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CLASSIFICATION CODE

SUBJECT

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RESPONSE DATE (MM-DD-YYYY)

ARCHIVE

DAYS AFTER THE RESPONSE DATE

RECOVERY ACT FUNDS

SET-ASIDE Provide your business size with response. Please include GSA Schedule if applicable.

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CONTRACTING OFFICE

ADDRESS

POINT OF CONTACT

(POC Information Automatically Filled from

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DESCRIPTION

See Attachment

AGENCY'S URL

URL DESCRIPTION

AGENCY CONTACT'S EMAIL

ADDRESS

EMAIL DESCRIPTION

ADDRESS

POSTAL CODE

COUNTRY

ADDITIONAL INFORMATION

GENERAL INFORMATION

PLACE OF PERFORMANCE

\* = Required Field

FedBizOpps Sources Sought Notice

Rev. March 2010

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Online Registration

National Veterans Golden Age Games

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VA101-14-I-0097

03-26-2014

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Department of Veterans Affairs

Acquisition Business Service

Office of Acquisition Operations (003B))

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**Request for Information (RFI)**

**DEPARTMENT OF VETERANS AFFAIRS**

**Office of Information & Technology**

**Office of Public and Intergovernmental Affairs**

**VA National Veterans Sports Programs & Special Events**

**Online Registration National Veterans Golden Age Games**

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# DESCRIPTION OF SERVICES

Implement online muliti-event event registration and automation of events for Veterans attending the 2014 National Veterans Golden Age Games (NVGAG) to be held in Fayetteville, AR, June 28- July 3, 2014.

# PERFORMANCE DETAILS

## PERFORMANCE PERIOD

The period of performance shall beaone-year firm-fixed price (FFP) effort for online multi- sport registration system for Veterans participating in the National Veterans Golden Age Games The action includes a base year with three option years, beginning from the date of contract award.

## PLACE OF PERFORMANCE

Tasks under this PWS shall be performed at Contractor facilities.

 SPECIFIC TASKS AND DELIVERABLES

The Contractor shall perform the following:

1. ***Secure online registration via (web) internet (Online and/or Paper) for participants, coaches accessible 24 hrs. a day  1000 +***
2. ***Multi –user access for administration***
3. ***508 compliant***
4. ***Creation of unique athlete numbers and credentials/ID***
5. ***Creation id individualized schedules***
6. ***Mechanism to eliminate duplication in registration***
7. ***Security management of data***
8. ***Entry confirmation email***
9. ***Accommodations reports***
10. ***Travel reports ( arrival and departure )***
11. ***Competition management (team and individual sports) for scheduling, statistics ,results  – lane reports, tournament, and point scores***
12. ***Adaptable and flexible to event rules based on classification (wheelchair, visual impaired)***
13. ***Publishing of live results ( email , web)***
14. ***Inspirational athlete voting***
15. ***Online support***
16. ***Email alerts***
17. ***Participant pre and post survey***
18. ***Medical clearance management***

***The NVGAG is a premier senior adaptive rehabilitation program, the only national multi-event sports and recreational senior’s competition program designed to improve the quality of life for all older Veterans, including those with a wide range of abilities and disabilities. The National Veterans Golden Age Games needs an effective mechanism comprised of an external website and internal database that will allow Veterans to register via internet for its annual multi-event sports competition. Registration numbers range from 800 – 1000 (athletes, coaches, and caregivers) each year.***

***Currently the registration forms are completed by the Veteran and /or VAMC coach/ staff and sent to the Host Veterans Affairs Medical Center (VAMC) to be scanned and the data for each Veteran entered by staff and/or volunteers. The process has become burdensome for the Host VAMC site requiring over 3,500 hours of VA Staff and volunteers to process the applications an average of 30 – 60 minutes per application. Approximate cost for current registration process is over $67,000.00 in staff hours.***

***Because online registration is part of a comprehensive plan for meeting the paperwork reduction act requirements, high availability, ease of access for Veterans, and high efficiency, it is imperative that the vendor have past experience with a senior multi-sports event with age divisions and classifications, to enable them to hit the ground running. The vendor should have broad understanding of existing modules to provide,automating daily taks, live results, competition management, accommodations, travel reports and other requirements necessary for successful implementation of the event and a reduction of staff time at the the Local medical facility. As a result, past performance and expertise in management of the National Senior Games was a major consideration for this market research.***

###

## REPORTING REQUIREMENTS

The Contractor shall provide the Contracting Officer’s Representative (COR) with ***Weekly*** Progress Reports in electronic form in Microsoft Word and Project formats.  The report shall include detailed instructions/explanations for each required data element, to ensure that data is accurate and consistent. These reports shall reflect data as of the last day of the preceding ***Week*** .

The ***Weekly*** Progress Reports shall cover all work completed during the reporting period and work planned for the subsequent reporting period.  The report shall also identify any problems that arose and a description of how the problems were resolved.  If problems have not been completely resolved, the Contractor shall provide an explanation including their plan and timeframe for resolving the issue. It is expected that the Contractor will keep in communication with VA accordingly so that issues that arise are transparent to both parties to prevent escalation of outstanding issues.

**Deliverables**:

1. ***Weekly*** Progress Report

 ***Deliverables****:*

*A. Online Software & hosting (per person) January 1, 2014*

*A.Guided Set up January 1, 2014*

*A.Graphic Design for website & Email January 1, 2014*

*A.SSL Certificates Custom January 1, 2014*

*A. Training January 1, 2014*

*B. On site Consulting Planning June 28 – July 3, 2014*

*B. On site Management June 28 – July 3, 2014*

*B. Onsite assistance June 28 – July 3, 2014*

# GENERAL REQUIREMENTS

## ENTERPRISE AND IT FRAMEWORK

The Contractor solution shall support the latest Internet Protocol Version 6 (IPv6) based upon the directives issued by the Office of Management and Budget (OMB) on August 2, 2005 (<http://www.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/fy2005/m05-22.pdf>) and September 28, 2010 (<https://cio.gov/wp-content/uploads/downloads/2012/09/Transition-to-IPv6.pdf>). IPv6 technology, in accordance with the USGv6 Profile (NIST Special Publication (SP) 500-267 <http://www-x.antd.nist.gov/usgv6/index.html>), the Technical Infrastructure for USGv6 Adoption (<http://www.nist.gov/itl/antd/usgv6.cfm>), and the NIST SP 800 series applicable compliance (<http://csrc.nist.gov/publications/PubsSPs.html>) shall be included in all IT infrastructures, application designs, application development, operational systems and sub-systems, and their integration. All public/external facing servers and services (e.g. web, email, DNS, ISP services, etc.) shall support native IPv6 users, and all internal infrastructure and applications shall communicate using native IPv6 operations. Information concerning IPv6 transition in addition to OMB/VA Memoranda can be found at <https://www.voa.va.gov/>.

The Contractor IT end user solution that is developed for use on standard VA computers shall be compatible with and be supported on the standard VA operating system, currently Windows 7 (64bit), Internet Explorer 9 and Microsoft Office 2010.  However, the migration from Windows XP to Windows 7 is not yet complete within all of VA.  As a result, compatibility with and support on Windows XP, Internet Explorer 7 and Microsoft Office 2007 are also required until April 2014 when Microsoft’s extended support for Windows XP ends.  Applications delivered to the VA and intended to be deployed to Windows XP or 7 workstation shall be delivered as a signed  .msi package and updates shall be delivered in signed .msp file formats for easy deployment using System Center Configuration Manager (SCCM) VA’s current desktop application deployment tool.   Signing of the software code shall be through a VA trusted code signing authority such as Verizon/Cybertrust or Symantec/VeriSign.  The Contractor shall also ensure and certify that their solution functions as expected when used from a standard VA computer, with non-admin, standard user rights that has been configured using the Federal Desktop Core Configuration (FDCC) and United States Government Configuration Baseline (USGCB) specific to the particular client operating system being used.

The Contractor shall support VA efforts in accordance with the Project Management Accountability System (PMAS) that mandates all new VA IT projects/programs use an incremental development approach, requiring frequent delivery milestones that deliver new capabilities for business sponsors to test and accept functionality. Implemented by the Assistant Secretary for IT, PMAS is a VA-wide initiative to better empower the OIT Project Managers and teams to meet their mission: delivering world-class IT products that meet business needs on time and within budget.

## CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

The position sensitivity and the level of background investigation commensurate with the required level of access is:

[x]  Low/NACI

Contractor Responsibilities:

1. For a Low Risk designation, with a period of performance requirement of 180 days or less, a Special Agreement Check (SAC) is required. A Department of Veterans Affairs (DVA) Memorandum – Electronic Fingerprints form is required for fingerprinting. This should be submitted to the CO or COR after award has been made.
2. The Contractor shall be responsible for the actions of all personnel provided to work for VA under this contract. In the event that damages arise from work performed by Contractor provided personnel, under the auspices of this contract, the Contractor shall be responsible for all resources necessary to remedy the incident.
3. A Contractor may be granted unescorted access to VA facilities and/or access to VA Information Technology resources (network and/or protected data) with a favorably adjudicated Special Agreement Check (SAC) or “Closed, No Issues” (SAC) finger print results, training delineated in VA Handbook 6500.6 (Appendix C, Section 9), and, the signed “Contractor Rules of Behavior.” The investigative history for Contractor personnel working under this contract must be maintained in the database of the Office of Personnel Management (OPM).
4. The Contractor, when notified of an unfavorably adjudicated background investigation on a Contractor employee as determined by the Government, shall withdraw the employee from consideration in working under the contract.
5. Failure to comply with the Contractor personnel security investigative requirements may result in termination of the contract for default.

## METHOD AND DISTRIBUTION OF DELIVERABLES

The Contractor shall deliver documentation in electronic format, unless otherwise directed in Section B of the solicitation/contract. Acceptable electronic media include: MS Word 2000/2003/2007/2010, MS Excel 2000/2003/2007/2010, MS PowerPoint 2000/2003/2007/2010, MS Project 2000/2003/2007/2010, MS Access 2000/2003/2007/2010, MS Visio 2000/2002/2003/2007/2010, AutoCAD 2002/2004/2007/2010, and Adobe Postscript Data Format (PDF).

## FACILITY/RESOURCE PROVISIONS

The Contractor shall request other Government documentation deemed pertinent to the work accomplishment directly from the Government officials with whom the Contractor has contact. The Contractor shall consider the COR as the final source for needed Government documentation when the Contractor fails to secure the documents by other means. The Contractor is expected to use common knowledge and resourcefulness in securing all other reference materials, standard industry publications, and related materials that are pertinent to the work.