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**DU100F-16-T-00011**

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <b>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>				1. REQUISITION NUMBER RCS-Q-15-00082		PAGE OF 1 10	
2. CONTRACT NO. HHSN316201200071W		3. AWARD/ EFFECTIVE DATE		4. ORDER NUMBER DU100F-16-T-00011		5. SOLICITATION NUMBER DU100F-16-R-0001	
						8. SOLICITATION ISSUE DATE 08/26/2016	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME GINA LASSITER		b. TELEPHONE NUMBER (No collect calls) 202-402-3997		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY  US DEPARTMENT OF HUD OFFICE OF THE CHIEF PROCUREMENT OFFICER 451 SEVENTH STREET SW ROOM 5256 WASHINGTON DC 20410-1000		CODE HUD-NOF		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR:  <input type="checkbox"/> SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED <input type="checkbox"/> SERVICE-DISABLED SMALL BUSINESS PROGRAM NAICS 541512 <input type="checkbox"/> VETERAN-OWNED EDWOSB <input type="checkbox"/> SMALL BUSINESS 8(A) SIZE STANDARD \$27.5			
11. DELIVERY FOR FOB DESTINA- TION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
15. DELIVER TO  HUD-Q 451 7TH STREET SW WASHINGTON DC 20410		CODE HUD-Q		16. ADMINISTERED BY  US DEPARTMENT OF HUD OFFICE OF THE CHIEF PROCUREMENT OFFICER 451 SEVENTH STREET SW ROOM 5256 WASHINGTON DC 20410-1000		CODE HUD-NOF	
17a. CONTRACTOR/ OFFEROR  22ND CENTURY TEAM LLC 8251 GREENSBORO DRIVE SUITE 250 MCLEAN VA 22102-3612		CODE 966185055 FACILITY CODE		18a. PAYMENT WILL BE MADE BY  ARCASDAPB ARCASDAPB AVERY 3G PO BOX 1328 ACCOUNTSPAYABLEFISCALTREASURYGOV PARKERSBURG WV 26106-1328			
TELEPHONE NO.				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER							
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	Tax ID Number: 27-4355159 DUNS Number: Not Available Period of Performance: 10/01/2016 to 09/30/2017  Transition - In (Not Separately Priced)				LO	NSP	NSP
0002	Base Year EA - OCIO Support Continued ...  (Use Reverse and/or Attach Additional Sheets as Necessary)						SAF
25. ACCOUNTING AND APPROPRIATION DATA See schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$2,630,803.00	
<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 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 type="checkbox"/> ARE NOT ATTACHED.	
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 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 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				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  			
30b. NAME AND TITLE OF SIGNER (Type or print)			30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print) JAKE X. ANDERSON			31c. DATE SIGNED

1. In accordance with FAR 16.505, the Government has issued a task order against NIH CIO-SP3 Small Business GWAC
2. The contract is an independent contractor and not as an agent of the Government shall deliver the items identified in Block 20 of the Standard Form (SF) 1449 and Column B on the Option Form (OF) 336 continuation sheets in the quantity and amount as indicated on subsequent orders.
3. The Government will issue a task order base on Task Area 2, Chief Information Officer (CIO) Support and Task Area 6 – Integration Services. The NAICS for the contract is 541512 Computer systems integration analysis and design services, which covers the predominant task required in the Performance Work Statement (PWS)
4. Description of Work: Description of Work: The Contractor shall provide Enterprise Architecture (EA) capability support services for HUD's OCIO and Ginnie Mae office and Information Technology Investment Management Services for HUD ITIM office. In providing these services, the Contractor shall assist HUD offices in establishing/maintaining its EA Programs and ITIM Program, which meets the mandates specified by OMB.
5. The resulting order shall be a labor hour task order.
6. The Transition-In and Transition-Out CLINs are Not Separately Priced (NSP).
7. The estimated total amounts are as follows: Performance Period will include a 12-month base period, with four one-year options.
8. The NIH Contract Access Fee (NCAF) shall be included as a separate CLIN for each year. The NCAF fee is fixed at .0055. The NCAF fee will be used to reimburse the cost of operating and administering the NIH CIO SP3 Small Business contract, and the fee is non-negotiable.

## SECTION II

### PERFORMANCE WORK STATEMENT

#### C-1 GENERAL INFORMATION

**1.1 General:** The Department of Housing and Urban Development (HUD)/ Office of the Chief Information Officer is seeking contractor support services to provide Enterprise Architecture and IT investment management support.

**1.2 Background:** In accordance with Office of Management and Budget (OMB) guidance, the United States Department of Housing and Urban Development (HUD) established an Enterprise Architecture (EA) Program. Under the supervision of the Chief Architect, HUD's Enterprise Architecture Team develops and applies the Department's EA policies, procedures and guidance to facilitate the development, maintenance, and refinement of current and target architectures, the definition and execution of HUD's EA transition plan and roadmap and the information technology investments necessary to execute it. Mandated by OMB, HUD's EA is a business-driven plan utilizing strategic drivers that describe HUD's current and target state for performance, business, data, applications, and services, technology, and security architectures. In addition, HUD's EA Program integrates EA processes with existing OCIO lifecycle processes to achieve enterprise-wide benefits providing strategic alignment and guidance across the department and within the OCIO.

**1.3 Objective:** The objective of this requirement is to obtain Enterprise Architecture Capability Development and Information Technology Investment Management services for HUD OCIO/EA Division to assist HUD in establishing an EA Program which meets the mandates specified by OMB. By obtaining these services, HUD's business and IT customers will be able to gain efficiencies and effectiveness in their business processes and program capabilities to include: supporting the evaluation and analysis of information for transformational activities and identifying redundancies, gaps and opportunities for cross-enterprise collaboration and reuse of IT assets. Obtaining these services will also enable HUD to maintain an auditable Enterprise Architecture Management Maturity Framework (EAMMF) of Stage 4 and Stage 5 of currently mandated maturity stages.

**1.4 Constraints:** The Contractor shall comply with all Federal, state, and local laws/regulations pertaining to the activities described in this PWS. If state or local laws/regulations conflict with HUD requirements, the Contractor shall notify the GTR and the Contracting Officer immediately. Constraints include, but are not limited to, the following: . . .

Document Number	TITLE	Released	Mandatory/ Advisory
44 USC §3541 et seq.	Federal Information Security Management Act (FISMA, supersedes the Computer Security Act of 1987)	2002	M
44 USC §3601 et seq.	E-Government Act of 2002	2002	M
Pub. L. 101-576, 31 USC §501 et seq.	Chief Financial Officers Act of 1990 <a href="http://www.fda.gov/oc/reform/cfoagmra2/cfoagmra.htm">http://www.fda.gov/oc/reform/cfoagmra2/cfoagmra.htm</a>	1990	M
Pub. L. 93-344, 2 USC §661	Federal Credit Reform Act of 1990 <a href="http://www.fms.treas.gov/ussgl/creditreform/fcratoc.html">http://www.fms.treas.gov/ussgl/creditreform/fcratoc.html</a>	1990	M



Document Number	TITLE	Released	Mandatory/ Advisory
Pub. L. 97-255, 31 USC §3512	Federal Managers' Financial Integrity Act (FMFIA) <a href="http://www.whitehouse.gov/omb/financial/fmfial982.html">http://www.whitehouse.gov/omb/financial/fmfial982.html</a>	1982	M
Pub. L. 103-62, 31 USC 1101	Government Performance and Results Act (GPRA) <a href="http://www.whitehouse.gov/omb/mgmt-gpra/gplaw2m.html">http://www.whitehouse.gov/omb/mgmt-gpra/gplaw2m.html</a>	1993	M
Pub. L. 103-356, 31 USC 3301	Federal Financial Management Act of 1994 <a href="http://www.whitehouse.gov/omb/financial/fm_systems.html">http://www.whitehouse.gov/omb/financial/fm_systems.html</a>	1994	M
Pub. L. 104-208, 31 USC 3512	Federal Financial Management Improvement Act of 1996 <a href="http://www.whitehouse.gov/omb/financial/fm_systems.html">http://www.whitehouse.gov/omb/financial/fm_systems.html</a>	1996	M
Pub. L. 104-106, 40 USC §1401 et seq.	Information Technology Management Reform Act of 1996 (Clinger-Cohen Act)	1996	M
31 USC § 9101 ET SEQ.	Government Corporation Control Act	1948	M
Pub. L. 101-235, 12 USC 1709(f-16)	HUD Reform Act, amending the National Housing Act	1989	M
Pub. L. 105-277, 44 USC §3504	Government Paperwork Elimination Act <a href="http://www.whitehouse.gov/omb/fedreg/gpea2.html">http://www.whitehouse.gov/omb/fedreg/gpea2.html</a>	1998	M
Pub. L. 105-220, 29 USC 701 et seq.	Section 508 of the Rehabilitation Act of 1998	1998	M
Pub. L. 97-365, 31 USC §3301 et seq.	Debt Collection Act of 1982	1982	M
Pub. L. 104-134, 31 USC §3701 et seq.	Debt Collection Improvement Act of 1996	1996	M
Pub. L. 97-177, 31 USC §3901 et seq.	Prompt Payment Act	1982	M
Pub. L. 107-300, 31 USC §3321	Improper Payments Information Act of 2002	2002	M
OMB Circular A-11	Preparation, Submission and Execution of the Budget <a href="http://www.whitehouse.gov/omb/circulars/index.html">http://www.whitehouse.gov/omb/circulars/index.html</a>	Latest version	M
OMB Circular A-11, Part 3	"Planning, Budgeting, and Acquisition of Capital Assets" <a href="http://www.whitehouse.gov/omb/circulars/index.html">http://www.whitehouse.gov/omb/circulars/index.html</a>	Latest version	M
OMB Circular A-123	Management Accountability and Control <a href="http://www.whitehouse.gov/omb/circulars/a127/a127.html">http://www.whitehouse.gov/omb/circulars/a127/a127.html</a>	Latest version	M
OMB Circular A-125	OMB Circular A-125, Prompt Pay <a href="http://www.whitehouse.gov/omb/circulars/index.html">http://www.whitehouse.gov/omb/circulars/index.html</a>	Latest version	M
OMB Circular A-127	Policies and Standards for Financial Management Systems <a href="http://www.whitehouse.gov/omb/circulars/a127/a127.html">http://www.whitehouse.gov/omb/circulars/a127/a127.html</a>	Latest version	M
OMB Circular A-130	"Security of Federal Automated Information Resources" (Appendix III) <a href="http://www.whitehouse.gov/omb/circulars/index.html">http://www.whitehouse.gov/omb/circulars/index.html</a>	Latest version	M
OMB Circular A-130	Management of Federal Information Resources <a href="http://www.whitehouse.gov/omb/circulars/index.html">http://www.whitehouse.gov/omb/circulars/index.html</a>	Latest version	M
OMB Circular A-130	"Security of Federal Automated Information Resources" (Appendix III) (see also 34 FR 6428) <a href="http://www.whitehouse.gov/omb/circulars/index.html">http://www.whitehouse.gov/omb/circulars/index.html</a>	Latest version	M
OMB Memorandum 99-20	"Security of Federal Automated Information Resources" <a href="http://www.whitehouse.gov/omb/memoranda/index.html">http://www.whitehouse.gov/omb/memoranda/index.html</a>	1999	M
OMB Memorandum 06-15	"Safeguarding Personally Identifiable Information" <a href="http://www.whitehouse.gov/omb/memoranda/index.html">http://www.whitehouse.gov/omb/memoranda/index.html</a>	2006	M
OMB Memorandum 06-16	"Protection of Sensitive Agency Information" <a href="http://www.whitehouse.gov/omb/memoranda/index.html">http://www.whitehouse.gov/omb/memoranda/index.html</a>	2006	M
OMB Memorandum 06-19	"Reporting Incidents Involving PII" <a href="http://www.whitehouse.gov/omb/memoranda/index.html">http://www.whitehouse.gov/omb/memoranda/index.html</a>	2006	M
OMB Memorandum 06-20	"Reporting Instructions for the Federal Information Security Act and Agency Privacy Management" <a href="http://www.whitehouse.gov/omb/memoranda/index.html">http://www.whitehouse.gov/omb/memoranda/index.html</a>	2006	M
PDD-63	"Critical Infrastructure Protection," Presidential Decision Directive-63	1998	M

Document Number	TITLE	Released	Mandatory/ Advisory
HSPD-12	"Policy for a Common Identification Standard for Federal Employees and Contractors," Home Security Presidential Directive-12	2004	M
OFFM	Joint Financial Management Improvement Program, Core Financial System Requirements <a href="http://www.jfmip.gov">www.jfmip.gov</a>	February 1999	M
OFFM	Joint Financial Management Improvement Program, Guaranteed Loan System Requirements <a href="http://www.jfmip.gov">www.jfmip.gov</a>	Mar 2000	M
OFFM	Joint Financial Management Improvement Program, Direct Loan System Requirements <a href="http://www.jfmip.gov">www.jfmip.gov</a>	June 1999	M
JFMIP SR-02-02	Acquisition/Financial System Interface Requirements	June 2002	M
	U.S. Government Chief Financial Officer's (CFO) Council, Financial Management Systems Compliance Review Guide <a href="http://www.cfoc.gov/">http://www.cfoc.gov/</a>	Oct 1999	M
NIST Special Publication 800-12	"An Introduction to Computer Security: The NIST Handbook"	Oct 1995	M
NIST Special Publication 800-14	"Generally Accepted Principles and Practices for Securing Information Technology Systems"	Sep 1996	M
NIST Special Publication 800-18	"Guide for Developing Security Plans for Federal Information Systems"	Feb 1996	A
NIST Special Publication 800-26	"Security Self-Assessment Guide for Information Technology Systems"	Nov 2001	M
NIST Special Publication 800-26, Rev. 1	"Guide for Information System Assessments and Program Reporting "	TBD	A
NIST Special Publication 800-30	"Risk Management Guide for Information Technology Systems"	Jul 2002	M
NIST Special Publication 800-34	"Contingency Planning Guide for Information Technology Systems"	Jun 2002	M
NIST Special Publication 800-35	"Guide to Information Technology Security Services"	Oct 2003	M
NIST Special Publication 800-37	"Guide for the Security Certification and Accreditation of Federal Information Systems"	Feb 1996	M
NIST Special Publication 800-47	"Security Guide for Interconnecting Information Technology Systems"	Aug 2002	A
NIST Special Publication 800-53	"Recommended Security Controls for Federal Information Systems"	Feb 2005	A
NIST Special Publication 800-53, Rev. 1	"Recommended Security Controls for Federal Information Systems"	Dec 2006	A
NIST Special Publication 800-55	"Security Metrics Guide for Information Technology Systems"	Jul 2003	A
NIST Special Publication 800-60	"Guide for Mapping Types of Information and Information Systems to Security Categories"	Jun 2004	A
NIST Special Publication 800-64	"Security Considerations in the Information System Development Life Cycle"	Oct 2003	A
NIST Special Publication 800-65	"Integrating Security into the Capital Planning and Investment Control Process"	Jan 2005	A
NIST Draft Special Publication 800-80	"Guide for Developing Performance Metrics for Information Security"	TBD	A
NIST Draft Special Publication 800-82	"Guide to Supervisory Control and Data Acquisition (SCADA) and Industrial Control Systems Security"	TBD	A
NIST Special Publication 800-84	"Guide to Test, Training and Exercise Programs for IT Plans and Capabilities"	Sep 2006	M
NIST Special Publication 800-100	"Information Security Handbook: A Guide for Managers"	Oct 2006	A

Document Number	TITLE	Released	Mandatory/ Advisory
US SGL	United States Standard General Ledger <a href="http://www.fms.treas.gov">http://www.fms.treas.gov</a>		M
Fed-GAAP	Federal-based GAAP Compliant Summary Transactions <a href="http://www.fasab.gov/concepts.htm">www.fasab.gov/concepts.htm</a>		M
SF-224	Statement of Transactions Report <a href="http://www.fms.treas.gov">www.fms.treas.gov</a>		M
General Accounting Office, GAO-02-45	HUD MANAGEMENT: Progress Made on Management Reforms, but Challenges Remain	October 2001	A
GAO/AIMD-00-33	"Information Security Risk Assessment Practices of Leading Organizations"	Nov 1999	A
	Federal Accounting Standards Advisory Board (FASAB) Statement 4 Managerial Cost Accounting Concepts and Standards <a href="http://www.fasab.gov/concepts.htm">http://www.fasab.gov/concepts.htm</a>		M
Fed-GAAP	Federal-based GAAP Compliant Summary Transactions <a href="http://www.fasab.gov/concepts.htm">www.fasab.gov/concepts.htm</a>		M
SAS-70	Statement of Auditing Standards (SAS) No. 70 developed by the American Institute of Certified Public Accountants (AICPA)		M
HUD HANDBOOK 2400.25, REV. 1 (OR LATEST REVISION)	Information Technology Security Policy	May 2005	M
HUD Handbook 1325.01, REV-01	Privacy Act Handbook	Sept 1995	M
	HUD Enterprise Architecture Policy <a href="http://www.hud.gov/offices/cio/ea/index.cfm">www.hud.gov/offices/cio/ea/index.cfm</a>	Current version	M
	HUD's System Development Methodology (SDM) <a href="http://www.hud.gov/offices/cio/sdm/index.cfm">http://www.hud.gov/offices/cio/sdm/index.cfm</a>	Current version	M
	HUD Cost/Benefit Analysis Methodology, Volume I – Methodology	Current version	M
	HUD Cost/Benefit Analysis Methodology, Volume II – Workbook	Current version	A
	'Project Leader Help Guide' <a href="http://hudatwork.hud.gov/po/i/it/sd/guide/guide.cfm">http://hudatwork.hud.gov/po/i/it/sd/guide/guide.cfm</a>	Current version	A

### 1.5 Project Planning and Management:

All HUD IT projects, including all information systems acquired, developed, enhanced, or maintained shall follow the policy, procedures, standards, and guidelines set forth within the IT Management Framework using the Project Planning and Management (PPM) Life Cycle located at HUD's PPM Life Cycle Website:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/cio/ppm/PPMV20HOME](http://portal.hud.gov/hudportal/HUD?src=/program_offices/cio/ppm/PPMV20HOME)

IT Management Framework using the Project Planning and Management (PPM) Life Cycle located at HUD's PPM Life Cycle Website. Note, the URL link may change over time.

PPM was designed based on the best practices from Capability Maturity Model Integration (CMMI) for systems development and PMBoK for project management. While at the foundation, PPM is designed as a Waterfall methodology, HUD encourages tailoring the PPM to use the many modern solution development methodologies available to enable the planning, development and delivery of useable functionality within 6-9 month increments.

Contractors are encouraged to propose a preferred methodology whether their solution(s) are for custom development, includes prototypes or pilots, Commercial Off the Shelf (COTS)/ Government Off the Shelf (GOTS) configuration, or Software as a Services. Working with the HUD Project Manager(s), the Contractor will tailor PPM to take advantage of contractor proposed expertise in using other methodologies in a manner that will provide HUD the best value and address all of the work necessary for successful project completion, on time, within budget, and delivering intended functionality. All tailoring of PPM must be approved by HUD's Deputy Chief Information Officer (DCIO) for Business & IT Modernization. As a default, any project without an approved project tailoring agreement is required to follow all PPM phases and artifacts as presented.

**1.6 Description of Services:** The Contractor shall perform to the standards of this contract. HUD seeks a Contractor who shall support the Investment Management Division (IMD), and Chief Information Officer in Capital Planning & Investment Control (CPIC), and support the Chief Architect (HUD OCIO and Ginnie Mae) developing and maturing the Housing and Urban Development OCIO and Ginnie Mae Enterprise Architecture to include developing and maturing the EA Program, supporting investment planning, solution development, evaluation and implementation management. These services shall include:

- EA Program and Project Management
- Development and Maturation of EA Domain Architectures
- EA Consulting Services
- HUD Solution Architecture
- SOA Planning and Governance
- EA Governance
- EA Repository
- Communication Planning and Execution
- IT Investment Management (ITIM) planning, reporting and budget

## 1.7 General Information

**1.7.1 Non Personal Services:** The Government will neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual Contractor employees. It shall be the responsibility of the Contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the Contractor feels any action constitutes, or are perceived to constitute personal services, it shall be the Contractor's responsibility to notify the Contracting Officer immediately. These services shall not be used to perform work of a policy, decision making or management nature, i.e. inherently Government functions. All decisions relative to programs supported by the Contractor shall be the sole responsibility of the Government.

**1.7.2 Period of Performance:** The Period of Performance shall be for the base year and four option years.

**1.7.3 Place of Performance:** The services to be performed under this contract shall be performed at HUD headquarters at 451 & 7th Street S.W., Washington, DC 20410.

**1.7.4 Hours of Operation:** The Contractor is responsible for providing services between the hours of 8 a.m. and 5 p.m EST. Monday thru Friday except Federal holiday or when the Government facility is closed due to local or national emergencies, administrative closing, or similar Government directed facility closings. Weekly hours shall not exceed a forty (40) hour work week and a typical work day will be 8 hours each day Monday through Friday. The Government reserves the right to change hours of operation or restrict contractor access. Work outside these daily hours is prohibited without Contracting Officer approval. Government agencies will not be available during scheduled holidays, inclement weather, weekends, after duty hours.

The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within the Contract when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce is essential.

**1.7.5 Special Qualifications:** The Contractor is responsible for ensuring all employees possess and maintain current professional certification during the execution of this contract. The particular certifications may vary by position and include but may not be limited to one of more of the following:

- MSCE (Microsoft Certified System Engineer)
- OMG-Certified Expert in BPM 2 - Fundamental
- OMG-Certified Expert in BPM 2 - Business Intermediate
- OMG-Certified Expert in BPM 2 - Technical Intermediate
- OMG-Certified Expert in BPM 2 - Business Advanced
- OMG-Certified Expert in BPM 2 - Technical Advanced
- Lean Six Sigma Certification (Green, Yellow, Black)
- IT Infrastructure Library (ITIL 2007/2011) certification (Foundation, Intermediate, Expert, Master)
- Project Manager Professional (PMP) Certification

**1.7.6 Post Award/Kickoff Conference:** The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The Government intends to convene a Post Award Conference with the Contractor within ten business days after contract award. The Contracting Officer will notify the Contractor of the specific date, location and agenda.

**1.7.6.1 Status Meetings:** The Contracting Officer, Government Technical Representative (GTR) and other Government personnel, as appropriate may meet periodically with the Contractor to also review Contractor performance, requirement status, etc. At these meetings, the Contracting Officer will apprise the Contractor of how the Government views the Contractor's performance or progress of the requirement. The Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government. Post award conference and subsequent meetings may be held via teleconference.

**1.7.7 Contractor Travel:** All contractor travel is subject to the requirements of HUDAR 2452.251-70. Contractor Travel will be reimbursed in accordance with the Master Contract, and shall not exceed the ceiling set forth in the price schedule.

## 1.8 Transition Period

**1.8.1 Transition-In (if applicable):** The Contractor shall, upon the CO's written notice, furnish Transition-In services as required. As a successor, the Contractor shall have sufficient personnel on board and PIV'd, at no additional cost to the Government, during the 30 day Transition-In period to ensure a smooth transition. The Contractor shall provide an orderly transition of work acceptance and accomplishment such that any impact to a program is minimized. During the Transition-In period, the Contractor shall become familiar with the requirements in order to commence full performance of services by the end of the contract Transition-In period. Transition-In activity is not required if the successor Contractor is the incumbent Contractor.

**1.8.2 Transition-Out (if applicable):** The Transition-Out (Outgoing) Contractor shall transition the contract services to the new contractor at the end of this contract upon exercise of this option. The initial transition out to the new contractor shall occur within two (2) months of option exercise. The Outgoing Contractor shall develop, document and execute a transition plan that may be used to transition tasks and materials to an Incoming Contractor, or to the Government. The transition plan shall incorporate an inventory of all deliverables under this contract including, but not limited to computer tapes, current and historical data to include stored artifacts, and documented scenarios. The plan shall include a schedule of briefings, including dates and time and resources allotted, that will be required to fully transition all materials developed to the Incoming Contractor. The plan is to ensure that the Incoming Contractor, or the Government, will be provided all of these deliverables and be fully briefed at least 90 calendar days prior to the phase out date (expiration date) of the current task order and/or contract. A description of transition activities, timelines, and assigned staff shall be provided in a Draft and Final Transition Plan, which will be reviewed and approved by the GTR. The Draft Transition Plan shall be submitted three (3) months prior to the completion date of the contract, and the Final Transition Plan (approved by the GTR and Contracting Officer) shall be submitted two (2) months prior to the completion date of the contract.

## C- 2 DEFINITIONS, ACRONYMS, APPLICABLE DOCUMENTS/PUBLICATIONS



## 2.1 DEFINITIONS

**Contractor** A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

**Contracting Officer (CO)** A person with authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the Government. Note: the only individual who can legally bind the Government.

**Data Steward Advisory Group (DSAG):** The purpose of the DSAG is to assist in developing and applying data management principles, standards and practices to better support HUD's mission. The DSAG advises the Technical Review Committee (TRC) about data management issues and serves as a community of practice to guide and support data stewards in managing and protecting the Department's data assets.

The DSAG identifies, analyzes, and makes decisions on key functional and technical components of the Department's data management strategy as authorized by the TRC. This may include matters related to data access, privacy, security and use, data governance, data sharing, data integration, data warehousing, information architecture, data quality, data standards, and metadata management. The DSAG functions as the oversight body for data management activities in the department.

**Defective Service** A service output that does not meet the standard of performance associated with the Performance Work Statement.

**Deliverable** Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

**Enterprise Architecture Management Maturity Framework (EAMMF)** A GAO issued model used by Government agencies to measure how well an organization is implementing its EA. HUD currently utilizes version 2.0; however, this version may be changed based on GAO guidance and mandates.

**Executive Investment Board (EIB)** Consists of HUD's senior leadership and oversees the development and implementation of HUD's overall strategic plan, IT portfolio, larger and high visibility projects.

**Government Furnished Property (GFP)** Government-furnished property" means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.

**Government Technical Representative (GTR)** An employee of the U.S. Government appointed by the Contracting Officer to perform contract administration activities in regard to technical issues. This individual has authority to provide technical direction to the Contractor as long as direction is within the scope of the contract, does not constitute a

change and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

**Key Personnel** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel clause. When key personnel are used as an evaluation factor in best value procurement, offerors can be rejected if they do not have firm commitments from the persons that are listed in the proposal.

**Performance Work Statement (PWS)** A statement of work for performance based acquisitions that describe the required results in clear, specific and objective terms with measurable outcomes.

**Physical Security** - Actions that prevent the loss or damage of Government property.

**Quality Assurance (QA)** - Policies and procedures adopted by the Government to ensure that supplies and services acquired under Government contracts conform to the contract's quality requirements.

**Quality Assurance Surveillance Plan (QASP)** - A plan describing how the agency will survey, observe, test, sample, evaluate and document the contractor's performance in meeting critical performance standards identified in the contract.

**Quality Control (QC)** - All necessary measures taken by the Contractor to assure that the quality of an end product of service shall meet contract requirements.

**Subcontractor** - Any person, other than the prime Contractor, who offers to furnish or furnishes any supplies, material, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract, and any person who offers to furnish or furnishes general supplies to the prime contractor or a higher tier subcontractor. The Government does not have privity of contract with a subcontractor.

**Technical Review Subcommittee (TRS)** - Monitors HUD's information technology (IT) projects and infrastructure services, and provides analysis to the CIO and the CCC.

**Work Day** - The number of hours per day the Contractor provides services in accordance with the contract.

**Work Week** - Monday through Friday, unless specified otherwise.

## 2.2 ACRONYMS

<b>ACRONYM</b>	<b>DEFINITION</b>
<b>AQL</b>	Acceptable Quality Level
<b>BPM</b>	Business process modeling
<b>BPMN</b>	Business Process Modeling Notation
<b>CCB</b>	Change Control Board



<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
<b>CCC</b>	Customer Care Committee
<b>CCMB</b>	Configuration Change Management Board
<b>CDM</b>	Conceptual Data Model
<b>CMMI</b>	Capability Maturity Model Integration
<b>CFO or OCFO</b>	Office of the Chief Financial Officer of HUD
<b>CIO or OCIO</b>	Office of the Chief Information Officer of HUD
<b>DSAG</b>	Data Steward Advisory Group
<b>EA</b>	Enterprise Architecture
<b>EAMMF</b>	Enterprise Architecture Management Maturity Framework
<b>EIB</b>	Executive Investment Board
<b>EST</b>	Eastern Standard Time (U.S.)
<b>FEA</b>	Federal Enterprise Architecture
<b>GAO</b>	U.S. General Accounting Office
<b>GOTS</b>	Government Off-the-Shelf
<b>GTR</b>	Government Technical Monitor
<b>GTR</b>	Government Technical Representative
<b>HITS/HUDNET</b>	HUD Information Technology Service
<b>HRMB</b>	HITS/HUDNET Request Management Board
<b>HUD</b>	U.S. Department of Housing and Urban Development
<b>HUDAR</b>	HUD Acquisition Regulation
<b>HUDATWORK</b>	HUD's Intranet Web Site and related WEB pages.
<b>HUD Web</b>	HUD's Intranet Web Site and related WEB pages.
<b>IG or OIG</b>	Inspector General (Office of)
<b>IPT</b>	Integrated Project Team
<b>IRM</b>	Information Resource Management
<b>IT</b>	Information Technology
<b>ITM</b>	Information Technology Management

<b>ACRONYM</b>	<b>DEFINITION</b>
<b>LDM</b>	Logical Data Model
<b>LOE</b>	Level of Effort
<b>NLT</b>	Not Later Than, or No Later Than
<b>OCPO</b>	Office of the Chief Procurement Officer
<b>OIG</b>	Office of Inspector General
<b>OMB</b>	Office of Management and Budget
<b>OMG</b>	Object Management Group
<b>PIV</b>	Personal Identity Verification
<b>PM</b>	Project Manager
<b>PPM</b>	Project Planning and Management
<b>POC</b>	Point of Contact
<b>POP</b>	Period of Performance
<b>PPM</b>	Project Planning and Management
<b>QA</b>	Quality Assurance
<b>QASP</b>	Quality Assurance Surveillance Plan
<b>QCP</b>	Quality Control Plan
<b>ROM</b>	Rough Order of Magnitude
<b>SF</b>	Standard Form
<b>SME</b>	Subject Matter Expert
<b>TBD</b>	To be determined
<b>TIQM</b>	Total Information Quality Management
<b>TRC</b>	Technical Review Subcommittee
<b>U.S.C</b>	United States Code
<b>WSR</b>	Weekly Status Report

### 2.3 APPLICABLE REGULATIONS/MANUALS/DOCUMENTS/PUBLICATIONS:

The Contractor shall abide by all applicable regulations, publications, manuals, and policies and procedures in the performance of this contract.

- Data Management Policy Handbook
- Total Information Quality Management (TIQM) Handbook
- HUD Data Naming Convention Standard
- Information Technology Management (ITM) Framework
- Federal Enterprise Architecture (FEA) Framework
- Common Approach
- HUD Data Dictionary
- HUD Enterprise Roadmap
- Information Resources Management (IRM) Policies and Handbook
- HUD Project Planning and Management (PPM)
- HUD Release and Deployment Management Plan
- HUD Configuration Management Plan
- HUD EA Policy

### **C-3 GOVERNMENT FURNISHED PROPERTY AND SERVICES**

The Contractor shall ensure accurate control and accountability of all Government Furnished Property in accordance with terms and conditions of this contract. The Government will furnish, at no cost to the Contractor, the GFP shown below.

#### **3.1 Government Services:** Not applicable

**3.2 Facilities:** The Government will provide cubicles and/or work areas for at least 1 contractor employees as necessary to work collaboratively with HUD enterprise architecture staff, subject matter experts from the program offices and other federal employees and contractors necessary to complete their work.

**3.3 Equipment:** The Government will provide laptop computers for each position identified under this contract. Each computer will have the basic necessary software required to perform the duties ascribed to the requirement including MS Office Suite, Visio, IBM System Architect and ERWin. Each office/work area provided by the Government may have a phone, desk and chair. Each computer that must be linked to local servers and/or the internet will be so linked. Additional furniture may be provided upon determination of need by the Government.

**3.4 Materials:** The Government will provide Standard Operating Procedures and Policies, system design documentation, data models, operational assessments, budgets, spend plans,

and other supporting materials necessary to complete the specified work. Copies of required materials may be provided to the Contractor in hard copy or soft copy. All materials will remain the property of the Government and will be returned to the GTR upon request or at the end of the contract period.

**3.5 Quality Assurance (QA):** The Government shall evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance and the minimum acceptable quality level.

#### **C-4 CONTRACTOR FURNISHED ITEMS AND SERVICES**

The Contractor shall furnish, all facilities, equipment and supplies required to perform the work under this contract that are not listed under Government Furnished Property and Services.

**4.1 Facilities:** Not applicable

**4.2 Equipment:** Not applicable

**4.3 Material:** Not applicable

**4.4 Contractor Responsibilities:** The Contractor shall only conduct business with designated Government personnel listed as points of contact (POCs). Names of authorized personnel shall be provided to the Contractor by the Government, in writing and updated as necessary throughout the contract period.

U.S. Government records, copies of original results and reports, verified original data, corrected data and corrected supporting final reports which are maintained by the Contractor remain the property of the U.S. Government. These files/results must be surrendered to the GTR.

**4.5 Contractor Personnel:** The Contractor shall provide a Program Manager (PgM), Project Manager, Senior Business Architect (SBA), Senior Data Architect (SDA), Database Management Specialist, System Engineer, and Senior Solutions Architect (SrSA). An alternate PgM shall also be designated to act in the absence of the PgM. The Program Manager, Project Manager and PgM alternate shall have full authority to act on all matters relating to daily operations of this contract. The Program Manager, or alternate, shall have sole authority to speak for the Contractor on matters of contract administration. The alternate PgM must be named and be one of the listed key personnel. Accordingly, at a minimum, the points of contact shall have the technical knowledge of the requirement and be in the position to actually receive assignment, guidance and direction from the GTR and CO per HUDAR 2452.237-73, Conduct of Work and Technical Guidance and shall be allocated enough hours to the requirement to ensure successful performance. These points of contact shall each be an employee of the Contractor. An employee of a subcontractor is not acceptable for either

of these positions. The Program Manager or alternate shall be available between the hours of 8:00am to 4:30pm, Monday through Friday EST, except Federal Holidays or when the Government facility is closed for administrative reasons.

**4.6 Identification of Contractor Employees:** All Contractor/subcontractor personnel shall wear company picture identification badges as to distinguish themselves from Government employees. When conversing with Government personnel during business meeting, over the telephone or via electronic mail, Contractor/subcontractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors/subcontractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signature blocks shall identify their company affiliation. Where practicable, Contractor/subcontractors occupying collocated space with their Government program customer shall identify their work space area with their name and company affiliation, or as a minimum, "Contractor" after name.

**4.7 Quality Control:** The Contractor shall establish and maintain a complete Quality Control Program that shall ensure services are performed in accordance with this contract. The Contractor shall develop and implement procedures to identify, prevent, and ensure non reoccurrence of defective services. The Contractor's quality control program is the means by which he assures himself that his work complies with the requirements of the contract. The Contractor shall provide the associated Quality Control Plan.

**4.7.1 Quality Control Plan:** The Contractor shall develop, maintain, enforce and document a Quality Control Plan (QCP). The QCP shall ensure the Government receives the level of quality that is consistent with the requirements specified in this contract. The QCP shall be sufficiently detailed to provide the Contractor's methodology for identifying and recruiting qualified personnel. The QCP shall also provide the Contractor's methodology for resolving problems identified by the Government during reviews conducted in accordance with its Quality Assurance Surveillance Plan (QASP). The QCP shall also provide the Contractor's methodology for establishing an internal feedback system for support personnel, and for resolving problems identified by that feedback system. The QCP shall demonstrate and validate that the services or deliverables to be provided under the contract are completed with a level of quality that meets the minimum performance threshold established in the Government's QASP. The QCP shall address Quality Management Approach, Quality Assurance, Quality Control and Quality Standards. Contracts for commercial items shall rely on contractors' existing quality assurance systems as a substitute for Government inspection and testing before tender for acceptance.

## **C-5 SPECIFIC TASKS AND DELIVERABLES**

**5.1 SCOPE OF WORK:** The contractor shall provide Enterprise Architecture Capability Development and Consulting services to include developing and maturing the EA Program, consulting services and solution architecture support.

### **5.1.1 Detailed Task Description:**

**5.1.1.1 Task One: EA Program and Maturation**

The contractor will provide recommendations and assist HUD with developing an actionable and comprehensive EA Program with capabilities that fulfill the general requirements of the service offerings of the HUD EA program office.

In managing the overall EA program, the contractor will consult with EA Program Management and assist the HUD IT project team in implementing "best practices". This will include providing:

- Effective governance, cross-project integration, performance monitoring, cost tracking, and cost control.
- Development of an EA Program Management Plan that outlines the contractor's strategy for development and management of the integrated projects schedule, work breakdown structure, risk management plan, performance measurement, change management, document management, configuration management, quality control, tasks and deliverables, personnel management, and communications plan.
- Advice on industry best practices to ensure that Agile Methodologies which enable incremental delivery are effectively implemented and maintained on the program as well as reflected in the team's work approach.

**5.1.1.1.1 EA Program and Project Management**

The Contractor will provide program planning and management support to include the following:

- EA Program Management Plan – Develop and deliver a comprehensive program management plan within 15 business days of contract award. The plan will be updated as needed but at least a quarterly basis. The plan will be prepared in conformance with Project Management Professional Book of Knowledge (PMBOK) best practices and include a communications plan, risk management plan, quality assurance plan.
- Project plan and schedule- The contractor will develop and deliver a project plan and schedule for all areas of support within 15 business days of contract award. The project plan and schedule will be updated as needed but on no less than a quarterly basis. It will include a comprehensive work breakdown structure (WBS), deliverables and resourcing levels for Governance of major investments including but not limited to:
  - o Program/project reviews
  - o Investment planning
  - o OMB reporting
  - o EA Roadmap and transition plans
  - o Communications, outreach and training

- Performance architecture support
- Business architecture support
- Data architecture support
- Service architecture support
- Technical architecture support
- Repository content management
- Reporting will include:
  - Quarterly Program Management Review
  - Program management meeting (monthly)
  - Monthly Status Reports (MSR) to the government technical representative (GTR). The MSR will be provided to the GTR by the end of the day prior to the scheduled meeting and will include:
    - An overview of work completed, in progress, and planned for each support area.
    - Identification of problem areas with recommended remedial actions.
    - Minutes of previous month's meeting.
    - Other items as requested
  - Weekly Status Meetings
  - Weekly Status Report (WSR) to the GTR by the end of the day prior to the Weekly Status Meeting. The WSR will contain, but is not limited to, the following:
    - A summary of weekly project and program activities performed by the Contractor.
    - List of tasks assigned,
    - List of key accomplishments for each task,
    - Activities planned for the upcoming week.
    - Other items as requested
  - Open Data Management Reporting (see Data Architecture)
  - Ad hoc reports and briefings within 5 business days of request

#### 5.1.1.1.2 Governance Support

The contractor will support streamlining, implementation and maturation of EA governance processes involving HUD and OMB governance bodies including, but not limited to Configuration Change Management Board (CCMB), Project Planning Methodology (PPM), Data Steward Advisory Group (DSAG), Technical Review Subcommittee (TRC), Customer Care Committee (CCC), Executive Investment Board (EIB) and HITS Request Management Board (HRMB).

Support will include but not be limited to:

- Preparation and/or review of program/project documentation, alternative analysis, solution architectures and other technical documentation (ad hoc)
- OMB Exhibit 53 and Exhibit 300 submissions (monthly, quarterly, annual)
- EA Management Maturity Framework (quarterly, annual)
- Data governance support (see Data Architecture for detail requirements)
- SOA governance support (see Service Architecture for detail requirements)
- Technology governance (see Technical Architecture for detail requirements)

#### 5.1.1.1.2.1 Enterprise Roadmap and Transition Plan

The contractor will update the HUD Enterprise Roadmap and associated Enterprise Transition Plan within 45 business days of contract award with further updates on request. The "Roadmap" will:

- Incorporate plans and investment strategies for IT Modernization and reflect new or revised requirements and prioritization of segments and cross-agency initiatives.
- Gap analysis between current and target architecture and develop plans for transitioning to target architecture.

#### 5.1.1.1.2.2 Communications, Outreach and Training

The Contractor will develop and execute a communication plan that focuses on creating EA awareness with HUD stakeholders and provide EA training to OCIO/Program project managers. This will include:

- Communication Plan - preparation and delivery within 90 days of contract award. This will include provision for identification of communities of interest, outreach activities, EA service engagement methods, briefings and training.
- EA Service Catalog – preparation and delivery within 60 days of contract award. The catalog will include a discussion of support services provided by the EA branch and be updated as required.
- EA Outreach Briefing will be completed within 90 days of contract award and updated as required.
- Scheduled delivery of outreach and training events on the use and value of EA Services. At a minimum these events will be held quarterly.
- EA Repository Training – see EA Repository Support for detail requirements



- Enhancement and maintenance of the EA website on the HUD intranet

#### 5.1.1.1.3 Performance Architecture

The contractor will conduct analysis and review necessary to produce:

- Performance architecture management plan and project schedule within 120 business days of contract award
- Performance architecture framework within 120 days of contract award. It will document performance metrics for all major investments and provide traceability to HUD strategic investments and authoritative sources
- Provide an assessment of the quality and appropriateness of the performance measures, measurement methods and data sources for IT initiatives within 180 days of the start of the period of performance. The assessment shall include an evaluation of the current performance measures, measurement methods and data sources as well as recommendations for improvement based on the accuracy and cost of different measurement methods.
- Conduct quarterly workshops to train HUD PMs in the development and implementation of performance measures. This will include developing training objectives and supporting materials necessary to provide a working knowledge of FEA performance architecture and how it will be applied within HUD. It will also include facilitating and summarizing results of the workshops with the stakeholders to develop performance measures and metrics for segment architectures and IT initiatives.
- Review and provide recommendations to improve the HUD annual performance report. Recommendations will be provided within 2 working days of receipt of the draft annual performance report.

#### 5.1.1.1.4 Business Architecture

The contractor will provide business architecture support services including, but not limited to:

- Enterprise business architecture development and documentation with supporting value chains and high-level business processes will be updated at least quarterly.
- Segment architecture definition and documentation including value chains and high level business processes will be updated at least quarterly.
- Develop, update and maintain HUD Guidelines for Business Process Modeling using BPMN within 180 days of contract award. The documentation will be based on BPMN 2.0 and include examples of value chains, decomposition of complex business processes to the task and activity level and capture of business data and interaction with supporting systems

##### 5.1.1.1.4.1 Business Process Re-engineering

The contractor will support re-engineering efforts as directed. Support activities will include:

- Facilitating/leading integrated project teams comprised of business area subject matter experts, business analysts, process modelers and data architects
- Analyzing/documenting existing business processes to the task and activity level as previously described
- Developing, socializing and validating improved business process
- Developing recommendations
- Summarizing and briefing results

#### 5.1.1.1.5 Data Architecture

The contractor will provide data modeling and data governance support including:

- Data modeling
- Data quality and governance support
- Development team support
- Business process re-engineering support
- Data migration support
- Publishing data collections

##### 5.1.1.1.5.1 Data Modeling

This area of support includes but may not be limited to:

- Developing, progressively elaborating and publishing the enterprise conceptual data model (eCDM) and enterprise logical data model (eLDM) hereafter called the Common Application Relational Schema (CARS) with supporting data dictionaries on a monthly basis.
- Progressively elaborating and publishing monthly updates CARS for use by development teams. CARS provides an actionable schema that enforces data integrity as well as captures and enforces business rules at the database level. This support requires extensive research and interaction with development teams supporting modernization efforts.
- Identifying, elaborating and publishing enterprise reference data for consumption by development teams on a monthly basis.
- All modeling will be performed in accordance with HUD modeling standards including the specified version of Erwin.

##### 5.1.1.1.5.2 Data Quality and Governance Support

Support includes but may not be limited to:

- Education and enforcement of HUD data quality standards

- Recommending improvements to HUD's data governance. The contractor will complete an initial review of governance processes and provide recommendations for improvement to the GTR within 120 days.
- Recommendations to improve data sharing with internal and external partners and will conform to the National Information Exchange Model (NIEM), Mortgage Industry Standards Maintenance Organization (MISMO), Multifamily Information and Transactions Standards (MITS) and other appropriate data standards.
- Data profiling of solution data models to ensure compliance with data quality standards, proper use of HUD reference data, etc.
- Continuously auditing of physical data models to ensure alignment with the LDM and conformance with data quality standards
- Collaborating on and reviewing of Data Quality Management Plans

#### 5.1.1.1.5.3 Development Team Support

Support to development teams includes:

- Leveraging CARS to develop a data architecture runway with partially populated and attributed models that support development and progressive elaboration while minimizing the need for refactoring code
- Developing Fine tuning/extending/informing both segment and solution CDMs and LDMs
- Collaborating and supporting completion of required SELC documentation
- Expediting review and approval processes with the Data Steward Advisory Group (DSAG)

#### 5.1.1.1.5.4 Business Process Re-Engineering Support

Support includes but may not be limited to:

- Participating in integrated project teams comprised of business area subject matter experts, business analysts, process modelers etc.
- Gathering/validating business data requirements
- Elaborating the eCDM and eLDMs to ensure they incorporate all business data requirements in a manner that that can be understood by business owners and align with segment models
- Develop segment/solution data models and CARS schema to support implementation efforts

#### 5.1.1.1.5.5 Data Migration Support

Support will include:

- Developing migration strategies and plans
- Detail mapping of entities and attributes from legacy to target systems

- Developing and executing of data conversion strategies, methods and processes
- Identifying and selecting of appropriate authoritative sources
- Developing and implementing issue resolution processes and methods
- Assisting in Extract, Translate, Load (ETL) tool selection

#### 5.1.1.1.5.6 Open Data Policy Support

The Contractor will support all activities as it relates to the Open Data Policy M-13-13. Requirements of the policy will be completed quarterly and include the following:

- Maintain/Update the enterprise data inventory (expand, enrich, open) and convert the enterprise data inventory into a JSON format.
- Update data asset inventory schedule quarterly
- Provide to the GTR changes needed to the public data listing catalog (monthly)
- Provide recommendations for the customer feedback mechanism
- Provide recommendations for the Publication Process
- Provide recommendations on new and overhauled systems to incorporate interoperability and openness requirements into core agency processes.

#### 5.1.1.1.6 Service Oriented Architecture (SOA)

The contract will assist HUD in implementing and maturing a Service Oriented Architecture by providing support in three major areas:

- SOA Governance including planning, and adoption
- SOA framework development and implementation
- SOA Infrastructure and Implementation

##### 5.1.1.1.6.1 SOA Governance

The contractor will:

- Develop and implement a service governance framework supporting the identification, funding, implementation and operations of services within 120 days of contract award
- Develop, publish and implement SOA concept of operations within 120 days of contract award. The CONOPS will include an architectural assessment process and guidelines for identifying, modeling, implementing, discovering, consuming, deploying, operating and maintaining services
- Develop and document a service insertion process within 120 days of contract award
- Recommend architecture principles that are supported by standards, guidelines, design methodology, and security/privacy considerations

- Develop a plan to communicate enterprise policy for services to business and IT architects and project managers

#### 5.1.1.1.6.2 SOA Framework Development and Implementation

The contractor will develop a practical, implementable framework within 120 days of contract award that includes:

- A layered service architecture based on best practices from Object Management Group (OMG) or similar industry standards
- Notional enterprise service specification architecture including
- Major candidate services
- Interfaces and operations for candidate services
- Service dependencies
- Specification architecture standard templates for modeling services within IBM System Architect using XML
- Service Technical Design Standards and Guidelines.

#### 5.1.1.1.6.3 SOA Infrastructure and Implementation

The contractor will develop a high level design of the infrastructure required to implement the target SOA within 180 days of contract award this will include:

- Enterprise service bus selection and implementation planning
- Technical stack rationalization, selection and implementation support
- Implementing service specifications

#### 5.1.1.1.7 Technical Architecture

The contractor will:

- Provide consulting and recommendations on establishing and implementing technology governance standards and activities within 60 days of contract award.
- Develop a target Technical Reference Model based on the existing installed base of hardware and software within 120 days of contract award
- Perform technology insertions to the HUD Technical Reference Model (HUD TRM) and update and maintain the HUD approved software and hardware list as required.
- Review program alignment packages, technical insertions, and HUD PPM documentation packages and provide expert guidance to program teams as required.
- Perform technology research, evaluate and recommend new and emerging technologies.

- Recommend hardware/software design patterns for modernization initiatives as required
- Assess system designs for opportunities to reuse existing enterprise services, enterprise licenses, and to align to the target technical architecture.

#### 5.1.1.1.8 EA Repository (EAR)

The contractor will maintain the content in the HUD EA repository (IBM System Architect). This includes adding new content and keeping all content up-to-date.

The contractor PM and architecture leads will define the approach and resources required to capture architecture information from the HUD business components and other members of the EA team. At a minimum this will include analyzing the existing EA artifacts and data from ongoing EA efforts, ingestion and integration into the HUD EA repository.

The contractor will collect EA information from programs or projects and ingest, linking the architectural information using the EAR as directed. This will include coordinating with HUD business owners and program managers to define, implement and approve their respective EA Artifacts prior to ingestion into EAR.

The scope of activities will include but not be limited to:

- Developing, populating, refining, consuming and maintaining contents of the EA Repository.
- Developing, and refining the intake artifacts, primarily from PPM/SDLC and other IT governance activities.
- Developing methods to ingest information from other EA tools and EA artifacts using standard utilities and configuration parameters.
- Develop an integrated view of as-is, target enterprise architectures as well as solution architectures as directed.
- Supporting the collection and analysis of information requirements for each IT investment in accordance with the HUD Strategic Plan and Enterprise Roadmap.
- Providing EA Repository training to stakeholders and user groups.
- Developing and publishing Ad hoc Reports

The contractor will make use of existing toolsets to capture architecture models into the EA repository. The EA tools are IBM Rational System Architect and Erwin. There may be other tools in use by the HUD EA Team to capture data models, process models, or flowcharts.

#### 5.1.1.2 Task Two: EA Support services

The contractor will provide EA Consulting Services to HUD stakeholders and the OCIO in maintaining and modernizing IT capabilities by promoting and leveraging EA best practices. This will require engaging various segment owners and staff at the earliest stages of capabilities development to promote EA best practices and progressively elaborate EA work products. The range of support includes but may not be limited to:

- Assisting with the validation of business processes, requirements, and business rules
- Collaborating with Product Teams, System Teams, and partner agencies, to identify and define external operational needs
- Organizing and facilitating meetings with stakeholders
- Communicating the benefits of EA to HUD communities of interest
- Supporting Exhibit 300 and Exhibit 53 development, governance processes and boards, and EA processes.
- Facilitating, supporting, evaluating and providing recommendations throughout investment artifact development, governance, review body proceedings and other EA processes.
- Conducting market research on new emerging technologies and innovations.
- Developing documentation for program acquisition, investment planning (ITIM), EA Programs alignment and investment business cases.

The work products will be defined in detailed tasking and may include but not be limited to some combination of the following:

- Performance requirements and metrics
- Value chains and business processes
- Data requirements and models
- Service specifications
- Evaluations, analyses and recommendations
- White papers

The scope of work and deliverables will be provided in the Technical Direction Memo issued by the GTR.

#### **5.1.1.3 Task Three: Solution Architecture Support Services**

The Contractor shall support OCIO in both evaluating and formulating IT solutions and technical approaches for both modernization and maintenance of IT capabilities. The range of support includes but may not be limited to:

- Market research including structured evaluation of technologies, product demonstrations, fielded implementations (commercial and government)
- Proof of concept development and evaluation to determine the viability of technical solutions in meeting functional and operational requirements as directed.

- Analysis of alternative technical approaches for fixing performance and/or technical gap/issues identified by the project team. This may include developing rough order magnitude costing.
- Subject Matter Expert (SME) support to system development teams to ensure recommendations are effectively implemented

The work products will be defined in detailed tasking and may include but not be limited to some combination of the following:

- White papers and executive briefings (market research, technical assessments)
- Build versus buy analysis
- Application architectures

The scope of work and deliverables will be provided in the Technical Direction Memo issued by the GTR.

#### **5.1.1.4 Task Four: Information Technology Investment Management (ITIM)**

Scope:

HUD's Director of IT Investment Management requires technical and functional expertise in support of HUD's IT capital planning practice and investment management responsibilities related to primary activities: Support and Enhancement of ITIM Processes; Support ITIM Governance; ITIM Process Management; Performance Measurement.

Support Areas

The contractor shall perform tasks which address the following requirements:

1. Supporting and enhancing the ITIM processes of Pre-Select, Select, Control and Evaluate as per Federal guidelines;
2. Continuing to improve IT performance measurement to better understand and maximize the impact of IT investments on program activity;
3. Continuing to strengthen the relationship of ITIM to other internal processes such as acquisition management, security, and Enterprise Architecture (EA);
4. Assisting HUD implementing, where applicable, the Government and industries best practices approved by the HUD's OCIO and;
5. The contractor shall assist HUD by identifying and recommending best practices and process improvements that may result in updates to capital planning policy and procedures.

The contractor shall be required to provide support in the following areas:

##### **5.1.1.4.1 ITIM Support and Process Enhancement**

- Provide administrative and related logistical support and detailed technical expertise and advice in support of preparation and management of the continuous ITIM processes of Select, Select, Control and Evaluate.
- Provide administrative and related logistical support and detailed technical expertise and advice in support of preparation maintenance of the IT Investment Portfolio and submission of OMB Exhibit 53's and exhibit 300's on IT projects using HUD Plus and appropriate OMB applications.



- Provide administrative and related logistical support and detailed technical expertise and advice in support of preparation and submission of OMB Exhibit 53s on IT Projects.
- Provide IT capital planning, investment management, and/or project management reports, presentations, analysis, recommendations and record minutes for all HUD investment planning and approval boards and other reports and presentations as required by the ITIM group. This will include a scoring analysis of IT investments/project in the Pre-Select/Select phase in accordance with HUD evaluation criteria.
- Support ITIM's participation in the quarterly EA Strategic Portfolio Review process.
- Provide rapid response/assistance to ITIM in responding to official requests for IT capital planning and investment management related information, such as Congressional inquiries, internal audits, and OMB and GAO requests.
- Provide support to update all ITIM guides and Standard Operating Procedures (SOP).
- Provide analytical support for portfolio evaluation in all phases ITIM processes of Select, Select, Control and Evaluate. Analytical support will include an Operational Analysis practice for steady state projects for funding.

#### 5.1.1.4.2 ITIM Governance Support

- Complete an assessment of the ITIM governance framework within 120 days of the start of the period of performance. The assessment shall include implemented and planned ITIM governance structure, bodies, and processes for consistency with GAO's IT Investment Management Maturity Framework Maturity Stage 4 and maturity stage 5 if appropriate. The assessment should note any deficiencies and recommend action(s).
- Assist as required in defining ITIM's relationship to HUD's IT governance teams and provide technical expertise in support of the relationship.

#### 5.1.1.4.3 ITIM Process Management

- Develop an ITIM Process Guide within 120 days of the start of the period of performance. The guide shall provide an overview of the process and detailed steps for submitting projects for consideration with the appropriate information.
- Provide administrative, logistical and content support for ITIM process communications including updating the ITIM Communications Strategy/Plan and supporting its execution.
- Analyze HUD's current and planned overall ITIM process for consistency with GAO's IT Investment Management Maturity Framework Maturity Stages (when requested). If necessary, note any deficiencies and recommend action(s).
- Provide for the user support, operation, including data refresh, and maintenance of existing/planned ITIM analytical support tools. This entails performing operations

support and maintenance for the electronic Capital Planning Investment Control (eCPIC) or any implemented successor, and any Enterprise Project Management System (EPMS) tools. Support includes providing an independent verification that tools comply with section 508 accessibility and FISMA security requirements.

- Provide data management services including maintenance of the eCPIC Resource Library and all associated attachments, ad-hoc reports, and ongoing response to external and internal audits, data archiving and database clean-up.
- Conduct annual end-user eCPIC training to support the OMB published schedule. The training shall include using HUD Plus, eCPIC and other OMB applications as appropriate. All training will be conducted at HUD Headquarters. Training room and equipment will be provided by HUD once the date and time of training has been decided.

5.1.1.4.5 SFFAS- 6 Accounting for Property, Plant and Equipment Support and Reporting Accounting for Internal Use Software, published on October 9, 1998, modified an earlier standard, SFFAS-6, Accounting for Property, Plant, and Equipment (PP&E). SFFAS 6 had prohibited the capitalization of the cost of internally developed software, unless management intended to recover the cost through user charges, and the software was to be used as general PP&E. The new standard classified internal use software as PP&E, including software used to operate a federal entity's programs and software used to produce the entity's goods and services. Specifically, IMD is responsible for:

- Identifying costs that are to be capitalized, the timing and thresholds for capitalization, useful life of the software, and impairment information,
- Providing that information to the Property Management Branch (PMB), Office of Administration (OA), and
- Certifying that the information complies with SFFAS-10.

The contractor will develop a process and procedures guide for accounting for accounting for internal use software and support its implementation. The contractor will prepare quarterly reports to the Property Management Branch (PMB), Office of Administration (OA) for accounting purposes.

#### 5.1.1.4.6 Facilitation Services

Provide professional facilitation services to assist HUD IT Governance meetings. In support of the Annual "Select" Meetings, the contractor shall provide the hardware, software and services to facilitate a collaborative 3 day session to optimize and prioritize HUD's IT budget requests to meet the priorities of the Department. Professional facilitation services include detailed meeting minutes and a summary of decisions and recommendations made during the facilitated session.

#### 5.1.1.4.7 Strategic Consultation

Provide the CIO and Deputy CIO high-level strategic consultation for interpreting and responding to requests from the Office of Management and Budget (OMB) and responding to Congressional requests and hearings.

#### 5.1.1.4.8 Task Management

Provide monthly written reports of the status of the project. Monthly status will include a

summary of activities and accomplishments, significant problems encountered and their resolution, an inventory of formal deliverables provided, and a summary of planned versus actual resources consumed by task. Resources reported as consumed for the month must be consistent with information contained in the invoice for that month.

#### **5.1.1.5 Task 5 Ginnie Mae EA Support**

The Contractor shall provide/accomplish the following:

1. Support the implementation of strategies, methodologies and guidance for maintaining and refining Ginnie Mae's target EA, assisting Ginnie Mae in achieving and maintaining an auditable Enterprise Architecture Management Maturity Framework (EAMMF) of Stage 4 and Stage 5 or currently mandated maturity stages.
2. Maintain and evolve Ginnie Mae's EA to ensure continued alignment with changing business requirements, emerging technologies and standards and industry best practices.
3. Support the evaluation and analysis of information for modernization and transformational activities and to identify redundancies, gaps and opportunities for cross-enterprise collaboration and reuse of IT assets.
4. Analyze architecture information, and provide analysis and recommendations for future automated EA tool applicability, adoption and support.
5. Support outreach, education and communication efforts to promote awareness of EA initiatives.
6. Assist in the coordination of EA governance activities with key stakeholders (e.g., Ginnie Mae business and support offices.)
7. Assist in the coordination of EA with relevant government forums external to Ginnie Mae to facilitate an integrated and coherent strategy for operationalizing the EA in alignment with the FEA.
8. Development, implementation, and enhancement of a Service Oriented Architecture, or currently approved architecture.
9. Provide support to Ginnie Mae's business modernization efforts (segment architecture development).
10. Assume general support requirements, at the option of the government, additional tasks may be negotiated and funded via separate modifications to address short term or emerging requirements. The cost associated with providing these services shall be negotiated at time of issuance of a modification.

##### **5.1.1.5.1 Task One: Project Planning, Management and Status Reporting.**

To enable effective management of contractor activities and mitigate risks to program success, the contractor shall:

- Develop and maintain a program management plan with supporting project schedule with a level-4 work breakdown structure and Gantt chart. The plan will address quality assurance and managing sub-contractor/partner resources (as applicable) in accordance with Ginnie Mae's PMO policies and procedures.

- Provide monthly written reports of the status of the project. Monthly status shall include a summary of activities and accomplishments, significant problems encountered and their resolution, an inventory of formal deliverables provided. An updated version of the approved Project Plan shall be provided with the Monthly Status report. This activity also entails the development of the project plan that shall be used to implement the requirements of the PWS.

#### 5.1.1.5.1 Task Two: Maintain and Evolve the Ginnie Mae Enterprise Architecture Program

- The Contractor shall assemble and reconcile existing target enterprise architecture products and publish incremental update versions of Ginnie Mae's Enterprise Architecture and Roadmap.
- The Contractor shall update EA Transition Plan (Roadmap) to reflect current plans and investment strategies for IT Modernization. Review and revise enterprise architecture work products as part of lifecycle process. Revise the Enterprise Architecture Roadmap and Sequencing Plan to reflect new or revised requirements and prioritization of segments and cross-agency initiatives, e.g., Line of Business (LOB), business functions, or enterprise business services. Conduct working sessions with Ginnie Mae staff and prepare revised documentation. Prepare and package EA Sequencing Plan and Enterprise Architecture Roadmap.
- The Contractor shall ensure currency, validity and integrity of the information contained in the reference models. Update and publish approved reference models revisions as deemed necessary by Ginnie Mae. Support alignment between Ginnie Mae EA and Federal Enterprise Architecture (FEA) in all layers; link Security Architecture to the EA Layers. Collaborate with Chief Information Security Officer (CISO) and contract staff to verify completion of security architecture into agency enterprise architecture.
- The Contractor shall develop and maintain EA Value Measures for the Ginnie Mae's EA program that shall show the value of the Enterprise Architecture program.
- The Contractor shall perform overall training and communication to support all aspects of the EA program, and its related tools.
- The Contractor shall implement a flexible, standardized architecture to better support the connection of various applications and the sharing of data through the use of Service Oriented Architecture and Cloud technologies.

#### 5.1.1.5.2 Task Three: Support EA Implementation through Segment Architecture Development

- The Contractor shall refine and update Ginnie Mae's Segment Architecture Methodology in accordance through the Segment Architecture Guidance with OMB guidance, best practices and lessons learned. The Contractor shall provide segment architecture expertise to Integrated Program Teams (IPT) to guide segment architecture profile development for core and cross-cutting segments. IPTs are responsible for segment profile products.

- The Contractor shall assist segment architecture teams in the development of required target architecture artifacts. In support of the Segment Architecture and business initiatives of Ginnie Mae's mission, the Contractor shall provide support to develop high-level Baseline (As-is) architecture model, develop high-level Target (To-be) architecture models. The Contractor shall support these initiatives in analyzing and aligning the As-is and the To-be architecture.
- The Contractor shall provide support and assist the segment architecture teams in defining the transition and sequencing plans through the use of Ginnie Mae's standard Segment Architecture Methodology and/or as prescribed through OMB for the Federal Government.
- The Contractor shall provide Segment Architecture Models and Plans which shall include the As-s and To-be architecture models, transition and sequencing plans.

#### 5.1.1.5.3 Task Four: Support the EA Role in the IT Investment Management Process

- The Contractor shall conduct an annual strategic portfolio review (SPR): The Review shall include 1) analysis of Ginnie Mae's Strategic Plan, IT Strategic Plan and other available business vision documentation for impact on the strategic direction of Ginnie Mae's IT environment/systems; 2) mapping the portfolio of IT systems initiatives to relevant Federal and Ginnie Mae reference models; 3) analysis of portfolio in context of Ginnie Mae's technical architecture and system implementation guidelines; 4) recommendations on portfolio alignment with Business and Technical Architecture inputs; and reconciliation of portfolio with segment architecture work products for strategic lines of business; 5) Provide analysis and assist in scoring Ginnie Mae investments for compliance to the data architecture.
- The Contractor shall support the IRB and PMO in the IRB Business Case Process. The Contractor shall provide analysis and assist in preparing recommendations to the IRB and PMO during the annual budget process.
- The Contractor shall support the EA role in IRB recurring project control review cycles.

#### 5.1.1.5.4 Task Five: Support EA Governance

- The Contractor shall support EA's relationship with Ginnie Mae's outsourced service providers, DME and operations and maintenance, Security and infrastructure contractors and provide technical expertise in support of the relationship.
- The Contractor shall support implementation of planned EA governance across Ginnie Mae's IT Lifecycle with key stakeholders (e.g. Ginnie Mae business and support offices.)
- The Contractor shall provide technical reviews and administrative support to the Architecture Review Board (ARB). Tasks shall include the preparation and distribution of agendas, presentation and other meeting materials, and meeting minutes. The contractor shall also provide research and assessments of project

solutions, software/hardware, tools/technology brought to the ARB. The Contractor shall update the Ginnie Mae ARB Charter as necessary.

**5.1.1.5.6 Task Six: Additional Requirements.**

Under separate negotiated work orders, the Contractor shall be requested to perform optional tasks listed below. All work orders will be performed on a time and material basis. For all work orders requested by the GTR, the Contractor shall submit a draft and final Project Work Plan and weekly status reports. The Contractor shall utilize the Systems Development Life Cycle methodology and provide all supporting documentation to the GTR. The Contractor shall be responsible for demonstrating proactive project management to ensure timely completion of additional work that satisfies all requirements specified by the GTR. Ginnie Mae may choose to exercise the optional line item once or multiple times during the contract period.

- The Contractor shall update the Segment Architecture Models and Plans if requested by the GTR.
- The Contractor shall provide technical support for EA participation in infrastructure planning and solution architecture component review or other technical support that may be required by the Enterprise Architect.
- The Contractor shall facilitate support for both formal and informal presentations involving use of data from a variety of sources, including PowerPoint presentations, spreadsheets, word documents, or output from any number of data systems supported by EA and Ginnie Mae.
- The Contractor shall leverage the Segment Architecture Methodology to develop segment architecture/business modernization plans for Ginnie Mae's program areas as determined by the Segment Prioritization Methodology or based on need.
- The Contractor shall provide support to the overall Ginnie Mae governance framework including but not limited to the ARB and IRB.

**5.1.1.5.7 Task Seven: Transition Out.**

The Transition-Out (Outgoing) Contractor shall transition the contract services to the new contractor at the end of this contract upon exercise of this option. The initial transition out to the new contractor shall occur within two (2) months of option exercise. The Outgoing Contractor shall develop, document and execute a transition plan that may be used to transition tasks and materials to an Incoming Contractor, or to the Government. The transition plan shall incorporate an inventory of all deliverables under this contract including, but not limited to computer tapes, current and historical data to include stored artifacts, and documented scenarios. The plan shall include a schedule of briefings, including dates and time and resources allotted, that will be required to fully transition all materials developed to the Incoming Contractor. The plan is to ensure that the Incoming Contractor, or the Government, will be provided all of these deliverables and be fully briefed at least 90 calendar days prior to the phase out date (expiration date) of the current task order and/or contract. A description of transition activities, timelines, and assigned staff shall be provided in a Draft and Final Transition Plan, which will be reviewed and approved by the GTR. The Draft Transition Plan shall be submitted three (3) months prior to the completion date of the

contract, and the Final Transition Plan (approved by the GTR and Contracting Officer) shall be submitted two (2) months prior to the completion date of the contract.

**C-6 DELIVERABLES AND MILESTONES**

The Contractor shall complete all work, deliver all deliverables and adhere to all milestones as specified herein. The Government reserves the right to make changes to delivery dates.

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
1 Task One § 5.1.1.1.1 Program and Project Management	EA Program Management Plan	<ul style="list-style-type: none"> <li>– Delivered on time</li> <li>– Provides comprehensive actionable plan for developing and maturing the HUD Enterprise Architecture</li> <li>– Contains no errors in spelling or grammar</li> </ul>	1 time with quarterly updates	Soft copy MS Word	GTR	15 days after start of the period of performance
2 Task One § 5.1.1.1.1 Program and Project Management	Project Plan and Project Schedule	<ul style="list-style-type: none"> <li>– Delivered on time</li> <li>– 3-4 level WBS organized with major support areas described in the proposal</li> <li>– Resources identified for major support areas</li> </ul>	1 time with monthly updates	MS Project File 1 PDF	GTR	15 days after contract start of the period of performance with monthly updates
3 Task One § 5.1.1.1.1 Program and Project Management	Weekly Status Report (WSR)	<ul style="list-style-type: none"> <li>– Follows format agreed upon with government</li> <li>– Accurately communicates task status, issues, risks and follow up actions</li> </ul>	Weekly	Soft Copy MS Word	GTR	end of day prior to meeting



Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
4 Task One § 5.1.1.1.1 Program and Project Management	Monthly Status Report (MSR)	<ul style="list-style-type: none"> <li>– Delivered on time</li> <li>– Follows format agreed upon with government</li> </ul>	Monthly	Soft copy MS Word	GTR, EA Branch Chief  1 copy each	end of the day prior to the meeting
5 Task One § 5.1.1.1.2 Governance Support	Enterprise Architecture Management Maturity Framework (EAMMF)	<ul style="list-style-type: none"> <li>– Completed and submitted by OMB deadline</li> <li>– Complies with OMB format</li> <li>– Assessments are completed in conformance with OMB guidelines</li> <li>– Contains no errors in grammar or spelling</li> </ul>	1 time per year	Appropriate EAMMF Format  Appropriate MS Office file formats	Chief Architect	As required by regulations
6 Task One § 5.1.1.1.2 Governance Support	EA Program Reports to OMB and external oversight authorities	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time.	Quarterly with updates as required by OMB and other external oversight authorities	MS Word & PDF soft copies	Chief Architect	As needed
7 Task One § 5.1.1.1.2.1 Enterprise Roadmap and Transition Plan	Enterprise Roadmap	Delivered on time and deemed acceptable by the government after no more than two revisions	1 time per year with no more than two updates	Appropriate MS Office files	GTR Chief Architect	45 days after start of the period of performance
8 Task One § 5.1.1.1.2.1 Enterprise	Enterprise Transition Plan	Delivered on time and deemed acceptable by the government after no more than two revisions	1 time per year with no more than two	MS Word and PDF	GTR Chief Architect	45 days after start of the period of performance

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
Roadmap and Transition Plan			updates			
<sup>9</sup> Task One § 5.1.1.1.2.2 Communications Outreach and Training	Communication plan	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time.	1 time per year with no more than two updates	MS Word and PDF	GTR Chief Architect	Within 90 days after start of the period of performance and updated when required
<sup>10</sup> Task One § 5.1.1.1.2.2 Communications Outreach and Training	HUD EA Service Catalog	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time.	1 time per year with no more than two updates	MS Word and PDF	GTR Chief Architect	Within 60 days after start of the period of performance and updated when required
<sup>11</sup> Task One § 5.1.1.1.2.2 Communication Outreach and Training	EA Outreach Briefing Portfolio	<ul style="list-style-type: none"> <li>- Set of briefings that effectively communicate the legislative requirements, purpose, benefits, and capabilities of the HUD EA program that is targeted to the following user groups: Executives, Senior Managers, Program Managers, Program/Project Managers, Technical Managers</li> <li>- Effective use of graphics</li> <li>- Contains no errors in grammar or spelling</li> </ul>	1 time per year with quarterly updates	MS PowerPoint and PDF	GTR Chief Architect	Quarterly
<sup>12</sup> Task One § 5.1.1.1.3 Performance Architecture	Performance Architecture Management Plan	Comprehensive description of the management approach for developing and enhancing HUD performance architecture including:	1 time per year with no more than two updates	MS Word and PDF	GTR Chief Architect	120 days after start of the period of performance and updated when

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
		<ul style="list-style-type: none"> <li>- Work breakdown structure</li> <li>- Schedule for all WBS elements, milestones and deliverables</li> <li>- No errors in spelling or grammar</li> <li>- Delivered on time</li> </ul>				necessary
13 Task One § 5.1.1.1.3 Performance Architecture	Performance Architecture Framework	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Addresses all areas of the HUD business architecture</li> <li>- Complies with Federal Enterprise Architecture structure and guidelines and</li> <li>- Includes input, output and outcome measures appropriate for HUD</li> </ul>	1 time per year with no more than two updates	Appropriate MS Office File Formats	GTR Chief Architect	120 days after start of the period of performance and updated when necessary
14 Task One § 5.1.1.1.3 Performance Architecture	Performance Measurement Assessment Report	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Comply with the Performance Architecture Framework</li> <li>- Identify and recommend standard measure that can be applied across investments</li> <li>- Evaluates use of authoritative</li> </ul>	1 time per year with no more than two updates if necessary	Appropriate MS Office file formats	Chief Architect	150 days of the start of the period of performance

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
15 Task One § 5.1.1.1.3 Performance Architecture	Performance Measurement Workshops	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Professionally facilitated workshop</li> <li>- Training materials include:               <ul style="list-style-type: none"> <li>o Training objectives</li> <li>o Content that supports the training objectives and complies with the HUD Performance architecture framework</li> </ul> </li> </ul>	Quarterly	Workshop with supporting training materials in the appropriate MS Office file formats	Training materials to the Chief Architect Workshops to HUD stakeholders	First workshop within the first 180 days of the start of the period of performance  Training materials 10 days before the first workshop  Quarterly thereafter
16 Task One § 5.1.1.1.3 Performance Architecture	HUD Annual Performance Report Support	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Evaluates compliance with HUD Performance Architecture Framework</li> </ul>	1 time per year	Appropriate MS Office or PDF format	Chief Architect	2 days after receipt of draft report
17 Task One § 5.1.1.1.4 Business Architecture	Business Architecture Documentation	<ul style="list-style-type: none"> <li>- Delivered on time and includes</li> <li>- Use of diagrams and with supporting detailed descriptions</li> <li>- Value chain for "mission" segments</li> <li>- Includes major functions and</li> </ul>	1 time per year with quarterly updates if necessary	System Architect Models MS PowerPoint and Word files as appropriate	GTR  Chief Architect	60 days after start of the period of performance and quarterly thereafter

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
		sub-functions with descriptions in business terms  – Provides a logical path for decomposition to supporting business processes.  – Contains no spelling errors  Note: Detail business processes need not be defined for this deliverable				
18 Task One § 5.1.1.1.4 Business Architecture	Segment Architecture Diagrams	Delivered on time and includes: - Value chain for "mission" segments  - Major functions and sub-functions with descriptions in business terms  - Uses of diagrams and with supporting detailed descriptions Logical path for decomposition to supporting business processes.  Note: Detail business processes need not be defined for this deliverable	1 time per year with no more than two updates	System Architect Models  MS PowerPoint and Word files as appropriate	GTR  Chief Architect	200 days after the start of the period of performance
19 Task One § 5.1.1.1.4 Business Architecture	HUD Guidelines for Business Process Modeling	- Delivered on time  - Describes BPMN standards with examples of appropriate usage  - Contains no errors in spelling or	1 time per year with no more than two updates	MS Word & PDF soft copies	GTR  Chief Architect	180 days after start of the period of performance with updates as required

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
20 Task One § 5.1.1.1.4 Business Architecture	As-is Business Process Diagrams	<ul style="list-style-type: none"> <li>- Complies with HUD guidelines for business process modeling</li> <li>- Accurately depicts business processes</li> <li>- Sign-off from HUD SME participating in modeling efforts</li> </ul>	As tasked	BPMN models in System Architect and PDF files	Chief Architect	As required
21 Task One § 5.1.1.1.4.1 Business Architecture	To-be Business Process Diagrams	<ul style="list-style-type: none"> <li>- Complies with HUD guidelines for business process modeling</li> <li>- Accurately depicts business processes</li> <li>- Sign-off from HUD SME participating in modeling efforts</li> </ul>	As tasked	BPMN models in System Architect and PDF files	Chief Architect	As required
22 Task One § 5.1.1.1.5.1 Data Modeling	Enterprise Conceptual Data Model	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Entity definitions using business terms</li> <li>- Appropriate use of subtypes to address requirements of HUD business areas</li> <li>- Appropriate use of cardinality</li> </ul>	1 time per year with quarterly updates	ERWin Model with supporting data dictionary	Chief Architect	Monthly updates

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
23 Task One § 5.1.1.1.5.1 Data Modeling	Enterprise Logical Data Model a.k.a. Common Application Relational Schema (CARS)	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Use of 3rd normal form</li> <li>- Entity definitions using business terms</li> <li>- Ability to generate solution appropriate schemas</li> <li>- Entity and attribute definitions using business terms</li> <li>- Appropriate use of subtypes to represent HUD business areas</li> <li>- Appropriate use of cardinality</li> <li>- Captures business rules</li> <li>- Rationalizes code values</li> <li>- Provides valid code value definitions</li> <li>- Enables and enforces referential integrity</li> <li>- Naming conventions comply with HUD standards</li> </ul>	Monthly updates	ERWin Model with supporting data dictionary	Chief Architect	Monthly updates
24 Task One	Enterprise Reference Data	<ul style="list-style-type: none"> <li>- Delivered on time</li> </ul>	Monthly updates	ERWin Model with supporting	Chief Architect	Monthly updates

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
§ 5.1.1.1.5.1 Data Modeling		<ul style="list-style-type: none"> <li>- Meaning of reference data expressed in business terms</li> <li>- Defines and uses standardized code values defined business terms</li> </ul>		data dictionary PDF		
25 Task One § 5.1.1.1.5.6 Open Data Policy Support	Data Asset Inventory	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Maintenance of master list with additions and deletions within 5 business days of notification of new asset</li> </ul>	Quarterly updates	ERWin models and Excel	Chief Architect	Quarterly updates
26 Task One § 5.1.1.1.5.2 Data Quality and Governance Support	Data Governance Process Improvement Recommendations	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Traceability to policy or regulatory requirement</li> <li>- Streamlined, light weight processes that can be readily implemented</li> <li>- No errors in spelling or grammar</li> </ul>	1 time per year with no more than two updates	PowerPoint and MS Word	GTR Chief Architect	120 days after start of the period of performance and updated when necessary
27 Task One § 5.1.1.1.6.1 SOA Governance	SOA Governance Framework	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Comprehensively addresses measures for policy, process, organization, practice and other factors</li> <li>- Includes method for objectively</li> </ul>	1 time per year with no more than 2 updates	PowerPoint and MS Word	GTR Chief Architect	120 days after start of the period of performance and updated when necessary



Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
28 Task One § 5.1.1.1.6.1 SOA Governance	SOA Concept of Operations	<ul style="list-style-type: none"> <li>- measuring progression of maturation of governance from none to highly mature</li> <li>- Streamlined, light weight processes that can be readily implemented</li> </ul>	1 time with yearly updates	PowerPoint and MS Word	GTR Chief Architect	120 days after start of the period of performance and updated when necessary
29 Task One § 5.1.1.1.6.1 SOA Governance	Service Insertion Process	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Process diagrams with all steps necessary to comply with the SOA Governance Framework and SOA Concept of operations</li> <li>- Streamlined process for review and implementation</li> </ul>	1 time with semiannual updates if necessary	MS Word plus a workflow enabled form(s), e.g. MS InfoPath	GTR Chief Architect	120 after start of the period of performance and updated when necessary
30 Task One § 5.1.1.1.6.2 SOA Framework Development and	Layered Service Architecture Framework	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Supports HUD business architecture</li> </ul>	1 time with quarterly updates as needed	Appropriate MS Office file formats plus System Architect Model	GTR Chief Architect	120 after start of the period of performance and updated when necessary

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
31 Task One § 5.1.1.1.6.2 SOA Framework Development and Implementation	Notional Service Specification Architecture	<ul style="list-style-type: none"> <li>- Comprehensive descriptions of layers and boundaries</li> <li>- Readily understandable by business owners as well as IT professionals</li> <li>- Fully supports and manifests SOA principles and best practices (separation of concerns, composability, etc.)</li> <li>- On time delivery</li> <li>- Fully supports and manifests SOA principles and best practices (separation of concerns, composability, etc.)</li> <li>- Readily understandable by business owners as well as IT professionals</li> <li>- Comprehensive descriptions of layers and boundaries</li> <li>- Comprehensive descriptions of notional services</li> <li>- Includes inputs, outputs, interfaces, dependencies, as well as operations/methods, logical data requirements</li> </ul>	1 time with quarterly updates as needed	Appropriate MS Office file formats plus System Architect Model	GTR Chief Architect	180 after start of the period of performance and updated when necessary

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
32 Task One § 5.1.1.1.6.2 SOA Framework Development and Implementation	Service Specification Template	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Supports Notional Service Specification Architecture requirements</li> <li>- XML based templates documented in System Architect</li> <li>- Exportable to other product neutral formats</li> <li>- Structure supports documenting detailed requirements, interfaces, operations/methods, inputs/outputs, logical view of data and dependencies</li> </ul>	1 time with quarterly updates if necessary	Appropriate MS Office file formats plus System Architect Model	GTR Chief Architect	120 days after start of the period of performance and updated when necessary
33 Task One § 5.1.1.1.6.2 SOA Framework Development and Implementation	Service Technical Design Standards and Guidelines	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Supports technology/product independent design and implementation</li> <li>- Includes detail necessary to promote interoperability and security</li> <li>- Includes sufficient detail to support consistent service design and implementation across development efforts</li> </ul>	1 time with quarterly updates if necessary	Appropriate MS Office file formats	GTR Chief Architect	120 days after start of the period of performance

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
34 Task One § 5.1.1.1.6.3 SOA Infrastructure and Implementation	SOA Infrastructure Design Recommendations	<ul style="list-style-type: none"> <li>- Complies with the SOA Framework and the Service Specification Templates</li> <li>- Appropriate use of graphics to facilitate user understanding</li> </ul>	1 time per year with quarterly updates if necessary	Appropriate MS Office file formats	GTR Chief Architect	180 days after start of the period of performance
35 Task One § 5.1.1.1.7 Technical Architecture	Technical Architecture Governance Standards	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Traceability to policy or regulatory requirements</li> <li>- Considers deployed technologies and their stage in the product lifecycle</li> </ul>	1 time per year with quarterly updates if necessary	Appropriate MS Office file formats	GTR Chief Architect	60 days after start of the period of performance
36 Task One § 5.1.1.1.7	Technical Reference Model	<ul style="list-style-type: none"> <li>- On time delivery</li> </ul>	1 time per year with quarterly	System architect models and	GTR	120 after start of the period of

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
Technical Architecture		<ul style="list-style-type: none"> <li>- Reflects technology base of major legacy systems</li> <li>- Includes sufficient detail (category/description/version etc.)</li> <li>- Considers product life cycle</li> <li>- Enables identification of systems relying on products nearing end of support</li> <li>- Format promotes ease of use</li> </ul>	updates if necessary	appropriate MS Office file formats	Chief Architect	performance and updated when necessary
37 Task One § 5.1.1.1.8 EA Repository	EA Repository Content Updates	Approved process models, SOA frameworks, business and solution architectures, service specifications and other supporting information service specifications obtained and/or generated by other support activities are incorporated into the repository within 30 business days.	On-going as approved information becomes available	System Architect updates	Chief Architect	On going
38 Task One § 5.1.1.1.8 EA Repository	EA Repository Training	System Architect Training including briefing materials, training objectives, user guides for <ul style="list-style-type: none"> <li>- Creating and updating models and data</li> <li>- Importing and exporting data.</li> </ul>	Quarterly	Training sessions with appropriate supporting materials	Chief Architect	as scheduled

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
		<ul style="list-style-type: none"> <li>- Generating reports.</li> <li>- Performing maintenance and updates</li> <li>- Includes hands on training exercises</li> </ul>				
39 Task Two § 5.1.1.2 EA Support Services	Will be provided in the Technical Direction Letter provided by the GTR	TBD	TBD	TBD	TBD	TBD
40 Task Three § 5.1.1.3 Solution Architecture Support Services	Will be provided in the Technical Direction Letter provided by the GTR	TBD	TBD	TBD	TBD	TBD
41 Task Four § 5.1.1.4.1 ITIM Support and Process Enhancement	IT Portfolio Pre-Select/Select Phase	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time	Monthly	HUD Plus	ITIM Program Manager	On-going progress
42 Task Four § 5.1.1.4.1 ITIM Support and Process Enhancement	Annual Exhibit 300 reports suitable for submission to OMB	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- All sections of the report are complete and accurately reflect input from stakeholders</li> <li>- Complies with OMB specified</li> </ul>	In accordance with the schedule published by OMB	OMB Specified format	ITIM Program Manager	In accordance with the annually published OMB Schedule

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
43 Task Four § 5.1.1.4.1 ITIM Support and Process Enhancement	Annual Exhibit 53 reports suitable for submission to OMB	<ul style="list-style-type: none"> <li>- No errors in spelling or grammar format</li> <li>- Delivered on time</li> <li>- All sections of the report are complete and accurately reflect input from stakeholders</li> <li>- Complies with OMB specified format</li> <li>- No errors in spelling or grammar</li> </ul>	In accordance with the schedule published by OMB	OMB specified formats	ITIM Program Manager	In accordance with the annually published OMB Schedule
44 Task Four § 5.1.1.4.1 ITIM Support and Process Enhancement	ITIM reports, presentation, minutes, and responses to official requests	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Format is appropriate to the request for information</li> <li>- Minutes accurately reflect the activities of the meeting including issues, risks, follow up actions and status</li> <li>- No errors in spelling or grammar</li> </ul>	Approximately 60 distributed through the year	Appropriate MS Office file format and PDF	ITIM Program Manager	As required, coinciding with governance meetings
45 Task Four § 5.1.1.4.1 ITIM Support and Process Enhancement	Support EA Strategic Portfolio Review Cycle	Delivered on time and deemed acceptable by the government after no more than two revisions	On going	HUD Plus eCPI OMB applications Appropriate MS	ITIM Program Manager	On going

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
46 Task Four § 5.1.1.4.1 ITIM Support and Process Enhancement	Pre-Select/Select" Scoring Analysis	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time	On going	HUD Plus eCPI Appropriate MS Office file formats	ITIM Program Manager	On-going
47 Task Four § 5.1.1.4.1 ITIM Support and Process Enhancement	Operational Analysis (OA) of steady state projects	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Operational Analysis Report each of the following:               <ul style="list-style-type: none"> <li>o Project Overview</li> <li>o Strategic and business results</li> <li>o User/Customer Assessment</li> <li>o Performance Assessment</li> <li>o Financial Performance</li> <li>o Innovation</li> <li>o Enterprise Architecture</li> <li>o Security and Privacy</li> <li>o Recommendations</li> </ul> </li> </ul>	Complies with OMB schedule for OA Reports approximately 10 per year	Appropriate MS Office Formats	ITIM Program Manager	Complies with OMB Schedule for OA reports
48 Task Four	ITIM Governance Maturity Assessment	- Delivered on time	1 time with no more than two	Appropriate MS Office Formats	ITIM Program Manager	within 120 days of the start of the



Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
§ 5.1.1.4.2 ITIM Governance Support		<ul style="list-style-type: none"> <li>- Assessment is based on GAO's IT Investment Management Maturity Framework</li> <li>- Provides practical recommendations that address any deficiencies</li> </ul>	updates if necessary			period of performance
49 Task Four § 5.1.1.4.3 ITIM Process Management	ITIM Process Guide	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time	1 time with quarterly updates as necessary	Appropriate MS Office file formats	ITIM Program Manager	Within the first 120 days of contract award
50 Task Four § 5.1.1.4.3 ITIM Process Management	Provide for the user support, operation, data refresh and maintenance of existing/planned ITIM analytical support tools	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time	On going	HUD Plus eCPIC Appropriate MS Office file formats	ITIM Program Manager	On-going
51 Task Four § 5.1.1.4.3 ITIM Process Management	eCPIC operations support	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time	On going	HUD Plus eCPIC Appropriate MS Office file formats	ITIM Program Manager	On-going
52 Task Four § 5.1.1.4.3 ITIM Process Management	Conduct annual end-user eCPIC training	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time	On going	HUD Plus eCPIC Appropriate OMB applications	ITIM Program Manager	Annual

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
53 Task 4 § 5.1.1.4.5 SFAS 6 Accounting for PP&E Support and Reporting	SFAS 6 Process and Procedure Guide	<ul style="list-style-type: none"> <li>-Deliver on time</li> <li>-Develop, document and support socializing of process including               <ul style="list-style-type: none"> <li>o Process diagrams with tasks</li> <li>o Roles and responsibilities</li> <li>o Reporting formats</li> </ul> </li> <li>o Procedure descriptions</li> </ul>	1 time with quarterly updates as necessary	Appropriate MS Office file formats	ITIM Program Manager	90 days after the start of the period of performance
54 Task 4 § 5.1.1.4.5 SFAS 6 Accounting for PP&E Support and Reporting	Quarterly Reports	<ul style="list-style-type: none"> <li>- Deliver on time</li> <li>-Comply with format</li> <li>-Classifications are in accordance with SFAS 6</li> <li>-Software costs accurately captured</li> </ul>	Quarterly	Appropriate MS Office file formats	ITIM Program Manager	Within 10 business days of the end of a federal fiscal quarter
55 Task Four § 5.1.1.4.6 Facilitation Services	Annual "Pre- Select/Select Meetings"	<ul style="list-style-type: none"> <li>-Provide professional facilitation and technology for a 3 day session with approximately 15-20 participants in the Washington DC area using Groupware and web collaborative meeting technology</li> <li>-Develop and distribute a</li> </ul>	1 time per year	Appropriate MS Office file formats  Groupware configurations  Appropriate requests for	ITIM Program Manager	TBD

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
		comprehensive set of background materials at least 10 business days prior to the meeting including: <ul style="list-style-type: none"><li>o Schedule</li><li>o Agendas and</li><li>o Links/logins</li></ul> -Arrangements for facilities and supporting technology are made at least 20 business days in advance. The meeting is facilitated to keep members on task and results are well documented.  -Accurate meeting minutes		facilities		
56 Task Four § 5.1.1.4.7 Strategic Consultation	Provide analysis and recommendations as requested by the CIO	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time	TBD	Appropriate MS Office file formats	ITIM Program Manager	As Needed
57 Task 5 Project Planning, Management and Status Reporting. § 5.1.1.5.1	EA Program management plan (Ginnie Mae)	-Delivered on time  -Provides comprehensive actionable plan for developing and maturing the HUD Enterprise Architecture  -Contains no errors in spelling or	1 time with no more than 4 updates on request	Soft Copy	Ginnie Mae GTR	Draft 15 days after TO award.  Final 4 days after receipt of GTR review comments

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
58 Task 5 Project Planning, Management and Status Reporting. § 5.1.1.5.1	Project Schedule (Ginnie Mae)	- Delivered on time  - 3-4 level WBS organized with major support areas described in the proposal  - Resources identified for major support areas	Monthly updates	MS Project File and PDF print out	Ginnie Mae GTR	Within 20 days of the start of the period of performance  Monthly updates within 5 days of the end of the month
59 Task 5 Project Planning, Management and Status Reporting. § 5.1.1.5.1	Monthly Status Report (Ginnie Mae)	- Follows format agreed upon with government  - Accurately communicates task status, issues, risks and follow up actions	Monthly	Appropriate MS Office file formats	Ginnie Mae GTR	5 the day of the month
60 Task 5 Maintain and Evolve the EA Practice § 5.1.1.5.2	Provide ongoing EA Reporting and Status Reporting. 1 soft copy (Ginnie Mae)	Delivered on time and deemed acceptable by the government after no more than two revisions	Monthly and Quarterly, as appropriate with no more than two updates.	Appropriate MS Office file formats	Via email	30 days of the start of the period of performance  Updates by the 10 <sup>th</sup> day after the end of the fiscal quarter
61 Task 5 Maintain and Evolve the EA Practice § 5.1.1.5.2	Reference Architectures (Ginnie Mae)	Delivered on time and deemed acceptable by the government after no more than two revisions	On going	Appropriate MS Office file formats	Ginnie Mae GTR	in accordance with project plan
62 Task 5 Maintain and Evolve the EA Practice	EA Value Measures (Ginnie Mae)	Delivered on time and deemed acceptable by the government after no more than two revisions	Quarterly	Appropriate MS Office file formats	Ginnie Mae GTR	Initial delivery within 60 days of the start of the period of

Deliverable Summary						
Item #/ Task	Deliverable	Acceptance Criteria	Frequency	Format	Submit to:	Due Date (work days)
§ 5.1.1.5.2						performance  Updates 10 days after the end of the fiscal quarter
63 Task 5 Maintain and Evolve the EA § 5.1.1.5.2	Segment Architecture Models and Plans (Ginnie Mae)	Delivered on time and deemed acceptable by the government after no more than two revisions	On going	Appropriate MS Office file formats	Ginnie Mae GTR	In accordance with project plan
64 Task 5 Support the EA Role in the IT Investment Management Process § 5.1.1.5.3	Annual Portfolio Review Report (Ginnie Mae)	Delivered on time and deemed acceptable by the government after no more than two revisions	1 time	Appropriate MS Office file formats	Ginnie Mae GTR	Monthly status and final report due annually
5.1.1.5.6 Task Six: Additional Requirements	Will be provided in the Technical Direction Letter provided by the GTR	TBD	TBD	TBD	TBD	
61 Task 5 Maintain and Evolve the EA § 5.1.1.5.7	Transition Out Plan (Ginnie Mae)	Delivered on time and deemed acceptable by the government after no more than two revisions			Ginnie Mae GTR	Two (2) months prior to completion date of contract

**6.1 Acceptance Criteria:** All deliverables shall be submitted in a draft format agreed upon by the Contractor and the Government. Acceptance of all deliverables shall be based on acceptance criteria documented in the Deliverables Summary.

**6.2 Quality Control Plan:** The Contractor's QCP shall be delivered within 30 calendar days after contract award (or with the Contractor's proposal if it is an evaluation factor). Three copies of a comprehensive written QCP shall be submitted to the GTR and within 5 working days when changes are made thereafter. After acceptance of the QCP the Contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to its quality control system.

## C-7 PERFORMANCE REQUIREMENTS SUMMARY

The summary chart below lists the contract's primary requirements, the associated performance standards, the expected target performance and the methods of surveillance. While several contract requirements are not listed in the chart below, requirements not appearing on the PRS chart do not negate the Contractor's obligation to perform all requirements as specified in the contract. Additionally, HUD reserves all rights and remedies under the provisions and clauses of the contract when performance of any contract requirement, whether or not listed below, is unacceptable.

HUD will develop a Quality Assurance Surveillance Plan to be used to provide contract oversight. In conjunction with the Contractor's Quality Control Plan and various other methods of assessing performance, the GTR and GTR will perform on-site reviews and/or other types of verification to determine that the specified target performance requirements have been met. Per FAR 12.208 -- Contract Quality Assurance. Contracts for commercial items shall rely on contractors' existing quality assurance systems as a substitute for Government inspection and testing before tender for acceptance unless customary market practices for the commercial item being acquired include in-process inspection. Any in-process inspection by the Government shall be conducted in a manner consistent with commercial practice.

Regular review of Contractor performance is critical to the overall success of the contract. On a monthly basis, the GTR will evaluate the quality of the product or services. These performance standards will be fully enforceable starting 45 days from date of contract award.

The PRS headings are defined as follows:

**Performance Measure** – This column lists the service the Contractor must perform as indicated in the PWS.

**Performance Objectives (PWS Reference)** – This column lists the applicable outcome (service required) as stated in the PWS.

**Performance Standard for Excellence** – States the performance standard(s) that the Contractor must meet as set forth for completeness, reliability, accuracy, timeliness, quality

**Minimum Acceptable Quality Level (AQL)** – Percentage or minimum required acceptable level of service, [i.e., no more than one customer complaint per report]

**Surveillance Method** – Lists the assessment/monitoring method the Government will use to evaluate the Contractor's performance in meeting the contract

requirements and indicates who performs the surveillance. Definitions of methods of surveillance are below.

- 100% Inspection. One hundred percent inspection shall be used for those products and services, which are considered critical tasks. All tasks that utilize this method of surveillance shall be reviewed by HUD and certified for its completeness, accuracy, and conformance to HUD's standard.
- Validated User Complaints. User complaints will be received through various means of communications, telephone calls, email, forum entries, etc. User complaints will be recorded and maintained by HUD.
- Periodic Inspection. Predetermined plans for inspecting part of the work are established using the scope of work.
- Random Sampling. Services/products are sampled to determine if the level of performance is acceptable.



Performance Requirements Summary

Performance Requirements Summary					
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method	
<b>HUD EA Program Management Plan</b>  PWS §5.1.1.1.1	Comprehensive actionable plan for developing and maturing the HUD Enterprise Architecture.	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Provides comprehensive actionable plan for developing and maturing the HUD Enterprise Architecture</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no later than 5 days after due date</li> <li>- Provides comprehensive actionable plan for developing and maturing the HUD Enterprise Architecture</li> </ul>	100% Inspection	
<b>HUD Project Plan and Project Schedule</b>  PWS §5.1.1.1.1	Schedule for performing the work breakdown structure for realizing the EA Program Management Plan	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- 3-4 level WBS organized with major support areas described in the proposal</li> <li>- Resources identified for major support areas</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no later than 5 days after due date</li> <li>- 3-4 level WBS organized with major support areas described in the proposal</li> <li>- Resources identified for major support areas.</li> </ul>	100% Inspection	
<b>HUD Weekly Status Report (WSR)</b>  PWS §5.1.1.1.1	Completed Weekly Status Report	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Follows format agreed upon with government</li> <li>- Accurately communicates task status, issues, risks and follow up actions</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered not more than 2 days late</li> <li>- Follows format agreed upon with government</li> <li>- Accurately communicates task status, issues, risks and follow up actions</li> <li>- Accepted after no more than two revisions.</li> </ul>	100% Inspection	

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
<b>HUD Monthly Status Report (MSR)</b> PWS §5.1.1.1.1	Completed Monthly Status Report	<ul style="list-style-type: none"> <li>– Delivered on time</li> <li>– Follows format agreed upon with government</li> <li>– Accurately communicates task status, issues, risks and follow up actions</li> </ul>	<ul style="list-style-type: none"> <li>– Delivered not more than 5 days late</li> <li>– Follows format agreed upon with government</li> <li>– Accurately communicates task status, issues, risks and follow up actions</li> <li>– Accepted after no more than two revisions.</li> </ul>	100% Inspection
<b>HUD Enterprise Architecture Management Maturity Framework (EAMMF)</b> PWS §5.1.1.1.2	Completed EAMMF assessment submitted to OMB by specified deadline	<ul style="list-style-type: none"> <li>– Completed and submitted by OMB deadline</li> <li>– Complies with OMB format</li> <li>– Assessments are completed in conformance with OMB guidelines</li> </ul>	<ul style="list-style-type: none"> <li>– Completed and submitted no more than 20 business days after the OMB deadline</li> <li>– Complies with OMB format</li> <li>– Assessments are completed in conformance with OMB guidelines</li> <li>– Accepted after no more than two revisions</li> </ul>	100% Inspection
<b>Program Acquisition Documentation</b> PWS §5.1.1.1.2	Assessment of compliance with EA guidelines and standards with recommendations for improvement	<ul style="list-style-type: none"> <li>– Delivered on time.</li> <li>– Assessments and deemed acceptable by the government after no more than two revisions, 95% of time.</li> </ul>	Meets "Performance Standard" with on time delivery and requiring no more than two revisions after submittal.	Periodic Inspection

<b>Performance Requirements Summary</b>					
<b>Performance Measure</b>	<b>Performance Objective</b>	<b>Performance Standard</b>	<b>Minimum Acceptable Quality Level</b>	<b>Surveillance Method</b>	
<b>HUD Enterprise Roadmap</b> PWS §5.1.1.1.2.1	Summary of view of application landscape with plan to move toward target architecture	Delivered on time and deemed acceptable by the government after no more than two revisions	Meets "Performance Standard" with on time delivery and requiring no more than two revisions after submittal.	100% Inspection	
<b>HUD Enterprise Transition Plan</b> PWS §5.1.1.1.2.1	Plan for major modernization efforts including sequencing and performance measures	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time	Meets "Performance Standard" with on time delivery and requiring no more than two revisions after submittal.	100% Inspection	
<b>HUD EA Service Catalog</b> PWS §5.1.1.1.2.2	Summary of available services performed by HUD enterprise architecture staff and supporting contractors	Delivered on time and deemed acceptable by the government after no more than two revisions, 95% of time.	Meets "Performance Standard" with on time delivery and requiring no more than two revisions after submittal.	100% Inspection	
<b>HUD EA Outreach Briefing Portfolio</b> PWS §5.1.1.1.2.2	Set of briefings that effectively communicate the legislative requirements, purpose, benefits, and capabilities of the HUD EA program that is targeted to the following user groups: Executives, Senior Managers, Program Managers, Program/Project Managers, Technical Managers	<ul style="list-style-type: none"> <li>- Set of briefings that effectively communicate the legislative requirements, purpose, benefits, and capabilities of the HUD EA program that is targeted to the following user groups: Executives, Senior Managers, Program Managers, Program/Project Managers, Technical Managers</li> <li>- Effective use of graphics</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets other performance standards</li> <li>- Accepted by the government after no more than 2 revisions.</li> </ul>	Customer Feedback	

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
<b>HUD Performance Architecture Framework</b> PWS §5.1.1.1.3	Robust framework/methodology for inventory, rationalization and optimization of performance measures used to measure organizational and program effectiveness.	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Addresses all areas of the HUD business architecture</li> <li>- Complies with Federal Enterprise Architecture structure and guidelines and</li> <li>- Includes input, output and outcome measures appropriate for HUD</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets all other performance standards</li> <li>- Requires no more than 2 revisions before being accepted by the government.</li> </ul>	100% Inspection
<b>HUD Performance Measurement Assessment Report</b> PWS §5.1.1.1.3	Actionable assessment of how performance measurement is being used.	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Complies with the Performance Architecture Framework</li> <li>- Identifies and recommends standard measure that can be applied across investments</li> <li>- Evaluates use of authoritative data sources</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets all other performance standards</li> <li>- Requires no more than 2 revisions before being accepted by the government.</li> </ul>	100% inspection

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
<b>HUD Performance Measurement Workshops</b> PWS §5.1.1.1.3	Informed workforce capable of developing performance measures and metrics that comply with the HUD Performance Architecture Framework	<ul style="list-style-type: none"> <li>– Delivered on time</li> <li>– Professionally facilitated workshop</li> <li>– Training materials include: <ul style="list-style-type: none"> <li>○ Training objectives</li> <li>○ Content that supports the training objectives and complies with the HUD Performance architecture framework</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>– Delivered no more than 5 days late</li> <li>– Contains minimal errors in spelling or grammar</li> <li>– Meets all other performance standards</li> <li>– Training materials approved after no more than two revisions</li> </ul>	100% inspection
<b>HUD Business Architecture Documentation</b> PWS §5.1.1.1.4	Provide useful business view of the organizations and business functions HUD employs to meet its strategic objectives. The documentation provides a context for rational analysis of operations, existing capabilities, capability gaps and essential business processes.	<ul style="list-style-type: none"> <li>– Delivered on time and includes</li> <li>– Use of diagrams and with supporting detailed descriptions</li> <li>– Value chain for "mission" segments</li> <li>– Includes major functions and sub-functions with descriptions in business terms</li> <li>– Provides a logical path for decomposition to supporting</li> </ul>	<ul style="list-style-type: none"> <li>– Delivered no more than 10 days late</li> <li>– Meets all other performance standards</li> <li>– Contains minimal spelling errors</li> <li>– Accepted by the government after no more than 2 revisions.</li> </ul>	100% Inspection

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
		<p>business processes.</p> <p>– Contains no spelling errors</p> <p>Note: Detail business processes need not be defined for this deliverable</p>		
<p><b>HUD Segment Architecture Diagrams</b></p> <p>PWS §5.1.1.1.4</p>	<p>To provide more focused, detailed views of HUD lines of business, essential business functions, modernization initiatives and sequencing.</p>	<p>Delivered on time and includes:</p> <ul style="list-style-type: none"> <li>- Value chain for "mission" segments</li> <li>- Major functions and sub-functions with descriptions in business terms</li> <li>- Uses of diagrams and with supporting detailed descriptions</li> </ul> <p>Logical path for decomposition to supporting business processes.</p> <p>Note: Detail business processes need not be defined for this deliverable</p>	<p>Delivered no more than 20 days late</p> <p>Accepted by the government after no more than 2 revisions.</p>	<p>100% Inspection</p>

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
<b>HUD Guidelines for Business Process Modeling</b> PWS §5.1.1.1.4	To provide the guidance on process modeling of HUD business areas at three levels: descriptive, analytical and executable. The guidelines ensure consistency across modeling efforts to promote ease of analysis, integration and reuse.	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Describes BPMN standards with examples of appropriate usage</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Describes BPMN standards with examples of appropriate usage</li> <li>- Accepted by the government after no more than 2 revisions</li> </ul>	100% Inspection
<b>HUD To-be Business Process Diagrams</b> PWS §5.1.1.1.4.1	To provide the means to more effectively and efficiently realize operational and strategic objectives. These models eliminate nonessential steps and leverage existing or planned technical capabilities	<ul style="list-style-type: none"> <li>- Complies with HUD guidelines for business process modeling</li> <li>- Accurately depicts business processes</li> <li>- Sign-off from HUD SME participating in modeling efforts</li> </ul>	Meets "Performance Standard" with on time delivery and requiring no more than two revisions after submittal.	Random Sampling
<b>HUD Enterprise Conceptual Data Model</b> PWS §5.1.1.1.5.1	To facilitate communication between business and IT professionals and provide insight into data essential to the business processes necessary to meet HUD mission	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Entity definitions using business terms</li> <li>- Appropriate use of subtypes to address requirements of HUD</li> </ul>	Delivered no more than 5 days late Meets all other "Performance Standard"	100% Inspection

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
	objectives This model includes definitions, relationships and cardinality.	<ul style="list-style-type: none"> <li>- business areas</li> <li>- Appropriate use of cardinality</li> </ul>		
<b>HUD Enterprise Logical Data Model a.k.a. Common Application Relational Schema (CARS)</b> PWS §5.1.1.1.5.1	To provide an actionable data schema to development teams involved in maintenance and modernization efforts. CARS includes more detailed information on the data entities, attributes, and business rules necessary to complete automated business functions and enable more timely and accurate information sharing.	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Use of 3rd normal form</li> <li>- Entity definitions using business terms</li> <li>- Ability to generate solution appropriate schemas</li> <li>- Entity and attribute definitions using business terms</li> <li>- Appropriate use of subtypes to represent HUD business areas</li> <li>- Appropriate use of cardinality</li> <li>- Captures business rules</li> <li>- Rationalizes code values</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 5 days late</li> <li>- Meets all other performance standards.</li> </ul>	Periodic Inspection



Performance Requirements Summary					
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method	
		<ul style="list-style-type: none"> <li>- Provides valid code value definitions</li> <li>- Enables and enforces referential integrity</li> <li>- Naming conventions comply with HUD standards</li> </ul>			
<b>HUD Enterprise Reference Data</b> PWS §5.1.1.1.5.1	To promote data standardization, improved information exchange and data integrity through identification of common data elements and use of standardized code values.	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Meaning of reference data expressed in business terms</li> <li>- Defines and uses standardized code values defined business terms</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 5 days late</li> <li>- Meets all other performance standards.</li> </ul>	Periodic Inspection	
<b>HUD Data Asset Inventory</b> PWS §5.1.1.1.5.6	To enable management of HUD data assets	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Maintenance of master list with additions and deletions within 5 business days of notification of new asset</li> </ul>	Delivered no later than 5 days late Maintenance completed within 20 business days of notification.	Periodic Inspection	

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
<b>HUD Data Governance Process Improvement Recommendations</b> PWS §5.1.1.1.5.2	Identification and implementation measures to be more responsive to business requirements and modernization efforts while improving data sharing, data integrity and data security.	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Traceability to policy or regulatory requirement</li> <li>- Streamlined, light weight processes that can be readily implemented</li> </ul>	<p>Delivered no more than 10 days late</p> <p>Meets all other performance standards</p> <p>Contains minimal errors in spelling or grammar</p> <p>Accepted by the government after no more than 2 revisions</p>	100% Inspection
<b>HUD SOA Governance Framework</b> PWS §5.1.1.1.6.1	To provide HUD with a framework and methodology for implementing and realizing the benefits of a robust service oriented architecture. This includes faster, lower cost deployment of robust IT solutions, lower lifecycle costs, and more effective, less disruptive technology refreshment.	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Comprehensively addresses measures for policy, process, organization, practice and other factors</li> <li>- Includes method for objectively measuring progression of maturation of governance from none to highly mature</li> <li>- Streamlined, light weight processes that can be readily implemented</li> </ul>	<p>Delivered no more than 10 days late</p> <p>Meets all other performance standards</p> <p>Accepted by the government after no more than 2 revisions</p>	100% Inspection
<b>HUD SOA Concept of Operations</b> PWS §5.1.1.1.6.1	To provide a practical means of operationalizing and managing the HUD service architecture.	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Addresses each area of the governance framework</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Addresses each area of the governance framework</li> </ul>	100% Inspection

<b>Performance Requirements Summary</b>				
<b>Performance Measure</b>	<b>Performance Objective</b>	<b>Performance Standard</b>	<b>Minimum Acceptable Quality Level</b>	<b>Surveillance Method</b>
		<ul style="list-style-type: none"> <li>- Includes sufficient detail for implementation</li> </ul>	<ul style="list-style-type: none"> <li>- Includes sufficient detail for implementation</li> <li>- Contains minimal errors in spelling or grammar</li> </ul>	
<b>HUD Service Insertion Process</b> PWS §5.1.1.1.6.1	To provide a robust, efficient means of evaluating services for inclusion into the HUD Service Architecture.	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Process diagrams with all steps necessary to comply with the SOA Governance Framework and SOA Concept of operations</li> <li>- Streamlined process for review and implementation</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets all other performance standards</li> <li>- Accepted by the government after no more than 2 revisions</li> </ul>	100% Inspection
<b>HUD Layered Service Architecture Framework</b> PWS §5.1.1.1.6.2	To provide a framework for service identification, development and management that promotes service reuse and more effective/efficient deployment of business solutions.	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Supports HUD business architecture</li> <li>- Comprehensive descriptions of layers and boundaries</li> <li>- Readily understandable by business owners as well as IT professionals</li> <li>- Fully supports and manifests SOA principles and best</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets all other performance standards</li> <li>- Accepted by the government after no more than 2 revisions</li> </ul>	100% Inspection

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
<p><b>Notional Service Specification Architecture</b></p> <p>PWS § 5.1.1.1.6.2</p>	<p>To provide a target architecture for the HUD SOA. This deliverable will provide the context for sequencing and funding methods for enterprise services.</p>	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Fully supports and manifests SOA principles and best practices (separation of concerns, composability, etc.)</li> <li>- Readily understandable by business owners as well as IT professionals</li> <li>- Comprehensive descriptions of layers and boundaries</li> <li>- Comprehensive descriptions of notional services</li> <li>- Includes inputs, outputs, interfaces, dependencies, as well as operations/methods, logical data requirements</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets all other performance standards</li> <li>- Accepted by the government after no more than 2 revisions</li> </ul>	<p>100% Inspection</p>

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
<b>Service Specification Templates</b>  PWS §5.1.1.1.6.2	To provide a standard method and tool for more efficient design, documentation and implementation of services that complies with HUD SOA policies and guidelines.	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Supports Notional Service Specification Architecture requirements</li> <li>- XML based templates documented in System Architect</li> <li>- Exportable to other product neutral formats</li> <li>- Structure supports documenting detailed requirements, interfaces, operations/methods, inputs/outputs, logical view of data and dependencies</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets all other performance standards</li> <li>- Accepted by the government after no more than 2 revisions</li> </ul>	100% Inspection
<b>Service Technical Design Standards and Guidelines</b>  PWS §5.1.1.1.6.2	To provide guidance on design and development of services that comply with HUD SOA policies, promote reuse and lower lifecycle costs while complying with data and security policies.	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Supports technology/product independent design and implementation</li> <li>- Includes detail necessary to promote interoperability and security</li> <li>- Includes sufficient detail to support consistent service design</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets all other performance standards</li> <li>- Accepted by the government after no more than 2 revisions</li> </ul>	

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
		<ul style="list-style-type: none"> <li>- and implementation across development efforts</li> <li>- Complies with the SOA Framework and the Service Specification Templates</li> <li>- Appropriate use of graphics to facilitate user understanding</li> </ul>		
<b>SOA Infrastructure Design Recommendations</b> PWS §5.1.1.1.6.3	To provide recommendations for the infrastructure necessary to manage and deploy services.	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Demonstrates understanding of current HUD operational environment and existing service infrastructure</li> <li>- Demonstrates comprehensive consideration of alternatives and risk/benefit tradeoffs including difficulty of implementation</li> <li>- Rationalizes existing deployed technologies</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets all other performance standards</li> <li>- Accepted by the government after no more than 2 revisions</li> </ul>	100% Inspection
<b>Technical Architecture Governance Standards</b> PWS §5.1.1.1.7	To provide actionable framework for managing the approved list of hardware and software for use within	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Traceability to policy or regulatory requirements</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets all other performance standards</li> </ul>	100% Inspection

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
	the HUD IT boundary. This includes processes for insertion and management during the product lifecycle.	<ul style="list-style-type: none"> <li>- Considers deployed technologies and their stage in the product lifecycle</li> </ul>	<ul style="list-style-type: none"> <li>- Accepted by the government after no more than 2 revisions</li> </ul>	
<b>HUD Technical Reference Model</b> PWS §5.1.1.1.7	To provide a list of software and hardware authorized for use in development and maintenance of systems and infrastructure within the HUD IT boundary.	<ul style="list-style-type: none"> <li>- On time delivery</li> <li>- Reflects technology base of major legacy systems</li> <li>- Includes sufficient detail (category/description/version etc.)</li> <li>- Considers product life cycle</li> <li>- Enables identification of systems relying on products nearing end of support</li> <li>- Format promotes ease of use</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets all other performance standards</li> <li>- Accepted by the government after no more than 2 revisions</li> </ul>	Periodic Inspection
<b>HUD IT Portfolio of Projects in Pre-Select/Select Phase</b> PWS §5.1.1.4.1	An updated portfolio or proposed IT Investments that addresses HUD capability gaps and business needs	Portfolio provides an accurate summary of existing and proposed IT investments that addresses HUD capability gaps and business needs; follows established planning methodology; and accurately reflects senior management objectives and commitments and	Meets Performance standard with on-time delivery and requiring no more than two revisions after submittal	100% inspection

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
		incorporates EA best practices.		
<b>HUD Annual Exhibit 300 Reports</b> <b>PWS § 5.1.1.4.1</b>	Exhibits are complete, accurate, in compliance with OMB guidelines and standards, and submitted on time	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- All sections of the report are complete and accurately reflect input from stakeholders</li> <li>- Complies with OMB specified format</li> <li>- No errors in spelling or grammar</li> </ul>	<ul style="list-style-type: none"> <li>-Delivered no more than 5 days late</li> <li>-Contains only minimal errors in spelling or grammar</li> <li>-Meets all other performance standards</li> <li>- Accepted by the ITIM Program Manager after no more than 3 revisions</li> </ul>	100% inspection
<b>HUD Exhibit 53 reports</b> <b>PWS § 5.1.1.4.1</b>	Exhibits are complete, accurate, in compliance with OMB guidelines and standards, and submitted on time	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- All sections of the report are complete and accurately reflect input from stakeholders</li> <li>- Complies with OMB specified format</li> <li>- No errors in spelling or grammar</li> </ul>	<ul style="list-style-type: none"> <li>-Delivered no more than 5 days late</li> <li>-Contains only minimal errors in spelling or grammar</li> <li>-Meets all other performance standards</li> <li>-Accepted by the ITIM Program Manager after no more than 3 revisions</li> </ul>	100% inspection



Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
<b>HUD ITIM Governance Maturity Assessment</b>  PWS § 5.1.1.4.2	Comprehensive analysis of HUDs ITIM framework identifies deficiencies and recommendations for improvements	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Assessment is based on GAO's IT Investment Management Maturity Framework</li> <li>- Provides practical recommendations that address any deficiencies</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Contains minimal errors in spelling and grammar</li> <li>- Meets all other performance standards</li> <li>- Accepted after no more than 2 revisions</li> </ul>	100% inspection
<b>SFFAS- 6 Process and Procedure Guide</b>  PWS § 5.1.1.4.5 SFFAS 6 Accounting for PP&E	Implemented processes and procedures for capturing information necessary for capitalization of internally generated software	<ul style="list-style-type: none"> <li>- Deliver on time</li> <li>- Develop, document and support socializing of process including <ul style="list-style-type: none"> <li>o Process diagrams with tasks</li> <li>o Roles and responsibilities</li> <li>o Reporting formats</li> <li>o Procedure descriptions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Contains minimal errors in spelling and grammar</li> <li>- Meets all other performance standards</li> <li>- Accepted by the government after no more than two revisions</li> </ul>	100% Inspection
<b>SFFAS-6 Quarterly Reports</b>  PWS § 5.1.1.4.5 SFFAS 6 Accounting for PP&E	Capitalization of internally generated software is accounted for in accordance with SFFAS-6.	<ul style="list-style-type: none"> <li>- Deliver on time</li> <li>- Comply with format</li> <li>- Classifications are in accordance</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 10 days late</li> <li>- Meets all other performance standards</li> <li>- Accepted by the government after</li> </ul>	100% inspection

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
<p><b>HUD Annual Pre-Select/Select Meeting Support</b></p> <p>PWS § 5.1.1.4.6 Facilitation Services</p>	<p>Well-orchestrated meeting where members have been provided the comprehensive set of background information necessary to make decisions and decisions, findings and follow-up items are accurately captured and summarized.</p>	<ul style="list-style-type: none"> <li>- Provide professional facilitation and technology for a 3 day session with approximately 15-20 participants in the Washington DC area using Groupware and web collaborative meeting technology</li> <li>- Develop and distribute a comprehensive set of background materials at least 10 business days prior to the meeting including:                             <ul style="list-style-type: none"> <li>o Schedule</li> <li>o Agendas and</li> <li>o Links/logins</li> </ul> </li> <li>- Arrangements for facilities and supporting technology are made at least 20 business days in advance. The meeting is facilitated to keep members on task and results are well</li> </ul>	<ul style="list-style-type: none"> <li>- Professional facilitation</li> <li>- Meeting materials are distributed no more than 5 days late</li> <li>- Facility arrangements are no more than 5 days late</li> <li>- Accurate meeting minutes</li> <li>- Minimal errors in spelling and grammar</li> <li>- Deliverables accepted after no more than two revisions</li> </ul>	<p>Customer Satisfaction Survey</p>

Performance Requirements Summary				
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method
		<ul style="list-style-type: none"> <li>- documented.</li> <li>- Accurate meeting minutes</li> </ul>		
<b>EA Program management plan</b> (Ginnie Mae) PWS § 5.1.1.5.1	Robust, actionable plan for maturing the Ginnie Mae EA program	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- Provides comprehensive actionable plan for developing and maturing the HUD Enterprise Architecture</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 5 days after the due date</li> <li>- Contains minimal errors in spelling and grammar</li> <li>- Meets other performance requirements</li> <li>- Requires no more than two revisions before being accepted</li> </ul>	100% inspection
<b>Project Schedule</b> (Ginnie Mae) PWS § 5.1.1.5.1	Realistic schedule for realizing the Program Plan with allocated resources	<ul style="list-style-type: none"> <li>- Delivered on time</li> <li>- 3-4 level WBS organized with major support areas described in the proposal</li> <li>- Resources identified for major support areas</li> </ul>	<ul style="list-style-type: none"> <li>- Delivered no more than 5 days after the due date</li> <li>- Meets other performance requirements</li> <li>- Requires no more than two revisions before being accepted</li> </ul>	100% inspection

Performance Requirements Summary					
Performance Measure	Performance Objective	Performance Standard	Minimum Acceptable Quality Level	Surveillance Method	
<b>Monthly Status Report</b> (Ginnie Mae) PWS § 5.1.1.5.1	Accurate, timely reporting on progress in meeting deliverables	-Follows format agreed upon with government -Accurately communicates task status, issues, risks and follow up actions	-Delivered no more than 5 days after the due date -Meets other performance requirements -Requires no more than one revisions before being accepted	100% inspection	
<b>EA Roadmap and accompanying Transition Plan</b> (Ginnie Mae) PWS § 5.1.1.5.2	Actionable plan for modernizing Ginnie Mae IT applications and infrastructure.	-Delivered on time and deemed acceptable by the government after no more than two revisions	-Delivered no more than 10 business days late -Requires no more than three revisions before being accepted by the government	100% inspection	
<b>Segment Architecture Models and Plans</b> (Ginnie Mae) PWS § 5.1.1.5.2	Accurate depiction of Ginnie Mae lines of business with actionable plan for modernization	-Delivered on time and deemed acceptable by the government after no more than two revisions	-Delivered no more than 10 business days late -Requires no more than three revisions before being accepted	100% inspection	
<b>Annual Portfolio Review Report</b> (Ginnie Mae) PWS § 5.1.1.5.3	Accurate summary and reporting of Ginnie Mae IT Investment portfolio	-Delivered on time and deemed acceptable by the government after no more than two revisions	-Delivered no more than 5 days late -Requires no more than three revisions before being accepted	100% inspection	