

**ORDER FOR SUPPLIES OR SERVICES****IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 05/11/2017		2. CONTRACT NO. (If any)		6. SHIP TO: Office of Case Management Systems Administrative Office of the United States Courts One Columbus Circle, N.E. Suite 4-500 Washington, DC 20544-0001	
3. ORDER NO. USCA17BPAC4030		4. REQUISITION/REFERENCE NO.			
5. ISSUING OFFICE (Address correspondence to) Manish Patel, 202-502-3258 Procurement Management Division Administrative Office of the United States Courts One Columbus Circle, N.E. Suite 3-250 Washington, DC 20544-0001				8. TYPE OF ORDER  <input type="checkbox"/> a. PURCHASE REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
7. TO: ,					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. NOT USED				12. F.O.B. POINT	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE				
				16. DISCOUNT TERMS	

**17. SCHEDULE**

CLIN NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
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See Lines

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$0.00	17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME Andrew Zaso						\$0.00	17(i) GRAND TOTAL
	b. STREET ADDRESS(or P.O. Box) Adminstrative Office of the US Courts, Case Management Systems Office, One Columbus Circle,							
	c. CITY Washington		d. STATE DC	e. ZIP CODE 20544				
22. UNITED STATES OF AMERICA BY (Signature)					23. NAME (Typed) Manish Patel TITLE: CONTRACTING/ORDERING OFFICER			

## Supplies or Services and Prices/Costs

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
0001	Initial Operating Capability (IOC)	0		\$0.00	\$0.00

**Extended Description:**In accordance with the requirements as stated in section C.3.1, C.3.2, and C.3.3 of this BPA Call.

Period of performance: Date of award for approximately six months.

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
1001	CM Platform Software Licenses, Hardware, and Maintenance Support.	0		\$0.00	\$0.00

**Extended Description:**In accordance with requirements of section C.3.4 and the "Platform Pricing" tab in the spreadsheet "PACTS Replacement Pricing Worksheet".

Period of Performance: For 12 months after delivery and acceptance of work under CLIN 0001.

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
2001	CM Platform Software, Hardware, and Maintenance Support.	0		\$0.00	\$0.00

**Extended Description:**In accordance with requirements of section C.3.4 and the "Platform Pricing" tab in the spreadsheet "PACTS Replacement Pricing Worksheet".

Period of Performance: For 12 months after completion of CLIN 1001.

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
3001	CM Platform Software, Hardware, and Maintenance Support.	0		\$0.00	\$0.00

**Extended Description:**In accordance with requirements of section C.3.4 and the "Platform Pricing" tab in the spreadsheet "PACTS Replacement Pricing Worksheet".

Period of Performance: For 12 months after completion of CLIN 2001.

CLIN NO.	Supplies or Services	Quantity	Unit of Issue	Unit Price	Extended Amount
4001	CM Platform Software, Hardware, and Maintenance Support.	0		\$0.00	\$0.00

**Extended Description:**In accordance with requirements of section C.3.4 and the "Platform Pricing" tab in the spreadsheet "PACTS Replacement Pricing Worksheet".

Period of Performance: For 12 months after completion of CLIN 3001.

## Descriptions/Specifications/Statement of Work

## **C.1 Background**

Since 1994, the PPS community has used the PACTS case management system to manage the investigation and supervision of offenders and defendants. PACTS is used by 7,000+ Probation and Pretrial Officers and their support staffs in 94 district courts throughout the United States. The application no longer performs to the standards that it should, with frequent outages and issues. The legacy application is custom built and has grown in complexity over the years and now relies on a cumbersome process when rolling out system updates; a small change can indirectly, negatively, and unexpectedly impact a separate system component or an external system integration in the PPS suite of applications. These problems have a direct impact on the PPS community and its ability to perform its mission. It also makes the system costly and difficult to operate and maintain.

The legacy PACTS system, in addition to being outdated and plagued by frequent outages and service disruptions, currently resides in a complex portfolio of PPS applications. The legacy PACTS application interfaces with multiple internal and external systems, with many interdependencies where one change can potentially impact another. Due to the complexity of this technical landscape, CMSO is taking efforts to stabilize the legacy PACTS system and to simplify and stabilize the other interrelated applications in the PPS suite.

## **C.2 Scope**

The contractor shall deliver an Initial Operating Capability (IOC) as part of CMSO's Wave 1 strategy for implementing a new Case Management (CM) platform. The IOC shall support a single client record and Pre-Trial business functionality. The contractor shall also provide the CM platform software solution after delivery and acceptance of the IOC.

## **C.3 Specific Requirements**

The Contractor shall provide the services and software platform solution to support the requirements in accordance with sections C.3.1 through C.3.4.

### **C.3.1 - CM Platform Requirements**

The contractor shall deliver a CM platform that meets the requirements including hosting, user provisioning, single sign on, interfaces, security and privacy, and data. It also includes the requirements for the support and maintenance model, and the training strategy. Specific details are in Volume I – CM Platform Requirements.

### **C.3.2 - Wave 1 Requirements**

The contractor shall meet the Wave 1 specific requirements related to the IOC, which include both functional and non-functional requirements. The functional requirements are focused on Client Management and Pre-Trial capabilities and the interfaces that the CM platform must integrate with in Wave 1. This detail can be found in Volume II – Wave 1 Requirements.

### **C.3.3 Methodology and Approach**

The Contractor shall adhere to the CMSO methodology and approach as outlined in Attachment B – CMSO Methodology included in this BPA call.

### **C.3.4 CM Platform Software, Hardware, and Maintenance Support**

The contractor shall provide the software, hardware, and maintenance support required to operate the case management platform solution. This includes bug fixes/patches, software/hardware upgrades, and routine maintenance necessary to keep the software running.

## **Applicable Clauses**

### **F-1 Period of Performance**

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The period of performance is:

Base Period (CLIN 0001): Date of Award for approximately six months

Option Period One (CLIN 1001): For 12 months after delivery and acceptance of work under CLIN 0001.

Option Period Two (CLIN 2001): For 12 months after completion of CLIN 1001.  
Option Period Three (CLIN 3001): For 12 months after completion of CLIN 2001.  
Option Period Four (CLIN 4001): For 12 months after completion of CLIN 3001.

## F-2 Deliverables

The contractor will provide the deliverables described in the table below:

Deliverable	Description	Deadline
Project schedule	The schedule shall detail the development and delivery milestones and tie back to program increment(s) and the standard agile ceremonies	10 days from award
Defined User stories and acceptance criteria for Wave 1	The user stories and acceptance criteria shall be based off of the feature level requirements in Volume II - Wave 1 Requirements	An output of each program increment planning meeting
Demo of releasable product	The demo shall be of releasable, working software. This may include a full system demo that shows working integration with internal and external applications.	Every 2 weeks, at the end of each sprint, and at the end of each program increment
Initial Operating Capability (IOC) - for Wave 1	The fully developed and tested product that meets all of the requirements outlined in Section C.3	At the end of the base period of the BPA call and at the end of the 2 <sup>nd</sup> 3 month Program Increment.
Metrics	The metrics showing the progress, accomplishments, and planned activities of the sprint and the program increment.	Every 2 weeks, at the end of each sprint, and at the end of each program increment
Status Report	The report shall include staffing information and updates, funding updates, risks and issues and mitigation, accomplishments, and planned activities	Weekly
Program Increment Checkpoint Update	The update shall include, but is not limited to, an overview of the work that was committed to at the beginning of the PI, the status of this work, any proposed new scope, and management activities required. The Contractor shall use the template provided by the Government.	Weekly
User Guide	This shall be a detailed document on how to use the platform, and will be specific to the configurations for Wave 1	At the end of each Program Increment
Training Plan	This document shall provide the training approach and plan, including, but not limited to, the schedule and how the training shall be conducted (e.g., Computer based training, in-person training, train the trainer, etc.).	10 days from award
Wave 1 Training Materials	The Contractor shall also include the training materials that will be used as part of this deliverable.	At the end of each Program Increment

Test Plan	A detailed test plan with the tests conducted and the results. This should include, but is not limited to, the % of test coverage, manual vs. automated tests, # of defects identified and resolved, etc.	At the end of each Program Increment
System Design Document	The system design document shall include, but is not limited to, details on the web services, and is specific to the configurations for Wave 1.	At the end of each Program Increment
Security Documentation	Access to the FedRAMP Security documentation for Platform Solution and any security compliance documentations (e.g., SSP, RA, etc.)	At the end of each Program Increment
Deployment Plan	The detailed step-by-step plan on how the platform and wave 1 product shall be deployed. This shall include the back out plan.	At the end of each Program Increment
Communications Plan	The detailed plan outlining all communications that shall take place between the Contractor and the Government. This shall include the type and frequency of communications.	10 days from award

### F-3 Place of Performance

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The place of performance will be at the AOUSC Thurgood Marshall building in Washington DC or at the contractor site.

### H-1 Key Personnel

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The following positions are considered key personnel by the government under this BPA call pursuant to clause 2-65 Key Personnel in base agreement. The specific skills, experience, and qualifications are described below. These positions must be filled by contractor personnel. Subcontractor personnel are not permitted to serve as key personnel.

#### **Program Manager:**

The contractor shall provide a Program Manager who shall be responsible for the performance of the work. Program Manager responsibilities include, but are not limited to, interfacing with Government management personnel, staffing of all tasks, formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, and communicating policies, purposes, and goals of the organization to subordinates. The Program Manager shall ensure all personnel assigned to this contract meet the minimum requirements and skills required for the work.

#### **Enterprise Architect:**

The contractor shall provide an Enterprise Architect who shall be responsible for the technical architecture of the CM platform, and ensure that the teams are executing their work based on this architecture. Enterprise Architect responsibilities include, but are not limited to, interfacing with Government management personnel, formulating and enforcing technical standards.

### H-2 Travel

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Local travel within the Washington, D.C. Metro area is expected but will not be reimbursed. Any travel outside of a 50-mile radius of Washington DC must be approved by the COR and will be in accordance with Clause

7-45 Travel that is included in the base agreement.

### H-3 Government Furnished Equipment

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The Government will furnish to contractor employees performing work on government premises on-site office space, furniture, telephone service (for official government business only), and other necessary equipment and supplies applicable to performing the requirements set forth in this BPA Call. For contractor personnel working off government premises, the Government will provide the applicable equipment and software to perform the requirements outlined in this BPA Call. The contractor shall be responsible for proper utilization and safeguarding of all Government property provided for contractor use. Contractor employees must immediately report damage, theft, or loss of Government property

### 2-90D Option to Extend the Term of the Contract

APR 2013

- (a) The judiciary may extend the term of this contract by written notice to the contractor no later than [insert the period of time within which the contracting officer may exercise the option] calendar days prior to the contract's current expiration date; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least [Contracting Officer fill-in] calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.
- (b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed [Contracting Officer insert duration (months) (years)].

(END)