

REQUEST FOR INFORMATION

Department of the Navy Technical, Management & Administrative Support Services For the Office of Chief Information Officer

1.1 DESCRIPTION

The office of the Department of the Navy Chief Information Officer (DON CIO) leads the Department of the Navy (DON) in establishing, communicating, and enabling implementation of policy, guidance, and plans for Information Management (IM), Information Technology (IT)/Cyberspace, and Information Resource Management (IRM), initiatives. The office provides a wide range of technical, management, and administrative services to communicate, coordinate, integrate, and align IT/cyber initiatives throughout the Department of the Navy (DON), as well as the Department of Defense (DoD). We are seeking industry input and comments on our requirements covering technical, analytical, management and administrative support services in support of the mission of the DON CIO office in its conduct of mission accomplishment.

1.2 THIS IS A REQUEST FOR INFORMATION (RFI) ONLY

This RFI is issued solely for information and planning purposes. It does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This RFI does not commit the Government to contract for any supply or service whatsoever. Further, the DON is not seeking proposals at this time and will not accept unsolicited proposals. Respondents are advised that the U.S. Government will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Submissions will not be returned. Small Businesses having the capabilities to perform the tasking below are encouraged to reply to this RFI. Failure to respond to this RFI does not preclude participation in any future RFP, if any is issued. If an RFP is issued, it will be synopsized on the Federal Business Opportunities (FedBizOpps) website at <http://www.fbo.gov>. The information provided in this RFI is subject to change and is not binding on the Government. It is the responsibility of potential offerors to monitor these sites for additional information pertaining to this requirement.

1.3 BACKGROUND

The DON CIO office requires contractor support providing project management, technical, administrative and functional support services. These services support the DON CIO in the areas of: Budget, Administration, Personnel, Audit Liaison, Knowledge Management, Website Content Management, Information Integrity, Navy Marine Corps Portal (NMCP), Common Access Cards (CACs), Business Process Reengineering, Records Management (RM), Library Services, Information Technology (IT)/Cyberspace Efficiency Initiatives and Realignment, Cyber/IT Workforce Management, Telecommunications (TELCOMM), Electromagnetic Spectrum, Enterprise Information Environment Mission Area (EIEMA) Portfolio Management, IT Service Management (ITSM)/IT Infrastructure Library (ITIL), and the Naval Networking Environment (NNE) Strategy and sub-strategy development efforts. The contractor shall provide written, technical and functional area expertise and support required for the DON CIO and staff and other DON, Department of Defense (DoD), Federal, Industry, Academia, and international working groups and committees. In addition, the contractor shall provide subject matter expertise in Systems Registration, Certification and Accreditation, Section 508, Enterprise Licensing, Portal Migration, Data Center Consolidation, Enterprise Architecture Development & Integration, Network and Infrastructure Policy, Emerging technologies and Enterprise Services, Data Management, Standards, Information Assurance (IA) Policy and oversight, Privacy, Civil Liberties, Critical Infrastructure Protection (CIP) Policy, Critical Infrastructure

Assurance Officer (CIAO) support, physical and cyber Integrated Vulnerability Assessments (IVAs), Consequence Management (CM) reviews, Electromagnetic Spectrum Policy, Wireless policy, Strategic Planning, IM/IT/IRM and Cyberspace Performance Measurement and Metrics, Implementation Planning, Capital Planning, IM/IT/IRM and Cyberspace Budget liaison, Enterprise Information Environment Mission Area (EIEMA) Portfolio Management, and Enterprise IT Communications.

The following eleven (11) categories are an overarching representation of DON CIO requirements. The contractor will provide support to the DON CIO office in:

A. COMPLIANCE REVIEW

Provide technical, functional and project management expertise required to support statutory and regulatory compliance efforts (e.g. Clinger-Cohen Act (CCA), Section 508, Federal Information Security Management Act (FISMA), and Privacy Act).

B. DOCUMENTATION MANAGEMENT

Provide technical and functional expertise required for preparation and maintenance of draft and final documentation products.

C. EXTERNAL SUBJECT MATTER EXPERT (SME) REPRESENTATION

Provide technical and functional subject matter expertise required to support external coordination with the Office of Management and Budget (OMB), Defense Components and other Federal agencies, the Federal Chief Information Officers (CIO) Council, the DoD CIO Executive Board and other public/private sector liaisons.

D. FINANCIAL/BUSINESS MANAGEMENT SUPPORT

Provide functional expertise required to administer internal/external processes and procedures in accordance with OMB and DoD directives.

E. POLICY CREATION

Provide technical and functional expertise in support of the creation of DON CIO strategies, policies and procedures, including coordination as required within the Office of the Secretary of the Navy (SECNAV), with DON Deputy CIO Navy (i.e., OPNAV N2/6), DON Deputy CIO Marine Corps (i.e., HQMC C4), Combatant Commanders (COCOMS), and other organizations as appropriate.

F. POLICY REVIEW

Provide technical and functional expertise in support of the review of International, National, Federal and DoD policies and procedures. Provide recommendations to the DON CIO related to the implementation of International, National, Federal and DoD policies.

G. PROGRAM MANAGEMENT/SUPPORT

Provide technical and administrative expertise as required to execute IM/IT, IRM and cyberspace strategic plans and implement IM/IT, IRM and cyberspace policy.

H. PUBLICATIONS/TRAINING MATERIAL/IM/IT/IRM AND CYBERSPACE TOOLS

Provide technical, functional and artistic expertise required for creation and production of training materials, publications, presentations, and tools.

I. RESEARCH and ANALYSIS

Provide technical and analytical expertise required for research within a wide range of complex IM/IT, IRM and cyberspace topics.

J. WEBSITE/COLLABORATION TOOL CREATION & MAINTENANCE

Provide technical and functional expertise required for collaborative website drafting, creation and maintenance.

K. WORKING GROUP SUPPORT

Provide technical, functional, administrative, and facilitation expertise required to support DON CIO in DON, DoD, Federal, Academia, and international IT working groups and committees.

1.4 DON CIO Requirements

A. Operational (OPS) Support

The contractor shall:

- Provide administrative support, including typing, managing calendars, escorting and greeting visitors, and entering travel information for DON CIO executive staff into the Defense Travel System.
- Process incoming/outgoing correspondence via automated and semi-automated tracking systems.
- Coordinate meeting and travel schedules at the executive level (DON CIO and DON Deputy CIO).
- Provide financial management support in the area of budget execution and tracking. Included is the creation of documents and spreadsheets related to DON CIO internal and external business operations.
- Coordinate with the Department of the Navy Human Resource (HR) specialists to process various personnel-related actions and documents.
- Provide support to Navy Marine Corps Intranet (NMCI) or its successor network. Manage IT trouble tickets and work with the IT Division for resolution.
- Provide video teleconferencing (VTC) and audio/visual support and troubleshooting.

B. Enterprise IT Communications (COMMS) Support

The contractor shall:

- Draft DON CIO public relations and informational releases in support of DON CIO's policies and strategies.
- Assist DON CIO in reviewing written communications including responses to Congressional Inquiries and Government Accountability Office and Naval Audit Service audits, articles, plans, strategies, Naval Messages, etc.
- Assist DON CIO in gathering information and presenting it in a manner that is clear, concise, and easy to understand for non-technical audiences.
- Assist DON CIO in coordination and liaison with Chief of Information (CHINFO), HQMC Public Affair Officer (PAO), DoD and Service PAO, and Federal agencies.
- Prepare graphical presentation(s) of information, from draft to final output, for all levels of DON CIO management and staff. Includes the creation of a wide variety of products that contain a combination of written and graphical elements, including web-based presentations, brochures, flyers, posters, and programs.
- Create design and layout for CHIPS Magazine cover and articles for hard copy magazine and CHIPS Magazine online edition.
- Create for government approval and assist in implementing a communications strategy for DON CIO IM, IT/cyber initiatives in accordance with the goals and objectives of the plan that describes the DON IM/IT/Cyber goals and objectives.
- Provide ongoing and rapid creation of a variety of multi-media communication products.
- Provide planning and onsite facilitation of DON CIO sponsored conferences, events, and meetings.
- Provide support, including registration and synopses at DON CIO meetings.
- Draft, create and maintain web-based Community of Practice and collaboration sites, wikis, and other working group sites.
- Provide technical support for DON CIO websites, web server, application, and database administration.
- Develop standard professional documentation and templates for DON CIO developed strategy, vision, and planning documents.

C. Enterprise Architecture & Emerging Technology (EA&ET), and Information Technology (IT) Portfolio Repositories

The contractor shall provide technical expertise and support, project management support, and IT portfolio repository system operations and maintenance support to execute CIO architecture and portfolio responsibilities as specified in Federal, DoD, and DON policy and instructions, specifically the SECNAV Instruction 5230.14, "Portfolio Management," the Clinger-Cohen Act, and OMB A-130. This support shall include expertise and knowledge in the areas of Enterprise Architecture (EA), standards, IT infrastructure, data strategy, and emerging technology.

More specifically, the contractor shall:

- Provide technical expertise in the areas of enterprise architecture, standards, IT infrastructure, and emerging technology.
- Support the development of standard operating procedures that leverage the existing decisional processes of Planning, Programming, Budgeting, and Execution (PPBE), Joint Capabilities Integration and Development System (JCIDS), and Defense Acquisition System (DAS), to ensure that IT investments are managed collectively as capabilities that yield economies of scope and scale; are integrated with investment programs in the PPBE process; and, support current strategic guidance and policies.
- Provide support and advice on issues regarding CCA, IM/IT/IRM and alignment of IT Portfolio Management (IT PFM) investments to business priorities and assigned missions.
- Provides support for IT Portfolio Management in support of the EIEMA. Assist with coordination and streamlining of EIEMA efforts with the DON Deputy CIO (Navy) and DON Deputy CIO (Marine Corps) to better manage the service's IT PFM requirements.
- Coordinate, as directed, with Navy and Marine Corps and service Functional Area Managers (FAM) to develop EIEMA policies and transition plans for the EIEMA Portfolio.
- Provide doctrine/policy support for the Naval Networking Environment (NNE); specifically, development of sub-strategies and functional components in the areas of Dynamic Network Security, Investment Management/Strategic Sourcing, Electronic Stewardship/Energy savings, Critical Infrastructure Protection, Emerging Technology, Enterprise Services, Data/Information Value Chain, Cyber/IT Workforce and Talent Management, Unified Capabilities, DON Enterprise Architecture, Information Technology (IT)/Cyberspace Efficiency Initiatives and Realignment, Data Center Consolidation, IT Services Management/IT Infrastructure Library framework, and IT Asset management.
- Draft for government approval, proposed strategies, policy, guidance, and implementation plans and processes for architecture.
- Assist in reviewing responses to inquiries from organizations such as Congress, GAO, Naval Audit Service, OMB, and the Office of the Secretary of Defense (OSD) related to architecture.
- Review draft strategies, policy, guidance, and implementation processes from outside organizations such as the DoD, the Federal Government, the DON, the Navy, and the Marine Corps and provide recommendations regarding the draft/proposed strategies, policies, guidance, and implementation processes related to architecture, IT/ Cyberspace Efficiency Initiatives and Realignment and other initiatives.
- Draft for government approval, architecture, data strategy, and other standards; and provide support for emerging technology initiatives.
- Provide the government with administrative support services for the day-to-day operations and maintenance of the DON and DoD authoritative IT portfolio repositories.
- Provide the government with administrative support services for the day-to-day coordination of enterprise architecture, data strategy, and IT infrastructure initiatives.
- Provide expertise and services to operate and maintain the DON Enterprise Architecture.
- Advise and assist the government/DON CIO staff in efforts to create and use architectures, and comply with policy and processes throughout the Federal Government.
- Assist DON CIO staff at DON, DoD, Service-level, Functional Area, and Federal working groups and committees. Attend these working group and committee meetings, when appropriate.
- Support government personnel participation in designated trade shows, forums, and training sessions.
- Maintain EA&ET Team content on the DON CIO web portal, INTELINK, Defense Knowledge Online (DKO),SYSCOM Architecture Development and Integration Environment (SADIE), DoD IT Portfolio

Repository (DITPR – DON) and Defense Automated Document Management System (DADMS), and respond to all applicable inquiries involved with this and related content.

- Provide technical expertise in support of DON, Navy, and Marine Corps Functional Area Managers in execution of their responsibilities to create and use EA and IT portfolios, to include reviews of acquisition, budget, and architecture documents such as Integrated Support Plans (ISP), Clinger-Cohen ACT Certifications, OMB Exhibit 300s, Exhibit 53s, Business Transformation Agency compliance requirements, Enterprise Architecture compliance requirements and Data Architectures.
- Support the DON CIO through program management support and make recommendations for leveraging the DON CIO "IT Solution Center" COI on Defense on Line (DOL) to facilitate vertical & horizontal integration opportunities.
- Support the DON CIO in chartered Open Source Software (OSS) Policy Working Group (PWG).
- Support the DON CIO in providing support for the various DON Service-Oriented Architecture (SOA) Transformation Group (TG) Tiger Teams and their deliverables. Draft DON SOA/Web Services Policy and Guidance documents.

D. Investment Management (IM) Support

The Investment Management Team is responsible for drafting IT policies and processes for the DON to ensure ongoing compliance with all applicable legislation and guidance including, but not limited to, the Clinger-Cohen Act, the Paperwork Reduction Act, National Defense Authorization Acts requirements, President's Management Agenda items and OMB Circulars A-130 and A-11. The team is also responsible for DON IM/IT investment planning that will establish investment priorities and serve as the basis for determining the validity of DON IM/IT expenditures across all mission areas.

The contractor shall:

- Identify best practices for innovative investment strategies by collaborating with other Military Departments, Office of the Secretary of Defense (OSD), Federal agencies and industry.
- For government approval, prepare, present, review the IT infrastructure portion of DON's IT budget submission to OSD, OMB, and Congress, in collaboration with Assistant SECNAV (ASN) Financial Management & Comptroller (FM&C).
- Prepare material to assist and support the DON CIO staff in evaluating service budget and Program Objective Memorandum (POM) process reviews and prepare recommendations for POM and IT budget adjustments.
- Evaluate the DON Enterprise Portfolio of systems and applications.
- Draft for government approval, DON guidance and policy concerning the capital planning process and portfolio management for IT investments.
- Provide support to DON CIO staff for all Development/Modification Investment Review Board and certification processes.
- Support DON Enterprise investment decision making bodies and processes.
- Provide support of DON compliance for Sec 332 of the FY 2005 and on 2009/2010 National Defense Authorization Act (10 US Code 2222), for Tiers 1-4 and Non Tier.
- Review, prepare, and support the Department's investment and certification process using the Department's authoritative databases.
- Draft for government approval, DON, and DON CIO policy and guidance for IT acquisition oversight relative to CCA compliance.
- Assist government personnel to evaluate IT programs and projects for Clinger-Cohen Act compliance and to assess cost and schedule performance, risk management, and financial management to include participation in program level reviews and meetings. This support will be part of the evaluation process DON CIO uses to advise the SECNAV on IT program performance.
- Review Defense authorization/appropriation legislation for impact on DON IT equities; brief DON CIO leadership and prepare reclaims as directed.
- Assist DON CIO staff in reviewing testimony for appearances before Congress.

- Support DON CIO staff in preparing briefing material on IT programs and legislation.
- Support DON CIO review of Navy ERP, Financial Management Program (DON implementation) and Program Executive Officer (PEO) Enterprise Information Systems (EIS)/NMCI's Business Processes System capabilities to assess alignment, determine gaps and overlaps.

E. IT Portfolio Repository Development, Services, and Support

The contractor shall provide developmental support services for DON and DoD IT portfolio repository systems.

The contractor shall:

- Perform functional and system requirements analysis to provide new and modified system capabilities.
- Design, prototype, test, and implement new and modified system functionality.
- Design, prototype, test, and implement new and modified metrics and reports.
- Design, prototype, test, and implement new and modified interfaces to external systems.
- Design, prototype, test, and implement new and modified auditing and change control tracking features.
- Design, prototype, test, and implement new and modified security and privileges models.
- Design, prototype, test, and implement new and modified net-centric, web-services based capabilities.
- Design, prototype, test and implement changes required to reflect new releases of the DoD and DON Enterprise Architectures.
- Design, prototype, test and implement new and modified capabilities to enhance data quality and traceability.

In addition, the contractor shall:

- Support user acceptance testing of prototyped and final capabilities.
- Provide user training for new and modified capabilities.
- Support the configuration control processes associated with prioritizing and adjudicating customer provided requirements.

F. Information Sharing (IS), Knowledge Management (KM), Records Management (RM), and Privacy Support

The DON CIO Information Sharing, Knowledge Management, Records Management and Privacy Team promotes and assists in advancing Departmental IS, KM, RM and Privacy implementation and training. The team creates IS and KM related plans, frameworks and strategies. The team also participates in and contributes to planning efforts of the Naval Network Environment.

The DON CIO provides strategic direction and oversight of DON Records Management and issues DON Records Management policy. The Team writes Records Management policy, coordinates RM manuals that provide specific RM guidance, issues annual reminders to the Department regarding RM, leads periodic evaluations of the DON RM program, and advises OSD RM officials of RM issues that may have broad implications across the DoD. The DON CIO also coordinates issues and policy for forms, information collection (reports), and libraries. These are all considered subsets of Records Management.

Coordination with OSD, other military departments and Federal agencies on IS, KM, RM, and electronic content management (ECM) are responsibilities of the DON CIO.

In support of KM and IS, the contractor shall:

- Draft policies, directives, briefings, and procedures related to IS, KM and electronic content management (ECM).

- Facilitate, manage, and administer KM initiatives to include KM tool development, support of KM communities of practice, KM conferences, and other KM related meetings.
- Facilitate, manage, and administer ECM initiatives to include support of ECM Integrated Process Teams, ECM working groups, and ECM related meetings.
- Establish and maintain a KM collaboration site through which KM support and innovation can be shared across the DON.
- Establish and maintain an ECM collaboration site through which ECM support and innovation can be shared by the members of ECM integrated product teams and working groups.
- Provide direct assistance to DON and Joint commands. The assistance includes but is not limited to, providing KM and IS advice, collaboration, and presentations, leading retrospect and knowledge capture interviews, coordinating peer assists, and developing knowledge assets.
- Conduct KM training and education courses at DON and Joint commands as required.

In support of **Records Management** initiatives the contractor shall:

- Draft for government approval DON RM strategies, policies, directives, briefings, manuals, and procedures.
- Draft for Government approval DON enterprise architecture (EA) standards related to Records Management of electronic information systems and others as directed.
- Review documents and write opinions, subject to government approval, of system compliance with EA rules 4 and 5 and others as required.
- Draft for government approval DON strategies, policies, and manuals for forms, information collection (reports) and DON libraries.
- Oversee, maintain and review DON Records Management policies, directives and manuals.
- Review and recommend approval of DON forms, information collection (reports), and library policies, directives and manuals.
- Attend, participate, and support RM initiatives and working groups to advance records compliance across the Department.
- Coordinate RM policy issues with the Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), and Secretariat.
- Draft and review electronic Records Management policy.
- Support DON CIO actions to issue an annual RM reminder to all DON personnel.
- Support periodic evaluations of the DON RM program.
- Support Records Management within the office of the DON CIO including use and training of the Records Management application.

In support of **Privacy and Civil Liberties**, the contractor shall:

- Draft for government approval, recommended Privacy and Civil Liberties - related policy, guidance, program planning, and process changes.
- Assist in maintaining the inventory of DON Systems of Records and Privacy Impact Assessments as required by the Privacy Act and E-Government.
- Evaluate and edit as necessary, the Defense Information Technology Portfolio Repository (DITPR) DON to maintain accuracy and completeness of IT systems that collect Personally Identifiable Information (PII).
- Assist DON CIO in participating at Federal, DoD, and DON Privacy and Civil Liberties - related forums. Produce meeting synopses when appropriate to document agenda, issues, and action items.
- Evaluate proposed Federal standards, Common Criteria Protection Profiles, and best practices, and then draft recommendations for government approval.
- Assist in studies and data calls to support the improved handling and safeguarding of personal information across the DON.
- Participate in various Privacy and Civil Liberties related activities such as: redress, monitoring and reporting, communication and outreach, component assessment, and compliance.

- Assist DON CIO in reviewing Congressional testimony and required reports including the annual and quarterly FISMA and responses to audits and Inspector General (IG) reports.
- As required, assist in reviewing Freedom of Information Act requests when there are privacy and or civil liberties implications.
- Assist in the collection, analysis, and reporting of all Navy and Marine Corps PII breaches. Make recommendations for government approval to address trends identified in analysis.
- Draft for government approval, metrics definition, collection and analysis procedures in support of DON Privacy and Civil Liberties oversight responsibilities.
- Assist in maintaining applicable website information as requested by government.
- Help create and maintain training courses as required by government.

G. DON IM/IT/Cyberspace Planning, Policy and Performance Measurement Support

The contractor shall:

- Provide project management and technical support to the DON CIO in the creation and implementation of draft strategies and initiatives.
- Participate in the planning and creation of draft IM/IT/Cyberspace and IRM policy, processes and procedures.
- Participate in the implementation of a draft IM and IT performance measurement framework that is responsive to the plan that describes the DON IM/IT/Cyberspace goals and objectives. This includes but is not limited to the development and implementation of a DON IM and IT Performance Measurement Program to ensure that the Navy and Marine Corps Teams investments in IM and IT are aligned to strategic vision, goals, and strategies with the expressed intent of delivering results.
- Draft for government approval, DON IM/IT/cyberspace strategies, plans, policy and procedures.
- Review and analyze Federal, DOD, DON, Navy, and Marine Corps policy and guidance documents including directives, instructions, handbooks, memorandum, orders, messages, etc.
- Document requirements for a full operational capability performance measurement program and facilitate business intelligence tool review and evaluation.
- Assist in the development of performance measures aligned with the plan that describes the DON IM/IT/Cyberspace goals and objectives that will allow the DON to assess progress against the plan, and support quarterly reporting and refinement of metrics.
- Extract functional, business, and resource requirements for the DON IM/IT performance management system and develop a supportable funding strategy for the program for inclusion in Presidential budgets.
- Assist in facilitating the establishment of standard data collection and reporting processes and mechanisms which support existing and under-development metrics.
- Assist in facilitating the development and management of a structured change management process to guide the review and authorization of changes to deployed metrics.
- Support DON CIO participation through coordination and response to the Federal CIO Council, Federal Credentialing Committees, Communities of Interest (COI) FORUM, and emerging Federal COI Working Groups.
- Support the DON CIO during web seminars, site visits, conferences and present briefings at appropriate workshops/meetings hosted by other Activities.
- Support the DON CIO in collaboration with Federal and DoD on OMB Legislation Change Requests.
- Provide DON CIO support for LSS methodologies including Value Stream Mapping, Risk Mitigation Planning, statistical analysis and modeling simulations, and Benefits Validation using LSS specific tools.
- Recommend process improvement areas and business rules leveraging new technologies, or DoD Services, that can be leveraged within DON.

H. Cybersecurity (CS) and Critical Infrastructure (CI) Support

The DON CIO Cybersecurity & Critical Infrastructure (CS&CI) Team is responsible for developing DON policy, strategy and guidance to protect and defend Naval information, networks, and critical infrastructures to maximize

mission assurance. The Team is responsible for overseeing DON implementation and compliance of Federal statutes, DOD and DON related policies and guidance in major DoD and DON information technology programs.

Support to the CS & CI Team involves two separate functional areas. Although the two areas integrate to support the holistic goal of the team, the skill sets required for each area are unique.

i. Critical Infrastructure Protection (CIP)

In support of **Critical Infrastructure Protection (CIP)**, the contractor shall:

- Develop, update and maintain an assessment for government approval of the performance of all responsibilities listed in SECNAVINST 3501.1 Series and the Quarterly Milestone Report to Office of the Secretary of Defense (Homeland Defense and America's Security Affairs) (OASD(HD&ASA)), and draft, update and maintain a plan of action and milestones for government approval for any assessed as substandard.
- Develop and maintain a process, up to the Top Secret/SCI classification level, for government approval and identify the remediation status of all outstanding significant vulnerabilities identified through Defense Critical Infrastructure Protection (DCIP) assessments of facilities that are DON owned or for which the DON is responsible.
- Review Risk Decision Packages (RDPs) submitted by the Services, prepare an analysis of its strengths and weaknesses, and draft the DON Critical Infrastructure Assurance Officer (CIAO) endorsement or response to the RDP up to the Top Secret/SCI classification as required.
- Assist DON CIAO in reviewing and providing responses to inquiries from organizations such as Congress, GAO, NAVAUDSVC, OMB, and the Office of the Secretary of Defense (OSD).
- Assist DON CIAO in participating at Federal, DoD, and DON CIP-related forums. Produce meeting synopses when appropriate to document agenda, issues, and action items.
- Monitor the DON's progress for the DCIP Execution Timeline and recommend DON CIAO actions needed to maintain the execution Timeline.
- Develop, update and maintain for government approval, a Plan of Action and Milestones (POA&Ms) for DCA submission from a DON CIAO perspective and monitor and report, at least monthly, on its execution.
- Review the Services' DON Critical Infrastructure Protection Program Quarterly Status Reports, provide the government an assessment of the report, and recommend whether the DON CIAO should respond and draft for government approval the DON CIAO response, and incorporate the reported information into metrics with history for CS&CI Team and DON CIAO information.
- Coordinate DON CIP Council meetings and subordinate working group meetings including drafting minutes and tracking action items.
- Draft for government approval, DON CIP governing policy, including but not limited to instructions, notices, Naval messages, and e-mails.
- Provide administrative support for policy coordination by drafting DON CIAO's response, drafting, if necessary, tasking documents, tracking responses and combining all responses into one for government approval and forwarding to requesting organization.
- Provide assistance to Services' users in the use of the Defense CIP (DCIP), Critical Infrastructure Identification Tool – Execution System (CAIP-ES) and any other DON or DoD CIP automated tools.
- Draft articles for government approval for Chips Magazine and other publications.
- Create, update, and maintain DON CIP web page information, and CIP-related CD-ROMs, brochures, and other presentation materials.

ii. Cybersecurity/IA and Identity Management (IdM)

In support of **Cybersecurity/IA and Identity Management (IdM)**, the contractor shall:

- Provide technical expertise to support analytical assessment of cybersecurity/IA, and Identity Management, Computer Network Defense (CND), enterprise network security architecture, certification and accreditation (C&A), cybersecurity/IA standards, IT infrastructure, and CS/IA portfolio management

matters, and subsequent problem resolution. Supporting contractor personnel should possess a minimum IAM II category certification in accordance with DOD 8570.01 Manual, “*Information Assurance Workforce Improvement Program*”, December 19, 2005 (Incorporating Change 2, April 20, 2010).

- Provide project management support to assist in the timely execution of DON CIO tasks related to cybersecurity/IA, CND, enterprise network security architecture, Identity Management, C&A, cybersecurity/IA standards.
- Draft for government approval, recommended Cybersecurity/IA and IdM-related policy guidance, program planning, and process changes.
- Assist DON CIO staff in developing the DON’s strategy for achieving Enterprise IdM and Privilege Management Services to achieve rapid and seamless access to data and services across the DON.
- Assist DON CIO in developing the DON’s IA and CND network architecture in coordination with the development and implementation of the Next Generation Enterprise Network (NGEN) and NNE. Evaluate IA and CND architectures, products and services with respect to satisfying DON requirements and make recommendations for government approval.
- Analyze threat data, up to the TS/SCI level, and make recommendations to the government on changes to DON policy and IA and CND architecture.
- Assist the DON CIO in developing the Identity Protection Management Implementation Plan. Proactively monitor implementation of DON IdM initiatives and make recommendations for government approval.
- Assist DON CIO in participating at Federal, DoD, and DON IA-related forums. Produce meeting synopses when appropriate to document agenda, issues, and action items.
- Evaluate proposed Federal standards, Common Criteria Protection Profiles, and best practices, and then draft recommendations for government approval.
- Draft for government approval, metrics definition, collection and analysis procedures in support of DON IA Oversight responsibilities.
- Assist DON CIO in reviewing responses to inquiries from organizations such as Congress, GAO, NAVAUDSVC, OMB, and the Office of the Secretary of Defense (OSD).
- Assist DON CIO in preparing Congressional testimony and required reports including the quarterly and annual FISMA reports.
- Assist DON CIO in the IA Strategy Approval process: DON CIO Clinger-Cohen Act Compliance Certifications for Acquisition Category (ACAT)-level Navy and Marine Corps programs of record.
- Assist DON CIO in the DON IM/IT Investment Review Process.
- Monitor DoD’s Item Unique Identification (IUID) policy and Program Management.

I. Naval Networks and Enterprise Services (ES) Support

The DON CIO Naval Networks and Enterprise Services Team provides thought leadership in all aspects of the warfighting business model to move the DON forward by leveraging advances in technology, emerging business concepts, continuous process improvement activities, and through collaborative forums within DoD, the Federal Government and with Industry Partners. The Naval Networks and Enterprise Services Team looks across the spectrum of the DON’s Naval Networking Environment (NNE) at DON portfolio management decisions, alignment of the Department IM/IT/cyber team, Portal and collaboration tools, service-oriented web-centric architecture, e-Authentication, Digital Signatures, Green IT, Information Technology (IT)/Cyberspace Efficiency Initiatives and Realignment, Data Center and server consolidation, IT Service Management (ITSM)/IT Infrastructure Library (ITIL), Open Source Software (S/W) initiatives and emerging technologies to identify opportunities that can be leveraged across the DON. The Naval Networks and Enterprise Transformation Team establishes communities of interest and integrated product teams (IPTs) that create collaborative solutions that are communicated and measured across the Enterprise.

The contractor shall:

- Assist in the development of the NNE overarching and substrategy and functional concept documents.

- Support DON CIO in the transition to NGEN and provide support in the Enterprise Network Areas such as, architecture, security, network transport, acquisition, portal development, application management, end user services, etc.
- Review and report on the documentation for the various segments of NGEN pertaining to Clinger Cohen Act compliance.
- Provide subject matter expertise as required for review of NGEN technical documentation and supporting DON CIO in working IPTs and preparation for Gate and Milestone reviews.
- Provide support in drafting related policy and strategy documentation for NGEN and NNE.
- Participate in a DON and Navy Marine Corps Integrated Product Team (NMCP IPT) and support the Portal Alignment strategy, Web site rationalization and Web Presence policy compliance efforts.
- Participate in DON portal initiatives, assist in the development of NMCP policies and strategies, and provide SME guidance in the area of content population.
- Participate on DoD's Defense Knowledge Online (DKO) Portal Boards and working groups to support the DON CIO.
- Assist in the coordination of DON IT Service Management (ITSM) and IT Infrastructure Library (ITIL) framework and strategies.
- Provide programmatic support to enhance DON ITSM by reviewing the submitted organizational ITSM documents and maintaining the DON ITSM collaboration workspaces.
- Assist in the development of DON Green IT and Data Center/Server consolidation policies and strategies.

J. Telecommunications (TELECOMM) Support

In support of Telecommunications, the contractor shall:

- Analyze TELECOMM issues impacting the DON and recommend Department positions.
- Coordinate with public and private sector and share lessons learned for effective management of DON TELECOMM resources.
- Draft for government approval, DON telecommunications policies and guidance, including responding to mandates, or policy and guidance, from DoD, OMB or other Federal agencies.
- Draft for government approval, periodic updates to the DON Telecommunications Management Action Plan and other planning documents.
- Provide support in conjunction with the DON CIO's role as Chair of the Telecommunications Leadership Team.
- Provide support and participate in TELECOMM working groups and meetings.
- Assist in developing guidance and policy for emerging TELECOMM technology, including monitoring and providing regular updates of best industry practices.
- Identify and assist in discovering and eliminating barriers to implementation of TELECOMM technologies.
- Assist in developing policy, guidance and governance for enterprise management of the DON's TELECOMM.
- Research and recommend strategies to protect and defend TELECOMM assets within the Department.
- Assist in establishing performance metrics to provide enterprise TELECOMM metrics.

K. Electromagnetic Spectrum Policy and Management (ESM)

In support of the DON CIO, the contractor shall provide technical and project management support for policy and management of electromagnetic spectrum.

- Provide technical expertise to support policy, management and use of the electromagnetic spectrum
- Maintain awareness of current International, National, Federal, DoD, DON, USN and USMC electromagnetic spectrum issues, concerns and interests.
- Support the DON CIO in various DON, DoD, Federal, National and international electromagnetic spectrum forums.

- Analyze electromagnetic spectrum issues impacting the DON and recommend Department positions.
- Support the DON CIO's coordination with public and private sector interests toward effective management of electromagnetic spectrum resources.
- Develop and draft for government approval, DON, DoD, National and International electromagnetic spectrum positions, policies and guidance.
- Support the coordination of DON CIO positions within the DON on DoD, Federal, National and international electromagnetic spectrum policy, procedures, issues and initiatives within the Office of the SECNAV, and with DDCIO (Navy), DDCIO (USMC) and other organizations as appropriate.
- Draft for government approval, direction and guidance relative to specific electromagnetic spectrum management mandates required by international, U.S. Government, DoD and DON policies, procedures, regulations and treaties.
- Draft for government approval, periodic updates to the DON Electromagnetic Spectrum Strategic Plan, SECNAV Instruction 2400.1, and other electromagnetic spectrum governance.
- Prepare for government approval, SD106 coordination and responses.
- Draft for government approval, Measures of Performance (MOPs), Master Task Lists, and other workflow management tools; review these documents periodically; and keep current.

L. Cyber/IT Workforce Management (WM) Support

The Cyber/IT Workforce Team responds to mandates and develops policy and guidance to ensure the DON workforce has the requisite Cyber/IT (includes IA) competencies and credentials to accomplish the DON mission. DON CIO develops the long term strategies to posture the workforce to address future requirements as identified through workforce assessments, gap analyses, and other procedures to support effective workforce planning. Increased emphasis on a competency based, aligned workforce drives the need to ensure career paths and associated competencies are identified and validated through approved processes. DON CIO is the DON Cyber/IT civilian Functional Community Manager and, with consultation of Office of Civilian Human Resources, applies a strategic human capital management approach to the total force.

The contractor shall:

- Draft for government approval, DON Cyber/IT workforce management policy, guidance, and tools.
- Draft for government approval, strategies to improve Cyber/IT Workforce outreach and networking.
- Coordinate workforce management events and meetings.
- Identify human capital developmental opportunities and tools.
- Coordinate policy, guidance, initiatives, and actions among diverse organizations and communities to address Cyber/IT workforce management requirements.
- Conduct Cyber/IT workforce manpower, education, training, and certification research, studies and analysis.
- Draft for government approval, strategies and issue documents for managing human capital.
- Provide support to DON CIO workforce management oversight activities.
- Support workforce planning, competency/skills assessments, gap analyses, mitigation strategy development, and other related actions.
- Coordinate initiatives within the DON civilian Cyber/IT Functional Community to support Cyber/IT civilian community requirements.
- Draft for government approval, required Human Capital studies and reports. These reports are mandated by Federal Statute, and DoD and DON policy and guidance.
- Participate in meetings, conferences, and working groups in support of the government.
- Facilitate partnerships within DON and with DoD, Federal Government, industry, and academia.

M. Enterprise Commercial IT Strategy (ECIT) Support

The Enterprise Commercial IT Strategy Team coordinates with OMB, OSD, Defense Components, the Intelligence Community, DON, other Federal agencies, the Federal CIO Council, the DoD CIO Executive Board, Strategic Sourcing

Directors Board, Strategic Sourcing Working Committee, and other Committees and Boards as needed; provides industry liaison; and, supports the Enterprise Commercial IT Strategy Team Leader in coordinating and managing all aspects of the DoD Enterprise Software Initiative (DoD ESI), IT Strategic Sourcing to include IT hardware, software licensing and IT services, implementation of the DON enterprise commercial IT strategy development and oversight, implementation of DON IT asset management including policy and oversight, as well as interactions within the DON, DoD and Federal Government.

The contractor shall:

- Research and recommend acquisition strategies and performance metrics.
- Advise in the preparation and review of business cases.
- Support the DoD ESI Working Group to integrate numerous DoD ESI Action/Workload Plan inputs and updates submitted by the various DoD Software Product Managers; provide content management to team collaboration Web sites as well as the DoD ESI web site.
- Support the DON CIO in collaboration with Defense Working Capital Fund Stock Fund Managers to leverage the DWCF funding authority for the DoD ESI.
- Support the DON CIO in collaboration with IT resource sponsors and Assistant Secretary of the Navy (ASN) FM&C leads when DON Enterprise Licensing and IT asset management requirements support a DON level funding strategy for IM and IT resources.
- Draft for government approval, plans to implement Information Technology Asset Management with the DON, DoD and Federal Government to achieve greater return on investment for IM and IT investments.
- Support the DON CIO in the development and implementation of strategies and policies for purchasing and licensing IT hardware and software products and services in the DON, DoD and across the Federal Government.
- Support the DON CIO in Lean Six Sigma and Continuous Process Improvement initiatives or other initiatives/projects within the DON.
- Draft for government approval, guidance to implement Management Initiative Decisions and DoD IT efficiencies projects affecting the DON CIO and the Enterprise Commercial IT Strategy Team.
- Develop and maintain a Communication and Outreach Plan for the Enterprise Commercial IT Strategy Team and the DoD Enterprise Software Initiative.

1.5 DON CIO Constraints

Potential organization conflicts of interests may arise in providing project management, technical, administrative and functional support services to the DON CIO office. To neutralize potential conflicts of interest, the contracting officer intends to insert a clause substantially similar to the following in solicitations and contracts to provide support services to the DON CIO office:

Limitation on future contract includes:

(a) Definitions.

The term "Contractor," as used in this clause, means:

- (1) The business entity entering into this contract with the Government;
- (2) All business entities with which it merges, joins or affiliates, now or in the future, and in any manner whatsoever, or which it holds or may obtain, by purchase or otherwise, direct or indirect control of;
- (3) Its parent organization (if any), and any of its present or future subsidiaries, associates, affiliates, or holding companies; and
- (4) Any business entity over which it has direct or indirect control (now or in the future).

The term "information technology capability," as used in this clause, means any equipment, or interconnected system(s) or subsystem(s) of equipment, that is used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. "Information technology capability" includes but is not limited to computers, software, firmware, ancillary equipment (including imaging peripherals, smart phones, input, output, and storage devices necessary for security and surveillance), and peripheral equipment designed to be controlled by the central processing unit of a computer.

(b) The parties to this contract agree that the Contractor will be restricted in its future contracting in the manner described in this clause.

(c) The Contractor agrees not to furnish any information technology capability to the Department of the Navy, including for NGEN, either as a prime contractor, subcontractor, or consultant, during the performance of this contract (including options exercised) and for a period of three (3) years after the completion of such performance.

(d) The Contractor agrees not to participate in any manner in preparing another business entity's proposal to furnish information technology capability to the Department of the Navy, including for NGEN, during the performance of this contract (including options exercised) and for a period of three (3) years after the completion of such performance.

(e) The Contractor agrees not to submit or participate in preparing any proposal, as a prime contractor, team member, subcontractor, or consultant, to furnish any supplies or services required for the Department of the Navy's Next Generation Enterprise Network (NGEN) during the performance of this contract (including options exercised) and for a period of three (3) years after the completion of such performance. NGEN, as successor to the NMCI network and computing environment and related COSC contract, encompasses capabilities, as currently defined including secure transport of voice and data, data storage, and e-mail, and in any future evolution including new capabilities and subsuming other DON network and computing environments, such as DON's ONE-NET.

(f) The Contractor agrees not to participate as a prime contractor, team member, subcontractor, or consultant in any Department of the Navy procurement of services, including for NGEN, wherein: (1) The Contractor has participated in the analysis or recommendation leading up to the acquisition decision to acquire such services; or (2) The Contractor may have an unfair competitive advantage resulting from the information gained during the performance of this contract.

(g) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect such data from unauthorized use and disclosure and agrees not to improperly use such data in competing against other business entities.

(h) Nothing in this clause is intended to prohibit or preclude the Contractor from marketing or furnishing services unrelated to the work performed under this contract to other Department of the Navy activities.

(i) Compliance with this clause is a material requirement of this contract. If the Contractor takes any action prohibited by this clause or fails to take action required by this clause, the Government may terminate this contract for default.

(j) The Contractor agrees to insert provisions that conform substantially to the language of this clause, including this paragraph (j), into each subcontract or consultant agreement placed hereunder, unless an exemption is authorized by the Government Procuring Contracting Officer (GPCO). The term "Contractor" shall be appropriately modified to reflect the change in parties and to preserve the Government's rights. The Contractor may request in writing that the GPCO exempt from this clause a particular subcontract or consultant agreement. The GPCO will review and evaluate each request on a case-by-case basis before approving or disapproving the request.

2.0 RESPONSES

Interested parties are requested to respond to this RFI describing their firm's background, experience, and resources that meet the DON's required capabilities generally described in paragraph 1.4. In addition, please respond to the following questions/areas including rationale for your answers:

-Based on your experience with IT services, please provide resource estimates (number of people and skills) and describe staffing approaches.

-What modifications, would you recommend to our requirements?

-In your experience, what are the "lessons learned," potential risks, and possible mitigation strategies in IT services?

- What recommendation would you offer to us to avoid the pitfalls you've seen elsewhere?
- What, if any, effect would the clause under Section 1.5 DON CIO Constraints have on your ability to respond to a solicitation?

2.1 Responses in Microsoft Word for Office 2003 compatible format are **due no later than 22 August 2011 17:00 EDT**. White papers shall be limited to no more than 50 pages, less than 10MB in size, and submitted via e-mail to Anne Bihl, anne.bihl@navy.mil PCO. Proprietary information, if any, should be minimized and **MUST BE CLEARLY MARKED**. To aid the Government, please segregate proprietary information from non-proprietary information in your response. Please be advised that submissions will not be returned.

2.2 Section 1 of the white paper should provide administrative information, including the following as a minimum:

2.2.1 Name, mailing address, overnight delivery address (if different from mailing address), phone number, fax number, and e-mail address of designated point of contact.

2.2.2 Business type (large business, small business, small disadvantaged business, 8(a)-certified small disadvantaged business, HUBZone small business, woman-owned small business, very small business, veteran-owned small business, service-disabled veteran-owned small business) based upon North American Industry Classification System (NAICS) code 541618, Other Management Consulting Services. "Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR part 121. A small business concern for the purposes of this procurement is generally defined as a business, including its affiliates, averaging no more than \$25.0 million dollars in annual receipts. Annual receipts of a concern that has been in business for 3 or more complete fiscal years means the annual average gross revenue of the concern taken for the last 3 fiscal years. Annual receipts of a concern that has been in business for less than 3 complete fiscal years means its total receipts for the period it has been in business, divided by the number of weeks including fractions of a week that it has been in business, and multiplied by 52. Respondents are cautioned, however, that this is a general description only. Additional standards and conditions apply. Please refer to Federal Acquisition Regulation [FAR 19](#) for additional detailed information on Small Business Size Standards. The FAR is available at <http://www.arnet.gov>.

2.3 Section 2 of the white paper shall address all questions listed in **Section 2.0**.

3.0 INDUSTRY DISCUSSIONS

The DON Contracting Representative may or may not choose to meet with respondents to this RFI. Such discussions, if executed, would only be intended to get further clarification of the information provided.

4.0 QUESTIONS

Submit questions regarding this announcement by e-mail to the Contracting Officer at anne.bihl@navy.mil. Verbal questions will NOT be accepted. The Government does not guarantee that questions received after August 22, 2011, 1700 EDT will be answered.

5.0 SUMMARY

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify potential sources that may be able to provide current and future DON ITAM requirements. The information provided in the RFI is subject to change and is not binding on the Government. The DON has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. Submissions will not be returned.