

## Continuous Diagnostics and Mitigation (CDM) Approved Products List (APL) Product Submission Instructions

This document outlines the submission instructions and evaluation process an offeror shall follow in order to request products be added<sup>1</sup>, deleted, and or modified on the CDM APL. Each offeror is responsible for submitting to DHS any products requested to be added to or modified on the CDM APL (and receive technical acceptance) prior to requesting a modification to their schedule contract or an offer. Deletions do not require a technical evaluation.

The following assumptions for the product family must be met in order to submit additions/modifications to the CDM APL:

1. Government base – demonstrated list of government customers
2. Technical Readiness Level of 9<sup>2</sup>

### **Submission**

Submissions to modify the CDM APL will be accepted by DHS on a monthly basis. Offerors can submit to DHS starting the Monday of the first full or partial week of the month, with submissions being accepted through Friday of that week.

(Ex. November 2017 is a partial week – Submissions will begin Monday, October 30, 2017 and end on Friday, November 3, 2017)

- The offeror shall submit the package for review to [CDM.ARM@HQ.DHS.GOV](mailto:CDM.ARM@HQ.DHS.GOV). A separate package is to be submitted for each Product Family. Please use the following subject line for submission: CDM APL Submission: Company, ProductManufacturer, ProductFamily, DateofSubmission (YYYY-MM-DD)

The package shall include the following:

- (1) Completed CDM APL Submission Form
- (2) Supporting Documentation (see (3) a. b. and c. below.\*
  - DHS will conduct a conformance review on the package to ensure:
    - (1) The CDM APL Submission Form is complete
    - (2) All required supporting documentation has been provided and is complete\*
    - (3) Supporting documentation includes the following:\*\*\*
      - a. VPATs (to include 508 testing results)
      - b. GSA Approved Commercial Supplier Agreement Terms
      - c. Supply Chain Risk Management (SCRM) Plan questionnaires are complete:
        - i. Product Assurance
        - ii. Supplier Management
- (4) If submission fails conformance, DHS will notify the offeror and provide areas of non-conformance for re-submission. Offeror can re-submit within the submission period, or wait until the following month's submission period.
- (5) If submission passes conformance, DHS will proceed forward with the technical evaluation of the submission.

\*Not necessary for submissions with ONLY deletions

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<sup>1</sup> Products will be added to the APL if they have been validated by the Government to meet the CDM capability functional requirements proposed.

<sup>2</sup> Technology Readiness Assessment (TRA) Guidance. U.S. Department of Defense, April 2011

\*\*Disclaimer: The Department of Homeland Security (DHS) Continuous Diagnostics and Mitigation (CDM) Approved Products List (APL) is managed outside of the General Services Administration (GSA) Information Technology (IT) Schedule 70 solicitation; however, only those products on the APL can be added to the CDM SIN via modification or offer.

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APL Product Submission Summary

Type of Product Submission(s)	Requires CDM APL Submission Form	Requires Supporting Documentation	Requires Technical Evaluation
Add Product(s)	✓	✓	✓
Modify Product(s)	✓	✓	✓
Delete Product(s)	✓		

**Technical Evaluation**

DHS will conduct a technical evaluation of the completed CDM APL Submission Form.

The Technical Evaluation consists of the following:

(1) Tool Capability Validation

- a. Ensure all CDM Common Requirements are met
    - i. Scaling (up to 1 million objects)
    - ii. Operate in secure manner protecting data in transit and at rest
    - iii. Demonstrate CDM level of interoperability for information delivery
    - iv. Operate within the timelines (72 hour data currency) and completeness (covering at least 90% of target objects)
    - v. Support Reporting Groups
    - vi. Support Policy Decision mechanisms
  - b. Validate offeror meets tool capability requirements<sup>3</sup> (as applicable) to proposed subcategories
  - c. For Emerging Technologies<sup>4</sup> – validation of written narrative/justification to include description of capability if not in CDM Technical Capabilities Volumes.
- If deemed acceptable, DHS will notify the offeror via email that the product has been approved and will be added to the CDM APL. Notification includes courtesy copy to [schedule70CDMSIN@gsa.gov](mailto:schedule70CDMSIN@gsa.gov). Notification will include GSA FAStLane instructions to the offeror to request a modification to the schedule contract or submission of offer. The offeror is responsible for submitting a formal modification request or offer through the e-mod/e-offer system. The offeror should also notify GSA Schedule 70 of any modifications to their APL.

Note: The CDM APL will be updated by the end of each month, giving offerors subsequent time to review and prepare for submissions the following month.

- If deemed not-acceptable, DHS will notify the offeror and identify areas of non-acceptance. Offeror can re-submit the following month for addition to the CDM APL.

GSA is responsible for the final approval to add products to the CDM Tools SIN and associated offerings or award offer. This includes Commercial Supplier Agreement Terms and Letters of Supply (LOS) if not the original manufacturer, and in accordance with GSA’s solicitation requirements.

For any questions or comments – please contact the DHS CDM Program Management Office (PMO), Acquisition and Requirements Management (ARM) for more information at [CDM.ARM@HQ.DHS.GOV](mailto:CDM.ARM@HQ.DHS.GOV).

<sup>3</sup> Tool Capability Requirements are referenced in the following documents: (1) CDM Technical Capabilities, Volume One, Defining Actual and Desired States and (2) CDM Technical Capabilities, Volume Two, Requirements Catalog.

<sup>4</sup> Emerging Tools and Technology is not intended to address Phase 4, but future requirements.