



## Contractor Request for Proposal

Customer Scope of Work

FedSource RFP #: Q003800-BAL

### STATEMENT OF WORK (SOW) FOR TRANSITION PLANNING EFFORT

#### SCOPE.

Under this Statement of Work the Contractor will independently provide services to secure a potential host or sponsoring agency for The Department of the Treasury Franchise Fund Activity. The primary objective will be done via four (4) Phases. (1) develop criteria for evaluation of suitable agencies. (2) Contractor assistance is required to produce a list of potential suitable Federal Agency(s) to serve as the new host or sponsoring agency for FedSource. (3) Brokering the acceptance of Fedsource, and (4) for a smooth entrance into the new organizational home.

#### ORGANIZATION.

U.S. Department of the Treasury  
FedSource Headquarters  
2601 Saturn Street, STE 300  
Brea, CA 92821

Congress authorized the creation of Franchise Funds in 1994 to improve the delivery of products and services throughout the Federal government. FedSource has been operating under the franchise granted to the U.S. Department of the Treasury. FedSource is an entrepreneurial style government entity that provides a variety of common administrative services on an interagency government to government contracting basis. Annual revenue is approaching \$600M and their customer base includes agencies from virtually every department. The Bureau of Public Debt has been providing "host agency" services to FedSource since FedSource's move into the Treasury Franchise Fund. Additional information regarding FedSource operations is available at <http://www.fedsource.gov>.

#### TASKS/SERVICES. The contractor shall:

The overall effort will consist of four phases. FedSource has a need for contractor consulting services assistance to: 1) develop criteria to be used in locating and evaluating potential host (or lead) agencies; 2) create a list of potential host agencies and a comprehensive search plan; in addition, analyze whether the Administrative Resource Center should continue to provide procurement services to FedSource. If so, make recommendations on how best to restructure and/or reorganize the business relationships between the two



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organizations. If not, provide other options available for FedSource within Treasury; 3) actually broker the agreement with a new host agency to acquire FedSource from the Treasury Franchise Fund; and, 4) develop transition plans to facilitate the successful movement of FedSource from Treasury to the new agency.

1. The first phase will consist of developing criteria that will be considered and evaluated in determining which agencies are suitable for consideration as potential host or lead agencies. The following criteria are provided as representative samples, but not all inclusive:
  - a. Legal Operational Authority to Provide Government to Government Services
  - b. Funds Management (working capital or revolving fund) Policies
  - c. Organizational Hierarchy
  - d. Presence of Similar Entrepreneurial Functions
  - e. Procurement Authority
  - f. Data Base/ IT Requirements
  - g. HR Support
  - h. Legal Staff Support

This first phase must be completed in a collaborative manner involving the FedSource Leadership Team or their designee(s). The contractor may visit one of the FedSource offices to gather background information.

2. The second phase will consist of producing a list of potential lead agencies that have the capability to host FedSource. The criteria developed in phase 1 will be used for the analysis that will be done to create the list of potential hosts. A comparative analysis must be done of each potential host organization that presents the strengths and weaknesses of each possible choice. Part of this phase also involves analyze whether the Administrative Resource Center should continue to provide procurement services to FedSource. If so, make recommendations on how best to restructure and/or reorganize the business relationships between the two organizations. If not, provide other options available for FedSource within Treasury. In addition to the list of potential agencies described above, the contractor will prepare a search plan that articulates the search process, defines contractor's and project officer's roles, and specifies the methodology and timeframes for the Phase three effort described below. The contractor's effort in completing phase two will be done in an independent manner, with little FedSource interaction during the process.
3. The third phase will consist of locating the most suitable host agency and brokering their acceptance of FedSource. The contractor's effort in completing phase three will be done in an independent manner, until such time as contact with prospective agencies leads to actual discussions and/or negotiations relative to the potential transfer. At that juncture, the effort will become collaborative with the Project Officer who will address the potential agency in representing the government interests. At the point in time a potential agreement is imminent and/or the prospective lead agency



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requires a due diligence review or similar process, designees from the Treasury Franchise Fund may become involved in the effort. This phase is best described as an acquisition and merger process

4. If Phase Three is successful, the fourth phase will consist of developing transition plans to facilitate the successful movement of FedSource out of the Treasury Franchise Fund and into the new agency. The contractor will complete phase four in a collaborative fashion with the FedSource Transition Team. The following topics are provided as representative samples not but meant to be all inclusive of the topics that must be addressed in transition plans:
  - a. Organizational Alignment
  - b. Reporting Relationships
  - c. Delegations of Authority
  - d. Procurement Authority
  - e. Continuation of Service Delivery
  - f. Business Interruption/Customer Impact
  - g. Financial/Accounting System Impact
  - h. Space/Facilities Impact
  - i. Reporting Processes
  - j. Oversight and Governance
  - k. Human Resources
  - l. Legal Support
  - m. Business Continuity
  - n. Capital Account Structure

### DELIVERABLES.

The contractor shall complete all phases within 120 calendar days. The Government has listed suggested timelines by phase, however, the Contractor may propose an alternate timeline. Each of the four phases must be bid separately and each phase submission must include a Project Plan to include an explanation of the work, methodology, step by step processes, time line and deliverable dates.

1. The phase one criteria must be delivered to FedSource within 14 calendar days of contract award. A planning teleconference between the contractor and the Project Officer must be held within 5 calendar days of contract award. The criteria must be detailed and all inclusive of factors that will lead to a successful evaluation of potential lead agencies.
2. The phase two list and search plan to be used in phase three must be completed and provided to FedSource within 14 calendar days of the Project Officer's approval of the criteria provided in phase 1 and the contracting officer's order to proceed. The list must include all Executive Branch agencies that fully satisfy the phase 1 criteria.
3. A suitable host agency agreement must be negotiated within 60 calendar days of the Project Officer's approval of the agency list and search plan provided in Phase 2 and the contracting officer's order to



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proceed. The agreement must be reduced to writing and have the signatory approval of appropriate agency officials in the gaining organization as well as Treasury Franchise Fund officials certifying their release of FedSource.

4. Transition plans must be developed within 30 calendar days of the Project Officer's direction to begin Phase 4 effort.

### **CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED.** The contractor must have:

The proposed contract personnel will be evaluated on the level of their professional consulting expertise and the breadth of their experience across the full spectrum of Executive Branch agencies. In addition the proposed personnel will be evaluated on their collective experience and expertise in the area of acquisitions and mergers as well as an evaluation of their experience in working directly with senior government executives from a wide variety of agencies.

The attached confidentiality agreement (attachment A) must be signed by all contractor personnel working on the endeavor and returned to the COTR prior to commencement of effort.

### **PERIOD OF PERFORMANCE.**

The period of performance is 120 calendar days from date of award.

### **PLACE OF PERFORMANCE.**

Work may be performed on the contractor's premises.

### **OPERATIONAL HOURS.**

Work will be performed up to 40 hours per week during normal business hours, Monday-Friday, excluding Federal holidays.

### **OVERTIME.**

authorized\*. The number of overtime hours estimated is .  
XXXX not authorized.

\*Provide justification - Overtime hours are required to (i.e. respond to emergencies, contingencies or unusually heavy workload - provide a description or example).



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#### **SAFETY ISSUES.**

There are no known safety issues.

#### **GOVERNMENT-FURNISHED EQUIPMENT, BADGE, KEYS AND/OR FACILITIES PROVIDED.**

Since tasks may be performed off-site, the Government will not provide worksite or equipment.

#### **SECURITY CLEARANCE/POLICE CHECK/DRIVING RECORD CHECK.**

Work under this task order is

XXXX UNCLASSIFIED (although confidentiality statement must be signed)

SECRET

TOP SECRET.

The contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. The contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order. If necessary, the contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

#### **CONFIDENTIALITY AGREEMENT**

The attached confidentiality agreement must be signed by all contractor personnel working on the endeavor and returned to the COTR prior to commencement of effort.

#### **REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.).**

Travel or other reimbursable expenses are

required

XXXX not required

The contractor will be required to travel to other locations in support of the tasks described in this statement of work (if conferences or training is required, list here and include a justification). Prior to incurring any travel expenses, contractor personnel must obtain written authorization from the Project Officer that approves

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approximate travel, dates, expected duration, origin and destination, purpose, estimated costs and the number and names of personnel traveling. Contractor expense reports shall be prepared and processed in accordance with the Federal Travel Regulation (FTR). Materials and subcontracts will be reimbursed at actual cost, including allocable material handling costs, as applicable, in accordance with FAR 52.232-7 - PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS.

### TASK TYPE.

Time-and-Materials (T&M).

Labor-Hour (LH).

XXXX Firm Fixed Price (FFP).

### NON-PERSONAL SERVICE STATEMENT.

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. The contractor's management shall ensure that employees properly comply with the performance standards outlined in the Quality Assurance Surveillance Plan (QASP). Contractor employees will perform independent of and without the supervision of any Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

### GOVERNMENT PROJECT OFFICER.

The Government Project Officer will provide general instructions on limitations and deadlines, and is responsible for administration of the task order in compliance with the contract to include inspection and acceptance of deliverables.