

Millennium Challenge Corporation
Integrated Financial Management System / Human Resources Information System
Clarification to Statement of Objectives, Pricing, and Related Instructions to
Offerors

December 29, 2010

1 Introduction and Background

The Administration and Finance (A&F) Division of the Millennium Challenge Corporation (MCC) has completed the evaluation of several offers for the Integrated Financial Management System/Human Resources Information System (IFMS/HRIS). Based on this evaluation and an overarching review of the agency's portfolio, MCC seeks to clarify and refine the scope and requirements of the implementation.

MCC is committed to creating and maintaining a partnership with the IFMS/HRIS provider and views this document as a clarification to the current Statement of Objectives (SOO), or in other terms, a level-setting mechanism to properly align system expectations and capabilities and to accurately define scope. This document provides updated objectives, system characteristics, and pricing along with instructions for offerors for the IFMS/HRIS implementation.

2 Objectives

The A&F Division is a critical support component to the mission of MCC. The Division's focus is to provide the best possible support services to their internal mission focused customers and to operate as efficiently as possible. The success of the implementation of IFMS/HRIS is defined as a net increase in the quality, effectiveness, and provisioning of such services while maintaining compliance with US Government regulations.

The following high-level objectives should be factored into the IFMS/HRIS project.

- Service should use the off-the-shelf functionality wherever possible
- Service should be based on current (up-to-date) standards, e.g., NIST 800-37 and therefore will support MCC for the next several years
- Service should be "right-sized" for MCC (as a small agency)

In addition, the following objectives have been identified for each of the functional areas supported by the IFMS/HRIS project.

Finance

1. Avoid obsolescence posed by end of life support for current instance of core financial package.
2. Ensure compliance with all federal government requirements.
3. Maintain and improve data quality given increased levels of disbursements.
4. Improve customer service provided to internal MCC customers.

Contracts and Grants Management (CGM)

1. Increase quality, accuracy, and efficiency of CGM processes.

2. Improve customer service provided to internal MCC customers.
3. Reduce manual entry and/or transmission of data.

Human Resources

1. Maintain current level of services, e.g., payroll and Finance interface for HR provided in existing IAAs with MCC.

3 Scope/Characteristics

Based on the evaluation of the technical proposals and the Operational Capability Demonstrations (OCDs), MCC requires the following be accomplished in a phased approach:

- Phase I: Implement core financials
- Phase II: Implement Oracle CLM
- Phase III: Future Modernizations
 - Option A: Upgrade from Discoverer to OBIEE
 - Option B: Implement Oracle Projects
 - Option C: Implement Budget Formulation
 - Option D: Implement Grants Management

Note: Implementation of core financials should be installed and operational by Q2/FY2012 while Oracle CLM should be installed and operational by Q3/FY2012.

The following tables provide the characteristics for the IFMS/HRIS system, shown by functional category, and correspond to the scope elements identified above.

Table 1 - Finance System Characteristics

Category	Characteristics
Finance	<ul style="list-style-type: none"> • Upgrade MCC instance of Oracle Federal Financials to R12
	<ul style="list-style-type: none"> • Migrate legacy MCC data and convert accounting string to the offeror’s proposed CGAC compliant accounting string.
	<ul style="list-style-type: none"> • Automate manual obligation and de-obligation processes for purchase orders
	<ul style="list-style-type: none"> • Automate travel management processes to include centrally billed airfare charges
	<ul style="list-style-type: none"> • Automate purchase card monthly reconciliation
	<ul style="list-style-type: none"> • Automate preparation of quarterly and year-end financial statements and footnotes
	<ul style="list-style-type: none"> • Maintain functionality for provided services under the current agreements of the existing IAA; excluding upgrades, conversions, or improvements with implementation
	<ul style="list-style-type: none"> • Provide credit card interface
	<ul style="list-style-type: none"> • Provide project management services for all tasks including risk, quality, change, and any other

Category	Characteristics
	applicable project management services
	<ul style="list-style-type: none"> • Provide and manage an EVMS for the implementation
	<ul style="list-style-type: none"> • Provide general management and customer service support
	<ul style="list-style-type: none"> • Provide ongoing Accounting Operations Services
	<ul style="list-style-type: none"> • Provide ongoing Help Desk Services for all Finance application functionality
	<ul style="list-style-type: none"> • Provide ongoing travel services (as required in the current IAA)
	<ul style="list-style-type: none"> • Extend the existing core financial system interface portfolio to include GOALS II, ITS.Gov, GWA/NET, ICASS, COAST, USA JOBS, and CPDF/EHRI.

Table 2 - CGM System Characteristics

Category	Characteristics
CGM	<ul style="list-style-type: none"> • Automate manual requisition, solicitation, contract award, and administration processes and integrate them with core financial functionality.
	<ul style="list-style-type: none"> • Automate manual request for assistance & agreement (grants & cooperative) processes.
	<ul style="list-style-type: none"> • Automate tracking and reporting capabilities of contract and assistance vehicles for accurate and timely reporting ad hoc for external or canned management reports.
	<ul style="list-style-type: none"> • Automate accurate reporting of various procurement action lead-times (PALT) for competitive actions (FAR 8.4, 15, 12.6, 13, 16.5, 36.6, 37, and 39), IAAs (17.5) or other sole source actions and modification (FAR 43) to existing vehicles.
	<ul style="list-style-type: none"> • Integrate core financial functionality and Federal Procurement Data System – Next Generation, as well, Catalog of Federal Domestic Assistance and Central Contractor Registration for responsibility determination and accuracy of reporting.
	<ul style="list-style-type: none"> • Integrate with Federal Biz Opportunity government point of entry (GPE) at www.fbo.gov and with Federal Assistance opportunities at www.grants.gov
	<ul style="list-style-type: none"> • Automate manual invoice processing
	<ul style="list-style-type: none"> • Provide project management, EVMS, general management, and customer support services (same as provided under finance)
	<ul style="list-style-type: none"> • Provide ongoing Help Desk services for all CGM application functionality.

Table 3 - HR System Characteristics

Category	Characteristics
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HR	<ul style="list-style-type: none"> Maintain current level of services for HR provided in existing IAAs with MCC
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4 Pricing

Costs shall be segregated by the required and optional CLINs as outlined in Table 4 and Table 5 below. These CLINs have been updated to correspond to the revised objectives, characteristics, and scope of the IFMS/HRIS project.

Table 4 - Required Functionality

CLIN		Base FY11	FY12	FY13	FY14	FY15
0001	Core Financials Implementation (Accounting Operations, Financial Systems, Travel Services)					
	1.1 Program Management					
	1.3 Core Financials Implementation					
	1.3.1 Design/Build					
	1.3.2 Software Licensing					
	1.3.3 Hardware Licensing					
	1.3.4 Labor					
0001a	Core Financials O&M					
	1.2 Infrastructure Hosting					
	1.2.1 Labor					
	1.2.2 Software Licensing					
	1.2.3 Hardware Licensing					
	1.4 Core Financials Operate and Maintain					
	1.4.1 Call Center Support					
	1.4.2 Security					
	1.4.7 Technology Refresh					
	1.5 Accounting Operations					
0002	Human Resources					
	2.1 Program Management					
	2.3 Human Resources Implementation					
	2.3.1 Design/Build					
	2.3.2 Software Licensing					
	2.3.3 Hardware Licensing					
	2.3.4 Labor					

CLIN		Base FY11	FY12	FY13	FY14	FY15
0002a	Human Recourses O&M					
	2.2	Infrastructure Hosting				
	1.2.1	Labor				
	1.2.2	Software Licensing				
	1.2.3	Hardware Licensing				
	2.4	HR Operate and Maintain				
	2.4.1	Call Center Support				
	2.4.2	Security				
	2.4.7	Technology Refresh				
	2.5	Other Operations (If applicable - please clarify)				
0003	Contract Lifecycle Management					
	3.1	Program Management				
	3.3	Contract Lifecycle Management Implementation				
	3.3.1	Design/Build				
	3.3.2	Software Licensing				
	3.3.3	Hardware Licensing				
	3.3.4	Labor				
0003a	Contract Lifecycle Management O&M					
	3.2	Infrastructure Hosting				
	3.2.1	Labor				
	3.2.2	Software Licensing				
	3.2.3	Hardware Licensing				
	3.4	Contract Lifecycle Management Operate and Maintain				
	3.4.1	Call Center Support				
	3.4.2	Security				
	3.4.7	Technology Refresh				
	3.5	Other Operations (If applicable - please clarify)				
Total Required Services						

Table 5 - Optional Functionality

CLIN		Base -	FY11	FY12	FY13	FY14	FY15
0004	OBIEE Migration (Optional)						
	4.1	Program Management					
	4.3	Core Financials Implementation					
	4.3.1	Design/Build					
	4.3.2	Software Licensing					
	4.3.3	Hardware Licensing					
	4.3.4	Labor					
Total OBIEE							
0005	Projects (Optional)						
	5.1	Program Management					
	5.3	Projects Implementation					
	5.3.1	Design/Build					
	5.3.2	Software Licensing					
	5.3.3	Hardware Licensing					
	5.3.4	Labor					
0005a	Projects O&M (Optional)						
	5.2	Infrastructure Hosting					
	5.2.1	Labor					
	5.2.2	Software Licensing					
	5.2.3	Hardware Licensing					
	5.4	Projects Operate and Maintain					
	5.4.1	Call Center Support					
	5.4.2	Security					
	5.4.7	Technology Refresh					
	5.5	Other Operations (If applicable - please clarify)					
Total Projects							
0006	Budget Formulation						
	6.1	Program Management					
	6.3	Budget Implementation					
	6.3.1	Design/Build					

				Base -				
CLIN				FY11	FY12	FY13	FY14	FY15
		6.3.2	Software Licensing					
		6.3.3	Hardware Licensing					
		6.3.4	Labor					
0006a	Budget Formulation O&M							
	6.2	Infrastructure Hosting						
		6.2.1	Labor					
		6.2.2	Software Licensing					
		6.2.3	Hardware Licensing					
	6.4	Budget Operate and Maintain						
		6.4.1	Call Center Support					
		6.4.2	Security					
		6.4.7	Technology Refresh					
	6.5	Other Operations (If applicable - please clarify)						
Total Budget								
0007	Grants (Optional)							
	7.1	Program Management						
	7.3	Grants Implementation						
		7.3.1	Design/Build					
		7.3.2	Software Licensing					
		7.3.3	Hardware Licensing					
		7.3.4	Labor					
0007a	Grants O&M							
	7.2	Infrastructure Hosting						
		7.2.1	Labor					
		7.2.2	Software Licensing					
		7.2.3	Hardware Licensing					
	7.4	Grants Operate and Maintain						
		7.4.1	Call Center Support					
		7.4.2	Security					
		7.4.7	Technology Refresh					

CLIN			Base -	FY12	FY13	FY14	FY15
			FY11				
	7.5	Other Operations (If applicable - please clarify)					
Total Required Services							

*Note: O&M CLIN Costs associated with work under this IAA should not begin until the associated module has been implemented.

CLINs for option periods should mirror the structure provided above.

5 Instructions to Offerors

The information contained herein serves as a clarification to the SOO provided in MCC-10-0137-RFP. Using this information, MCC requests the offerors provide the following updated information:

- Cost/Pricing
- Performance Work Statement¹
- Project Management Plan

Offerors are instructed to leverage information previously provided in their initial proposals and clarification request (CR) responses and use change pages to the greatest extent possible. Regarding cost/price, the offerors shall provide their information in the Section III CLIN structure along with applicable fiscal years supporting explanations and assumptions. For the Project Management Plan, the offerors shall include milestones, deliverables, and detailed tasks aligning with the following WBS structure.

1.0 Core Financials

- 1.1 Program Management
- 1.2 Infrastructure
- 1.3 Implementation
- 1.4 O&M
- 1.5 Accounting Operations

2.0 CLM

- 2.1 Program Management
- 2.2 Infrastructure
- 2.3 Implementation
- 2.4 O&M

3.0 HR

- 3.1 Program Management
- 3.2 Infrastructure
- 3.3 Implementation

¹ The offerors' PWS, once approved, will be incorporated into the IAA with MCC. Implementation of core financials should be installed and operational by Q2/FY2012) while Oracle CLM should be installed and operational by Q3/FY2012.

- 3.4 O&M
- 4.0 Oracle Projects
 - 4.1 Program Management
 - 4.2 Infrastructure
 - 4.3 Implementation
 - 4.4 O&M
- 5.0 OBIEE
 - 5.1 Program Management
 - 5.2 Infrastructure
 - 5.3 Implementation
 - 5.4 O&M
- 6.0 Budget Formulation
 - 6.1 Program Management
 - 6.2 Infrastructure
 - 6.3 Implementation
 - 6.4 O&M
- 7.0 Grants Management
 - 7.1 Program Management
 - 7.2 Infrastructure
 - 7.3 Implementation
 - 7.4 O&M

All (updates to) deliverables previously required during proposal submission and CR responses, e.g., Quality Assurance Surveillance Plan will be requested at the IFMS/HRIS kickoff meeting.

Please submit responses no later than 4:00pm EDT, 5 January 2011, to Sprandelj@mcc.gov. MCC will evaluate this updated information and then coordinate with the offerors to perform discussions.