Artifact #1 (PM's Outline - Offeror's Instructions).docx
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A = Assigned	1st D = First Draft	2nd D = Second Draft
C = Checked	F = Final	P = Produced

(Suggested) SECTION Nº.	SECTION TITLE	RFP Ref #	Assigned to:	1st D	2nd D	F	P
1.0	CONTENTS	[L.3]	KDL				
1.1	Section 1 (General)	[L.3.1]	LAW				
1.1.1	Cover Letter	[L.3.1.1]	KDL				
1.1.2	Readme file and Compliance Checklist	[L.3.1.2]	JAD				
1.1.3	Solicitation, Offer and Award (SF 33)	[L.3.1.3]	GTR				
1.1.4	Abbreviations and Acronyms	[L.3.1.4]	MHY				
1.1.5	Representations and Certifications	[L.3.1.5]	GTR				
1.1.6	Contractor Team Arrangements (CTAs) – if applicable	[L.3.1.6]	JAD				
1.1.6.1	Instructions regarding FAR 9.601(1) CTAs	[L.3.1.6(a)]	AMT				
1.1.6.1.1	Purpose of the CTA	[L.3.1.6(a)(1)]	AMT				
1.1.6.1.2	Identify the Parties	[L.3.1.6(a)(2)]	JAD				
1.1.6.1.3	Designation of a "Team Lead"	[L.3.1.6(a)(3)]	DES				
1.1.6.1.4	Specific Duties/Responsibilities	[L.3.1.6(a)(4)]	DES				
1.1.6.1.5	Pricing and Cost	[L.3.1.6(a)(5)]	DES				

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Compliance Column Terms and Their Meanings:

Compliant - Fully complies with the requirement as stated. Comments may be added in the comments column to clarify.

Noncompliant - Does not fully comply. A comment that clarifies the noncompliance or offers an alternative method of meeting the requirement is contained in the comments column.

Acknowledge - Used for headings and statements that do not specify requirements.

Not Applicable - Used for paragraphs that do not apply to this offering or application.

Volume Page #	Volume Section #	RFP Paragraph	Requirement Text	Compliance	Comments
N/A	N/A	Section L	SECTION L: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS	Acknowledge	
i	1.0	L.3	**L.3 CONTENTS**	Acknowledge	
i	1.1	L.3.1	**L.3.1 Section 1 (General)**	Acknowledge	
ii	1.1.1	L.3.1.1	**L.3.1.1 Cover Letter** The offeror **shall submit** a cover letter with the proposal. The cover letter **shall** address the information **required** by FAR 52.215-1(c)(2).	Compliant	
iii	1.1.2	L.3.1.2	**L.3.1.2 Readme file and Compliance Checklist** As part of the proposal, the offeror **shall include** a "Readme" file and the Compliance Checksheet found in Attachment J.5. (Note: The Compliance Checksheet **will** be available in AcquTrak. Contractors are responsible for cross referencing the Compliance Checksheet items to the appropriate section and page number in their proposals). The Readme file **shall** explain the proposal submission structure, briefly identify each file and **describe** each file's contents, and **list** the name and telephone number of the offeror's technical point of contact, who can answer questions in the event of problems in reading the contents of any file.	Compliant	We have included this Document as the "Required" Compliance Checklist. We have also included two versions of a Cross-Referenced Compliance Matrix (CR-CM). The first is a 22-page Tabloid-Sized CR-CM and the second is a 3-page Letter-Sized CR-CM.
iv	1.1.3	L.3.1.3	**L.3.1.3 Solicitation, Offer and Award (SF 33)** As part of its proposal, the offeror is **required** to **submit** the signed SF 33 scanned in *.pdf format. Signing the SF 33 in Block #17 constitutes the offeror's acceptance of the terms and conditions of the solicitation. The SF 33 **must** be executed by a representative of the offeror authorized to commit the offeror to contractual obligations. The offeror on the SF 33 **must** match information.	Compliant	

Section L	Section M	Section C	OTHER
L.3.1.6	M.1.3		
L.3.1.7	M.1.1		Attch #1
L.3.2	M.2.2		
L.3.2.1	M.2.2(a)		
L.3.2.2	M.2.2(b)		Attch #1 Attch #3
L.3.2.2(a)	M.2.2(b)(1)		
L.3.2.2(b)	M.2.2(b)(2)		
L.3.2.3	M.2.2(c)		
L.3.2.3(a)	M.2.2(c)(1)		
L.3.2.3(b)	M.2.2(c)(2)		
L.3.2.4	M.2.2(d)		
L.3.2.4(a)	M.2.2(d)(1)		
L.3.2.4(b)	M.2.2(d)(2)		
L.3.3	M.2.3		
L.3.3.1	M.2.3(a)	C.2.1	
L.3.3.2	M.2.3(b)	C.2.2	
L.3.3.3	M.2.3(c)	C.2.3	
L.3.3.4	M.2.3(d)	C.2.4	
L.3.3.5	M.2.3(e)	C.2.5	
L.3.3.6	M.2.3(f)	C.2.6	
L.3.3.7	M.2.3(g)	C.2.7	
L.3.3.8	M.2.3(h)	C.2.8	
L.3.3.9	M.2.3(i)	C.2.9	
L.3.3.10	M.2.3(j)	C.2.10	
L.3.4	M.2.4	C.3	
L.3.5	M.2.5		
L.3.6	M.3		
	L.3.1		

Artifact #7 (Cross-Referenced Compliance Matrix (Tabloid-Sized) (Sections L -vs- M -vs- C)).docx
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Cross-Referenced Compliance Matrix (Tabloid-Sized)

Volume Page #	Volume Section #	Heading Title	Section L Ref. #	Section L Requirement Text	Section M Ref. #	Section M Requirement Text	Section C Ref. #	Section C Requirement Text
27	1.3.1	Subfactor 1 – Task Area 1, IT Services for Biomedical Research, Health	L.3.3.1	L.3.3.1 Subfactor 1 – Task Area 1, IT Services for Biomedical Research, Health Sciences, and Healthcare: The objective of this task area is to support Biomedical Research, Health Sciences and Healthcare by performing studies and analyses and providing operational, technical, and maintenance services for the systems, subsystems, and equipment, some of which interface with, and are extensions to, information systems throughout the federal government.	M.2.3(a)	M.2.3(a) Subfactor 1 – Task Area 1, IT Services for Biomedical Research, Health Sciences, and Healthcare: The objective of this task area is to support Biomedical Research, Health Sciences and Healthcare by performing studies and analyses and providing operational, technical, and maintenance services for the systems, subsystems, and equipment, some of which interface with, and are extensions to, information systems throughout the federal government.	C.2.1	C.2.1 Task Area 1 - IT Services for Biomedical Research, Health Sciences, and Healthcare The objective of this task area is to support Biomedical Research, Health Sciences and Healthcare by performing studies and analyses and providing operational, technical, and maintenance services for the systems, subsystems, and equipment, some of which interface with, and are extensions to, information systems throughout the federal government. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below: a) Health Sciences Informatic and Computational Services b) Health Communication Support Services and Enhancements to Facilitate Integration and Data Exchange at the Federal, State, and Local Level c) Integration of Health Systems Across Federal Agencies and Public and Private Healthcare Systems d) Modernization and Enhancement of Existing Health IT Legacy Systems e) Automation of Administrative and Clinical Processes f) Biomedical Information Services g) Biomedical Modeling, Visualization, and Simulation h) Biosurveillance and Disease Management Support i) Scientific Computing Services j) IT Clinical Support Services k) Telemedicine (e.g., mobile health/mHealth) l) Healthcare Payment Processes and Fraud and Abuse in Medical Claims m) Health Emergency Preparedness and Response to Include IT Support for Epidemic and Bio-Terrorism Simulations, Emergency Response Training, Exercise Support, etc. n) Security of Healthcare and Biomedical Research Systems
32	1.3.2	Subfactor 2 – Task Area 2, Chief Information Officer (CIO) Support:	L.3.3.2	L.3.3.2 Subfactor 2 – Task Area 2, Chief Information Officer (CIO) Support: The objective of this task area is to support Chief Information Officers (CIOs) in implementing laws, regulations, and polices and to facilitate evolving CIO practices.	M.2.3(b)	M.2.3(b) Subfactor 2 – Task Area 2, Chief Information Officer (CIO) Support: The objective of this task area is to support Chief Information Officers (CIOs) in implementing laws, regulations, and polices and to facilitate evolving CIO practices.	C.2.2	C.2.2 Task Area 2 - Chief Information Officer (CIO) Support The objective of this task area is to support Chief Information Officers (CIOs) in implementing laws, regulations, and polices and to facilitate evolving CIO practices. A comprehensive, but not limited, sampling of work to be performed under this task area is...

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Cross-Referenced Compliance Matrix (Letter-Sized)

Volume Section #	Heading Title	Section L Ref. #	Section M Ref. #	Section C Ref. #	Other
1.3.1	Subfactor 1 – Task Area 1, IT Services for Biomedical Research, Health	L.3.3.1	M.2.3(a)	C.2.1	
1.3.2	Subfactor 2 – Task Area 2, Chief Information Officer (CIO) Support:	L.3.3.2	M.2.3(b)	C.2.2	
1.3.3	Subfactor 3 – Task Area 3, Imaging:	L.3.3.3	M.2.3(c)	C.2.3	
1.3.4	Subfactor 4 – Task Area 4, Outsourcing:	L.3.3.4	M.2.3(d)	C.2.4	
1.3.5	Subfactor 5 – Task Area 5, IT Operations and Maintenance:	L.3.3.5	M.2.3(e)	C.2.5	
1.3.6	Subfactor 6 – Task Area 6, Integration Services:	L.3.3.6	M.2.3(f)	C.2.6	
1.3.7	Subfactor 7 – Task Area 7, Critical Infrastructure Protection and Information Assurance:	L.3.3.7	M.2.3(g)	C.2.7	
1.3.8	Subfactor 8 – Task Area 8, Digital Government:	L.3.3.8	M.2.3(h)	C.2.8	
1.3.9	Subfactor 9 – Task Area 9, Enterprise Management System:	L.3.3.9	M.2.3(i)	C.2.9	
1.3.10	Subfactor 10 – Task Area 10, Software Development:	L.3.3.10	M.2.3(j)	C.2.10	
1.4	Section 4 – Factor 3 (Small Disadvantaged Business Participation)	L.3.4	M.2.4	C.3	
1.5	Section 5 – Factor 4 (Past Performance)	L.3.5	M.2.5		
1.5.1	Offeror's Past Performance	L.3.5(a)			
1.5.2	Past Performance	L.3.5(b)			

Artifact #9 (Annotated-Outlined Master Author's Document).docx
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1.3.1 Subfactor 1 – Task Area 1, IT Services for Biomedical Research, Health Sciences, and Healthcare (L.3.3.1, M.2.3(a), C.2.1)

L.3.3.1 Subfactor 1 – Task Area 1, IT Services for Biomedical Research, Health Sciences, and Healthcare:

M.2.3(a) Subfactor 1 – Task Area 1, IT Services for Biomedical Research, Health Sciences, and Healthcare:

The objective of this task area is to support Biomedical Research, Health Sciences and Healthcare by performing studies and analyses and providing operational, technical, and maintenance services for the systems, subsystems, and equipment, some of which interface with, and are extensions to, information systems throughout the federal government.

C.2.1 Task Area 1 - IT Services for Biomedical Research, Health Sciences, and Healthcare

The objective of this task area is to support Biomedical Research, Health Sciences and Healthcare by performing studies and analyses and providing operational, technical, and maintenance services for the systems, subsystems, and equipment, some of which interface with, and are extensions to, information systems throughout the federal government. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

a) Health Sciences Informatic and Computational Services

b) Health Communication Support Services and Enhancements to Facilitate Integration and Data Exchange at the Federal, State, and Local Level

c) Integration of Health Systems Across Federal Agencies and Public and Private Healthcare Systems

d) Modernization and Enhancement of Existing Health IT Legacy Systems

e) Automation of Administrative and Clinical Processes

f) Biomedical Information Services

g) Biomedical Modeling, Visualization, and Simulation

h) Biosurveillance and Disease Management Support

i) Scientific Computing Services

j) IT Clinical Support Services

k) Telemedicine (e.g., mobile health/mHealth)

l) Healthcare Payment Processes and Fraud and Abuse in Medical Claims

m) Health Emergency Preparedness and Response to Include IT Support for Epidemic and Bio-Terrorism Simulations, Emergency Response Training, Exercise Support, etc.

n) Security of Healthcare and Biomedical Research Systems

o) IT Service Management