

**Performance Work Statement
Technical Evaluation Panel (TEP) Chair Support Services
The Office of the Chief Information Officer (OCIO)**

1.0 Introduction

OCIO will engage in a competitive acquisition process to several mission critical acquisition requirements as outlined in Exhibit #1. As such, TEP Chair services are required as outlined in Section 5.0.

2.0 Background

HUD awarded an Indefinite Delivery Indefinite Quantity (IDIQ) Contract on 9/23/2016 for Technical Evaluation Panel Chair (TEP) Support Services. Under this IDIQ, HUD program offices can obtain assistance in the source selection process for critical competitive acquisition requirements. The IDIQ contractor will assist program offices by guiding, facilitating and documenting the evaluation process to ensure that it is compliant with HUD Office of the Chief Procurement Office policies, procedures, and guidelines.

3.0 Objective

The objective of this task order is to ensure a timely and efficient source selection of the proposals received in response to the solicitations outlined in Exhibit #1 that results in a well-documented best value tradeoff recommendation to the Source Selection Authority (SSA).

4.0 Constraints

The contractor is prohibited from being a voting member of the Panel. The contractor shall perform all services in accordance with existing Federal and HUD rules, regulations, policies and procedures. The contractor shall not perform inherently governmental functions and shall adhere strictly to the task requirements identified in the IDIQ PWS. The TEP shall not exceed 5 voting members. Contractor PIV Card for access to building and system will be provided. Contractor primary work location is to be offsite within 10 minutes' walk of HUD's main building; contractor staff will also have limited access to HUD's main building cafeteria space while working in HUD building. Contractor staff must have PIV enable and WIFI enable laptop.

5.0 Tasks

5.1 - Monitoring Activities

The Contractor shall monitor the TEP members' participation in all TEP business and immediately notify the CO when TEP members fail to attend or provide adequate participation. The Chairperson has discretion in determining if full TEP attendance is needed to hold meetings or to conduct TEP business. The Chairperson shall take steps to ensure that at least a majority of the members are present by surveying the members via email before each session and determining if all members are needed for each session held.

Performance Standards

a) STD: 100% Compliance
AQL: Zero Deviation

Deliverables

A1 TEP Evaluation Schedule with Labor Hour and monthly burn-rate data

The Contractor shall ensure full discussion on all matters considered by the TEP. Differences of opinion shall be aired to better explore and fully understand all significant issues. When a disagreement cannot be resolved, the TEP reports shall reflect dissenting positions and explain how they affected the TEP's recommendations. Any disagreements arising out of ambiguity or difference of interpretation of solicitation requirements should be referred immediately to the CO or Source Selection Authority for resolution.

Performance Standards

a) STD: 100% Compliance

AQL: Zero Deviation

Deliverables

A5 TEP Report

A3 Draft Source Selection Plan

5.2 - Technical Evaluation Support

The Contractor shall perform the following:

- Schedule and conduct all TEP meetings. This shall include making all meeting arrangements (e.g., reserving facilities or conference room).
- Instruct any committee members, advisors, and consultants as to their role, responsibilities and procedures;
- The Contractor shall ensure that arrangements are made for the participation of members participating remotely (e.g., through phone conference call or videoconferencing).
- Ensuring that scheduled deadlines for evaluation and reporting are met by adhering to the milestone schedule set for each technical evaluation panel.
- Assist with the development and participate in the approval process of the Source Selection Plan
- Produce and present up to 3 “Lesson Learn” Briefs/Sessions, after Project 2 and 4. Present outcome and observation to SSO/SSA and appropriate OCPO senior leadership to review what work well and to mitigate what don’t work well during the evaluation development and execution process. Designed to help ensure top leadership hear from a 3rd party will get “buy-in” and cause real/proactive change to occur) better and more simply outcomes are achieved.

Performance Standards

a) STD: 100% Compliance

AQL: Zero Deviation

Deliverables

A2 TEP Participation Log

A3 Draft Source Selection Plan

A7 Lesson Learned Meeting/Report

The Contractor shall submit a TEP Report in a draft and final form and ensure the following:

- that TEP findings are thoroughly documented, using the factors stated in the solicitation, in the reports provided to the Source Selection Authority (SSA);
- the TEP report is factually supported by the information contained in the proposals and obtained during past performance checks;
- the TEP report does not contain inconsistent, superfluous, unsubstantiated, or unnecessary statements and conclusions;
- at all times that procedures are in place, and all necessary precautions are taken, to protect the confidentiality of the evaluation process and safeguard TEP records, proposals and other information bearing on the evaluation; and that the TEP Report is documented using the OCPO TEP template.

The contractor shall have seven (7) business days to revise the draft TEP Report from government review or corrections identified by the TEP.

Performance Standards

a) STD: 100% Compliance
AQL: Zero Deviation

Deliverables

A4 TEP Evaluation Template
A5 TEP Report

5.3 - Contracting Officer Support

The Contractor shall provide support to the Contracting Officer by performing the following:

- Coordinate with any additional committees and advisors needed to assist in the evaluation;
- Notifying the SSA and CO whenever the TEP will be unable to meet its scheduled deadlines via email and in a weekly report;
- Immediately notifying the SSA and CO of any actual or potential conflicts of interest and actual or suspected violations of standards of conduct and ethics rules (e.g., Procurement Integrity Act) reported by TEP members or that exist for him/herself via email and on weekly report.

Performance Standards

a) STD: 100% Compliance
AQL: Zero Deviation

Deliverables

A6 Bi-Weekly COR Report

The Contractor shall perform the following:

- As requested by the CO, obtaining the participation of TEP members in contract negotiations and debriefings;
- Preparing, or having prepared, information required by the Contracting Officer (CO) for conducting negotiations and debriefings, and for responding to protests.

The Contractor shall create an acknowledgement sheet for any committee members, advisors, and consultants to sign whenever they are instructed on their role, responsibilities and procedures. A copy of the acknowledgement sheets shall be included in the weekly reports.

Performance Standards

a) STD: 100% Compliance

AQL: Zero Deviation

Deliverables

A2 Acknowledgement Sheet

6.0 Deliverables

The contractor shall provide the following deliverables under this task order for each of the projects outlined in Exhibit #1:

Deliverable	DUE Date	Frequency	Distribution
TEP Evaluation Schedule A1	5 days after task order award and monthly with invoice submission thereafter	Monthly updates after initial submission	COR/SSA/CO
TEP Participation Log A2	After each meeting	Weekly for all meeting conducted in the week	SSA/CO
Acknowledgement Sheet A2	After each meeting	Weekly for all meeting conducted in the week	CO
Draft Source Selection Plan A3	15 days after IAT kick-off-meeting NLT RCS released	Once with updates as needed	TPOC/SSA
TEP Evaluation Template A4	10 days after RFP is released or after OGC approves the RFP to be released; whichever comes first	Once with updates as needed	CO
Draft TEP Report of 1 st proposal A5	2 days after completion of the evaluation of the 1 st proposal	1 time	SSA/CO

Draft TEP Report A5	7 days after completion of TEP evaluation	1 time	CO
Final TEP Report A5	7 days after draft Report final comments are received from HUD	1 time	CO
Bi-Weekly COR Report A6	Every other Friday	Bi-Weekly	COR/CO
Lesson Learned Briefing A7	After Project 2 and 4	After Project 2 and 4	COR/SSA/CO

EXHIBIT 1

TEP Chair Support Services Task Order Projects

The following are competitive acquisitions that require TEP Chair Support Services. The following is a general description of each acquisition:

Office of the Chief Information Officer

Project #1 –ACMS

- Solicitation Number - TBD
- Closing Date - 11/2/2020
- Revised Closing Date – 2/15/2022
- Customer Program Office - OCIO
- Estimated Value - \$10 - \$50M
- Solicitation type (GSA, Open Market, HUD IDIQ/BPA) – GSA Task Order
- Target Award Date - 01/31/2021
- Revised Target Award Date – 8/15/2022

Project #2 – Internet/Intranet

- Solicitation Number – 86615321Q00007
- Closing Date - 12/04/2020
- Customer Program Office - OCIO
- Estimated Value - \$10 - \$50M
- Solicitation type (GSA, Open Market, HUD IDIQ/BPA) – GSA Task Order
- Target Award Date - 01/31/2021
- Revised Target Award Date: 4/15/2022

Project #3 – Cybersecurity

- Solicitation Number - TBD
- Closing Date – 3/15/2022
- Customer Program Office - OCIO
- Estimated Value – Above \$50M
- Solicitation type (GSA, Open Market, HUD IDIQ/BPA) – GSA Task Order
- Target Award Date – 9/15/2022

Project #4 – FHA Catalyst

- Solicitation Number - TBD
- Closing Date – 3/15/2022
- Customer Program Office - OCIO
- Estimated Value - Above \$50M
- Solicitation type (GSA, Open Market, HUD IDIQ/BPA) – GSA Task Order
- Target Award Date – 9/15/2022

Project #5 – PIH Modernization

- Solicitation Number - TBD
- Closing Date – 3/15/2022
- Customer Program Office - OCIO
- Estimated Value - \$10 - \$50M
- Solicitation type (GSA, Open Market, HUD IDIQ/BPA) – NIH CIO-SP3 Task Order
- Target Award Date – 9/15/2022

Project #6 – NCIS

- Solicitation Number - TBD
- Closing Date – 4/2/2022
- Customer Program Office – OCIO/OCFO
- Estimated Value - \$10 - \$50M
- Solicitation type (GSA, Open Market, HUD IDIQ/BPA) – GSA Task Order
- Target Award Date – 6/10/2022

Project #7 – IT Strategy

- Solicitation Number - TBD
- Closing Date – 5/1/2022
- Customer Program Office – OCIO
- Estimated Value - \$1 - \$2M
- Solicitation type (GSA, Open Market, HUD IDIQ/BPA) – HUD BPA
- Target Award Date – 7/1/2022

Project #8 – IOO Support Contract

- Solicitation Number - TBD
- Closing Date – 7/1/2022
- Customer Program Office – OCIO
- Estimated Value - \$150 million or more
- Solicitation type (GSA, Open Market, HUD IDIQ/BPA) – VA Task Order
- Target Award Date – 10/1/2022

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER RCS-Q-2022-00003		PAGE OF 1 26	
2. CONTRACT NO. DU100H-16-D-02		3. AWARD/ EFFECTIVE DATE 03/24/2022		4. ORDER NUMBER 86615122F00012		5. SOLICITATION NUMBER RFQ TO21	
						6. SOLICITATION ISSUE DATE 03/02/2022	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME JERL TRAYLOR		b. TELEPHONE NUMBER (No collect calls)		8. OFFER DUE DATE/LOCAL TIME ET	
9. ISSUED BY CODE HUD-NOA US DEPARTMENT OF HUD OFFICE OF THE CHIEF PROCUREMENT OFFICER 451 SEVENTH STREET SW ROOM 5256 WASHINGTON DC 20410-1000				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100.00 % FOR: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS </div> <div> <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB </div> <div> NAICS: 541611 SIZE STANDARD: \$15.0 </div> </div>			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS NET 30 PROMPT PAY		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO CODE HUD-Q HUD-Q 451 7TH STREET SW WASHINGTON DC 20410		16. ADMINISTERED BY CODE HUD-NOA US DEPARTMENT OF HUD OFFICE OF THE CHIEF PROCUREMENT OFFICER 451 SEVENTH STREET SW ROOM 5256 WASHINGTON DC 20410-1000					
17a. CONTRACTOR/ OFFEROR CODE 792966041 DYNAMIC-PRO INC ATTN ANDREA STONE 7435 MASON LN FALLS CHURCH VA 22042-3516 TELEPHONE NO. 571-230-0554		FACILITY CODE		18a. PAYMENT WILL BE MADE BY CODE ARC/ASD/APB ARCASDAPB ARCASDAPB AVERY 3G PO BOX 1328 ACCOUNTSPAYABLEFISCALTREASURYGOV PARKERSBURG WV 26106-1328			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Tax ID Number: 01-0879816 DUNS Number: Not Available SBA #: 0353/16/605503 Contractor shall also notify the COR with regard to FAR Clause 52.232-22(c) when costs it expects to incur will exceed 75% of the obligation amount under the order. Period of Performance: 03/24/2022 to 09/30/2022 Continued ... (Use Reverse and/or Attach Additional Sheets as Necessary)						
25. ACCOUNTING AND APPROPRIATION DATA See schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$358,376.50	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.			
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.				<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT: OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR David Rathbun <small>Digitally signed by David Rathbun DN: cn=David Rathbun, o=Dynamic Pro, Inc., ou, email=davidrathbun@dynamicpro.com, c=US Date: 2022.03.24 15:56:10 -0400</small>				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Jerl S. Traylor			
30b. NAME AND TITLE OF SIGNER (Type or print) David Rathbun, Senior Consultant		30c. DATE SIGNED 3/24/2022		31b. NAME OF CONTRACTING OFFICER (Type or print) JERL S. TRAYLOR		31c. DATE SIGNED 3/25/2022	

Description of the Request, Item #2 response:

PM/TM/POC: Michael Pinckney

COR: Jerry Horton

CO/KO: Jerl Traylor

CS: Jerl Traylor