



## **Risk Management Framework (RMF) Services (Certification & Accreditation)**

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### **GSA Blanket Purchasing Agreements Ordering Guide 2011**



## Strategic Solutions Contract Operations Division

The General Services Administration (GSA), Federal Acquisition Service (FAS), Integrated Technology Service (ITS), Strategic Solutions Contract Operations Division offers a portfolio of pre-competed, Information Technology (IT) solution Blanket Purchase Agreements (BPAs). The BPAs in this division are for specialized IT products and services.

*We make it easy for you, our customers, by providing:*

- Access to high-quality products and services from industry partners
- Pre-competed, multiple-award BPAs
- Shorter procurement lead times
- Socioeconomic credit through Federal Procurement Data System – Next Generation (FPDS-NG) reporting
- Customer-focused staff with experience in technology acquisition

How to reach us:

### **GSA Procuring Contracting Officer (PCO):**

Michael W. Hargrove

[michael.hargrove@gsa.gov](mailto:michael.hargrove@gsa.gov)

703-306-7701

### **GSA Contracting Officer's Representative (COR):**

Pebble L. Randolph

[pebble.randolph@gsa.gov](mailto:pebble.randolph@gsa.gov)

703-306-7594

### **GSA Project Manager (PM):**

William T. Bowen

[william.bowen@gsa.gov](mailto:william.bowen@gsa.gov)

703-306-6359

### **Department of Homeland Security (DHS) Technical Point of Contact (TPOC):**

Timothy J. McBride

[timothy.mcbride@dhs.gov](mailto:timothy.mcbride@dhs.gov)

703-235-5215

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## 1.0 Introduction

### RMF Ordering Guide

The RMF BPAs were competitively awarded by GSA, in accordance with Federal Acquisition Regulation (FAR) 8.405-3, to provide ordering activities with RMF service offerings at discounted prices and to facilitate the following:

**Services Pricing** – BPA holders were required to provide detailed pricing for explicitly defined, standardized services, so customers can easily compare pricing for a single service across BPA holders. Additional discounts may also be obtained at the task order level.

**Standardized Requirements** – BPA holders are required to meet standardized technical and security requirements.

**Comprehensive Services from a Single Task Order** – Customers can obtain RMF C&A services using a single, fixed-price task order.

**Proven Acquisition Excellence** – RMF BPAs will be administered using GSA’s proven acquisition processes to ensure compliance and efficiency. RMF BPA holder reporting requirements have already been established to make it easy for BPA users.

#### Services:

Risk Management Framework Services, Certification & Accreditation (RMF CA) is a major feature of the President’s initiative to attain secure IT systems. There are six (6) steps to the RMF process:

- Categorize Information System
- Select Security Controls
- Assess Security Controls
- Implement Security Controls
- Authorize Information System
- Monitor Security Controls

Risk Management Framework Services, Certification & Accreditation, Blanket Purchase Agreements improve the level of Information System Security across Government by eliminating duplication of effort, increasing aggregate expertise, and reallocating resources to fulfill mission related requirements and maintain a focus on Executive Agencies.

The Information Systems Security Line of Business (ISSLOB), an Office of Management and Budget (OMB) E-Gov initiative, through working groups identifies optimization and consolidation opportunities for Federal investments in order to reduce Government costs, improve citizen services, and provide an efficient approach to the production, maintenance,

and use of IT data. The ISSLOB strives for effective and efficient development, provisioning, and interoperability of RMF CA services, with the mission of serving the Nation's best interests and successfully meeting the goals of U.S. Federal agencies.

**Synopsis:**

The GSA established multiple BPAs for RMF CA offerings on behalf of the ISSLOB.

The RMF CA BPAs were awarded competitively against GSA Multiple Award Schedule (MAS) 70 contracts. It is the responsibility of the ordering activity contracting officer to ensure compliance with all applicable fiscal laws prior to issuing an order under a BPA, and to ensure that the selected BPA holder provides the best value for the requirement being ordered.

**Funds obligation:** These BPAs do not obligate any funds. Funds will be obligated on Task Orders issued by ordering activities.

**Authorized BPA Users:** Orders may be placed under this BPA by sources identified under GSA Order, ADM 4800.2G, *Eligibility to Use GSA Sources of Supply and Services* ([Eligibility to Use GSA Sources of Supply and Services](#)), dated 16 FEB 2011, provides detailed information regarding the agencies and organizations that are eligible to use GSA sources), United States Federal agencies, Department of Defense (DoD) components, State, Local, and Tribal Governments, and cost-reimbursement Contractors authorized to order in accordance with FAR Part 51. For the purposes of this agreement, a DoD component is defined as: the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense (DoD IG), the Defense Agencies, the DoD Field Activities, the U.S. Coast Guard, and the Intelligence Community. GSA or other applicable ordering organizations/agencies are authorized to place orders under this BPA on behalf of DoD end users and must comply with Defense Federal Acquisition Regulation Supplement (DFARS) 208.7400.

**Award Date:** 06/10/2011

**Expire Date:** 06/09/2014

**Period of Performance:** 3 years

**General Information Website:** [www.gsa.gov/rmf](http://www.gsa.gov/rmf)

**RMF CA Services List:**

See each RMF CA BPA, CLIN Pricing Table, BPA Attachment 1, for vendor-specific pricing

## 2.0 BPA Reporting

The predefined reporting requirements for the RMF CA BPAs are shown below:

Report(s)	Due Date	Report Initiator	Recipient(s)
Written notification of new, Fully Executed Task Order (includes –Task Order Name and Number; Name of Funding Agency POC; Name of Award Agency POC; Period of Performance; Estimated dollar value). Complete copy of task order.	Within ten (10) days of Task Order award	BPA Holder	BPA Contracting Officer BPA Project Manager
Quarterly Report of Sales for RMF Services	No later than (NLT) 15 days after the end of each quarter (April, June, September, and December)	BPA Holder	BPA Contracting Officer BPA Project Manager
Task Orders utilizing Recovery Funds	NLT Day 10 after the end of each quarter (April, June, September, and December)	BPA Holder	<a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a>

### **3.0 Seven Steps to Order from RMF CA BPAs**

This section provides seven simple steps necessary to place an order under the RMF CA BPAs. A representative from GSA is available to answer any questions that may arise.

#### **3.1 Scope Determination**

##### **Establish Ordering Activity Requirements**

First, determine if the requirement is within scope of the RMF CA BPAs, as defined by RMF CA BPA Attachment 2, Attachment 2, RMF CA MOD 1 RFQ ATCH 1 070210 (NIST 800-37, Rev 1), and BPA Attachment 3, *Determining System Certification & Accreditation Levels of Effort*.

**NOTE:** Contractor performance under this BPA shall require completion of Contract Line Item Number (CLIN) 0001, Pre-C&A documentation review and size/complexity confirmation per Federal Information Processing Standards (FIPS) 199 & 200 (boundary and scope validation), which includes a review of system design documentation, security plans, and Continuity of Operations (COOP)/Disaster Recovery Plans prior to commencing any other CLIN.

#### **3.2 Prepare Statement of Work (SOW)**

FAR 8.405-2, "Ordering procedures for services requiring a statement of work", applies.

When drafting your requirements, some salient points to consider:

- Scope of work to be performed
- Performance objectives
- Technical requirements
- Deliverables

##### **Location of Work**

Ordering activities shall identify the primary Place of Performance.

##### **Period of Performance**

The term of the RMF CA BPA(s) is three (3) years: 06/10/2011 through 06/09/2014.

RMF CA BPAs were awarded under current MAS 70 Contracts. The last date to issue an Order under an RMF CA BPA is 06/09/2014. The maximum Period of Performance for any RMF CA BPA Order is thirty-six (36) months.

### 3.3 Prepare Request for Quote (RFQ)

**Ordering under these BPAs is decentralized.** Follow your agency's procedures for preparing an RFQ and follow any internal policy and procedure related to acquiring IT services. Consider the following topics:

#### Task Order Value & Funding Type

Estimate the value of the order.

If the intent is to use Recovery Act funding in whole or in part, an informational posting of the RFQ in FedBizOpps (FBO) ([www.fbo.gov](http://www.fbo.gov)) [ref FAR 5.704 and 8.404(e)] is required.

#### Evaluation Criteria

In crafting best value evaluation factors, consider including some combination of technical capability, price, and past performance. All orders will be fixed price.

#### Solicitation Attachments

The following, in addition to the RMF CA BPA Attachments, were included in the RMF CA solicitation and formed the basis for the technical and price quotations submitted by RMF CA BPA holders, and provide Ordering activities comprehensive Order-level information.

- Sample Format for Service Level Agreement



RMF CA Appendix B  
052810.doc

- Table of Security Deliverables and References



RMF CA Appendix C  
052810 - final.doc

- Travel Authorization Request



RMF CA Appendix F  
052810.doc

- NIST SP 800-37 vs. NIST SP 800-37 Rev. 1 Comparison Chart



RMF CA Appendix G  
052810.doc

- Risk Management Framework Security Assessment Services Request Package



RMF CA Appendix I  
052810.xls

### 3.4 Issue RFQ

FAR 8.405-3(c), *Ordering from BPAs*, and FAR 8.405-3(c)(2), *Multiple-award BPAs*, apply, in concert with the ordering activity's specific rules, regulations, policies and procedures, as follows:

**Ordering from BPAs.** The procedures in FAR 8.405-3(c) are required for BPAs established after May 16, 2011.

*Multiple-award BPAs.*

**(i) Orders at or below the micro-purchase threshold (\$3,000).** The ordering activity may place orders at or below the micro-purchase threshold with any RMF CA BPA holder that can meet the agency needs. The ordering activity should attempt to distribute any such orders among the RMF CA BPA holders.

**(ii) Orders exceeding the micro-purchase threshold (\$3,000), but not exceeding the simplified acquisition threshold (\$150,000).**

The ordering activity shall provide the RFQ (including the statement of work and evaluation criteria) to at least three RMF CA BPA holders or document the circumstances for restricting consideration to fewer than three RMF CA BPA holders based on one of the reasons at FAR 8.405-6.

**(iii) Orders exceeding the simplified acquisition threshold (\$150,000).**

Unless a justification is prepared and approved in accordance with FAR 8.405-6, the ordering activity shall—

- (1) Provide an RFQ to all RMF CA BPA holders offering the required supplies or services under the multiple-award RMF CA BPAs, to include a description of the supplies to be delivered or the services to be performed and the basis upon which the selection will be made;
- (2) Afford all RMF CA BPA holders responding to the RFQ an opportunity to submit a quote;
- (3) Fairly consider all responses received and make award in accordance with the selection procedures.

### 3.5 Evaluate RFQ Responses

After the RFQ Close Date, evaluate all responses received using the evaluation criteria specified in the RFQ [see FAR 8.405-2(d) for additional guidance on this topic] and select the BPA holder that represents the best value.

#### Price Reductions

Ordering activities shall seek a price reduction when the Order exceeds the simplified acquisition threshold (\$150,000).

### 3.6 Award Task Order

Place the order as you would for any other fixed-price MAS task order in accordance with FAR 8.406-1, *Order placement*.

## Documentation

In accordance with the BPA and FAR 8.405-2(e), ordering activities will document the following:

- Note the BPA holder receiving the Task Order & all BPA holders considered
- Description of what was purchased and agreed upon pricing
- The evaluation methodology used in selecting the BPA holder to receive the Task Order
- The rationale for any tradeoffs in making the selection
- The price reasonableness determination required by FAR 8.405-2(d)
- The rationale for using other than a performance-based order

## Helpful Hints

- Make sure that the BPA number, the BPA holder's name, and Schedule Contract Number are included on all orders. Refer to FAR 8.406-1 for information to be included on orders.
- Award Notices for orders placed under this BPA which are funded in whole or in part by the American Recovery and Reinvestment Act of 2009 (Pub. L. 11-5) will follow the procedures in FAR 5.705.

## 3.7 Administer Task Order

The RMF CA BPA requires that the ordering activity Task Order Contracting Officer use all standard task order administration practices such as:

- Surveillance and monitoring
- Performance Assessment
- Timely invoicing processes

#### 4.0 RMF CA BPA Holder Contact Information

Apptis Inc  
4800 Westfields Boulevard  
Suite 1  
Chantilly VA 20151-2293  
703-579-0702  
[john.kronkaitis@urs.com](mailto:john.kronkaitis@urs.com)  
Socio-economic Size: Large Business  
RMF CA BPA: GS00Q11AEA0014  
MAS 70: GS35F0586V  
CAGE: 6Z424  
DUNS: 116207978  
TIN: 541251160

Booz Allen Hamilton Inc  
8283 Greensboro Drive  
McLean VA 22102-4904  
703-377-7957  
[payne\\_raymond@bah.com](mailto:payne_raymond@bah.com)  
Socio-economic Size: Large Business  
RMF CA BPA: GS00Q11AEA0016  
MAS 70: GS35F0306J  
CAGE: 17038  
DUNS: 006928857  
TIN: 362513626

Deloitte Consulting LLP  
1725 Duke Street  
Alexandria VA 22314-3456  
703-251-1295  
[jdigby@deloitte.com](mailto:jdigby@deloitte.com)  
Socio-economic Size: Large Business  
RMF CA BPA: GS00Q11AEA0018  
MAS 70: GS35F4338D  
CAGE: 1TTG5  
DUNS: 019121586  
TIN: 061454513

DSD Laboratories Inc  
75 Union Street  
Sudbury MA 01776-2279  
703-385-5298  
[alippert@dsdlabs.com](mailto:alippert@dsdlabs.com)  
Socio-economic Size: Small Business  
RMF CA BPA: GS00Q11AEA0019  
MAS 70: GS35F4905H  
CAGE: OABU8  
DUNS: 175362755  
TIN: 042659094

G&B Solutions Inc  
1861 Wiehle Avenue  
Suite 200  
Reston VA 20190-7389  
571-313-7369  
[cread@gbsolutionsinc.com](mailto:cread@gbsolutionsinc.com)  
Socio-economic Size: Large Business  
RMF CA BPA: GS00Q11AEA20  
MAS 70: GS35F0597L  
CAGE: 1U3Z0  
DUNS: 018421227  
TIN: 542024458

Global Network Systems of Maryland  
2400 Research Boulevard  
Suite 115  
Rockville MD 20850-6223  
301-921-4467  
[ssharp@gns-us.com](mailto:ssharp@gns-us.com)  
Socio-economic Size: SBA Certified 8(a), Woman-Owned Business  
RMF CA BPA: GS00Q11AEA0022  
MAS 70: GS35F0582M  
CAGE: 1WUH8  
DUNS: 042911474  
TIN: 522221637

Kadix Systems LLC, a DRC Company  
3033 Wilson Boulevard  
Suite 200  
Arlington VA 22201  
703-236-0920  
[GSARiskMgmt@drc.com](mailto:GSARiskMgmt@drc.com)  
Socio-economic Size: Large Business  
RMF CA BPA: GS00Q11AEA0027  
MAS 70: GS35F0350P  
CAGE: 3DGQ1  
DUNS: 127327877  
TIN: 542060505

Knowledge Consulting Group Inc  
11710 Plaza America Drive  
Suite 250  
Reston VA 20190-4741  
703-467-2000  
[sherrie.nutzman@knowledgecg.com](mailto:sherrie.nutzman@knowledgecg.com)  
Socio-economic Size: Small Business  
RMF CA BPA: GS00Q11AEA0028  
MAS 70: GS35F0448N  
CAGE: 1STL5  
DUNS: 007232429  
TIN: 541981537

SecureInfo Corporation  
211 North Loop  
Suite 200  
San Antonio TX 78232-1252  
210-403-5610  
[pete.anderson@secureinfo.com](mailto:pete.anderson@secureinfo.com)  
[Leila.harden@secureinfo.com](mailto:Leila.harden@secureinfo.com)  
Socio-economic Size: Small Business  
RMF CA BPA: GS00Q11AEA0030  
MAS 70: GS35F0509W  
CAGE: 02HQ6  
DUNS: 008018504  
TIN: 742804679

Securicon LLC  
5400 Shawnee Road  
Suite 206  
Alexandria VA 22312-2300  
703-914-2780 EXT 101  
[paul.hurley@securicon.com](mailto:paul.hurley@securicon.com)  
Socio-economic Size: Veteran-Owned Small Business  
RMF CA BPA: GS00Q11AEA0031  
MAS 70: GS35F0689R  
CAGE: 3E2B8  
DUNS: 118254015  
TIN: 141867421

Tantus Technologies Inc  
501 School Street SW #800  
Washington DC 20024-2708  
202-567-2772  
[gcioffi@tantustech.com](mailto:gcioffi@tantustech.com)  
Socio-economic Size: Small, Disadvantaged, 8(a) Business  
RMF CA BPA: GS00Q11AEA0033  
MAS 70: GS35F0433W  
CAGE: 1Y5T6  
DUNS: 113006444  
TIN: 010715592

Telos Corporation  
19886 Ashburn Road  
Ashburn VA 20147-2358  
703-724-4547  
[maureen.cawthorne@telos.com](mailto:maureen.cawthorne@telos.com)  
Socio-economic Size: Large Business  
RMF BPA: GS00Q11AEA0025  
MAS 70: GS35F4315D  
CAGE: 0ZPY5  
DUNS: 056280621  
TIN: 520880974

Tetrad Digital Integrity  
1130 Connecticut Avenue  
Suite 425  
Washington DC 20036-3904  
202-337-5600  
[paul.innella@tdisecurity.com](mailto:paul.innella@tdisecurity.com)  
Socio-economic Size: Small Business  
RMF CA BPA: GS00Q11AEA0034  
MAS 70: GS35F0414U  
CAGE: 1UR58  
DUNS: 031585099  
TIN: 542029466

Veris Group LLC  
8229 Boone Boulevard  
Suite 750  
Vienna VA 22182-2623  
703-760-9161  
[dsvec@verisgroup.com](mailto:dsvec@verisgroup.com)  
Socio-economic Size: Small, Disadvantaged, 8(a) Business  
RMF CA BPA: GS00Q11AEA0035  
MAS 70: GS35F0621T  
CAGE: 36BY6  
DUNS: 184456155  
TIN: 202300601