “Information Technology Professional Services,” or GSA MAS 54151S – IT Professional Services for the purpose of entering into a task order for the program entitled, “Enterprise Information Technology Core Services (EITCS).” BSEE anticipates awarding a task order in accordance with the Federal Acquisition Regulations (FAR) 8.405-2.

If you are interested in this acquisition, you may participate by submitting your response in accordance with the requirements and instructions contained herein.

1.2 ELIGIBILITY

This task order is a total set-aside for small business concerns. Only quotes by qualified small business concerns possessing a FSS/GSA MAS Program Contract is eligible to respond to and receive an award based on this RFQ. Also, FSS/GSA MAS ‘Source’ and ‘Categories’ that are the same or similar to the following are applicable to the Government’s requirements of this RFQ and shall be on an offeror’s FSS/GSA MAS Program Contract to be eligible to respond to and will be considered by the Government. Any quote that is submitted by an offeror that is not a small business concern will not be considered for award.

- Source: MAS;
 - Category: 54151S – IT Professional Services
- Source: GSA Schedule 70 Information Technology Schedule
 - Category: SIN 132-51 – Information Technology Professional Services

Eligible GSA contractors may enter into a task order that extends beyond the current term of their GSA Schedule contract, as long as there is at least one unexercised option period in their contract that, if exercised, will cover the task order’s full period of performance if all options are exercised.

1.3 ANTICIPATED AWARD TYPE

The Government anticipates the award of a performance based fixed-price incentive type task order with reimbursable travel for the base and each option period. The price shall include the offeror-proposed incentives.

1.4 LINE ITEM PRICING

The specific details and descriptions of the Line Items are described below. The period of performance for each line item is identified in Section 3.2 herein. Payments will be made at the unit prices specified below for services completed by the Contractor pursuant to the performance standards agreed to by the parties and accepted by the Government in accordance with Sections 3.9 and 3.10 herein.

Award of the task order is subject to the availability of funding.

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<u>BASE PERIOD (11/1/2020 – 10/31/2021):</u>					
00010	<u>Base Period Transition:</u> EITCS Support for the effort described herein during First Month. (Firm-Fixed-Price) (POP Dates: 11/1/2020 – 11/30/2020)	1	Month	\$ <u> *</u>	\$ <u> *</u>
00020	<u>Base Period:</u> EITCS Support for the effort described herein during Months 2 – 12. (Firm-Fixed-Price) (POP Dates: 12/1/2020 – 10/31/2021)	11	Month	\$ <u> *</u>	\$ <u> *</u>
00030	<u>Base Period:</u> Travel cost related to this Task Order Reimbursable at actual cost, no fee, in accordance with FAR Clause 31.205-46. (Amount is not to exceed).	N/A	NTE	\$ <u> N/A</u>	\$ <u> 60,000</u>
00040	<u>Base Period:</u> Computer Refresh Installation [See SOO 2.4.10.3] (Firm-Fixed-Price per Computer) See Sec. 3.10 - Variation in Est. Quantity.	724	Each	\$ <u> *</u>	\$ <u> *</u>
00050	<u>Base Period:</u> Service Level Agreement Incentive (Maximum Amount)				\$ <u> *</u>
TOTAL BASE PERIOD (CLINS 00010 – 00050):					\$ <u> *</u>
<u>OPTION PERIOD 2 (11/01/2021 – 10/31/2022):</u>					
00110	<u>Option Period 1:</u> EITCS Support for the effort described herein. (Firm-Fixed-Price)	12	Month	\$ <u> *</u>	\$ <u> *</u>

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
00120	<u>Option Period 1</u> : Travel cost related to this Task Order Reimbursable at actual cost, no fee, in accordance with FAR Clause 31.205-46. (Amount is not to exceed).	N/A	NTE	\$ <u>N/A</u>	\$ <u>62,000</u>
00130	<u>Option Period 1</u> : Computer Refresh Installation [See SOO 2.4.10.3] (Firm-Fixed-Price per Computer) See Sec. 3.10 - Variation in Est. Quantity.	724	Each	\$ <u>*</u>	\$ <u>*</u>
00140	<u>Option Period 1</u> : Service Level Agreement Incentive (Maximum Amount)				\$ <u>*</u>
TOTAL OPTION PERIOD 1 (CLINS 00110 – 00140):					\$ <u>*</u>
<u>OPTION PERIOD 2 (11/01/2022 – 10/31/2023):</u>					
00210	<u>Option Period 2</u> : EITCS Support for the effort described herein. (Firm-Fixed-Price)	12	Month	\$ <u>*</u>	\$ <u>*</u>
00220	<u>Option Period 2</u> : Travel cost related to this Task Order Reimbursable at actual cost, no fee, in accordance with FAR Clause 31.205-46. (Amount is not to exceed).	N/A	NTE	\$ <u>N/A</u>	\$ <u>63,000</u>
00230	<u>Option Period 2</u> : Computer Refresh Installation [See SOO 2.4.10.3] (Firm-Fixed-Price per Computer) See Sec. 3.10 - Variation in Est. Quantity.	724	Each	\$ <u>*</u>	\$ <u>*</u>
00240	<u>Option Period 2</u> : Service Level Agreement Incentive (Maximum Amount)				\$ <u>*</u>
TOTAL OPTION PERIOD 2 (CLINS 00210 – 00240):					\$ <u>*</u>

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
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OPTION PERIOD 3 (11/01/2023 – 10/31/2024):

00310	<u>Option Period 3</u> : EITCS Support for the effort described herein. (Firm-Fixed-Price)	12	Month	\$ <u> * </u>	\$ <u> * </u>
00320	<u>Option Period 3</u> : Travel cost related to this Task Order Reimbursable at actual cost, no fee, in accordance with FAR Clause 31.205-46. (Amount is not to exceed).	N/A	NTE	\$ <u> N/A </u>	\$ <u> 65,000 </u>
00330	<u>Option Period 3</u> : Computer Refresh Installation [See SOO 2.4.10.3] (Firm-Fixed-Price per Computer) See Sec. 3.10 - Variation in Est. Quantity.	724	Each	\$ <u> * </u>	\$ <u> * </u>
00340	<u>Option Period 3</u> : Service Level Agreement Incentive (Maximum Amount)				\$ <u> * </u>

TOTAL OPTION PERIOD 3 (CLINS 00310 – 00340): \$ *

OPTION PERIOD 4 (11/01/2024 – 10/31/2025):

00410	<u>Option Period 4</u> : EITCS Support for the effort described herein. (Firm-Fixed-Price)	12	Month	\$ <u> * </u>	\$ <u> * </u>
00420	<u>Option Period 4</u> : Travel cost related to this Task Order Reimbursable at actual cost, no fee, in accordance with FAR Clause 31.205-46. (Amount is not to exceed).	N/A	NTE	\$ <u> N/A </u>	\$ <u> 67,000 </u>
00430	<u>Option Period 4</u> : Computer Refresh Installation [See SOO 2.4.10.3] (Firm-Fixed-Price per Computer) See Sec. 3.10 - Variation in Est. Quantity.	724	Each	\$ <u> * </u>	\$ <u> * </u>
00440	<u>Option Period 4</u> : Service Level Agreement Incentive (Maximum Amount)				\$ <u> * </u>

TOTAL OPTION PERIOD 4 (CLINS 00410 – 00440): \$ *

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
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OPTION PERIOD 5 (11/01/2025 – 10/31/2026):

00510	<u>Option Period 5</u> : EITCS Support for the effort described herein. (Firm-Fixed-Price) (11 months) (POP Dates: 11/01/2025 – 09/30/2026)	11	Month	\$ <u> * </u>	\$ <u> * </u>
00520	<u>Option Period 5</u> : Travel cost related to this Task Order Reimbursable at actual cost, no fee, in accordance with FAR Clause 31.205-46. (Amount is not to exceed).	N/A	NTE	\$ <u> N/A </u>	\$ <u> 69,000 </u>
00530	<u>Option Period 5</u> : Computer Refresh Installation [See SOO 2.4.10.3] (Firm-Fixed-Price per Computer) See Sec. 3.10 - Variation in Est. Quantity.	724	Each	\$ <u> * </u>	\$ <u> * </u>
00540	<u>Option Period 5</u> : Service Level Agreement Incentive (Maximum Amount)				\$ <u> * </u>
00550	<u>Transition-out Period (1 month)</u> (Firm-Fixed-Price) (POP Dates: 10/01/2026 – 10/31/2026)	1	Month	\$ <u> * </u>	\$ <u> * </u>

TOTAL OPTION PERIOD 5 (CLINS 00510 – 00550): \$ *

TOTAL ESTIMATED PRICE (If all options are exercised and all incentives paid):

\$ *

[= Offeror shall provide these dollar amounts in the price quotation.
All pricing must be rounded to the nearest dollar.]*

1.4.1 Firm Fixed Price CLINS

The Contractor shall provide all services to meet the Enterprise Information Technology Core Services (EITCS) stated in the Task Order and the Contractor’s Performance Work Statement. Invoices may be submitted in accordance with the Section 3.9.

1.4.2 Travel CLINS

These CLINS are for long distance travel incurred in completion of this Task Order and will be reimbursed for actual, allowable, and reasonable travel costs incurred, exclusive of any fee or G&A. Advance written approval must be obtained from the Contracting Officer’s Representative

(COR) prior to incurring any costs for travel. The Not-to-Exceed (NTE) amount of each long-distance travel line item, if exceeded by the Contractor, is at the Contractor's own risk and expense. Travel will be reimbursed in accordance with Federal Acquisition Regulation (FAR) Clause 31.205-46.

1.4.3 Service Level Agreement (SLA) Performance Incentives CLINS

These CLINs includes total amount of performance incentives per year that the contractor can receive if earned and may be less than the amount listed based on performance. The SLAs also include monetary and non-monetary disincentives. Payment of earned incentives will be made after the performance period has ended and the contractor has submitted its final annual report. BSEE will use this report and other information to determine if the Contractor met the SLAs.

SECTION 2 STATEMENT OF OBJECTIVES

BSEE Enterprise Information Technology Core Services (EITCS)

2.1 INTRODUCTION

The Bureau of Safety and Environmental Enforcement (BSEE) requires a full range of cost effective, customer-focused and performance-driven Enterprise Information Technology services to ensure all users have responsive and equitable access to common services and support on a daily basis to enable effective and efficient mission performance across all serviced organizations. From an Information Technology (IT) perspective, The Technology Services Division within BSEE is a service provider of Enterprise Infrastructure, office automation and select application services to not only BSEE, but also the Bureau of Ocean Energy Management (BOEM) and the Office of Natural Resources Management (ONRR).

2.2 OVERVIEW

2.2.1 Mission and Organization

The Bureau of Safety and Environmental Enforcement (BSEE), a bureau within the U.S. Department of the Interior is the Federal agency responsible for safety and regulatory oversight of oil and gas development on the U.S. Outer Continental Shelf. BSEE works to promote safety, protect the environment, and conserve resources offshore through vigorous regulatory oversight and enforcement over energy production operations, with rights granted through leases offered by BOEM.

The Bureau of Ocean and Energy Management (BOEM) manages the exploration and development of the nation's offshore resources through balanced economic development, energy independence, and environmental protection through oil and gas leases, renewable energy development and environmental reviews and studies.

The Office of Natural Resources Revenue (ONRR) is entrusted with a fiduciary role, managing an average of \$11 billion in annual revenues from energy and mineral leases and other monies owed for the use of public natural resources on the Outer Continental Shelf and onshore Federal and American Indian lands. Revenue sources include royalties, rents, and bonuses generated throughout the life of the lease.

Together, these three organizations have approximately 2,500 employees and contractors, located across the United States. The three largest and primary office locations are Denver, CO, New Orleans, LA, and Sterling, VA, with two smaller Regional Offices in Anchorage, AK, and Camarillo, CA. Other smaller offices are located in Dallas, Houston and Lake Jackson, Texas; Tulsa and Oklahoma City, Oklahoma; Lake Charles, Houma, and Lafayette, LA; and Farmington NM. The headquarters location for all three organizations is the U.S. Department of the Interior building in Washington, D.C.

2.2.2 Partnering Philosophy

A major intent of this Statement of Objectives (SOO) is to create a “partnership” between BSEE and the Contractor.

In addition to meeting the strategic and enterprise objectives described herein, the contractor will be expected to:

- Consistently take steps to understand the crucial business issues and opportunities of the three customer organizations.
- Identify and propose improvements to core IT systems, services and processes on an ongoing basis, throughout the performance period of the task order.
- Share the risks and responsibilities of joint implementations and initiatives.
- Ensure its products and services deliver tangible and meaningful business benefits.
- Work collaboratively with other contractors, government agencies, and business partners to ensure project success.
- Propose and provide cost-effective solutions to the complexities and difficulties that are characteristic of implementing, integrating, maintaining, and securing mission-critical IT systems and services.
- Periodically measure and forecast capacity and systems growth in alignment with capital planning requirements and constraints.
- Under a performance-based structure, performance metrics and service level agreements will be used extensively to monitor the performance of this task order. BSEE and the Contractor will baseline and monitor progress using agreed-upon performance metrics and service level agreements.

2.3 STRATEGIC OBJECTIVES

2.3.1 Enhance and Enable the BSEE, BOEM, and ONRR Missions

Deliver to the government a flexible, responsive, and continuously improving platform of IT services that can be accessed from any BSEE, BOEM and ONRR facility or remotely from anywhere and provide value-added tools and capabilities for accomplishing the core missions of the three customer organizations.

2.3.2 Increase Organizational Efficiency

Implement standard, best practice processes and procedures to ensure cost-efficient, streamlined Enterprise IT services that are responsive to change, proactive and ensure maximum continuity in mission operations. Coordinate effectively with organizations providing interdependent IT services, to include, but not limited to, the DOI Enterprise Services Network team, ONRR contractors, and BSEE Mission IT contractors to ensure operational continuity and clear performance accountability.

2.3.3 Leverage Existing BSEE IT Environment

To the maximum extent practicable, leverage and incorporate existing BSEE systems and assets into new and modified IT solutions to promote cost efficiency, schedule responsiveness and optimal return on previous BSEE IT investments.

2.3.4 Establish and Enhance an Enterprise Identity

Promote and provide an Enterprise identity that conveys a common “look and feel” and is consistently sustained and scaled through a common set of high quality, non-bureaucratic, repeatable IT processes throughout the three organizations to whom services are provided.

2.3.5 Capitalize on Industry Best Practices and Innovation

Research, recommend and implement industry and government best practices, standards and innovation while ensuring compliance with applicable Federal, DOI, and BSEE policies and regulations.

2.3.6 Support to Future Initiatives and Evolutions

Ensure an active and viable partnership between the Contractor and BSEE in anticipating and responding to future initiatives and technology evolutions that will assure that BSEE is continually improving the services provided to all customer organizations to keep pace with progressive, technologically advanced and cost-effective core information solutions that provide high business value.

2.3.7 Consistently Achieve Favorable Government Ratings

Ensure BSEE is positioned to score favorably during agency evaluation, rating and auditing activities.

2.4 ENTERPRISE SERVICES OBJECTIVES

2.4.1 Enterprise User Support Services

2.4.1.1 Enterprise Service Desk/Call Center (Tier 1)

Provide, implement, operate and maintain a fully-functional Enterprise Service Desk/Call Center for recording, triaging, troubleshooting and resolving/redirecting customer support requirements and ensuring minimum user downtime. Ensure the software application supporting the Enterprise Service Desk/Call Center solution is cost-effective and selected based on best-fit for the size and mission of the three customer organizations, collectively. The software application should be industry-proven and commercially available.

As defined by the Information Technology Infrastructure Library (ITIL) Tier 1 support function consists of basic help desk resolution and service desk delivery.

2.4.1.2 Desktop Support (Tier 2)

Provide on-site client hardware and software desk-side support and remote client-side support for teleworkers, ensuring minimum user downtime. Client technologies include Microsoft Windows and Apple MAC OS operating systems.

As defined by the Information Technology Infrastructure Library (ITIL) Tier 2 support function consists of in-depth desktop technical support.

2.4.1.3 Mobile Wireless Services

Configure, set up and deploy mobile wireless devices, which include iOS and Android smartphones and iOS and Android tablets, to users in BOEM and BSEE. Administer the devices using the Department of the Interior's Mobile Device Management solution and provide technical assistance to users.

2.4.1.4 Video Conferencing (VTC)

Initiate, maintain, and closeout scheduled video conferencing sessions. Interface with government staff responsible for maintaining the VTC schedules to ensure timely service delivery. Troubleshoot problems and issues with the service and perform corrective actions. Initiation and checkout of VTC sessions shall be performed in advance of the start time to allow for troubleshooting and corrective actions. Currently, there is one dedicated position at the Main Interior Building and Denver location, It is estimated that additional dedicated VTC support positions will be required at both the Sterling and New Orleans locations as well.

2.4.1.5 User Provisioning and Administration

Provision users and provide account administration for the network and applications, to include creating, maintaining and deleting user accounts, an audit trail of account actions, access levels, roles and permissions, and periodic audits of accounts, access levels, group memberships, permissions and account policy settings.

2.4.2 Enterprise System Services

2.4.2.1 Enterprise Systems Administration

Perform enterprise operations and maintenance to ensure desktop, application, and remote access performance and availability. Proactively monitor enterprise systems, responsively communicate and report issues, resolve escalated customer requests and provide engineering solutions to ensure successful resolution of system problems.

2.4.2.2 Enterprise Database Administration Services

Perform effective database design, testing, implementation, operation, and maintenance to responsibly support enterprise systems and tools. The current databases are Microsoft SQL Server.

2.4.2.3 BSEE Test Lab

Manage the enterprise test lab, located in Denver, CO, separate from the production environment, to ensure proper validation of domain and enterprise systems and applications prior to deployment to the production environment.

2.4.3 Domain and Network Services

2.4.3.1 Domain and Network Administration

Perform domain and network operations, troubleshooting, and maintenance, which include Active Directory, DHCP, DNS, WINS and VTC services, to ensure performance and availability. Provide effective and timely coordination with the DOI Enterprise Services Network organization to ensure successful and expedient resolution of customer issues and maintenance requirements. Proactively monitor equipment and systems and responsibly communicate and report issues. Perform periodic analysis of the network capacity and provide capacity planning recommendations to the Government for projected growth, inclusive of voice, video and data. During the first year of the task order, redesign the current Active Directory domain to create a separate Organizational Unit (OU) for each of the three customer organizations that includes Users, Workstations, Laptops, Servers, Service Accounts and Security Groups, with a common shared infrastructure, applications and services. Perform periodic and regular reviews (a minimum of biannually) of the Active Directory structure and components, including Group Policy Objects, to maintain Active Directory in accordance with Microsoft recommended practices and to keep the structure simplified, streamlined and accurately documented.

2.4.3.2 Telecommunications

Perform operations, troubleshooting, and maintenance of all switches, routers, firewalls, Network Intrusion Prevention sensors, Voice-Over-IP phone system, video teleconferencing system/service and all other network peripherals to ensure performance and availability. Proactively monitor equipment and systems, responsibly communicate and report issues, resolve customer issues and provide engineering solutions to ensure successful resolution of system problems. This includes WiFi services at every location identified in Section 3.3.

2.4.4 Systems/Services Monitoring and Maintenance

Perform proactive data center, enterprise, domain, and network systems monitoring to optimize performance and to identify potential or actual system failures and to prevent or remedy the same. Record systems performance data for performance metrics purposes.

2.4.5 Engineering Support (Tier 3)

Provide expert level troubleshooting and analysis of advanced issues and problems related to systems and applications in the enterprise, to include research and development of solutions to new or unresolved issues. Design and develop one or more courses of action, evaluating each of these courses in a test case environment and implementing the best solution to the problem. Provide and maintain up-to-date systems documentation, including diagrams, tables, and configuration settings, etc. for all Enterprise systems. At a minimum, the Contractor shall update systems documentation after upgrades, technology refresh, architecture changes and system enhancements.

As defined by the Information Technology Infrastructure Library (ITIL) Tier 3 support function consists of expert engineering product and service support.

2.4.6 System Analysis Support

Provide comprehensive analytical support to determine new requirements for existing enterprise systems, capabilities and business processes. Implement and maintain processes for proactively researching, identifying and recommending new technologies and capabilities that will eliminate duplication, increase organizational efficiency, customer satisfaction and capitalize on industry best practices. Provide system improvement recommendations for new technology initiatives.

2.4.7 Web Services

2.4.7.1 Web Support

Maintain and administer intranet and internet operating environments, providing responsive and reliable support services, ensuring proper configuration and interface of web applications and web sites.

2.4.7.2 Web Application Development and Support

Provide comprehensive web application analysis, design, development and support services encompassing the BSEE, BOEM and ONRR websites, Commercial Off-The-Shelf (COTS) applications, and other custom web applications.

2.4.8 Data Backup and Storage

Perform data backups in a timely, effective and consistent manner. Maintain the enterprise data storage solution to ensure efficient use and availability of resources and the survivability of data. Ensure compatibility with environments that have dynamic and evolving data storage initiatives. Perform and document restoration tests of data backups.

2.4.9 Continuity of Operations (COOP) and Disaster Recovery (DP)

Provide comprehensive COOP and disaster recovery planning, testing and activation support to ensure coordinated and responsive restoration of operations. Develop, test, document and implement procedures for data restoration at the designated COOP and DR sites. Provide support and assistance in the execution of the contingency and/or COOP security processes. A contingency event may necessitate travel. Identified key contractor personnel may travel to an identified COOP site, stand-up the security function for the network, and perform regular day-to-day security functions within the confines of the COOP working environment. Coordinate with and provide support for all customer organizations during their COOP operation, as well as their COOP exercises. Provide one (1) senior type IT Specialist (Desktop) employee for assistance with the Headquarters COOP and DR efforts.

2.4.10 Asset Management

2.4.10.1 Logistics

Provide efficient and effective receipt, storage, issue, delivery and turn-in of equipment and software. Ensure hardware turn-ins are managed and secured in accordance with BSEE policies and regulations.

2.4.10.2 Desktop and Laptop Technology Refresh Planning

Perform lifecycle planning and technology refresh installation services for desktop and laptop computers across the enterprise. (Refresh installation services will be scheduled during task order performance by the Contracting Officer's Representative to specify the location(s), quantity, and timeline requirements of the refresh requirements.)

2.4.10.3 Installation

Implement a standard methodology and provide and maintain installation standards and procedures (STIGS, images, etc.) that ensure properly configured systems; continuity of user operations; fully-functional applications; and train users to successfully operate new systems and equipment. Proactively maintain comprehensive images to ensure that all images contain current and up-to-date software applications, all applicable patches and the latest drivers. Ensure that images comply with prevailing Federal, DOI and BSEE policies and requirements.

2.4.10.4 Configuration Management

Provide effective and efficient Enterprise Configuration Management (CM) to assure accurate documentation of CM related information, administer and participate in the Government's change management process, and facilitate life cycle planning. This includes developing, maintaining, coordinating, documenting and storing images, group policy settings for use across the BSEE Enterprise and performing configuration status accounting.

2.4.10.4.1 Testing

Utilize the BSEE Test Lab to ensure systems are properly configured, secured, tested and ready for deployment.

2.4.10.4.2 Inventory Management

Operate and maintain an IT inventory management solution for hardware/software that ensures accurate and up-to-date asset accountability across the BSEE enterprise. The software application should be industry-proven, open, non-proprietary, and commercially available. The inventory management system must be accessible by the Government and provide key asset information, including, but not limited to, the name of the employee to whom the asset is assigned, model/serial numbers, geographic/physical location, warranty information, and date the equipment item was placed into service. Provide guidance to and coordination with Government staff to ensure accurate and consistent use of the inventory management system and reconciliation with the official Government property system. Provide the Government an initial property inventory baseline at the start of the task order and maintain update the inventory with any and all changes to ensure an accurate and complete inventory for the government at all times. Ensure timely and effective reporting and coordination of property management accountability incidents in accordance with prevailing Government property management policies.

2.4.11 Project Management and Solutions Engineering

As directed by the Government, plan, design, implement, test and deploy new enterprise systems and applications and upgrades to existing systems and applications. Ensure designs are interoperable with the enterprise architecture, other business applications, and the existing infrastructure environment. Assist the Government in defining enterprise architecture standards and work collaboratively with the Government to develop technology roadmaps for enterprise systems and operating environments. Provide system improvement recommendations for system operations to ensure reliability, performance, capacity, security and optimal resource utilization.

2.4.12 IT Security Services

Apply the guidance provided in all relevant National Institute of Standards and Technology (NIST) Special Publications in the delivery of IT security services. These criteria, as well as those provided in applicable OMB guidance for FISMA reporting, shall be used in determining the methodology for delivering IT security services that are required in order to fulfill obligations to comply with FISMA, OMB Circular A-130, and other appropriate laws, directives, policies, standards and guidelines. Security Monitoring, Intrusion Detection, and Analysis. Perform near real-time monitoring of the BSEE Network (BSEENet), to include all local area networks and connected Major Applications, using existing and future Government furnished security tools in order to detect evidence of an intrusion or misuse.

2.4.12.1 Security Incident Responses

Perform incident response, as defined by FISMA, in support of all security incidents related to BSEE information or information systems. Ensure timely and effective identification, isolation, containment, coordination, and documentation of security incidents in compliance with prevailing US-CERT, DOI, and BSEE security policies and standards. Participate in regular Incident response testing.

2.4.12.2 Security Architecture

Provide support for the: 1) ongoing compliance with the U.S. Government Configuration Baseline (USGCB); 2) resolution of known vulnerabilities and areas of non-compliance; 3) upgrades to BSEE infrastructure; 4) changes to BSEENet architecture; 5) change management activities with the development/review of implementation plans, back out plans, and security impact analyses; and 6) security engineering services required for the implementation of new applications.

2.4.12.3 Security Infrastructure Administration, Maintenance, and Evaluation

Evaluate, configure, implement, administer, maintain, and upgrade (as applicable) security tools with oversight provided by federal staff. This includes the testing, troubleshooting, and coordinated deployment of agent installations across the enterprise. Tools include but are not limited to:

- Tenable
- Forescout CounterAct
- ServiceNow
- SCCM/WSUS
- Symantec AV
- McAfee ePO and Data at Rest Encryption
- Splunk
- IBM BigFix
- Fireeye HX

2.4.12.4 Support to the DOI Advanced Security Operations Center (ASOC)

Provide a security analyst and/or engineering staff member to support the DOI Advanced Security Operations Center (ASOC) team on an as needed basis. This collaboration provides BSEE with visibility into inherited perimeter security controls from the Department.

2.4.12.5 Security Information and Event Manager (SIEM) Administration and Maintenance

Provide administrative service for support, maintenance and the development, configuration and deployment of enhancements to a Security Information and Event Manager (SIEM). Identify and

include all appropriate data sources (examples: firewall, IDS, OS and application event logs etc.) into the SIEM for processing and correlation of events.

2.4.12.6 Continuous Monitoring

Conduct continuous monitoring of BSEE information systems in a manner that enables enterprise-wide visibility into the security posture and effectiveness of controls across BSEENet with a frequency sufficient to enable the BSEE Authorizing Officials (AO) to make ongoing risk-based decisions. Develop, document, and implement a continuous monitoring program for the BSEE information systems and obtain approval of the continuous monitoring strategy by all applicable BSEE stakeholders. The continuous monitoring program must address, at a minimum: (i) the effectiveness of deployed security controls; (ii) changes to information systems and the environments in which the systems operate; (iii) compliance to federal legislation, directives, policies, standards, and guidance with regard to information security and risk management; (iv) asset management (hardware and software); (v) vulnerability management (identification, remediation, and reporting); and (vi) configuration management.

2.4.12.7 Cyber Security Assessment and Management (CSAM) Support

CSAM is the DOI web-based enterprise-wide application that maintains details and artifacts related to BSEE IT Security boundaries. The Contractor shall work with government stakeholders to keep CSAM current with data including, but not limited to: assessment results, compliance descriptions, POC information, system descriptions, system inventories, status dates, required appendices, and artifacts.

2.4.12.8 Assessment and Authorization

Provide Assessment and Authorization (A&A) support services for the BSEE information systems developed or maintained hereunder prior to going into production. Subsequent to the initial authorization to operate, information systems follow the ongoing authorization process and associated continuous monitoring requirements as prescribed by OMB and NIST. Assess the effectiveness of a subset of implemented controls on an ongoing basis to inform the AO's decisions regarding the continued use and operation of the system. A&A documents will be maintained in the Cyber Security Assessment and Management solution (CSAM) or as instructed by the government oversight lead. Perform annual security control assessments in accordance with the BSEE Continuous Monitoring Plan.

2.4.12.9 Information System Security Officer Support

Provide support with: Change Control Board (CCB) reviews/requests (including risk analysis), procedure development, continuous monitoring data analysis, security design reviews, and adhoc System Life Cycle (SLC) support.

2.4.12.10 Associate Chief Information Security Officer (ACISO) Support

Provide dedicated support personnel for the Associate Chief Information Security Officer (ACISO) Branch. Personnel would query information from the available security systems, provide information for data calls and reporting.

2.5 INITIAL TRANSITION OBJECTIVE

Ensure all existing and applicable services and support are successfully transitioned from existing BSEE incumbent Contractor within one month after notice-to-proceed on this task order in accordance with the Contractor's Initial Transition Plan. Ensure no significant disruptions to user services and support occur during the transition period. At the end of the one month transition period, the Contractor is fully accountable and responsible for successful performance of all objectives and requirements on the task order.

2.6 PROGRAM MANAGEMENT OBJECTIVES

2.6.1 Project Management Plan

The Contractor shall prepare a draft Project Management Plan (PMP) and the meeting agenda for submittal within seven (7) days of award and no later than two (2) days before the Post-Award Meeting identified in section 2.6.2.1.

In the draft PMP, the Contractor shall clearly and concisely describe all project responsibilities. This may include, but is not limited to, any proposed subcontracting arrangements, communication and coordination, record keeping, staffing plans, and scheduling of all tasks, subtasks, meetings, teleconferences, and deliverables. The Contractor shall discuss its procedures for managing the project, criteria for assuring quality and acceptability of the deliverables, and details regarding the schedule and coordination of this project. The Contractor shall include any anticipated in-person meetings and teleconferences with BSEE staff. The Contractor shall also discuss plans for ensuring successful completion of individual tasks on time, on budget, and of the highest quality.

2.6.2 Meetings

2.6.2.1 Post Award Meeting and Summary

The Contractor shall hold a Post-Award meeting with the Government and Bureau representatives via video/teleconference or in the BSEE Headquarters in Sterling, VA, no later than two (2) weeks after Task Order award, or as mutually agreed upon by Government and Contractor. The Contractor shall provide a meeting agenda prior to the meeting to allow for review by all involved. The BSEE Contracting Officer shall lead the meeting. The meeting will address, at a minimum, the following topics: contractual matters and clarifications, draft action plan, plan of work, and logistics coordination.

One week after the Post-Award Meeting, the Contractor shall prepare and distribute via email to the CO and COR the meeting minutes, final project management plan, and a summary that includes action items, such as suggested changes, modifications (if any), and other items of discussion, along with suggested actions or remedies. Any agreed to changes that may affect the Task Order are subject to approval in writing by the CO.

2.6.3 Leadership

Provide effective and qualified management and leadership empowered to make timely decisions, engage resources and successfully resolve issues. Provide effective management of contractor employees and subcontractors to ensure customer and mission support is responsive, efficient and transparent to BSEE, BOEM and ONRR users. Ensure coordination and interface with relevant government and contractor support teams across the internal and external stakeholder organizations. Identify and reduce redundancies across the enterprise and domains. Analyze Government IT goals, objectives, and evolutions in technology to assure alignment of initiatives. Provide effective and proactive communication and coordination with other IT contractor(s) to ensure clear performance accountability and successful mission accomplishment. Keep the Government proactively and expediently informed of significant issues and concerns.

2.6.4 On-going Planning and Assessment

Provide on-going planning and assessment of IT operations and initiatives and provide findings and recommendations to the Government.

2.6.5 Human Resources Management

Recruit and retain sufficient qualified and appropriately security-cleared personnel resources to satisfy performance objectives and respond in a timely manner to shifting priorities and competing initiatives. The Contractor will reimburse the Government for the cost of background investigations when the proposed employee is not favorably adjudicated. This will be accomplished via a deduction on the monthly invoice for the labor CLINS on each period of performance year. Below is the current amount that to be deducted if a proposed employee is not favorably adjudicated:

Moderate Risk Background Investigation: \$1,650
High Risk Background Investigation: \$4,233

2.6.6 Schedule Management

Utilize a comprehensive schedule management process that provides a comprehensive and integrated master schedule to ensure effective management of all tasks, activities and projects to facilitate timely delivery of task order requirements.

2.6.7 Metrics and Service Level Agreement (SLA) Reporting And Management

Provide processes, practices, tools and techniques for developing, implementing, capturing and reporting SLA metrics to assist the Government in monitoring the performance of the task order. The Government shall have access to these tools to independently validate, run reports and perform quality checks on the SLA metrics.

2.6.8 Training

The Contractor shall be responsible for providing and funding periodic training to personnel assigned to this task order to keep their technical skills and knowledge of equipment, systems and applications current and up-to-date, to include training related to new releases of products and applications in the enterprise.

2.6.9 Operational Constraints

The Contractor shall ensure that functional skills are geographically balanced across the three major geographic office locations (Denver, Colorado; New Orleans, Louisiana; and Sterling, Virginia) such that operations and customer needs are equally serviced without geographic bias or favoritism and to prevent single points of failure in service because of an imbalance in skills assigned to any of these locations.

Support is required for multiple time zones, from the Eastern time zone to the Alaskan time zone. Service Desk/Call Center staffing is required from 6 am eastern to 8 pm eastern, Monday through Friday, excluding Government holidays. On-site Desktop Support is required from 7 am to 5 pm local time, Monday through Friday. Contractor management is required in the location of the Government Contracting Officer's Representative, which is Sterling, Virginia, from 7 am to 5 pm local time, Monday through Friday, excluding government holidays.

Unless otherwise stated, the Contractor must ensure system availability 24 hours per day, 7 days per week, except for required, scheduled maintenance periods. On-call support for Active Directory, Remote Access (Citrix), Network, Web Services (External Websites, Security Alerts) is required after normal business hours with a maximum response time of two hours.

2.6.10 Personnel Security

2.6.10.1 Prerequisite Requirements for Assignment

All contractor personnel assigned to this task order shall be U.S. citizens and shall have a favorable background investigation prior to assignment to this task order.

2.6.10.2 Personnel Replacements and Removals

The Government retains the right to direct the Contractor to remove any prime or subcontractor personnel, regardless of prior clearance or background investigation adjudication status, whose actions, while assigned to this task order, clearly conflict with the security interests of the Government. The Government expects the Contractor to assign competent, productive, qualified IT professionals to the work. The Contracting Officer may, by written notice to the Contractor, require the Contractor to remove any employee that is not found to be competent, productive, or a qualified IT professional. The justification for the Government's direction to remove Contractor personnel will be documented and provided to the Contractor by the Contracting Officer.

SECTION 3 TERMS AND CONDITIONS

3.1 TASK ORDER TERMS AND CONDITIONS

In addition to the terms and conditions specified in this task order, all terms and conditions of the offeror's GSA Schedule [to be completed prior to award] shall apply.

3.2 PERIOD OF PERFORMANCE

The period of performance for this task order shall be as follows:

- Base Period:** 1 November 2020 through 31 October 2021
- Option Period 1:** 1 November 2021 through 31 October 2022
- Option Period 2:** 1 November 2022 through 31 October 2023
- Option Period 3:** 1 November 2023 through 31 October 2024
- Option Period 4:** 1 November 2024 through 31 October 2025
- Option Period 5:** 1 November 2025 through 31 October 2026

The exercise of each option period is contingent upon the Contractor's GSA Schedule contract identified in Section 3.1 above being active at the time the option is exercised, the availability of funds, and the needs of the Government.

3.3 PLACE OF PERFORMANCE

The services specified shall be performed at BSEE, BOEM and ONRR facilities. The primary locations are Washington, D.C.; Sterling, Virginia; Denver, Colorado; and New Orleans, Louisiana. Smaller office locations are Camarillo, California; Anchorage, Alaska; Houma, Lafayette, and Lake Charles, Louisiana; Dallas, Houston, and Lake Charles, Texas; Oklahoma City and Tulsa, Oklahoma.

Situational telework may be allowed during the performance of the Task Order with approval of the COR or CO.

Telework is defined by the Telework Enhancement Act of 2010 as 'work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.' During performance under this Task Order, telework may be approved on a 'situational' basis for the success of the Task Order. All requests for telework must be submitted in writing and pre-approved by the designated Contracting Officer's Representative (COR) or the Contracting Officer (CO). The COR or CO will determine the eligibility and approve the duration of telework based on the Government's need and assessment of each situation. Additionally, Contractor employees may be required to complete training and other requirements prior to beginning telework which must be coordinated through the COR. All telework must be managed/supervised by the Contractor to ensure quality and seamless performance.

Below is the estimated Level of Effort in terms of Staffing per location based on historical information and anticipated need for this Task Order.

- Sterling – 29
- New Orleans Office – 19
- Denver – 30
- Anchorage – 2
- Camarillo – 3
- Main Interior Building (DC) – 2
- The Gulf District Offices (Houma, Lafayette, Lake Charles) are handled remotely from the New Orleans Office (i.e. No personnel assigned).
- The ONRR Compliance Offices (Dallas, OKC, Tulsa, and Houston) have Government FTE assigned and contractor performs almost all of the work remotely. On occasion there has been the need to dispatch an expert to each of the sites.

3.4 ADMINISTRATIVE POINTS OF CONTACT

3.4.1 Contracting Officer: The Contracting Officer (CO) for this effort is as follows:

David Jablonski
U.S. Department of the Interior
Bureau of Safety and Environmental Enforcement (BSEE)
Acquisition Operations Branch
45600 Woodland Road
Sterling, Virginia 20166
Tel: 703-787-1589
Email: David.Jablonski@bsee.gov

3.4.2 Contracting Officer's Representative: The Contracting Officer's Representative (COR) for this effort is as follows:

[To be inserted at time of award.]

3.5 DIAPR 2010-18 – AUTHORITIES AND DELEGATIONS (SEP 2011)

(a) The CO is the only individual authorized to enter into or terminate this contract, modify any term or condition of this contract, waive any requirement of this contract, or accept nonconforming work.

(b) The CO will designate a COR at time of award. The COR will be responsible for technical monitoring of the Contractor's performance and deliveries. The COR will be appointed in writing, and a copy of the appointment will be furnished to the Contractor. Changes to this delegation will be made by written changes to the existing appointment or by issuance of a new appointment.

(c) The COR is not authorized to perform, formally or informally, any of the following actions:

- (1) Promise, award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change this contract;
- (2) Waive or agree to modification of the delivery schedule;
- (3) Make any final decision on any contract matter subject to the Disputes Clause;
- (4) Terminate, for any reason, the Contractor's right to proceed;
- (5) Obligate in any way, the payment of money by the Government.

(d) The Contractor shall comply with the written or oral direction of the CO or authorized representative(s) acting within the scope and authority of the appointment memorandum. The Contractor need not proceed with direction that it considers to have been issued without proper authority. The Contractor shall notify the CO in writing, with as much detail as possible, when the COR has taken an action or has issued direction (written or oral) that the Contractor considers to exceed the COR's appointment, within 3 days of the occurrence. Unless otherwise provided in this contract, the Contractor assumes all costs, risks, liabilities, and consequences of performing any work it is directed to perform that falls within any of the categories defined in paragraph (c) prior to receipt of the CO's response issued under paragraph (e) of this clause.

(e) The CO shall respond in writing within 30 days to any notice made under paragraph (d) of this clause. A failure of the parties to agree upon the nature of a direction, or upon the contract action to be taken with respect thereto, shall be subject to the provisions of the Disputes clause of this contract.

(f) The Contractor shall provide copies of all correspondence to the CO and the COR.

(g) Any action(s) taken by the Contractor, in response to any direction given by any person acting on behalf of the Government or any Government official other than the CO or the COR acting within his or her appointment, shall be at the Contractor's risk.

3.6 CONTRACTOR PERSONNEL

3.6.1 Key Personnel

Certain skilled experienced professional and/or technical personnel are essential for accomplishing the work to be performed. These individuals are defined as "Key Personnel" and are those persons whose resumes were submitted and marked by the vendor as "Key Personnel". The following individual(s) is/are considered to be essential to the work being performed under this contract:

Name

Position

[To be completed at time of award based upon Key Personnel proposed by Offeror.]

3.6.2 Substitution of Key Personnel

(a) The Contractor agrees to assign those persons identified above and who are necessary to fulfill the requirements of the contract as key personnel. No substitutions shall be made except in accordance with this clause.

(b) Personnel considered essential (“key personnel”) to the work performed under the contract shall be mutually agreed upon by the Contractor and the Government and will be specified in the contract. During the first 90 calendar days of the contract, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. Prior to removing, replacing, or diverting any of the specified individuals, the Contractor shall promptly notify the Contracting Officer (CO).

(c) All proposed substitutions shall be submitted to the CO for approval at least 15 calendar days in advance of the proposed effective date (unless substitution is necessitated by sudden illness, death, or termination of employment in which case notice shall be within five (5) calendar days of the effective date and must provide the information as stated herein.

(d) All requests for substitutions shall be in writing unless otherwise agreed to by the CO and shall include a complete resume for the proposed substitute and any other information required by the CO to permit effective evaluation of the proposed substitutions’ qualifications.

(e) Requests for substitution of “key personnel” above must also provide a detailed explanation of the circumstances necessitating it and sufficient information for the CO to evaluate the impact of the substitution on contract performance.

3.6.3 Contractor Conflict of Interest

(a) It is the policy of the Department of the Interior to avoid contract/task order awards which could create potential conflict of interest. Such a situation could occur in this instance when the Contractor or any Subcontractors have business, financial, real property, mineral rights, or other interests, as well as professional activities that create conflicting roles which could potentially bias a Contractor’s judgment or result in unfair competitive advantage to the Contractor, and thus impede the Government’s objective to obtain an impartial, technically sound and objective performance of this contract.

(b) Any request to waive the terms of this provision shall be directed in writing to the CO and shall include a full description and justification of the requested waiver.

(c) The Contractor, the PM, or any of its officers or representatives, shall not be involved in any situation during the performance of this task order which may result in conflicts as contemplated

in paragraph (a) above. Failure to comply with this provision may be cause for termination for default.

(d) The Contractor must disclose any interest which may develop after task order award that may result in his placement in conflicts as contemplated in paragraph (a) above. Failure to comply with this provision may be cause for termination of this order for default.

(e) The Contractor shall include this clause, including this paragraph in all subcontracts and consultant agreements; however, subcontractors and consultants shall be directed to send any requests for waiver to the Contractor who shall then inform the CO as described in (a) above.

3.6.4 Non-Personal Services

This task order is a “non-personal services order” as defined in FAR 37.101 under which the personnel rendering the services are not subject, either by the order’s terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

Personnel assigned to render services under this task order shall at all times be employees of the Contractor (or a subcontractor) and under the direction and control of the Contractor. Notwithstanding any other provisions of this order, the Contractor shall at all times be responsible for the supervision of its employees in the performance of the services required hereunder.

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

If the Contractor finds clarification necessary with respect to the scope of services to be performed or the manner in which the services are to be performed hereunder, the Contractor shall request clarification from the CO in writing.

Employees of the Contractor (or a subcontractor) must make clear, in dealings with the public, federal employees, or other contractors, that they are not federal employees. To minimize possible confusion, the Contractor’s (or subcontractor) employees are not permitted to wear clothing or other items, apart from the official identity credential, bearing the name, logo, or seal of the Government agency while performing work under this task order.

3.6.5 Contractor Employees

Contractor personnel shall present a neat appearance and be easily recognized as contractor employees by wearing a Security Identification Badges at all times while on Government premises. When Contractor personnel attend meetings, answer phones, and work in other situations where their status is not obvious to third parties they must identify themselves as such to avoid creating the impression that they are government employees.

3.6.6 Contractor Project Manager

The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as subcontractor efforts used in performance of this contract. The Contractor's management responsibilities shall include all the activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained herein.

The Contractor shall provide a Project Manager (PM) to facilitate Government-Contractor communications. The PM shall be the primary technical and managerial interface between the Contractor and CO and COR. The Contractor's Project Manager shall meet with the COR as necessary to maintain satisfactory performance and to resolve other issues pertaining to the contract. A mutual effort shall be made at these meetings to resolve any and all identified problems. Written minutes of the meetings shall be prepared by the Contractor and signed by the Contractor's designated Project Manager.

3.7 DATA USE, DISCLOSURE OF INFORMATION, AND HANDLING OF SENSITIVE INFORMATION

The Contractor shall maintain, transmit, retain in strictest confidence, and prevent the unauthorized duplication, use, and disclosure of information. The Contractor shall provide information only to employees, Contractors, and subcontractors having a need to know such information in the performance of their duties for this project.

Information made available to the Contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the CO.

If public information is provided to the Contractor for use in performance or administration of this effort, the Contractor except with the written permission of the CO may not use such information for any other purpose.

If the Contractor is uncertain about the availability or proposed use of information provided for the performance or administration, the Contractor will consult with the COR regarding use of that information for other purposes.

The Contractor agrees to assume responsibility for protecting the confidentiality of Government records which are not public information. Each employee of the Contractor to whom information may be made available or disclosed shall be notified in writing by the Contractor

that such information may be disclosed only for a purpose and to the extent authorized herein. Each employee shall sign the non-disclosure agreement form as provided at Attachment 1, and the Contractor shall submit the signed form to the CO prior to the employee's information access.

Performance of this effort may require the Contractor to access and use data and information proprietary to a Government agency or Government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.

Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorized Government personnel or upon written approval of the CO. The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the Government between the Contractor and the data owner that provides for greater rights to the Contractor. All data received, processed, evaluated, loaded, and/or created as a result of this task order shall remain the sole property of the Government unless specific exception is granted by the CO.

3.8 RELEASE OF INFORMATION

No release (including photographs and films, public announcements, denial or confirmation of same) on any part of the subject matter of this effort shall be made without the prior written approval of the CO.

3.9 PAYMENTS

3.9.1 Electronic Invoicing and Payment Requirements - Internet Payment Platform (IPP) (APR 2013)

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Internet Payment Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions - Commercial Items included in commercial item contracts. The IPP website address is: <https://www.ipp.gov>.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice:

- Invoice voucher, including a breakout (in accordance with the descriptions and specifications of Section 1 of this task order) of the service performed, time-frame that

the services were delivered, the unit price(s) of the service(s), and number of units delivered.

- The invoice shall clearly show the task order line item number as referenced in Section 1 of this task order that the performance was incurred under.
- The invoice shall specify the current charges and the cumulative charges-to-date (including the current charges) for all costs incurred under the line item number that the performance was incurred under.
- For technology refreshes, the invoice shall show the current and cumulative quantities for each geographical location that the deployments were delivered as well as the total quantities delivered across all geographical locations.
- For the Travel CLINS, all travel receipts documenting actual costs incurred.

The Contractor must use the IPP website to register, access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) within 3 - 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email ippgroup@bos.frb.org or phone (866) 973-3131.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the Contracting Officer with its proposal or quotation.

3.9.2 Invoice Frequency and Payments

The Contractor may invoice on a monthly basis for all work completed in the prior month at the firm-fixed-prices contained in Section 1. Incentives may be billed once annually at the completion of the full year of performance. See the Variation in Estimated Quantity clause below for invoicing instructions related to desktop and laptop technology refresh installations.

[Invoicing instructions related to the Service Level Agreement (SLA) incentives/disincentives will be incorporated at the time of task order award based upon the SLA arrangement proposed by the offeror and accepted by the Government.]

3.10 VARIATION IN ESTIMATED QUANTITY FOR TECHNOLOGY REFRESH REQUIREMENTS

This section applies only to the Desktop and Laptop Technology Refresh Planning. Lifecycle technology refresh services for desktop and laptop computer installations may be billed at the unit prices contained in Section 1 of this task order for each new computer with peripheral devices that has been installed and deployed by the Contractor and accepted by the Government.

The deployment quantities ordered in Section 1 of this task order are the Government-estimated quantities for each year of performance. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the total quantity that it expects to deliver under

this task order in the next 60 days, when added to all quantities previously delivered, will exceed 85 percent of the total quantity specified in Section 1 for that period of performance. The Contractor shall not exceed the quantities specified in Section 1 of this task order unless a formal modification has been issued by the BSEE Contracting Officer to increase the quantities and to obligate additional funding for the increased quantities. Excess quantities that have not been delivered during a given period of performance will be subject to removal from the task order and funding will be de-obligated from the task order for all undelivered units at the unit prices specified in Section 1 of the task order.

3.11 SECURITY REQUIREMENTS

3.11.1 Building Security

Contractor will follow all Government building security requirements when at any Government facility.

3.11.2 Physical Security

The Contractor shall be responsible for safeguarding all, if any, DOI property provided for contractor use. At the end of normal duty hours and/or after normal duty hours, all DOI facilities, equipment and materials must be secured by the Contractor.

3.11.3 Information Security

The term “sensitive information” means any information which warrants a degree of protection and technical, operational, and administrative control as defined by DOI or that meets the criteria for exemption from public disclosure set forth under Sections 552 and 552a of Title 5, United States Code: the Freedom of Information Act and the Privacy Act. Sensitive information is generally categorized as For Official Use Only (FOUO) and shall include other unclassified information and proprietary data (The protection of classified information is beyond the scope of this clause. If any work on classified information is required under this contract, it is addressed under other task order clauses). The Contractor shall protect this type of information from unauthorized release into public domain, or to unauthorized persons, organizations, or subcontractors. Information which, either alone or in aggregate, is deemed sensitive or proprietary by the DOI shall be protected as instructed by BSEE in accordance with the magnitude of the loss or harm that could result from inadvertent or deliberate disclosure, alteration, or destruction of the data. All provisions of this clause also apply to all subcontractors that are performing under this contract.

3.11.4 Non-disclosure Agreement

No Contractor employees may start work under this order until they have signed the required non-disclosure statement (See Attachment 1).

During the period of performance of the contract, the Contractor might acquire access to confidential data, which is the sole property of the Department of the Interior and/or BSEE.

Each contractor agrees to sign, and have its personnel sign a non-disclosure agreement, and to maintain the confidentiality of all such data and to not disclose any data, interpretations of, and/or derivatives of, such data to any unauthorized party without the express written approval of the CO. The Contractor hereby agrees to include this clause in all subcontracts or consulting agreements relating to work under this contract, and further agrees to have its employees and subcontractor employees sign a “non-disclosure” agreement to be retained by the CO.

The Contractor shall maintain in strictest confidence all information received from the government and other parties in association with this contract unless expressly authorized otherwise by the Government. The Contractor shall share such information only with employees, contractors, and subcontractors having a need to know the information in the performance of their duties under this contract.

Information made available to the Contractor by the government pertaining to this contract shall be used only in the performance or administration of the contract and shall not be used in any other way without the written consent of the CO. The Contractor agrees to assume responsibility for protecting the confidentiality of materials that the Government or other parties submit to the Contractor that are not to be made available to the public. In making available or disclosing such information to the Contractor or its agents the government and other parties will state in writing that the information is to be maintained as confidential. The Contractor shall inform all entities to whom such information is made available or disclosed to enable performance under this contract that the information may be disclosed only for the purposes of performing under this contract and in accordance with its terms.

Performance of the tasks under this contract may require the Contractor to access and use information that is proprietary and of such a nature that its dissemination or use, other than in the performance of these tasks, would be adverse to the interests of the government or others. The Contractor and Contractor personnel shall not divulge or release such proprietary information until it is made public by the government (exceptions may be made for disclosing data to authorized government personnel or in other cases in which the CO gives written approval to do so). The Contractor shall not use, disclose, or reproduce proprietary information that bears a restrictive label or legend other than as required for performance of the tasks under this contract. Nothing in this contract shall preclude the use of any information independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the government between the Contractor and the information owner that provides greater rights to the Contractor.

All information received, processed, evaluated, loaded, or created as a result of this contract shall remain the sole property of the government unless specific exception is granted by the CO.

If the Contractor is uncertain about the availability or proposed use of information provided by the government and other parties under this contract, the Contractor will consult with the COR regarding the handling and use of that information.

3.12 SECURITY REQUIREMENTS: FACILITY ACCESS AND INFORMATION TECHNOLOGY (NOV 2011)

(a) All Contractor employees must have an "Enter on Duty" (EOD) approval issued by the Bureau Personnel Security Office (PSO) before they begin performing work on any Bureau contract. The Contractor must ensure that all employees requesting an EOD are citizens of the United States of America. The EOD may be issued in advance of a completed Background Investigation and may be rescinded by the PSO at any time.

(b) Starting Work - Contractor employees with an approved EOD may begin performing unsupervised work on Bureau contracts. To remain on the contract, the Contractor employees will need a completed favorable Background Investigation.

(c) Rescission of EOD - The PSO may rescind the EOD at any time. This may occur as the result of additional information obtained or the final results of the background investigation.

(d) Background Investigation - Contractor employees who will have unsupervised access to Bureau facilities, access to the Department of the Interior (DOI) information technology (IT) systems, or will develop custom applications, must have a favorably adjudicated background investigation from the Office of Personnel Management (OPM). Existing clearances at the same or higher level are acceptable upon the PSO's review and approval. If the employee does not already have a complete investigation, they must apply for one. The employee may begin work with an EOD, but must receive a favorable background investigation to continue working on the contract. The background investigation includes obtaining fingerprints for an FBI criminal history and a credit report. Once the investigation has been scheduled by OPM, the Bureau will receive advance reports. If those reports are favorable, the Bureau PSO will issue the EOD. The type of background investigation required is based on the risk/sensitivity level designation. Citizenship requirements and guidance for determining the appropriate type of background investigation required for the designated risk/sensitivity level are contained in DOI Departmental Manual (DM) Part 441. The DM is available on the Internet at http://elips.doi.gov/app_home/index.cfm?fuseaction=home.

(e) Electronic Questionnaire for Investigations Processing (e-QIP) – The Bureau uses the e-QIP for all background investigations or reinvestigations. To initiate an investigation, the Contractor, in collaboration with the COR, will complete an e-QIP Request Form. This request form is available through the COR. The COR will submit the completed request form to the Bureau PSO. The PSO will enter the information into e-QIP to either establish a new applicant profile or determine if an existing investigation that meets Bureau requirements is on file. The PSO will then contact the applicant to provide additional information and instructions. Generally, the Contractor is required to complete the following forms:

- e-QIP application (on-line)
- Fair Credit Release
- OF-306
- Fingerprints via FD-258

The Contractor shall complete the required background investigation forms and submit them to the PSO. The PSO shall determine if individuals meet the required background investigation standards and citizenship requirements, and then make a suitability determination. Minimum standards used in suitability determinations are contained in the DOI Departmental Manual Part 441. The Government will pay for any background investigations required for contractor employees. If the Contractor employee's background investigation is returned as unfavorable, the Government reserves the right to request reimbursement of the actual costs for the investigation from the Contractor.

(f) Reinvestigation - Contractor employees occupying high risk public trust positions must be reinvestigated every 5 years. A reinvestigation may be initiated prior to the normal periodic reinvestigation schedule when an individual's continued ability to meet the minimum background investigation standards is in question. The PSO shall review the records and documentation and make the suitability determination.

(g) Disputes - In the event of a disagreement between the Contractor and the Government concerning the suitability of a particular employee to perform work under this contract, the Government has the right of final determination. Determinations under this requirement are subject to the Disputes Clause, FAR 52.233-1. Failure of the Contractor to comply with the requirements of this clause could constitute grounds for termination for default.

(h) Physical Security Requirements - Identification Badge/Building Access Cards.

(1) Contractor employees must have a DOI Access ID Card before being given unsupervised access to a Government facility. To obtain a DOI Access ID the contractor shall provide the COR with a completed OF 360, resume, list of duties, and a completed Bureau request form. The COR will forward these documents to the PSO. The PSO will use the online DOI Access ID Card system to process the request. Contractor employees will receive automated workflow from the online system and must complete actions as requested. The Contractor shall make their personnel available for credentialing at the place and time specified by the DOI Access Administration office. The badges will be made by the Government utilizing supplies, materials and equipment provided by the Government. The COR (or designated individual) and Contractor shall maintain a listing of all Contractor employees who received a badge, the date the badge was issued, and the date the badge expires. If the Contractor employee's badge expires before the contract is completed, the Contractor is responsible for ensuring that the Contractor employee obtains a new badge. At least one week prior to the badge's expiration, the COR (or designated individual) shall notify the Contractor that the badge must be reissued. The COR (or designated individual) and the Contractor shall update their listing to reflect the new issue date and expiration date.

(2) To gain unsupervised access to Government facilities, Contractor employees must present their badge for examination by the security guard, as required. Contractor employees must keep their badge visually displayed at all times while in the facility. Refusal or repeated neglect to display the badge may result in limiting Contractor employee's access to Government facilities or revoking of authorized access.

(3) When a Contractor employee is no longer working under this award, the Contractor is responsible for returning all identification badges, access cards, keys, and other Government property issued to that employee. The Contractor shall coordinate all returns with the COR. The COR is responsible for ensuring the Contractor complies with these requirements. However, failure by the Contractor to comply with these requirements may result in the Contractor's liability for all costs associated with correcting any resultant breach in building security.

(i) Information Technology Security Requirements.

(1) Training – If contractor employees require access to any DOI/IT systems, the Contractor shall ensure its employees complete all Bureau/DOI required IT security training. The Contractor's employees shall complete this training before being granted access to Bureau/DOI data or being issued a user account. The current training requirements are: (i) annual end-user IT Security Awareness, (ii) annual IT Resources Rules of Behavior, and (iii) annual Role-Based Security training for IT professionals. The Contractor shall comply with all Bureau/DOI IT security training requirements in effect during contract performance. The COR will notify the Contractor of all Bureau mandatory IT training. The Contractor shall submit training completion certificates to the COR for all required training. Failure to meet this training requirement may result in removal of the contractor employee from the contract. The Bureau will determine if the contractor can later return to the contract.

(2) Access to Contractor's Facilities - The Contractor shall afford Bureau and the Department of the Interior Office of Inspector General access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection, investigation, and audit that will safeguard against threats and hazards to the integrity, availability, and confidentiality of Government data or to the function of computer systems operated on behalf of the Government and to preserve evidence of computer crime. If the Contractor questions the Government employee's right to access its facilities, it should contact the CO for resolution.

(3) Contractor Location - Custom software development and outsourced operations shall be located in the United States to the maximum extent practical. If such services are proposed to be performed abroad, the Contractor shall provide an acceptable security plan that addresses the mitigation of problems related to communication, control, and protecting the confidentiality, integrity, and availability of IT systems and information.

(4) Applicable Standards - The Contractor shall follow all applicable Federal, DOI, and Bureau Bulletins, Directives, Guidelines, Manuals, Processing Standards, Memoranda, Policies and Standards; applicable OMB Memoranda; and all current National Institute of Standards & Technology (NIST) Special Publications. To comply with Federal Acquisition Regulation Subpart 39.101(d), contractors shall use the common security configurations available from the NIST website at <http://checklists.nist.gov>. NIST documents are available on the internet at <http://csrc.nist.gov/publications/PubsSPs.html>. OMB memoranda are available on the internet at <http://www.whitehouse.gov/omb/memoranda/>. The Contractor shall request copies of DOI and Bureau documents by contacting the COR.

(5) Incident Reporting - The Contractor shall immediately report computer security incidents affecting Bureau/DOI data and systems in accordance with the Bureau Computer Incident Response policy. The Contractor shall request copies of the Bureau Computer Incident Response policy by contacting the COR.

(6) Certification and Accreditation (C&A) – The Contractor shall comply with Bureau policy when developing, upgrading, modifying or supporting applications and/or systems that require C&A. The Contractor shall request copies of Bureau C&A policy by contacting the COR. The C&A requirement does not apply when the Contractor's employees merely access data or have "read only" access.

(j) Documentation - The Contractor shall document all work performed and ensure that the appropriate Certification & Accreditation documents are updated to reflect the work performed and the current state of Bureau systems and networks. The Documentation requirement does not apply when the Contractor's employees merely access data or have "read only" access.

(k) Personnel Changes, Contractor Request - The Contractor shall immediately notify the COR and PSO when an employee working on a Bureau/DOI system is reassigned or leaves the Contractor's employment and prior to any termination. The Contractor must adhere to the Bureau's mandatory exit clearance procedure. Once the COR has been notified that a Contractor employee is leaving the contract, he contacts the COR who will then initiate the exit clearance process via email and forward to the Contractor the necessary instructions and form required to be completed prior to the contractor's employee's departure. This form must be completed by the Contractor's employee and signed by both the Contractor's employee and the COR and then forwarded to: Chief of Staff, Office of Administration at Headquarters, MS 2050.

(l) Personnel Removal, Government Request - The Government retains the right to direct the Contractor to remove any prime or subcontractor personnel, regardless of prior clearance or background investigation adjudication status, whose actions, while assigned to this contract, clearly conflict with the security interests of the Government. The justification for the Government's direction to remove Contractor personnel will be documented and provided to the Contractor by the CO.

(m) Subcontract Inclusion - The requirements of this clause must be incorporated into any subcontract if the subcontractor's employee must have access to Bureau facilities.

3.13 INTERNET PROTOCOL VERSION 6 (JUN 2012)

(a) Any system hardware, software, firmware and/or networked component (voice, video or data) developed, procured, or acquired in support and/or performance of this contract shall be capable of transmitting, receiving, processing, forwarding and storing digital information across system boundaries utilizing system packets that are formatted in accordance with commercial standards of Internet Protocol (IP) version 6 (IPv6) as set forth in the USGv6 Profile (NIST Special Publication 500-267) and corresponding declarations of conformance defined in the USGv6 Test Program. In addition, this system shall maintain interoperability with IPv4 systems and provide at least the same level of performance and reliability capabilities of IPv4 products.

(b) Specifically, any new IP product or system developed, acquired, or produced must:

(1) Interoperate with both IPv6 and IPv4 systems and products, and

(2) Have available contractor/vendor IPv6 technical support for development and implementation and fielded product management.

(c) As IPv6 evolves, the Contractor commits to upgrading or providing an appropriate migration path for each item developed, delivered or utilized at no additional cost to the Government. The Contractor shall retrofit all non-IPv6 capable equipment, as defined above, that is fielded under this contract with IPv6 capable equipment, at no additional cost to the Government.

(d) The contractor shall provide technical support for both IPv4 and IPv6.

(e) Any system or software must be able to operate on networks supporting IPv4, IPv6 or one that supports both.

(f) Any product whose non-compliance is discovered and made known to the Contractor within one year after acceptance shall be upgraded, modified or replaced to bring it into compliance at no additional cost to the Government.

3.14 SECTION 508 OF THE REHABILITATION ACT

Section 508 of the Rehabilitation Act of 1973 (found at 29 U.S.C. 794d) requires access to and use of information by individuals with disabilities. A deliverable such as electronic reports (ex: PDF files) to be placed on the web (either on the agency's web server or the company's), video footage, or other electronic data such as CD-ROMs to be distributed, are subject to Section 508 guidelines. Simplified, this means that PDF files need to be formatted so that they are "readable" by assistive technology devices such as screen readers. Video footage must be closed captioned. CD-ROMs which contain HTML, PDF, or word processor files must be accessible.

Any/all electronic and information technology procured through this effort must meet the applicable accessibility standards at 36 CFR 1194. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.section508.gov>.

3.15 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (DEC 2015)

(a) FAR 42.1502 directs all Federal agencies to collect past performance information on contracts. The Department of the Interior (DOI) has implemented the Contractor Performance Assessment Reporting System (CPARS) to comply with this regulation. One or more past performance evaluations will be conducted in order to record your contract performance as required by FAR 42.15.

(b) The past performance evaluation process is a totally paperless process using CPARS. CPARS is a web-based system that allows for electronic processing of the performance evaluation report. Once the report is processed, it is available in the Past Performance Information Retrieval System (PPIRS) for Government use in evaluating past performance as part of a source selection action.

(c) We request that you furnish the CO with the name, position title, phone number, and email address for each person designated to have access to your firm's past performance evaluation(s) for the contract no later than 30 days after award. Each person granted access will have the ability to provide comments in the Contractor portion of the report and state whether or not the Contractor agrees with the evaluation, before returning the report to the Assessing Official. The report information must be protected as source selection sensitive information not releasable to the public.

(d) When your Contractor Representative(s) (Past Performance Points of Contact) are registered in CPARS, they will receive an automatically-generated email with detailed login instructions. Further details, systems requirements, and training information for CPARS is available at <http://www.cpars.csd.disa.mil/>. The CPARS User Manual, registration for On Line Training for Contractor Representatives, and a practice application may be found at this site.

(e) Within 60 days after the end of a performance period, the CO will complete an interim or final past performance evaluation, and the report will be accessible at <http://www.cpars.csd.disa.mil/>. Contractor Representatives may then provide comments in response to the evaluation, or return the evaluation without comment. Comments are limited to the space provided in Block 22. Your comments shall focus on objective facts in the Assessing Official's narrative and shall provide your views on the causes and ramifications of the assessed performance. In addition to the ratings and supporting narratives, blocks 1 – 17 shall be reviewed for accuracy, as these include key fields that will be used by the Government to identify your firm in future source selection actions. If you elect not to provide comments, please acknowledge receipt of the evaluation by indicating "No comment" in Block 22, and then signing and dating Block 23 of the form. Without a statement in Block 22, you will be unable to sign and submit the evaluation back to the Government. If you do not sign and submit the CPAR within 30 days, it will automatically be returned to the Government and will be annotated: "The report was delivered/received by the Contractor on (date). The Contractor neither signed nor offered comment in response to this assessment." Your response is due within 30 calendar days after receipt of the CPAR.

(f) The following guidelines apply concerning your use of the past performance evaluation:

(1) Protect the evaluation as "source selection information." After review, transmit the evaluation by completing and submitting the form through CPARS. If for some reason you are unable to view and/or submit the form through CPARS, contact the CO for instructions.

(2) Strictly control access to the evaluation within your organization. Ensure the evaluation is never released to persons or entities outside of your control.

(3) Prohibit the use of or reference to evaluation data for advertising, promotional material, pre-award surveys, responsibility determinations, production readiness reviews, or other similar purposes.

(g) If you wish to discuss a past performance evaluation, you shall request a meeting in writing to the CO no later than seven days following your receipt of the evaluation. The meeting will be held in person or via telephone or other means during your 30-day review period.

(h) A copy of the completed past performance evaluation will be available in CPARS for your viewing and for Government use supporting source selection actions after it has been finalized.

3.16 GOVERNMENT FURNISHED PROPERTY AND INFORMATION

GFP/GFI	Description
Personnel Workspace	On-site office space for all Contractor personnel will be provided at various Government operating locations, subject to space availability and requirements. All on-site Contractor personnel will be provided a standard workspace, which includes a computer, network and printer access, office supplies, phone, and access to a copier.
Personal Devices	At the discretion and approval of the Government, personal communication devices will be provided to critical Contractor personnel (e.g., iPhone, Android phone, etc) to use in the performance of their duties required by the contract.
Technical Data and Software Licenses	At the discretion and approval of the Government, applicable and relevant technical data and software licensing currently in existence will be provided to the Contractor during initial transition.
Building/Office Access	At the discretion and approval of the Government-designated POC, building and office access (e.g., keys, key cards, PIV Cards) will be provided to applicable Contractor personnel.
Security Technical Implementation Guides (STIG)	All devices attached to BSEENet are required to be configured in accordance with approved settings, security templates and build documents. The Government will provide the Contractor with BSEE approved settings.

3.17 FAR 52.252-2 – CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <https://www.acquisition.gov/far>

Clause

Reference

Title and Date

52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017)
52.204-9	Personal Identity Verification of Contractor Personnel (Jan 2011)
52.228-5	Insurance – Work on a Government Installation (Jan 1997)
52.245-1	Government Property (Jan 2017)
52.219-6	Notice of Total Small Business Set-Aside (Nov 2011)

3.18 FAR 52.217-8 – OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 7 calendar days.

3.19 FAR 52.217-9 – OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 7 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 14 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed six years and six months.

3.20 OPTION EXERCISE AFTER EMERGENCY OR UNANTICIPATED EVENT

If an emergency or unanticipated event (such as a lapse in appropriations) interrupts normal Government processes so that an option cannot be exercised on the last day of the period specified for exercise of options in this task order, the end of the period specified for exercise of options will be held in abeyance until two weeks after normal Government processes resume; provided, if the interruption period is more than forty-five days, the parties must bilaterally agree to the exercise of the option.

3.21 DEPARTMENT OF THE INTERIOR ACQUISITION REGULATIONS

The contract clauses set forth in the following paragraphs of the Department of the Interior Acquisition Regulation (DIAR) are incorporated in this contract with the same force and effect as though set forth herein in full text. The designated clauses are incorporated as they appear in the DIAR on the date of this contract, notwithstanding the date referenced.

Clause

<u>Reference</u>	<u>Title and Date</u>
1452.203-70	Restriction on Endorsements—DOI (Jul 1996)
1452.204-70	Release of Claims – DOI (Jul 1996)

3.22 CONTRACTOR'S TECHNICAL QUOTATION

The Contractor's written submission or oral presentation may be incorporated by reference into the task order. Any inconsistencies or in the event of a discrepancy or conflict between the terms and conditions of the task order and the Contractor's quotation arise, the task order terms and conditions shall take precedence.

3.23 PERFORMANCE INCENTIVES

The Government believes there may be value in revising after task order award the performance incentives or offering new additional performance incentives to motivate superior performance under the task order. Either the Government or the Contractor may recommend changes to the performance incentives during performance of the task order. Changes to the performance incentives may only be made through a bilateral modification, which may be executed at any time during contract performance.

SECTION 4 QUOTATION PREPARATION INSTRUCTIONS

NOTICE: *The failure to submit any of the information requested in this RFQ may lead to the rejection of your quotation without further consideration.*

The Department of the Interior, Bureau of Safety and Environmental Enforcement (BSEE), is issuing this competitive Request for Quotations (RFQ) to solicit select GSA schedule holders for the purpose of entering into a Task Order under General Services Administration (GSA) Federal Supply Schedule (FSS) program under Schedule 70, General Purpose Commercial Information Technology Equipment, Software, and Services, Category 132-51, Information Technology Professional Services.

4.0 ACQUISITION APPROACH

BSEE is conducting this task order competition under the GSA Schedule 70, “General Purpose Commercial Information Technology Equipment, Software, and Services,” Special Item Number (SIN) 132-51, “Information Technology Professional Services,” MAS Category 54151S, ‘IT Professionals, also FSS/GSA MAS ‘Source’ and ‘Categories’ that are the same or similar for enterprise information technology core services. As noted in the Statement of Objectives (SOO) (Section 2 of this RFQ), the required support effort will include, as ordered, the full range of services to include enterprise user support services, enterprise system services, domain and network services, systems/services monitoring and maintenance, systems analysis support, web services, data backup and storage, continuity of operations (COOP) and disaster recovery (DR), asset management, engineering services and IT security services.

The competition to establish a performance-based services arrangement has introduced several changes from traditional procurement approaches. Four of the more significant changes are the use of a SOO instead of a Statement of Work (SOW), a discovery period to enhance a competing offeror’s understanding of the basic requirement, a multi-phase evaluation approach, and oral presentations.

Under a SOO, the Government describes its requirement in terms of desired objectives. Contractors will be asked to propose performance-based solutions that they believe will best meet or exceed the objectives. In essence, the Government states the problem it wants solved, and industry is offered the freedom to propose what they consider the best solution. A discovery period has been incorporated into the quotation preparation period. Discovery is a commercial best practice that allows industry greater access to information regarding the problems the Government wants solved. The more offerors understand the problem and constraints, the more likely they will submit superior technical quotations (solutions). Guidance for conducting the discovery sessions is provided in Section 4.3.

4.1 MULTI-PHASED PROCUREMENT

The Government intends to conduct this procurement through a multi-phased submission and evaluation process.

PHASE I: Demonstrated Prior Experience

Factor 1 – Demonstrated Prior Experience

PHASE II: Oral Presentations

Factor 2: Technical Capability

Factor 3: Management Approach

Factor 4: Price

The estimated schedule for this procurement is below:

Event	Date
Release of Solicitation	June 8, 2020
Phase I – Written Quotes Due (Demonstrated Prior Experience)	June 23, 2020
Phase I – Advisory Down Select Letters Sent	July 2, 2020
Discovery Session	July 13-17, 2020
Phase II - Written Quotes Due	July 30, 2020
Phase II - Oral Presentations	August 10-14, 2020
Award NLT	September 26, 2020

All submitted documents shall comply with the instructions as follows:

1. All font shall be Times New Roman twelve (12) point, except for diagrams and drawings where impractical. Fonts in graphics and charts shall be no smaller than eight (8) point and each page within each attachment shall be numbered consecutively.
2. Files shall be submitted in PDF format, margins shall be set at 1” at the top and bottom and .75” at the left and right, and the documents shall be submitted so that each page will print on 8.5” x 11” paper.
3. Total email cannot exceed 10 megabyte (MB). Zip Files are acceptable.
4. Each page containing proprietary information should be so marked.
5. Each page shall contain the following legend at the bottom of each sheet: This Document is Source Selection Sensitive Information in accordance with (IAW) FAR 2.101 and 3.104.
6. The cover page, table of contents, and cover letter are excluded from the page limit in responses.

4.2 PHASE I: DEMONSTRATED PRIOR EXPERIENCE

4.2.1 PHASE I DEADLINE FOR RECEIPT OF QUOTE

The quote submission for Phase I, Demonstrated Prior Experience, shall be received on or before 5:00 P.M. Eastern Time on June 23, 2020. *Please note it is the Offeror's responsibility to ensure/verify that the Bureau of Safety and Environmental Enforcement (BSEE) receives its submission on or before the time specified. If a Phase I quote is not received on or before the date and time specified, the Offeror's submission will be considered late and may be rejected.*

4.2.2 PHASE I ADDRESS FOR QUOTE SUBMISSION

The Phase I quote shall be delivered via email to David.Jablonski@bsee.gov. Please note the Offeror shall include "RFQ 140E0120Q0018" in the email subject line.

4.2.3 PHASE I QUOTE INSTRUCTIONS

The Offeror shall submit a written response in PDF format that addresses the three questions below that is no greater than six (6) pages. Written response content that extends beyond six pages will not be considered.

The Offeror shall provide sufficient information for the Government to evaluate its level of confidence, regarding the Offeror's experience as it aligns to the requirements of the RFQ, based on an assessment of Offeror's response to the three questions below. For any work cited, the contractor must provide a summary of the contract/task order to include the following data:

- Name of the Customer Agency/Organization
- Point of Contact Information
- Contract/Task Order Type
- Prime/Subcontractor Percentage
- Period of Performance
- Total Contract Dollar Value

Question Number	Question
Question 1	What experience does the Offeror have managing a multi-client Active Directory Environment? Detail your organization's experience managing a multi-client Active Directory environment, in which the Forest is owned by a different organization that sets top level requirements, and the customer clients have different mission requirements.
Question 2	What experience does the Offeror have in dealing with nationwide network in which the WAN is operated and maintained by a department level type organization? Detail your experience in dealing with a nationwide network in which the WAN is operated and maintained by a Department level type of organization, including WiFi, and you were responsible for LAN operations and security of each site with different client requirements.

Question 3	What prior experience does the Offeror have with Cyber Security incidents that have been identified by DHS/US-Cert or Departmental level Cyber Security oversight organization? Describe your organization's approach and experience in dealing with Cyber Security incidents that have been identified by DHS, US-CERT or a Departmental level Cyber Security oversight organization.
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NOTE: Failure to participate in Phase I of the procurement precludes further consideration of an Offeror.

4.2.3 Advisory Notification

After the Government completes evaluation of Phase I submissions (Factor 1), Offerors will receive an advisory notification via email from the Contracting Officer. Offerors who rate most highly for Factor 1 will be advised to proceed to Phase II. Offerors who were not among the most highly rated will be advised not to proceed to Phase II. Offerors, who were not among the most highly rated, will be advised that they are unlikely to be viable competitors, along with the general basis for that opinion. Offerors will be advised that their Factor 1 evaluation results will carry forward to Phase II and will be considered in the best value award decision. The intent of this advice is to minimize quote development costs for those Offerors with little chance of receiving an award. This will be a recommendation only and discontinuing the pursuit of the requirement following the notification is voluntary. The Government does not intend to provide exchanges after the completion of the advisory down select notifications. Failure to participate in Phase I precludes further consideration of an Offeror. Phase II Offeror submissions will not be accepted from Offerors who have not submitted Phase I requirements by the due date and time provided for in this solicitation. The Government intends to invite up to five companies to Phase II.

The advisory notification will include the Phase II due date. For those Offerors that are most highly rated and invited to proceed, the notification will also include the date and time for the Offeror's oral presentation and pre-released questions to be addressed in the oral presentations.

Offerors that are not rated most highly and advised that they are unlikely to be viable competitors and, notwithstanding the Government's advice, choose to proceed shall send an email to David.Jablonski@bsee.gov no later than July 7, 2020 at 2:00 PM to schedule its Phase II presentation

4.3 DISCOVERY SESSION

Those Offerors that either received advisory notifications to proceed to Phase II or chose to self-include and continue to Phase II, shall be invited to participate in a scheduled discovery session to understand the current operating environment, existing conditions to assist with understanding the Government's underlying mission and the technical requirement of this action to assist in oral presentation preparation. The Discovery Sessions will be conducted at a minimum of two (2) weeks from the date of receipt of the advisory notification letter.

Offerors will receive instructions and schedule dates and times for the discovery session. The date and time for the discovery session will be coordinated with the Offeror's POC

During the Discovery Session, the Offeror's will be provided one-and-one-half (1.5) hours to conduct discovery with Government representatives knowledgeable of the current operating environment to better understand the government's underlying mission and technical requirement of this action, applications currently in use, the Enterprise Operations structure and mission, the Government management team, existing conditions, network diagrams, active directory structure, security structure, web/internet information. The Government will answer the questions in a one-on-one setting and answer the questions in real time. This Discovery Session is not intended to provide feedback on Offerors proposed approaches. The Government fully intends to provide competing Offerors equal access to data and information. The Government assumes no responsibility for any representation made by any of its officers or agents during discovery. Answers during these sessions are non-binding unless it results in an Amendment to the RFQ. Offerors are encouraged to prepare questions that are sufficient and detailed enough to support the preparation of Phase II quote.

Offerors are restricted to five (5) persons from their company, which may include subcontractors/other team members.

During one-on-one sessions, a major objective of the discovery process is to provide offerors the opportunity to ask questions that by their very nature they would not ask if the response would be posted and provided to their competition. As such, if the offeror notifies the Government that the questions it intends to ask during the one-on-one sessions are proprietary and whose release would identify confidential business strategies, or approaches, the questions and responses will be protected and held confidential.

The Discovery Session replaces traditional written question and answers exchange between the Offeror and the Government. However, if a question is asked and answered that may have relevance to all Offerors, the Government may share that information with other Phase II offerors, but the Government is not obligated to do so.

Discovery Sessions will be conducted individually with each offeror and Government representatives, and will be held at 45600 Woodland Road, Sterling, Virginia or by pre-arranged teleconference, or video conference.

4.4 PHASE II: ORAL PRESENTATIONS, MANAGEMENT APPROACH, TECHNICAL EXECUTION, AND PRICE

4.4.1 Phase II Deliverables Due Date:

Phase II due date will be approximately four weeks from the date of the advisory notification. Phase II written submissions will be due **prior** to oral presentations. The following documents will be required as part of the Phase II Submissions and a common cut-off date will be provided when the advisory notifications are sent:

- Performance Work Statement (In accordance with Section 4.4.1.1)
- Performance Metrics, Quality Assurance Surveillance Plan (QASP), and Incentives (In accordance with Section 4.4.1.2)
- Qualifications of Key Personnel (In accordance with Section 4.4.1.3)
- Price Volume (Section 4.4.4)

4.4.1.1 Performance Work Statement (PWS)

The Statement of Objectives (SOO) included in Section 2 of this solicitation provides the Government's overall objectives and the offeror's required support to achieve those objectives. The offeror shall use the SOO, together with other applicable portions of this solicitation, as a basis for preparing a proposed PWS. The PWS shall be submitted prior to the oral presentation and will become incorporated in the task order at time of award. The specific efforts defined in the PWS shall be constructed in a Work Breakdown Structure (WBS) format and traceable to the SOO. The PWS must be specific and define exactly what is to be performed and when it shall be delivered. The PWS is due at the submission date set prior to oral presentations.

4.4.1.2 Performance Metrics, Quality Assurance Surveillance Plan (QASP), and Incentives

The offeror shall propose Performance Metrics and a QASP that is tailored for the technical solution proposed in the PWS. The Performance Metrics shall be measurable and structured to permit an assessment of the Contractor's performance. The Contractor shall also include a proposed calculation method for each Performance Metric that is not directly measurable. The QASP must be developed to ensure that systematic quality assurance surveillance methods are used to verify performance. The QASP must specify the work that is subject to surveillance and the method of surveillance. It is desirable to limit the measures to those that are important and directly tied to the program objectives.

The Government expects the Contractor to propose performance and quality assurance metrics and performance incentives that will best advance the purposes of this task order on a cost-effective basis, meaningful to the Government and the Contractor, and accurately measures and reflects the user the experience.

4.4.1.3 Qualifications of Key Personnel

The offeror shall submit resumes for its Key Personnel that are sufficient in detail so as to demonstrate each person's experience and capability to perform the requirements set forth in the Statement of Objectives. Resumes must contain work history covering at least three years; describe experience related to similar work, and list relevant education, training, certifications and professional organizational memberships and activities.

The Offeror must indicate the availability for this task order of key personnel propose and whether the key personnel proposed are prime contractor employees or subcontractor employees.

4.4.2 Oral Presentation Scheduling

Oral presentation scheduling shall begin upon the completion of Phase I, Demonstrated Prior Experience, Advisory Notification, and Discovery Sessions; all potential offerors will have approximately four (4) weeks to prepare for the Oral Presentations. Oral Presentations will conclude based on the number of offers that choose to participate in Phase II. The Contracting Officer will determine the order in which Offerors are scheduled through a random selection process. Requests to reschedule will be at the discretion of the Contracting Officer.

1. Offeror shall forward email to David.Jablonski@bsee.gov including 'Intent Notification' in the Subject Line.
2. Offeror shall provide Name of Offeror, address, and point of contact (POC) including an email and phone number of whom you wish to coordinate the oral presentation.

Within two (2) working days after the notification of intent deadline, the Contracting Officer will contact via email the Offeror's POC to provide the schedule date and time of the oral presentation.

Location: The Oral Presentations may be held in person at the BSEE Headquarters in Sterling, VA or remotely, using technology rather than in person. If held in person, the Government will provide the contractors with building access instructions.

If the Government determines it will utilize a remote Oral Presentation, the Government will notify the offeror OR obtain from the offeror the technology platform or tool to be utilized for the oral presentation at least 3 business days prior to the scheduled oral presentation. The Government and offeror may agree to test the connection at a convenient time prior to the oral presentation. In the event the selected technology platform or tool cannot be made functional at the time of the scheduled oral presentation, the oral presentation may proceed as a voice-only telephone call at the Government's sole discretion.

Note: Failure to participate in the Oral Presentation precludes further consideration of an Offeror.

4.4.2.1 Presenter Requirements

The Offeror's presentation team is limited to five (5) employees which should include the Program Manager and other key personnel. The Government requires at least one of the persons in the oral presentation to have a major functional role in the execution of the technical solution being proposed. Each presenter is required to carry and present a valid Government issued ID (e.g., driver's license, passport, etc.) if the Oral Presentation is being held in person at the agency office.

4.4.2.2 Questions

Each Offeror will be provided two (2) sets of questions; the first set will be in advance, and the second set will be on-the-spot during the Oral Presentation. The advanced questions will allow

Offerors to prepare responses in advance of the presentation. The advanced questions will be sent via email to the Offeror's POC after confirmation to participate in the Oral Presentation. The on-the-spot questions will be provided the day of the Offeror's Oral Presentation. The answers to both sets of the questions will serve as the basis of the Offeror's presentation. The response to the advanced questions shall be incorporated into the Oral Presentation and will not be asked as stand-alone questions.

Exchanges during Oral Presentation: The Government intends for the oral presentation to be an interactive dialogue between the Offeror and the Government in order to help the Government understand the Offeror's approach. These exchanges are viewed as a component of the oral presentation itself and are not an opportunity to negotiate or make changes to your approach.

4.4.2.3 Presentation Requirements

Oral presentations will be limited to three and half (3.5) hours *, broken down as follows:

- a) The Offeror shall arrive at least 20 minutes before the assigned schedule time for processing and accessing the building. A BSEE representative will escort presenters to the appropriate location. Presentations will begin promptly at the appointed time (If held remotely this step can be ignored).
- b) Preparation (up to 60 minutes) – In addition to pre-released questions, the Government will provide a second set of prepared questions (on-the-spot questions) the day of the presentation. The on-the-spot questions will address the various technical and management factors listed in this RFQ. The presenters will have 60 minutes to prepare.
- c) Presentation (up to 105 minutes) – The Offerors will have 105 minutes to conduct a presentation on both the advance questions and the on the spot questions related to Factor 2 – Technical Approach and Factor 3 – Management Approach.
- d) Q&A (up to 45 minutes) – After the 105 minute presentation, the Government will caucus for up to 60 minutes to identify any clarifications that may require to understand the presentations. If needed, the Government will ask any clarification questions of the offering contractor. Any such questions and answers do not constitute discussions.

*Note: Offeror's Oral Presentation time does not include the 20 minutes at arrival or the Government's 60 minutes caucus time. Further, these requirements may slightly adjust to accommodate a remote Oral Presentation, as needed.

4.4.2.4 Oral Presentation Rules of Engagement

Oral Presentation Rules of Engagement are broken down as follows:

1. The proposed Program Manager and four other people identified as Key Personnel shall attend oral presentations. Although the four other people can be supporting any other key roles, the team is expected to be able to answer any questions.

2. The Government WILL NOT ask questions about information contained in an Offeror's submission for Phase I during the oral presentation.
3. The Offeror may not generally ask questions during the oral presentation. Any questions asked must be directed to the Contracting Officer, and should only deal with logistics and conduct of the oral presentation.
4. Oral presentations do not constitute discussions. The Government will not ask questions that will invite or allow the Offeror to change its offer. The Offeror shall not volunteer any information that might be construed as changing its offer. Oral presentations are distinct from the Government's reserved right to conduct exchanges as described in Section 5.3. In the event that conflicting information exists between oral and written materials submitted for evaluation, the writing materials will control.
5. The Offeror is in control of its presentation and may choose not to present or respond to any question provided by the Government.
6. The Offeror participants shall not reach back, by telephone, e-mail or any other means, to any other personnel or persons for assistance during the oral presentation.
7. The offeror may submit a PDF file up to 30 PowerPoint slides *; Offeror shall provide the PDF electronically by email. The submission deadline will be determined after completion of Phase I when the advisory down-select notices are distributed.

* **Note:** The slide limit of 30 applies to oral presentation as a whole; both portions of the Oral Presentation Factors 2 and 3, when combined have a limit of 30 slides. The slides are to be used by the Offeror in support of the Oral Presentation for Factors 2 and 3 on the date of their presentation. While the limit is 30 slides for this submission, the Offeror is reminded to consider that the oral presentation is time-boxed and is encouraged to consider how many slides can be adequately covered during the Oral Presentation. The evaluations will be based on the Oral Presentation and the submitted written documentation provided by the Offeror for Phase II (PWS, Performance Metrics, Surveillance Plan, Incentives, and Qualifications of Key Personnel); the presentation slides will not be evaluated and are intended solely to help the evaluators follow the Offeror's Oral Presentation. Advance submission of the PowerPoint slides is solely to protect the integrity of maintaining equal submission development time for all Offerors, regardless of the scheduled date for Oral Presentations. Additionally, the Government reserves the right to include aspects of the Offeror's Oral Presentation as special terms and conditions to any resultant Task Order.

Note: The confidence rating earned for the presentation will be based on the oral and written submission of the presentations. The Government reserves the right to, and may video or audio record the oral presentations.

4.4.3 Oral Presentation Requirements

Through the Oral Presentation, the Government intends to understand the Offeror's proposed solution and its capabilities as it relates to the Government's performance objectives. Further, the oral presentations will be used as an opportunity to assess the viability of an Offeror to successfully deliver the BSEE/BOEM mission for IT Help Desk Services, by evaluating the

responses to the advanced questions, on-the-spot questions, Factor 2 – Technical Capability, and Factor 3 - Management Approach.

4.4.3.1 Factor 2 – Technical Capability

The Oral Presentation shall discuss your reasoning and approach to meet the objective of this acquisition. The Offeror shall discuss the understanding of the project, its purpose and scope, goals, objectives, and the degree of difficulty in successfully completing the project. Discuss potential problems that can be expected to be encountered during the delivery of IT services and the potential solutions that may mitigate those problems.

Explain how coordination with BSEE will be accomplished, what government resources will be required and how the timely delivery of services will be accomplished.

Discuss logistics, schedule and any other issues that the Government needs to be aware of, including strategies to resolve the issues.

Discuss how your technical approach will provide a service solution that is reasonable and consistent with Information Technology (IT) standards and government best practices related to IT services and support.

4.4.3.2 Factor 3 – Management Approach

The Oral Presentation shall provide sufficient information to demonstrate a definitive and comprehensive approach to managing, so that the Government is able to determine its level of confidence in the Offeror's understanding of the requirements, ability to perform against the Task Order, and the likelihood of successful Task Order performance.

The offeror shall include a high-level composition of the proposed team, which includes an estimated number of personnel and labor categories. The Offeror shall give a brief summary of team(s) and the team(s) relationship and responsibilities in the execution of the planned work.

- The Offeror shall discuss how the execution of the task order will be managed, the management processes and procedures that will be used in managing the work efforts to accomplish the requirements specified in the SOO.
- The Offeror shall discuss the ability to establish a workforce and skill mix with the appropriate level of knowledge and experience sufficient to satisfy the requirements of the task order, over the entire life of the task order, to include any in-scope additional work.
- The Offeror shall discuss the ability to respond to contractual performance issues and conditions, including the method by which issues will be evaluated and addressed and the implementation of risk mitigation strategies to maintain task order performance, quality, schedule reporting and mission requirements.
- The Offeror shall discuss their staffing plan, which includes an integrated approach to managing team members.

- The Offeror shall discuss the recruitment and selection process for all staff under the task order.
- The Offeror shall demonstrate the ability to obtain qualified personnel who meet all requirements associated with the task order.
- The Offeror shall discuss its plan for keeping staff trained in emerging technologies and product releases to ensure high quality, well trained personnel are hired for all tasks. Include a discussion on how the offeror will train the employees and keep them aware of innovative and developing technologies.
- The Offeror shall discuss their Retention Plan demonstrating the following:
 - The Offeror shall discuss historical rate of retention for the past five (5) years, including employee turnover and timeliness in filling positions with qualified employees for contracts of similar scope to this requirement.
 - The Offeror provide a high-level overview, but not limited to general health coverage plans, compensation plans, retention incentives, employee benefits, general health/wellness program, career development, and morale programs.
- The Offeror shall provide a brief summary of their approach to transitioning, including phase-in and phase-out.

4.4.4 PRICE VOLUME

4.4.4.1 General Requirements

The offeror shall quote a pricing structure consistent with the proposed technical solution. Quotations shall include a statement that the offeror's quotation is valid for a minimum of one hundred-twenty (120) calendar days from the date of submission.

Your price quote shall be based on your current GSA Schedule order pricing, utilizing any and all discounts, which are hereby specifically requested. Your quote shall provide the pricing/rates to meet the requirements of the RFQ. Your price portion must clearly identify your basis of pricing and a cumulative summary of pricing to include the total proposed for this order.

The offeror shall propose a complete GSA Schedule solution. The offeror shall verify in writing as part of their submission that their proposed solution is within the scope of their referenced GSA Schedule contract(s).

4.4.4.2 Standard Form 18 and Amendments

The offeror's price submission must contain a Standard Form (SF) 18 with blocks 12 through 16 completed. Block 14 must be signed by an authorized representative of the offeror's organization.

If amendments are issued under this RFQ, the Offeror must complete and sign the SF 30 document and include it in the price volume. Only the SF 30 form must be returned; amendment continuation pages and attachments to the amendments need not be returned.

4.4.4.3 Federal Supply Schedule (FSS) Price List

Offerors must clearly identify the GSA Schedule contract number that the quotation is based upon. The quotation must clearly indicate the number of the remaining option years (i.e., unexercised) under their GSA Schedule contract. The authorized FSS price list used in developing your price quote must be made electronically accessible via a web link to the Government for rate verification and determination of discounted pricing relative to your GSA contract. Additionally, a copy of the FSS price list must be included in the Price Volume.

4.4.4.4 Other Direct Costs

The Government expects a complete GSA solution to be offered. No Open Market Items (non-GSA schedule costs) may be proposed (except for long-distance travel, which must be included within the firm-fixed unit prices). **With the exception of long-distance travel, all costs must be based upon items specifically priced and included on the Offeror's (or CTA Member's) GSA Schedule price list. The inclusion of additional Open Market Items (non-schedule costs other than long-distance travel) may result in the Offeror's quotation not being eligible for task order award.**

4.4.4.5 Assumptions, Conditions, or Exceptions

Offerors must submit all (if any) assumptions, conditions, or exceptions with any of the terms and conditions of this solicitation. The assumptions must be included in the Business/Cost quote volume.

If not clearly identified in the Business/Cost Quote Volume, it will be assumed that the Offeror proposes no assumptions for award and agrees to comply with all of the terms and conditions as set forth herein in this RFQ. It is not the responsibility of the Government to seek out and identify assumptions, conditions, or exceptions buried within the Offeror's quote.

4.4.4.6 Pricing Tables

The Offeror shall provide pricing tables detailing all costs required to perform the work described in Section 2, based on their GSA Schedule contract and their Contractor Teaming Arrangement contractor's GSA Schedule (if applicable) in effect at the time the RFQ is issued with the discounts offered. Separate tables shall be submitted for each of the Base and Option Periods. The offeror must include a labor matrix showing, at a minimum, the names of all KEY personnel, designated GSA Labor category for ALL personnel, geographical location assignment of ALL personnel, and hours ALL personnel by task. The offeror shall specify the labor categories and labor mix appropriate for their proposed solution to meet the requirements of the proposed effort, the fixed price hourly rate(s) proposed, and any other proposed associated costs, for calculating the proposed price for this effort. The price submission must have a total estimate

for each year of performance as well as for the entire period of performance and must clearly identify the basis of estimate for the entire period of performance for this effort.

The Government has provided reimbursable travel CLINS Not-To-Exceed limits for the base period and each option period. This information can be found in CLINS 00030, 00120, 00220, 00320, 00420, and 00520. Contractors shall use the amounts provided when factoring the total amount for the base period and each option period as well as the total task order value. The Contractor does not need to provide a breakout of travel pricing as each long-distance trip will be planned in advance and billed at actual rates with no profit or G&A in accordance. Travel will be reimbursed in accordance with Federal Acquisition Regulation (FAR) Clause 31.205-46.

Travel must be priced in amounts not to exceed the limitations of the Federal Travel Regulations (41 Code of Federal Regulations (CFR), Chapters 300 through 304). The Federal Travel Regulations may be found at the following web site:

<http://www.gsa.gov/portal/content/104790>

SAMPLE TABLE FORMAT FOR FIRM-FIXED-PRICE LINE ITEMS:

Period of Performance: <i>[Indicate Base Period or Option Period Number]</i>					
(a) LABOR					
GSA Contract No. / Contractor	Labor Category	GSA Hourly Rate	Discounted Hourly Rate	Number of Hours	Total Price
		\$	\$		\$
		\$	\$		\$
		\$	\$		\$
		\$	\$		\$
		\$	\$		\$
		\$	\$		\$
TOTAL PRICE FOR 12 MONTH EFFORT:					\$
TOTAL FIRM-FIXED MONTHLY PRICE: (Divide the total amount in the row above by 12)					\$

4.5 GENERAL QUOTATION INFORMATION

(a) Your quotation shall become the property of the Government and will not be returned. If your quotation contains information that you do not wish disclosed to the public or used by the Government for any purpose other than evaluation of your proposal, such restrictions shall be indicated clearly on each sheet containing such information.

(b) Prior to the submission of quotations, Offerors are expected to reach an understanding of the requirements of this solicitation. If such a review establishes the need for correction or clarification, such information should immediately be brought to the attention of the Contracting Officer so that the matter can be resolved and/if necessary, official dissemination of such information can be made to all Offerors.

(c) The Government reserves the right to request such additional information as may be necessary to determine the Offeror's qualifications for award of a contract or to clarify and aspects of the technical and/or business proposals. Such information shall be furnished promptly upon the Government's request.

(a) Award of a Task Order resulting from this solicitation is contingent upon the Government receiving all administrative approvals.

(e) The Contracting Officer is the only person who can legally obligate the Government for the expenditure of public funds. Costs shall not be incurred by recipients of the solicitation document in anticipation of receiving direct reimbursement from the Government; *the Government will not reimburse for quotation preparation*. This solicitation and resulting contract shall not cover charges for any items which are not specifically provided for by this solicitation. The Offeror is cautioned that if it provides services/supplies not specifically covered during the performance of any subsequent contract, regardless of who requested them (including the COR); payment will not be made. Again, the only person authorized to create financial obligations on behalf of the Government is the Contracting Officer.

4.6 FEDERAL ACQUISITION REGULATION (FAR) AND DEPARTMENT OF THE INTERIOR ACQUISITION REGULATIONS (DIAR) APPLICABLE PROVISIONS

For the purposes of the call order that may result from this solicitation, the following FAR and DIAR provisions shall supplement the clauses contained in the Offeror's GSA schedule contract.

4.6.1 52.252-1 – SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<https://www.acquisition.gov/far>

Clause

<u>Reference</u>	<u>Title and Date</u>
52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sep 2007)
52.203-18	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation (Jan 2017)
52.204-7	System for Award Management (Oct 2016)
52.212-1	Instructions to Offerors Commercial Items (Jan 2017)

4.6.2 FAR 52.252-5 – AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the date of the provision.

(b) The use in this solicitation of any Department of the Interior Acquisition Regulation (48 CFR Chapter 14) provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the name of the regulation.

4.6.3 DIAR 1452.233-2 – Service of Protest Department of the Interior (Jul 1996) (Deviation)

(a) Protests, as defined in section 31.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Department of the Interior
Bureau of Safety and Environmental Enforcement
Acquisition Operations Branch
45600 Woodland Road, Mailstop VAE-AMD
Sterling, VA 20166
Attn: David Jablonski

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(c) A copy of the protest served on the Contracting Officer shall be simultaneously furnished by the protester to the Department of the Interior Assistant Solicitor for Procurement and Patents, 1849 C Street, NW, Room 6511, Washington, D.C. 20240."

4.6.4 DIAR 1452.215-71 – Use and Disclosure of Proposal Information (Apr 1984)

(a) Definitions. For the purposes of this provision and the Freedom of Information Act (5 U.S.C. 552) the following terms have the meaning set forth below:

(1) “Trade Secret” means an unpatented, secret commercially valuable plan, appliance, formula, or process which is used for making, preparing, compounding, treating or processing of articles or materials which are trade commodities.

(2) “Confidential commercial or financial information” means any business information (other than trade secrets) which is exempt from the mandatory disclosure requirement of the Freedom of Information Act, 5 U.S.C. 552. Exemptions from mandatory disclosure that may be applicable to business information contained in proposals include exemption (4), which covers “commercial and financial information obtained from a person and

privileged or confidential,” and exemption (9) which covers “geological and geophysical information, including maps, concerning wells.”

(b) If the Offeror, or its subcontractor(s) believes that the proposal contains trade secrets or confidential commercial or financial information exempt from disclosure under the Freedom of Information Act (5 U.S.C. 552) the Offeror shall identify such information as follows:

“The information specifically identified in pages (*insert page nos.*) of this proposal constitutes trade secrets or confidential commercial and financial information, which the Offeror believes to be exempt from disclosure under the Freedom of Information Act. The Offeror requests that this information not be disclosed to the public except as may be required by law. The Offeror also request that this information not be used in whole or part by the Government for any purpose other than to evaluate the proposal, except that if a contract is awarded to the Offeror as a result of or in connection with the submission of the proposal, the Government shall have the right to use the information to the extent provided in the contract.”

(c) The Offeror shall also specifically identify trade secret information and confidential commercial and financial information on the pages of the proposal on which it appears and shall mark each such pages with the following legend:

“This page contains trade secrets or confidential commercial and financial information which the Offeror believes to be exempt from disclosure under the Freedom of Information Act and which is subject to the legend contained on the cover page of this proposal.”

(d) Information in a proposal identified by an Offeror as trade secret information or confidential commercial and financial information shall be used by the Government only for the purpose of evaluating the proposal except the (i) if a contract is awarded to the Offeror as a result of or in connection with submission of the proposal, the Government shall have the right to use the information as provided in the contract, (ii) and if the same information is obtained from another source without restriction it may be used without restriction.

(e) If a request under the Freedom of Information Act seeks access to information in a proposal identified as trade secret information or confidential commercial and financial information, full consideration will be given to the offeror's view that the information constitutes trade secrets or confidential commercial or financial information. The offeror will also be promptly notified of the request and given an opportunity to provide additional evidence and argument in support of its position, unless administratively unfeasible to do so. If it is determined that information claimed by the offeror to be trade secret information or confidential commercial or financial information is not exempt from disclosure under the Freedom of Information Act, the offeror will be notified of this determination prior to disclosure of the information.

(f) The Government assumes no liability for the disclosure or use of information contained in a proposal if not marked in accordance with paragraphs (b) and (c) of this provision. If a request under the Freedom of Information Act is made for information in a proposal not marked in

accordance with paragraphs (b) and (c) of this provision, the offeror concerned shall be promptly notified of the request and given an opportunity to provide its position to the Government. However, failure of an offeror to mark information contained in a proposal as trade secret information or confidential commercial or financial information will be treated by the Government as evidence that the information is not exempt from disclosure under the Freedom of Information Act, absent a showing that the failure to mark was due to unusual or extenuating circumstances, such as a showing that the offeror had intended to mark, but that markings were omitted from the offeror's proposal due to clerical error.

4.7 OFFER AFFORDABILITY

The Government invites offers with a total price less than \$90,000,000. Offerors should not interpret this figure as either a floor or ceiling on offers; rather, this information is provided as a courtesy to prospective offerors. The Government may select an offer for award with a price below, at, or exceeding this figure if it finds that offer provides the best value and funds are available.

4.8 SELECT BEST-SUITED, THEN NEGOTIATE

If the evaluation and selection process identifies a best-suited offeror (i.e., the apparent successful offeror), the Government may communicate with only that offeror to address any issues and finalize a task order. These issues may include price and non-price matters.

4.9 INCORPORATION OF INFORMATION

The Government may incorporate any aspect of the offeror's written submission or oral presentation into the resulting award, with or without prior inquiry to the offeror. If the Government makes inquiry to the offeror, the purpose will be to make sure the Government has the correct text to capture the offeror's promise. This exchange will not constitute discussions in the context of FAR 15.306(d). If the parties are unable to agree on the exact text, any evaluation benefit based on that aspect of the offeror's quote will not be considered in the selection of the successful awardee.

SECTION 5 EVALUATION OF QUOTATIONS

5.1 GENERAL INSTRUCTIONS

Quotations shall be prepared and submitted in accordance with the instructions contained in Section 4 of this RFQ. Each submission will be evaluated against the evaluation factors listed below. The Government may select outside experts to aid in the review of the quotation.

5.2 EVALUATION AND BASIS FOR AWARD

The Government reserves the right not to make an award as a result of this competition for any reason. This could include if, in the opinion of the Government, none of the submissions would provide satisfactory performance at a price that is considered fair and reasonable and/or economically feasible or if agreement between the Government and Offeror on the terms and conditions cannot be reached within the timeframe established by the Contracting Officer.

Any exceptions or deviations by the offeror to the terms and conditions stated in this RFQ for inclusion in the resulting award may make the quotation unacceptable for award.

5.2.1 The evaluation result of Phase I, Factor 1 (Demonstrated Prior Experience) will be used for an Advisory Notice to Offerors. Regardless of the recommendation in the advisory Notice, any Offeror may choose to proceed to Phase II. In Phase II, Oral Presentation (Technical Capability and Management Approach) will be evaluated. Factor 4 – Price, will be evaluated in accordance with Section 5.5 below, but will not be assigned a rating.

5.2.2 Basis for Award: An award will be made to the schedule contractor that, in the Government's estimation, provides the best value in response to the requirement. The evaluation will be conducted in accordance with the evaluation criteria stated in this Section 5.

5.2.3 Comparative Analysis: Following receipt of responses (including oral presentations), the Government may perform a comparative analysis (comparing contractor responses to one another) to select the contractor that is best value to fulfill the requirements, based on the contractors' responses to the factors outlined in this RFQ and their relative importance. The Government may also utilize the procedures in Section 5.3 if determined to be in its best interest.

5.2.4 Award on Initial Responses: The Government anticipates selecting the best-suited contractor from initial responses, without engaging in exchanges with contractors. Contractors are strongly encouraged to submit their best technical solutions and price in response to this RFQ.

5.3 EXCHANGES WITH OFFERORS AND REVISION OF QUOTATIONS

If the Government requires revisions to quotes in order to determine best value, the Government may in its discretion choose to use the following procedure:

First, the Government will determine the order in which each offeror is the best value for award (i.e. order of likelihood of success). The Government reserves the right to remove any quote from competition that, in the Government's estimation is not the best value. Once the Government determines the contractor that is best-suited, the Government reserves the right to communicate with only that contractor to address any remaining issues, if necessary, and finalize a task order with that contractor. These issues may include technical and price. If the parties cannot successfully address any remaining issues, as determined pertinent at the sole discretion of the Government, the Government reserves the right to communicate with the next best-suited contractor based on the original analysis and address any remaining issues. Once the Government has begun communications with the next best-suited contractor, no further communications with the previous contractor will be entertained until after the task order has been awarded. This process shall continue until an agreement is successfully reached and a task order is awarded.

5.4 TECHNICAL EVALUATION CRITERIA

The following evaluation criteria will be utilized in order to evaluate each technical quotation.

PHASE I - Factor 1: Demonstrated Prior Experience

PHASE II – Oral Presentations

Factor 2: Technical Capability

Factor 3: Management Approach

5.4.1 Evaluation Ratings

The evaluation of each Factor (Factor 1, 2, and 3) will be done holistically with a rating scale of "high confidence," "some confidence," and "low confidence," representing the Government's confidence that the Offeror understands the requirement and will be successful in performing the work.

High Confidence	The Government has high confidence that the Offeror understands the requirement, proposes a sound approach, and will be successful in performing the contract.
Some Confidence	The Government has some confidence that the Offeror understands the requirement, proposes a sound approach, and will be successful in performing the contract.
Low Confidence	The Government has low confidence that the Offeror understands the requirement, proposes a sound approach, or will be successful in performing the contract.

5.4.1 Phase I - Factor 1: Demonstrated Prior Experience

The Government will assess its level of confidence that the contractor will successfully perform the requirements based on the Offeror's demonstrated experience provided in the Phase 1, six (6) page submission in response to the questions in Section 4 of this solicitation.

5.4.2 Phase II –Oral Presentation

Through the Oral Presentations, the Government will assess its level of confidence that the Offeror's proposed solution and its capabilities as it relates to the Government's performance objectives for the new EITCS services. Further, the oral presentations will be used as an opportunity to assess the viability of an Offeror to successfully deliver the EITCS services to BSEE, by evaluating the responses to the advance questions and on-the-spot questions related to Factor 2 – Technical Capability and Factor 3, Management Approach, including any exchanges that occur within the oral presentation.

5.4.3 Phase II – Factor 2 – Technical Capability and Performance Work Statement

During the Oral Presentation, the Government will assess its level of confidence that the Offeror demonstrates a clear and thorough understanding of the BSEE performance objectives and compliance with the EITCS requirements as well as their ability to perform. The Government will evaluate the Performance Work Statement (submitted prior to the Oral Presentations) to assess the confidence to which the Offeror has demonstrated its ability to meet the objectives and requirements that the Offeror has the necessary understanding and approach to successfully accomplish the work and meet performance considerations. The Government will evaluate the PWS to determine if it fully and adequately addresses the Government's objectives, including proposed tasks, deliverables, identification of potential problems and ability to solve them.

Note: If there are inconsistencies between the Oral Presentation and written PWS, information in the written PWS shall take precedence.

5.4.4 Phase II – Factor 3 – Management Approach

During the Oral Presentation, the Government will assess its level of confidence that the Offeror demonstrates management expertise and capability (e.g. the ability to organize and manage resources) to ensure successful execution of the Government's objectives as outlined in the SOO. The following areas will be assessed:

- Qualifications and experience meeting the key personnel in relation to the requirements of the SOO;
- Ability to recruit and retain qualified personnel in order to minimize learning curves and retain knowledge available;
- The extent to which the quote allows for consistent and cohesive management across the different geographic locations that comprise the Government's IT environment, authority to manage site specific needs, and the extent to which there is a clearly defined

management structure that allows for agile and effective decision-making and problem resolution.

- The extent to which the transition plan demonstrates an effective plan to assume full operations with minimal impact and disruption on Government Operations.
- The plans and procedures for managing the project, criteria for assuring quality and acceptability of the deliverables, scheduling and coordination of the project.
- Performance metrics, Quality Assurance Surveillance Plan (QASP) and incentives to determine the confidence they will meet the Governments objectives and sufficiently incentivize the Contractor's performance.

Note: If there are inconsistencies between the Oral Presentation and written documents (i.e. Performance Metrics, QASP) information in the written documents shall take precedence.

5.5 PRICE EVALUATION

The Government will evaluate the quoted prices for reasonableness by comparing the offeror's proposed prices with their established GSA Schedule rates, any discounts included, as well as utilizing other price analysis techniques as deemed necessary by the Government. The Government may also choose to evaluate the level of effort and the mix of labor proposed to perform a specific task being ordered. For the purposes of the price evaluation of the quotations, the Government will evaluate the offeror's price based upon the total offered price including the full dollar amount of the price incentives that would be awarded if the Contractor received the highest possible performance ratings.

5.5.1 FAR 52.217-5 Evaluation of Options (July 1990)

Except when it is determined in accordance with FAR 17.206(b), not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all Call Orders and Call Order options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

To account for the possible use of the six-month option period extension permitted under 52.217-8, the Government will take the estimated pricing from the final option period prorated to a six-month value and add it to the sum of the base plus all option periods. This amount will be the total evaluated price for the Task Order(s).

**SECTION 6
ATTACHMENTS**

ATTACHMENT	DESCRIPTION	PAGES
1	Contractor Employee Non-Disclosure Agreement	1
1	Questions and Answers from Draft RFQ	1

ATTACHMENT 1 – This form must be signed by Contractor Personnel if awarded the Task Order. It does NOT have to be submitted with your quotation.

CONTRACTOR EMPLOYEE NON-DISCLOSURE AGREEMENT

It is understood that as part of my official duties under Contract No. (insert contract no.), I may come in contact with Government procurement sensitive information or proprietary business information from other contractors (e.g., cost data). I certify that I will not disclose, publish, divulge, release, or make known, in any manner or to any extent, to any individual other than an appropriate or authorized Government employee, the content of any procurement sensitive information provided during the course of my employment. I understand that for the purpose of this agreement, procurement sensitive information is to include procurement data, contract information, plans, strategies and any other information that may be deemed sensitive.

I further certify that I will use proprietary business information only for official purposes in the performance of Contract No. (insert contract no.) and will disclose such information only to those individuals who have a specific need to know in performance of their official Government duties. I hereby agree not to disclose to others any contractual information, including, but not limited to, proprietary information, trade secrets, financial data, and technical proposals which will be presented to me by the Government Contracting Officer or other Government Official. I agree that the described information is “inside information” and shall not be used for private gain by myself or another person, particularly one with whom I have family, business, or financial ties. For the purposes of this agreement, “inside information” means information obtained under Government authority which has not become part of the body of public information. I specifically will not disclose any such information to employees of my company or any other contractor employees who have not signed this agreement. I will take all reasonable precautions to prevent the unauthorized disclosure and use of such information.

I hereby certify that I have read the non-disclosure agreement described above and I am familiar with the directives and policies governing the disclosure of procurement sensitive information. I will fully and completely observe these directives and will not disclose such information to any unauthorized person, or use any information obtained for private use or gain at any time, including subsequent to the performance of duties under (insert contract no.).

Name (Please Print)

Company Name

Signature

Date

BSEE EITCS Draft RFQ Questions and Answers

Q1) On page 18, Section 3.3 – Place of Performance: Can the Government please confirm that the Level of Effort (LOE) listed in Section 3.3 is based on historical data and is subject to change (increasing) based on new performance objectives?

A1) The information in Section 3.3 has been updated to address this question.

Q2) Does the current contract include Apple Mac Support or is this a new requirement?

A2) This is a new requirement.

Q3) Is this requirement only involving meetings with BOEM Staff? Or BSEE, BOEM, ONRR

A3) This was a typo, the kick-off meeting is anticipated to only be with staff from BSEE.

Q4) Could the Government include the not to exceed amount for ODC's (i.e. long distance travel).

A4) Yes, Section 1.4 has been changed to include travel CLINS with NTE totals for the base period and each option period.

Q5) Would the government please confirm that a cover page, table of contents and cover letter are excluded from the page limit in responses?

A5) Yes, section 4.1 has been updated to reflect this information. See bullet 6.