

14 September 1987

MEMORANDUM FOR: Mike Regan
Cullinet Software, Inc.

FROM:

SUBJECT: Request For Proposal - FY 88

This document is a Request for Proposal (RFP) soliciting a response from Cullinet Software, Inc. for services in support of the Corporate Data Program and its associated projects. Individuals required to meet our needs are found in the attached memo of 24 August 1987. Also attached are three Statements of Work (SOW) for the categories of individuals requested, applications systems engineer, database systems engineer, and functional systems engineer.

Your proposal should include, as a minimum, hourly rates for the categories of individuals specified in the three SOWs, availability of categories specified in the memo, and your plans to meet any short-falls of required personnel. Enough information should be provided so that negotiations can begin with the assigned contracting officer. Your prompt reply will assist in my ability to have a contract in place as soon as possible in FY 88.

For any contractual concerns, please contact on

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24 August 1987

MEMORANDUM FOR: Sharon Groves
Cullinet Software, Inc.

FROM:

[Redacted]

SUBJECT: Cullinet Personnel Requirements for FY 88

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Following is a summary of the personnel requirements requested by the Corporate Data Program (CDP) of the CIA for FY 1988. Full-time personnel would require processing for security clearances, including polygraphs and background investigations. Sandy Wolfe and Kathleen Lucke are presently in process and Bill Unaitis is soon to apply.

A full-time DBA assigned to the Corporate Data Staff (CDS). We anticipate the services of Kathleen Lucke.

A full-time DBA assigned to the Engineering Group (EG). We anticipate the services of Matthew Legrand.

Two full-time persons assigned to provide functional support to the financial packages in support of the CLAS/BARS project. We anticipate the services of Sandra Wolf.

One full-time person assigned to provide functional support to the manufacturing packages in support of the CLAS/BARS project. We anticipate the services of Rich Newsome.

One full-time technical person assigned to support the technical aspects of all of the CAS packages. This resource will support both the CLAS/BARS and the OPMS projects.

A part-time person assigned to provide functional support to the manufacturing packages, specifically to the OPMS project. Expected usage is 25%. We anticipate the services of Bill Unaitis.

During October and November, we shall require a part-time person to assist with the conceptual design of the retirement personnel annuity payment system. Expected usage is 25%.

This person should be available for ad-hoc consultation through February. Expected usage is 5-10%.

During November through February, we shall require a part-time person to assist with the technical aspects of implementing the retirement personnel annuity payment system design. Expected usage is 25%.

For the loading of CAS 1.3, presently projected for January 1988, we will require sufficient technical support to insure a more timely load than was accomplished with 1.2.

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STATEMENT OF WORK

APPLICATIONS SYSTEMS ENGINEER

October, 1987

1.0 INTRODUCTION

This Statement Of Work (SOW) is for technical expertise in support of Cullinet's Applications Software (CAS). CAS categories includes financial, manufacturing, and human resources. This will include a technical as well as a functional knowledge of the particular application. The scope of the work includes the planning, requirements definition, installation, definition, and implementation of the particular application.

1.1 PROGRAM BACKGROUND

The Office Of Information Technology (OIT) has instituted a multi-year development effort to modernize and enhance many of the current Directorate of Administration "corporate" computer systems. The centerpiece of the program is Cullinet's Integrated Data Base Management System - Relational (IDMS/R). The program will take approximately 10 years to complete and has several specific objectives:

- to convert existing systems (which are often ten or more years old) into modern technology which is compatible with OIT's strategic direction;
- to correct deficiencies and limitations in the current system while improving flexibility to accomodate future changes;
- to decentralize the access of information while retaining centralized security, integrity, and control;
- to implement vendor developed software where feasible.

1.2 SCOPE

The scope of this effort is for the contractor(s) to provide the technical skills and analytical support for the Corporate Data Program (CDP) in implementing Cullinet's CAS and related functions. The contractor(s) is also responsible for providing guidance on Agency specific requirements which may also warrant modifications of the CAS or related functions.

2.0 TASKS

The contractor(s) is responsible for serving as an active

participant in the various phases of the Systems Life Cycle which will encompass, but are not limited to, gathering requirements, detailing specifications, analysis, testing, training, transition, and implementation.

2.1 TASKING AND WORK ENVIRONMENT

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The contractors will be tasked by the COTR [redacted] and will work with staff personnel and contractor(s) as needed. The contractor(s) shall do all work at this facility unless otherwise directed by the Government. During those periods on-site, the contractor will be afforded a working environment equivalent to those with whom he will be working i.e. desk space, telephone, administrative support, and storage for technical materials.

2.2 SPECIFIC TASKS

- a) CAS implementation plan - Review and evaluate all phases and changes.
- b) Technical CAS support - Analyze logical structure, physical structure, and entity set relationship.
- c) Technical expertise - Support CAS system definition, schema, sub-schema(s), Device Media Control Language, and CAS software. This task will require close cooperation with Agency technical and functional teams.
- d) IDMS/R technical expertise and advise - Cullinet CAS support to compliment those tasks identified in subparagraph e).
- e) Assist in review and evaluation - Evaluate functional requirements and implementation strategies.
- f) Special studies - Respond to COTR needs relative to issues of time critical concern to the installation and implementation of the CAS.
- g) Installation Review - Evaluate and participate in the CAS installation and updating in the operational environment.
- h) Provide product expertise and assistance - Participate in the integration of CAS into the IDMS/R environment.

3.0 DELIVERABLES

The contractor(s) shall provide reports to the COTR, or his/her designee, including, but not limited to the following:

- a) Progress will be informally reported weekly.
- b) A written weekly evaluation of progress will be produced within five (5) working days of the weekly informal report.

As a minimum, the weekly report will contain a synopsis of accomplishments and progress, problems identified, proposed solutions, plans for the next period, and number of hours to be charged to the contract.

- c) Provide written reports and briefings, as directed by the Government, on the results of specific tasks or studies that include as a minimum; objective of the task or study, methodology used, summary of analytical results, detailed results, conclusions, and recommendations.
- d) All documentation, reports, and briefings become the sole property of the Government.

4.0 CONTRACTOR QUALIFICATIONS AND EXPERIENCE

The contractor(s) shall have an in-depth technical knowledge of Cullinet's CAS and all related software. The contractor(s) shall have prior experience in implementing CAS and have been involved in all phases of planning and implementation.

Clearance Requirements: Due to the nature of the work, the contractor(s) shall be required to have a Top Secret Industrial Security Staff Approval (TS/ISSA). A TS/ISSA is based upon a full field investigation and a polygraph interview. The polygraph is a condition precedent to the issuance of a TS/ISSA and is treated as an integral part of the Government's investigation.

5.0 SCHEDULE

The schedule (TBD) is dependent upon the particular program or task being contracted for.

5.1 AMMENDMENTS

Any or all parts of this SOW may be changed at the convenience of the Government prior to contracting for the services outlined.

STATEMENT OF WORK

DATABASE SYSTEMS ENGINEER

October, 1987

1.0 INTRODUCTION

This Statement Of Work (SOW) is for technical expertise in support of Cullinet's Integrated Database Management System-Relational (IDMS/R). This includes implementation, planning, and enhancements required for IDMS/R and the establishment and organization of the Data Base Administration (DBA) function.

1.1 PROGRAM BACKGROUND

The Office Of Information Technology (OIT) has instituted a multi-year development effort to modernize and enhance many of the current Directorate of Administration "corporate" computer systems. The centerpiece of the program is Cullinet's Integrated Data Base Management System - Relational (IDMS/R). The program will take approximately 10 years to complete and has several specific objectives:

- to convert existing systems (which are often ten or more years old) into modern technology which is compatible with OIT's strategic direction;
- to correct deficiencies and limitations in the current system while improving flexibility to accomodate future changes;
- to decentralize the access of information while retaining centralized security, integrity, and control;
- to implement vendor developed software where feasible.

1.2 SCOPE

The scope of this effort is for the contractor(s) to provide the technical skills and analytical support for the Corporate Data Program (CDP) in implementing Cullinet's IDMS/R and related functions. The contractor(s) is also responsible for providing guidance on Agency specific requirements which may also warrant modifications of the DBMS or support functions.

2.0 TASKS

The contractor(s) is responsible for serving as an active participant in the various phases of the systems life cycle which will encompass but are not limited to, requirements gathering,

detailing specifications, analysis, testing, training, transition, and implementation.

2.1 TASKING AND WORK ENVIRONMENT

STAT The contractors will be tasked by the COTR or his/her designee, [redacted] and will work with staff personnel and contractor(s) as needed. The contractor(s) shall do all work at this facility unless otherwise directed by the Government. During those periods on-site, the contractor will be afforded a working environment equivalent to those with whom he will be working i.e. desk space, telephone, administrative support, and storage for technical materials.

2.2 SPECIFIC TASKS

- a) DBMS implementation plan - Review and evaluate all phases and changes.
- b) Technical DBMS support - Analyze logical structure, physical structure, and entity set relationship.
- c) Technical expertise - Support schema, subschema, Device Media Control Language, Logical Record Facility, and database programming. This task will require close cooperation with our in-house technical and functional staffs.
- d) IDMS/R technical expertise and advice - Cullinet product support to compliment those tasks identified in subparagraph e) below.
- e) Assist in review and evaluation - Evaluate database design reviews and implementation strategies.
- f) Special studies - Respond to COTR needs relative to issues of time critical concern to the CDP.
- g) Installation Review - Evaluate and participate in the IDMS/R installation and updating in the operational environment.
- h) Provide product expertise and assistance - Participate in the integration of Cullinet application products into the IDMS/R environment.

3.0 DELIVERABLES

The contractor(s) shall provide reports to the COTR, or his/her designee, including, but not limited to the following:

- a) Progress will be informally reported weekly.
- b) A written weekly evaluation of progress will be produced within five (5) working days of the weekly informal report.

As a minimum, the weekly report will contain a synopsis of accomplishments and progress, problems identified, proposed solutions, plans for the next period, and number of hours to be charged to the contract.

- c) Provide written reports and briefings, as directed by the Government, on the results of specific tasks or studies that include as a minimum; objective of the task or study, methodology used, summary of analytical results, detailed results, conclusions, and recommendations.
- d) All documentation, reports, and briefings become the sole property of the Government.

4.0 CONTRACTOR QUALIFICATIONS AND EXPERIENCE

The contractor(s) shall have an in-depth knowledge of Cullinet's IDMS/R and all related software. In addition, the individual(s) should have technical expertise in operating environments and the technical requirements of IDMS/R and all related software. The contractor(s) shall have prior experience as a Data Base Administrator (DBA) and be familiar with the organizational as well as technical requirements of establishing the DBA function.

Clearance Requirements: Due to the nature of the work, the contractor(s) shall be required to have a Top Secret Industrial Security Staff Approval (TS/ISSA). A TS/ISSA is based upon a full field investigation and a polygraph interview. The polygraph is a condition precedent to the issuance of a TS/ISSA and is treated as an integral part of the Government's investigation.

5.0 SCHEDULE

The schedule (TBD) is dependent upon the particular program or task being contracted for.

5.1 AMMENDMENTS

Any or all parts of this SOW may be changed at the convenience of the Government prior to contracting for the services outlined.

STATEMENT OF WORK

FUNCTIONAL SYSTEMS ENGINEER

October, 1987

1.0 INTRODUCTION

This Statement Of Work (SOW) is for functional expertise in support of Cullinet's Applications Software (CAS). CAS categories includes financial, manufacturing, and human resources. The scope of the work includes the planning, requirements definition, installation, definition, and implementation of the particular application.

1.1 PROGRAM BACKGROUND

The Office Of Information Technology (OIT) has instituted a multi-year development effort to modernize and enhance many of the current Directorate of Administration "corporate" computer systems. The centerpiece of the program is Cullinet's Integrated Data Base Management System - Relational (IDMS/R). The program will take approximately 10 years to complete and has several specific objectives:

- to convert existing systems (which are often ten or more years old) into modern technology which is compatible with OIT's strategic direction;
- to correct deficiencies and limitations in the current system while improving flexibility to accomodate future changes;
- to decentralize the access of information while retaining centralized security, integrity, and control;
- to implement vendor developed software where feasible.

1.2 SCOPE

The scope of this effort is for the contractor(s) to provide the functional skills and analytical support for the Corporate Data Programs (CDP) in implementing Cullinet's CAS and related functions. The contractor(s) is also responsible for providing guidance on Agency specific requirements which may also warrant modifications of the CAS or related functions.

2.0 TASKS

The contractor(s) is responsible for serving as an active

participant in the various phases of the systems life cycle which will encompass, but are not limited to, gathering requirements, detailing specifications, analysis, testing, training, transition, and implementation.

2.1 TASKING AND WORK ENVIRONMENT

The contractors will be tasked by the COTR or his/her designee, [redacted] and will work with staff personnel and contractor(s) as needed. The contractor(s) shall do all work at this facility unless otherwise directed by the Government. During those periods on-site, the contractor will be afforded a working environment equivalent to those with whom he will be working i.e. desk space, telephone, administrative support, and storage for technical materials.

2.2 SPECIFIC TASKS

- a) CAS implementation plan - Review and evaluate all phases and changes.
- b) Assist in review and evaluation - Evaluate functional requirements and implementation strategies.
- c) Special studies - Respond to COTR needs relative to issues of time critical concern to the installation and implementation of the CAS.
- d) Installation Review - Evaluate and participate in the CAS installation and updating in the operational environment.
- e) Provide product expertise and assistance - Participate in the integration of CAS into the IDMS/R environment.

3.0 DELIVERABLES

The contractor(s) shall provide reports to the COTR, or his/her designee, including, but not limited to the following:

- a) Progress will be informally reported weekly.
- b) A written weekly evaluation of progress will be produced within five (5) working days of the weekly informal report. As a minimum, the weekly report will contain a synopsis of accomplishments and progress, problems identified, proposed solutions, plans for the next period, and number of hours to be charged to the contract.
- c) Provide written reports and briefings, as directed by the Government, on the results of specific tasks or studies that include as a minimum; objective of the task or study, methodology used, summary of analytical results, detailed results, conclusions, and recommendations.

- d) All documentation, reports, and briefings become the sole property of the Government.

4.0 CONTRACTOR QUALIFICATIONS AND EXPERIENCE

The contractor(s) shall have an in-depth functional knowledge of Cullinet's CAS and all related software. The contractor(s) shall have prior experience in implementing CAS and has been involved in all phases of planning and implementation.

Clearance Requirements: Due to the nature of the work, the contractor(s) shall be required to have a Top Secret Industrial Security Staff Approval (TS/ISSA). A TS/ISSA is based upon a full field investigation and a polygraph interview. The polygraph is a condition precedent to the issuance of a TS/ISSA and is treated as an integral part of the Government's investigation.

5.0 SCHEDULE

The schedule (TBD) is dependent upon the particular program or task being contracted for.

5.1 AMMENDMENTS

Any or all parts of this SOW may be changed at the convenience of the Government prior to contracting for the services outlined.