



District of Columbia Retirement Board (DCRB)

Request for Professional Services to Develop FISMA and NIST Compliant Security Package for One Major System (Data Management) and One General Support System (GSS)

Solicitation Number: DCRB-16-010

Release Date: April 4, 2016

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Statement of Work

A. Background

The District of Columbia Retirement Board (DCRB) depends on the Information Technology Department to successfully carry out its mission and business functions. The DCRB information systems could be subject to serious threats such as unauthorized access, successful installation of malicious code, denial of service, etc., that can have adverse effects on its organizational operations and assets, individuals, or its business partners by exploiting both known and unknown vulnerabilities to compromise the confidentiality, integrity, or availability of the information being processed, stored, or transmitted by those systems. Threats to information systems could include purposeful attacks, environmental disruptions, human/machine errors, and structural failures, and result in harm to DCRB operations; such as DCRB's mission, functions, image, and reputation.

Given the significant and growing danger of these threats, it is imperative that DCRB understands the need and responsibility to achieve adequate information security as well as to manage its information system-related security risks for new and existing systems.

DCRB is soliciting for professional services to prepare systems security documentation in support of the Data Management System Major Application (MA) and the General Support system (GSS) Assessment & Authorization (A&A). The security package documentation will later be reviewed and assessed with established security controls for appropriateness and adequacy before the systems could be officially authorized into operation and as part of Federal Information Security Management Act (FISMA) and the National Institute of Standard and Technology (NIST) requirements.

B. Purpose

The DCRB is soliciting a Request for Quote (RFQ) from vendors to provide professional services to prepare systems security (security package) documentation in support of the Data Management System Major Application (MA) and the General Support System (GSS) Assessment & Authorization (A&A).

The security package documentation will be subsequently reviewed and assessed with established security controls for appropriateness and adequacy before the systems can be officially authorized into operation and as part of FISMA and NIST requirements.

C. Overview of the Data Management System

DCRB is seeking to modernize the defined benefit retirement service process and provide enhanced member services through the Retirement Modernization Program ("Program"). The Program's mission is to support DCRB benefit services for all members, and to expand and improve benefit administration capabilities, resulting in the timely and accurate payment of benefits to retirees, survivors, and beneficiaries. The key benefit of the Program is to help

facilitate the modernization of DCRB’s administrative capability, to provide the timely and accurate payment of benefits, and to enhance services to members by using data housed in the District’s PeopleSoft system.

The Data Management Project (the “Project”) is an initiative within the Program with a focus on providing the necessary tool set for transmitting/receiving, transforming, validating, verifying, reclaiming, cleansing, and storing of data of active plan members facilitating enhancements to their benefits-related services. These tools include an Enterprise Service Bus (ESB), Enterprise Data Quality (EDQ) system, and Master Data Management (MDM) system as well as the services necessary for installation, configuration, and customization; hardware costs; and training of DCRB staff. Each of these three tools is part of the communication chain from the District of Columbia’s PeopleSoft Human Resource (HR) system to the DCRB databases.

D. Scope of Work

a. FISMA Compliance Security Package Documentation Requirements

- i. In close collaboration with DCRB staff the offeror shall prepare the Data Management system and its underlying DCRB GSS Security package documents and their related templates. The security documents and templates must include the following;
 - FIPS 199 Sensitivity Level Recommendation
 - Hardware and Software Inventory
 - Business Impact Assessments
 - Privacy Impact Assessments
 - Information System Contingency Plans
 - Configuration Management Plans
 - System Security Plans
 - Security Assessment Plans
 - Plan of Action & Milestones
 - The security package should be delivered in a secured electronic format

b. Architecture Environment Overview

Below is a summary of the key components of the DCRB architecture.

	Description	Total Number	Comments
a.	Number of employees	70	
b.	Number of Workstations	100	
c.	Business units	6	
d.	Number of Databases	51	Database Servers
e.	Number of Servers	300	~50 Physical and 250 Virtual
f.	Locations	2	1 Primary & 1 DR site
g.	Network Devices	44	

E. Deliverables

The following details the deliverables/services to be provided to DCRB in performance of a subsequent contract. The offeror shall provide detailed descriptions on how it plans to meet each of the deliverables in its technical response. All deliverables shall be provided to the Database and Security Manager who shall serve as the COR for this Contract or his/her designee.

	Tasks	Description	Submittal Requirements	Format	Schedule	Acceptance Criteria
1.	Kick Off Meeting	Offeror shall contact the COR to arrange a meeting to initiate action and confirm requirements.	Phone/In-person, WebEx	Discussion	Within five (5) business days of contract award	N/A
2.	Task 1 Requirement analysis and assessment	Offeror shall conduct a review of DCRB's environment and discuss pre-assessment activities including the collection of required information for the development of the MDM and GSS Security Package documentation.	Report	Word/PDF	Within ten (20) business days after the Kick Off Meeting	The review includes all identified organizational segments and system and is done in compliance with professional standards and in compliance with the project plan
3.	Task 2 Develop a Project Plan	The offeror shall create a high-level project plan from a detailed project scope with tasks, dependencies, milestones, and resource allocation as related to Task 3.	Report	MS Project	Within two (2) weeks after Task 1 begins	Project Plan must meet the Project Management Institute standards
4.	Task 3 Security Package Documentation	Develop MDM and GSS Security Package documents in accordance with FISMA and NIST Guidelines. a. FIPS 199 Sensitivity Level Recommendation	Documentation & Report	Word/PDF	Within 4 months after kick off meeting.	Documents must meet the NIST Special Publications and FIPS such as 800-53, Rev. 4, 800-37, Rev.1, 800-30, Rev. 1, 800-34, Rev.1

		<ul style="list-style-type: none"> n b. Hardware and Software Inventory c. Business Impact Assessments d. Privacy Impact Assessments e. Information System Contingency Plans f. Configuration Management Plans g. System Security Plans h. Security Assessment Plans i. Plan of Action & Milestones 				
5.	Task 4 Delivery of Security Package Documentation	Offerer shall deliver a complete, accurate and finalized Security Package documentation and associated templates in an acceptable format as per FISMA and NIST guides.	Documentation & Report	Word/PDF	Within 4 months after kick off meeting.	Documents must meet the NIST Special Publications and FIPS such as 800-53, Rev. 4, 800-37, Rev.1, 800-30, Rev. 1, 800-34, Rev.1

F. Basis of Award

This procurement will be awarded on a Best Value basis with technical being more important than price. The DCRB will not make an award to an offeror if the DCRB makes a determination that an offeror does not have the technical ability to successfully perform the work contained in this RFQ.

Best Value determination will be reached by comparing the differences in the value of the technical factors with the differences in the prices proposed. In making this comparison, DCRB is more concerned with obtaining superior services than lowest overall price. However, the DCRB shall not make an award at a significantly higher overall price to achieve only slightly superior service.

DCRB reserves the right to award this effort based on the initial offers received. Accordingly, each initial offer should be submitted on the most favorable terms from a price and services standpoint which the offeror can submit to DCRB.

DCRB reserves the right to use preferred skills in evaluating offeror price quotes.

The offerors proposal should be organized and presented in 2 sections with the total number of pages in the proposal limited to 15 pages.

Technical proposal

The offeror should provide information about recent (past three years) of three successful projects of a similar nature for Federal and or state or local entities. Please include the following information about each engagement:

1. Name and address of customer and point of contact (name, email and telephone number).
2. Describe how the scope of each effort was similar to the requirements described in this RFQ.
3. Was the project successful- were all performance expectations met?
4. Describe the technical approach and methodology and how that approach will be successfully used at DCRB.
5. Describe the quality control system you will be deploying to ensure that all services are performed in conformance with this PWS.
6. Provide the names of the staff that will be assigned to this engagement and their experience with similar engagements.

Price Proposal

Identify all labor hour categories which will be used for this engagement, the total number of estimated hours, the price per hour and the total estimated price for each category.

Item	Labor Category	Quantity (Number Labor Hours)	Pricet/Hour	Total
	Total			

G. Schedule of Events

The following is the schedule of events this RFQ process. Dates listed below may be amended as appropriate by DCRB and participating vendors will be notified.

Activity	Scheduled Date
Release of RFQ	April 4, 2016
Deadline for Questions	April 11, 2016
DCRB Response to offeror's Questions	April 12, 2016
Quote Due Date	April 15, 2016

H. Point of Contact

This RFQ is issued by DCRB and is subject to the Board's lock-out rule, procurement and conflict of interest rules. Further, from the issue date of this RFQ until a successful vendor is selected, there shall be no communication by contractors with any DCRB Board or staff members other than the DCRB designee. Failure to comply with this provision of the procurement will result in quote rejection and disqualification.

For all matters and questions relating to this RFQ the point of contact is:

Name:	Neda Bolourian
Address:	District of Columbia Retirement Board 900 7 th Street NW; Suite 200 Washington, D.C. 20001
Telephone:	(202) 343-3200 FAX: (202) 566-5000
E-Mail:	DCRB.procurement@dc.gov

I. Questions and RFQ Amendment

All questions must be submitted in writing via e-mail by 5:00pm April 11, 2016 to “DCRB.procurement@dc.gov”. All questions must include the name of the firm and the name of the submitter.

J. Terms and Conditions

The terms and conditions that shall govern this solicitation and the resulting purchase order are the contractors supply schedule terms and conditions. Contractor shall reference the supply schedule contract number when responding to this solicitation. The resulting purchase order shall contain the supply schedule contract number for reference.

K. Terms and Conditions Inspection- Time and Material and Labor (May 2001)

(a) Definitions. As used in this clause—

“Contractor’s managerial personnel” means any of the Contractor’s directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of—

- (1) All or substantially all of the Contractor’s business;
- (2) All or substantially all of the Contractor’s operation at any one plant or separate location where the contract is being performed; or
- (3) A separate and complete major industrial operation connected with the performance of this contract.

“Materials” includes data when the contract does not include the Warranty of Data clause.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the material, fabricating methods, work, and services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all materials furnished and services performed under this contract, to the extent practicable at all places and times, including the period of performance, and in any event before acceptance. The Government may also inspect the plant or plants of the Contractor or any subcontractor engaged in contract performance. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspection or test on the premises of the Contractor or a subcontractor, the Contractor shall furnish and shall require subcontractors to furnish all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) Unless otherwise specified in the contract, the Government shall accept or reject services and materials at the place of delivery as promptly as practicable after delivery, and they shall be presumed accepted 60 days after the date of delivery, unless accepted earlier.

(f) At any time during contract performance, but not later than 6 months (or such other time as may be specified in the contract) after acceptance of the services or materials last delivered under this contract, the Government may require the Contractor to replace or correct services or materials that at time of delivery failed to meet contract requirements. Except as otherwise specified in paragraph (h) of this clause, the cost of replacement or correction shall be determined under the Payments Under Time-and-Materials and Labor-Hour Contracts clause, but the “hourly rate” for labor hours incurred in the replacement or correction shall be reduced to exclude that portion of the rate attributable to profit. The Contractor shall not tender for acceptance materials and services required to be replaced or corrected without disclosing the former requirement for replacement or correction, and, when required, shall disclose the corrective action taken.

(g)(1) If the Contractor fails to proceed with reasonable promptness to perform required replacement or correction, and if the replacement or correction can be performed within the ceiling price (or the ceiling price as increased by the Government), the Government may—

(i) By contract or otherwise, perform the replacement or correction, charge to the Contractor any increased cost, or deduct such increased cost from any amounts paid or due under this contract; or

(ii) Terminate this contract for default.

(2) Failure to agree to the amount of increased cost to be charged to the Contractor shall be a dispute.

(h) Notwithstanding paragraphs (f) and (g) of this clause, the Government may at any time require the Contractor to remedy by correction or replacement, without cost to the Government, any failure by the Contractor to comply with the requirements of this contract, if the failure is due to—

(1) Fraud, lack of good faith, or willful misconduct on the part of the Contractor’s managerial personnel; or

(2) The conduct of one or more of the Contractor’s employees selected or retained by the Contractor after any of the Contractor’s managerial personnel has reasonable grounds to believe that the employee is habitually careless or unqualified.

(i) This clause applies in the same manner and to the same extent to corrected or replacement materials or services as to materials and services originally delivered under this contract.

(j) The Contractor has no obligation or liability under this contract to correct or replace materials and services that at time of delivery do not meet contract requirements, except as provided in this clause or as may be otherwise specified in the contract.

(k) Unless otherwise specified in the contract, the Contractor’s obligation to correct or replace Government-furnished property shall be governed by the clause pertaining to Government property.

(End of clause)