

| Base Period: Date of IAA award through 24 months¹ | | |
|---|---|-------|
| 0001 | Project management and implementation of IFMS/HRIS services: Development, implementation, and integration services, and Data migration; | 1 Lot |
| 0002a | IFMS/HRIS support and operations: Infrastructure and application hosting services, IFMS/HRIS maintenance and database administration, Software licenses, and Helpdesk operations (HRIS helpdesk 8 hours/day) ² ; | 1 Lot |
| 0002b | IFMS/HRIS support and operations: Infrastructure and application hosting services, IFMS/HRIS maintenance and database administration, Software licenses, and Helpdesk operations (HRIS helpdesk 12 hours/day) ² ; | 1 Lot |
| 0002c | IFMS/HRIS support and operations: Infrastructure and application hosting services, IFMS/HRIS maintenance and database administration, Software licenses, and Helpdesk operations (HRIS helpdesk 24 hours/day) ² ; | 1 Lot |
| 0003 | Accounting operations, financial management, and transaction processing: Personnel management, Support for automated budget planning and formulation tools, Core financial accounting, and Procurement and contract writing system; | 1 Lot |
| 0004 | Integration with eTravel application; | 1 Lot |
| 0005 | Integration with Personnel and Payroll Management Systems; | 1 Lot |
| Option Period 1: 25 months through 36 months¹ | | |
| 1001 | Reserved | |
| 1002a | IFMS/HRIS support and operations: Infrastructure and application hosting services, IFMS/HRIS maintenance and database administration, Software licenses, and Helpdesk operations (HRIS helpdesk 8 hours) ² ; | 1 Lot |

SECTION J

LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

| <u>Doc. #</u> | <u>Description</u> | <u># of Pages</u> |
|---|--|-------------------|
| <u>Provided by MCC</u> | | |
| J.1 | Section C, Statement of Objectives (SOO) | 54 |
| J.2.1 | Technical Requirements | 94 |
| J.2.2 | Technical Requirements - Human Resource IT System Requirements | 8 |
| J.3 | Performance Requirements Summary (PRS) Table | 7 |
| J.4 | Contractor Past Performance Information form | 4 |
| J.5 | Operational Capability Demonstration (OCD) Scenarios | 43 |
| <u>To be proposed by Servicing Agency</u> | | |
| J.6 | Performance Work Statement (PWS) | |
| J.7 | Quality Assurance Surveillance Plan (QASP) and Incentive/Disincentive Plan | |
| J.8 | Implementation Timeline and Project Management Plan | |
| J.9 | Transition Plan (Phase In/Phase Out) | |
| J.10 | Quality Control Plan (QCP) | |
| J.11 | Risk Management and Mitigation Plan | |
| J.12 | IT Security Plan | |
| J.13 | Service Level Agreements (SLAs) | |
| J.14 | Past Performance Information | |
| J.15 | Screen Captures of OCD Scenario Demonstration Scripts | |
| J.16 | Data Migration and Conversion Plan | |
| J.17 | Disaster Recovery Plan | |
| J.18 | Continuity of Operations Plan (COOP) | |

- J.19 Business Plan for Continued Federal Compliance
- J.20 Earned Value Management Plan
- J.21 Price Proposal

L.3.7.2 ORGANIZATION/NUMBER OF COPIES/PAGE LIMITS

The Offeror shall prepare the proposal as set forth in Table L-1 below. The titles and contents of the volumes should be as defined in Table L-1, all of which shall be within the required page limits and with the number of copies as specified in L.3.7.1. The volumes identified in the table should be separately bound in three-ring loose-leaf binders. The content of each proposal volume is described in the paragraph as noted in the table (L-1). Cover pages and tabs do not count towards the page limit.

Table L-1 – PROPOSAL ORGANIZATION

| VOLUME | SECTION L PARAGRAPH # | TITLE | MAXIMUM PAGE LIMIT |
|---------------|------------------------------|---|-----------------------------------|
| I | L.4 | TECHNICAL APPROACH PROPOSAL | 100 |
| | | Technical Capability Summary | |
| | | Functional Approach | |
| | | Technical Approach - Data Migration and Conversion Plan | |
| | | Implementation Approach | |
| | | Security Approach | |
| | | Operations and Maintenance Approach - Business Plan for Continued Federal Compliance | |
| | | Hosting Approach - Disaster Recovery Plan - Continuity of Operations Plan (COOP) | |
| | | Accounting Operations Approach | |
| | | Procurement and Contract Writing System Approach | |
| | | Human Resource Approach | |
| | | Assumptions | |
| | | Oral Presentations - Operational Capability Demonstrations (OCDs)* - Screen Prints of Scripts * The OCDs will be rated under both the functional and technical portions of the evaluation. | Not included in page limit |
| II | L.5 | MANAGEMENT PLAN PROPOSAL | 60 |
| | | General - Program Organization and Staffing - Key Personnel Resumes (limited to 2 pages per Key Person and does not go against page limit) - Letters of Commitment | |
| | | Implementation Timeline and Project Management Plan | |
| | | Management Approach | |
| | | Quality Assurance Surveillance Plan and | |

| | | | |
|------------|------------|--------------------------------------|--|
| | | Incentive/Disincentive Plan | |
| | | Quality Control Plan | |
| | | Risk Management and Mitigation Plan | |
| | | Transition Plan (Phase In/Phase Out) | |
| | | IT Security Plan | |
| | | Methodology and Tools | |
| | | Assumptions | |
| | | | |
| III | L.6 | PAST PERFORMANCE | 4 pages per reference Minimum of 3 Maximum of 5 (but see L.6) |
| | | | |
| IV | L.7 | BUSINESS/PRICE PROPOSAL | No page limit |
| | | | |

L.4.4.1 OPERATIONAL CAPABILITIES DEMONSTRATIONS (OCDs): The Offerors will demonstrate their proposed solution over a two day period using the scenarios (See Attachment J.1) with test scripts provided by MCC. Each scenario contains 3 parts:

- 1) Requirement – a brief description of what the Offeror’s solution must demonstrate;
- 2) Detailed description of the scenario – a narrative of a hypothetical scenario where the Offeror will demonstrate the capability of their proposed solution; and
- 3) Activity – the actual execution of the scenario utilizing the Offeror’s solution to meet MCC’s requirements.

SECTION M EVALUATION FACTORS

M.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:

<http://www.acqnet.gov/far/>

M.2 EVALUATION FACTORS

The non-price factors, when combined, are significantly more important than price.

Factor 1: Technical Approach

- Sub-factor 1: Technical Capability Summary
- Sub-factor 2: Functional Approach
- Sub-factor 3: Technical Approach
- Sub-factor 4: Implementation Approach
- Sub-factor 5: Security Approach
- Sub-factor 6: Operations and Maintenance Approach
- Sub-factor 7: Hosting Approach
- Sub-factor 8: Accounting Operations
- Sub-factor 9: Procurement and Contract Writing System Approach
- Sub-factor 10: Human Resource Approach
- Sub-factor 11: Assumptions

Factor 2: Management Plan

- Sub-factor 1: Statement of Commitment to Agency Goals, Program Organization and Staffing, Key Personnel Resumes and Letters of Commitments
- Sub-factor 2: Implementation Timeline and Project Management Plan
- Sub-factor 3: Management Approach
- Sub-factor 4: Quality Assurance Surveillance Plan and Incentive/Disincentive Plan
- Sub-factor 5: Quality Control Plan
- Sub-factor 6: Risk Management and Mitigation Plan
- Sub-factor 7: Transition Plan (Phase In/Phase Out)
- Sub-factor 8: IT Security Plan
- Sub-factor 9: Methodologies and Tools
- Sub-factor 10: Assumptions

Factor 3: Past Performance

- Sub-factor 1: Quality of Product of Service
- Sub-factor 2: Cost Control
- Sub-factor 3: Timeliness of Performance
- Sub-factor 4: Business Relations

Factor 4: Price**M.2.1 EVALUATION FACTOR 1 - TECHNICAL APPROACH**

MCC intends to assess all requested information under Volume I -Technical Approach, including individual plans, in making a best value selection. The evaluation will take into account the requirements of the Statement of Objectives and Technical Requirements.

M.2.2 EVALUATION FACTOR 2 – MANAGEMENT PLAN

MCC intends to assess all requested information under Volume II – Management Plan, including individual plans, in making a best value selection. The evaluation will take into account the requirements of the Statement of Objectives and Technical Requirements.

M.4.1 OCCUPATIONAL CAPABILITIES DEMONSTRATIONS (OCDS)

The OCDs will provide an Offeror with an opportunity to demonstrate the ability of their solution to meet the requirements of MCC. The areas to be evaluated shall include:

Funds Management (FM);

General Accounting (GA);

Accounts Payable (AP);

Accounts Receivable (AR);

Property and Materials (PP);

Financial and Regulatory Reporting (RP);

Application Internal Security (SE); and

Federal Procurement Integration (Procurement and Contract Writing System) (FP);