

**Market Research/Request for Information (RFI)**  
**Naval Facilities Engineering Command (NAVFAC)**  
**Navy Environmental Restoration**  
**Program Management System (NORM) - Maintenance and Analysis**

IMPORTANT NOTICE: THIS MARKET RESEARCH/REQUEST FOR INFORMATION (RFI) IS INFORMATIONAL AND FOR PLANNING PURPOSES ONLY. THIS IS ***NOT*** A REQUEST FOR PROPOSALS (RFP) AND NO SOLICITATION WILL BE ISSUED AT THIS TIME. THE GOVERNMENT RESERVES THE RIGHT TO CANCEL THIS RESEARCH AT ANY TIME. THE GOVERNMENT IS NOT RESPONSIBLE FOR ANY COSTS INCURRED IN ORDER TO PARTICIPATE IN THIS PROCESS. ALL INFORMATION SUBMITTED IS AT THE OFFEROR'S OWN EXPENSE.

## **1.0 Introduction**

The Naval Facility Engineering Command Headquarters (NAVFAC HQ) maintains the Normalization of Data (NORM) management information system and database. NORM performs cradle-to-grave tracking, risk ranking, cost estimating, budgeting and reporting of over 4,000 environmental cleanup and compliance sites for the Environmental Restoration, Navy (ER,N) program. The NORM system is an integral component in the execution and management of the ER,N and Base Realignment and Closing (BRAC) environmental restoration programs. NORM enables the collection and preparation of cost estimates, budget exhibits, and performance indicators required by Financial Management Regulations and the National Defense Authorization Act. NORM's operation and support allows the Navy to meet Department of Defense (DoD), Financial Management, and Congressional reporting requirements for the estimation and documentation of environmental restoration.

## **2.0 Background**

The Navy has operated NORM as its environmental cleanup data collection, cost estimating, and reporting tool since 1995. NORM's most current incarnation is a web accessible database operated in a Microsoft .NET client server application from within the Navy Marine Corp Intranet (NMCI) architecture. The Navy currently has authority to operate (ATO) NORM per DoD Information Assurance Certification and Accreditation Process (DIACAP) from the Navy's Designated Approval Authority. Current ATO is valid until 22 December 2014 unless significant modifications change the security posture or accreditation status of the NMCI network.

NORM runs on the Aquifer.NET application that was developed alongside the NORM system to provide layers of security as well as controlling data display, menu selection, configuration, and version distribution. Aquifer is a licensed application configured specifically to control multiple levels of user privileges and distributed data collection and updates from NAVFAC's Field Engineering Commands (FECs). NORM is written in VB.NET and C#.NET.

**2.1 Configuration** NORM is physically located on a server at the NMCI application hosting facility (AHF) located in Tulsa Oklahoma. AHF support is provided through a separate contract with the operator of the AHF. NORM users are located at NAVFAC HQ and FECs located in Jacksonville FL, Norfolk, VA, Washington DC, Great Lakes, IL, Silverdale, WA, San Diego, CA, and Honolulu, HI. “NORM users” refers to all users of NORM at all locations. Several NORM analysts are located onsite at NAVFAC HQ and at locations around the National Capital Region. Users at the FECs are comprised of program analysts and remediation project engineers.

**2.2 Navy Marine Corps Intranet (NMCI) and Navy Software Portfolio** NMCI currently owns and manages the Navy’s information management hardware and software. Configuration and service are provided to Navy under component-specific contract terms. The NORM system is approved portfolio software delivered by NMCI to NAVFAC PCs as requested. NORM is installed on individual desktops and accesses the database server via secure connection across the NMCI network. The process for maintaining NORM’s approval status within the NMCI software portfolio and releasing any new versions is governed by the NMCI Release Development and Deployment Guide (NRDDG v.2). NAVFAC’s intention is to have a seamless transition from NMCI to Next Generation Enterprise Network (NGEN), with support as required by the Navy portfolio Functional Area Manager (FAM) for commercial-off-the shelf (COTS) software.

**2.3 Role of the Contractor** NAVFAC is seeking out potential providers of NORM software maintenance and support including preparation of data analysis and other data delivery. NORM maintenance tasks include: system and database maintenance; database administration and manipulation; documenting changes; implementing security measures and preparing security documentation in accord with Federal Information Security Management Act (FISMA), Department of Defense Information Technology Security Certification and Accreditation Process (DIACAP), and other federal, DoD and Navy requirements. Analysis tasks include: data collection; development of products and reports, i.e. Select and Native Programming Data Input System (SNAP) budget exhibits, OP-5, Cost estimate parameter Level 3 reports, CTC attestations, Knowledge-Based Corporate Reporting System (KBCRS) data submittals, program status briefs; and training of NAVFAC project managers in use of NORM.

### **3.0 Requirements**

This section outlines requirements for NORM maintenance, analysis, and program management.

The NORM system and database shall:

- Be kept operational and available to all NORM users and analysts
- Be subject to database maintenance and changes, data analysis and development of budget and reporting products, as necessary to maintain stability
- Have software maintenance, expert data analysis and reporting support, database management, system information assurance management services for Aquifer enabled application related to program management and environmental liabilities reporting
- Have fixes or changes provided as may be required for NORM to fulfill its objectives
- Have program management services necessary to satisfy the requirements and performance objectives

- Necessitate travel to support user training at various FECs

### **3.1 Security**

The NORM system and database requires:

- Staff to be able to obtain and hold an active Navy Common Access Card (CAC)
- Information Assurance (IA) training and IA certification per DoD 8570.1 depending on system access and roles
- A system analyst and database administrator (DBA) that will be required to receive and maintain applicable DoD recognized credentials pursuant to Information Assurance Workforce (IAWF) requirement SECNAV M-5239.2

### **3.2 Software Requirements**

The NORM system and database requires:

- Access to the Aquifer software and Aquifer Development Console through application server licensing

### **3.3 NORM Maintenance**

The NORM system and database requires:

- Fixes and changes required to maintain system accessibility and functionality that include but are not limited to: software upgrades, NORM modifications (data screens, training module, pick lists, data elements, tutorials), system “snapshots”, and security protocol
- Creation of a database “snapshot” twice each fiscal year, generated and archived Level 3 cost estimate reports (by 30 Apr and 31 Oct)
- Monthly coordination with operators of AHF to review security scans and application of necessary patches and software upgrades
- Maintenance of DIACAP documentation for ATO
- Submission of documentation and coordination of annual FISMA review and documentation with NAVFAC
- New user training and maintenance of NORM training materials

### **3.4 Analysis**

The NORM system and database requires:

- Data analysis and NORM user training to support the use of the NORM system for cost estimating, budget preparation, quality assurance, and program management
- An environmental restoration program; products such as SNAP budget exhibits, obligation exhibits, KBCRS data submittals, and program status briefs
- Support of NORM Quality Control (QC) reports, frequently input data, and the design and execution of data calls using Microsoft Excel and Access
  - Adjustment of NORM reports and tutorials for data call
  - QC NORM Snapshot data and close of mid-year and end of year data calls

- Development of Program Brief to Chief of Naval Operations at mid-year and end of year
- Coordination of KBCRS requirements, proposed data elements, and other change proposals
- Preparation of tables for KBCRS data submit
- Preparation of SNAP exhibits for budget submits
- Coordination of KBCRS data and QC Annual Report to Congress

### **3.5 Program Management**

The NORM system and database requires:

- Management support necessary to maintain the NORM system and database, analysis, and all program management services necessary to satisfy the requirements and performance objectives
- That quality service is provided for the NORM system and that methods for improving maintenance, analysis and program management are employed

### **3.6 Other Requirements and Capabilities**

- Experience must be proven with the following technologies:
  - a) Oracle 11 and Microsoft Access database management systems
  - b) .NET, web services, C#, VB .NET and ASP .NET software programming
  - c) Functional area expert for data analysis and reporting support
  - d) Information Assurance support for Defense Information Assurance Certification and Accreditation Process (DIACAP) and Authority to Operate (ATO) support
  - e) Experience with Knowledge Based Corporate Reporting System (KBCRS)
  - f) Experience with Annual Report to Congress, Presidential Budget, N45 reporting
  - g) Experience with Aquifer.NET, a hosting application that provides layers of security, display, menu, user management, data access, configuration and version distribution control
- Experience demonstrated with NORM as it is used to track the NAVFAC Environmental site inventory, develop relative risk analysis, generate cost estimates and schedules (budget preparation), and reporting metrics is preferred, but not required
- Technical capability and understanding of the mechanics and unique design of the NORM system must be demonstrated to perform the technical maintenance, information assurance, data analysis, and reporting functions for NORM (including Aquifer)
- Support must be provided for site tracking, risk ranking, cost estimating, scheduling, and reporting for Navy environmental cleanup and compliance sites for ERN and BRAC program

### **4.0 Requested Information**

- Name and brief description of the responding firm.

Respondents should include information as to whether or not the firm is a small business under North American Industry Classification System (NAICS) code 541519, Other Computer Related Services. The small business size standard under NAICS code 541519 is \$25.5 million. If a small business concern, please also provide information on which, if any; of the sub-categories of small business (certified by SBA as a HUBZone SB, self-certify as either a SDB, WOSB, VOSB, and/or SDVOSB) you qualify.

- Provide a capabilities statement exhibiting the company's ability to meet the requirements listed in "3.0 Requirements" above. The requirements above are necessary to ensure NORM functionality and consistency with NAVFAC processes and information assurance requirements.

## **5.0 Submittal Requirements**

The response to this RFI is due 7 February 2014 12:00 PM EST via email.

The response to this RFI is not to exceed 8 double-sided pages, using 12 pt Times New Roman font with 1-inch margins on standard 8-1/2 by 11-inch paper.

The Contracting Office for this action will be through NAVFAC Atlantic, Norfolk, VA. The point of contact for NAVFAC Atlantic is Amber Forehand-Hughes, e-mail: [amber.forehand@navy.mil](mailto:amber.forehand@navy.mil)

Answers to questions about this RFI will be made available to all responders.

Response to this RFI is not required in order to respond to any future RFP that may follow. However, information gathered through this Market Research/RFI may significantly influence RFP development.

We appreciate your interest and thank you in advance for responding to this Market Research/Request for Information.