

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES 1 12
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 12-Jan-2004	4. REQUISITION/PURCHASE REQ. NO. W56MES-3346-6205		5. PROJECT NO.(If applicable)
6. ISSUED BY CONTRACTING DIVISION DETROIT DISTRICT, USAED P.O. BOX 1027 DETROIT MI 48231-1027		CODE W911XK	7. ADMINISTERED BY (If other than item 6) See Item 6		CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X	9A. AMENDMENT OF SOLICITATION NO. W911XK-04-T-0016
				X	9B. DATED (SEE ITEM 11) 06-Jan-2004
					10A. MOD. OF CONTRACT/ORDER NO.
					10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended.					
<p>Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:</p> <p>(a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) This amendment is issued to add an Addendum to the Scope of work.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) WILLIAM L BRUSS / ADDED BY SUMI TEL: 313 226-3648 EMAIL: William.L.Bruss@lre02.usace.army.mil		
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 13-Jan-2004

EXCEPTION TO SF 30
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION B - SUPPLIES OR SERVICES AND PRICES

The following have been modified:

SOW

Scope of Work Detroit District Intranet Web Site

The scope of work requires that the contractor works on-site to provide non-personal, professional services for intranet web site development to the Detroit District, USACE. Services include, but are not limited to, consulting, designing, developing, and implementing an intranet web site for the Detroit District. Development work includes creating web-based applications used for viewing reports from information housed in databases such as MS SQL 2000.

Overall Intranet design will allow users to access reports on-line that contain dynamic data extracted from appropriate databases. The contractor shall analyze how data is currently stored and recommend the best way to retrieve and present the data. Viewing of reports will be done using standard web browsers such as Microsoft (MS) Internet Explorer and Netscape. New application development and database creation will be required. Applications will be developed using commercial off-the-shelf software (COTS) such as ASP.net and Visual Basic. Security issues will be addressed to insure that only authorized users of the system will view reports.

The scope of work to be completed by the contractor consists of taking an existing design template, reviewing functional specification(s), identifying modular tiered design parameters, assigning development staff, developing code, debugging code and developing unit test plans using product specifications.

Intranet will be designed and function as the Detroit District's most important tool for information exchange, becoming one location, available to everyone, from any place, at any time, to find:

- Staff Contact Information
- Organizational Contacts
- Scheduling/Coverage
- Command and other Organizational Alerts & News
- Office Forms
- Policies & Procedures
- Event Calendar(s)
- Discussion groups (staffing)
- Professional Articles/Newsletters
- Training Opportunities or Documents
- Help Desk trouble-shooting and "How-to" Tip Sheets
- Personnel Information
- Internal Employment Opportunities
- Employee Bulletin Board(s)
- Special Programs or Memberships available to staff and information related to those programs and/or opportunities (i.e. MREA and Unions)
- By-Laws, Command Policies and Handbooks
- Meeting Minutes & Agendas

The contractor will work on-site with District personnel on Intranet:

- Overall Strategy
- Functionality
- Download Time
- Ease of Navigation
- Usefulness and practical application approaches for Content
- Overall Graphic Presentation
- Identifying report content and layout.

The types of support services that fall within the scope of this work are those which are usually referred to as traditional automated data processing (ADP) or information technology (IT) support services. The skills and knowledge within this area are foundational to specialized aspects of information processing, represented by the other principal Task Areas identified in the contract. The scope of work for the Information Systems Services principal Task Area includes all aspects of software, security, training, and quality assurance support services including, but is not limited to:

- System, Software and Database Design,
- Development Implementation and Customization
- Requirements Analysis, Web-Site Development and Optimization
- System Integration and Integration Support
- Software Engineering and Integration Support
- Object Oriented Methodology, Analysis, Design and Programming Support; and
- Security Planning and Analysis Support

Task 1: Analysis/Software Requirement: During the review and analysis phase, the contractor shall review existing intranet design template and existing layouts. The contractor shall also review all existing intranet web pages. After the review, contractor will draft preliminary software specifications. Following software specifications draft, the contractor will:

- review preliminary software specifications with IM web team.
- incorporate feedback on software specifications
- complete the design and publish the Initial Design Report (IDR) The Initial Design Report (IDR) documents the technical requirements for the site, the number and types of elements (i.e. interactive, graphical, or static) the site will contain, the functionality of any interactive elements, and the site's basic navigational structure. This document also sets forth a plan of implementation: the schedule of deliverables, the scope and type of labor to be allocated, a timeline for completion, and the final budget. The IDR is a reference point for the development process and a blueprint for the project's feature set. This document may go through a few revisions until mutual agreement is reached.
- obtain approval to proceed to Task 2

Task 2: Initial Design and Development: Based on approved Initial Design Report (IDR) Contractor will work on-site with District personnel to implement approved design. Group will implement the technical requirements for the site and the number and types of elements (i.e. interactive, graphical, or static, identified in the final IDR, assuring functionality of interactive elements, and of the site's basic navigational structure. Activities will be undertaken according to the plan for implementation, schedule of deliverables and within defined and agreed completion dates, and agreed budget. The approved IDR serves as a reference point for the development process and a blueprint for the Intranet's feature set. During this process the Contractor will:

- develop prototype based on functional specifications outlined in the IDR
- review function specifications.
- incorporate feedback into functional specifications.

- The contractor will complete design.
- obtain approval to proceed to Task 3.

Task 3: Prototype Demonstration: Contractor shall create a working prototype to demonstrate the features to the IM team, ensuring that the solution is not only effective but also useable. Following approval of prototype, Contractor will then move to Task 4.

Task 4: Production: The production phase is the heart of the on-site development process. Contractor, with USACE Team assistance, transfers old Intranet information as appropriate, adapts information when necessary, transfers and/or creates programming, graphics production, and integration of third-party elements. Contractor ensures that all members of the team understand their tasks, and that communication remains constant throughout the production phase. The Contractor will:

- review functional specifications.
- identify modular/tiered design parameters.
- assign development staff.
- develop code
- develop testing and primary debugging.
- complete development.

A review and revision period is built into the Production phase, during which time District members may wish to request modifications to the site's content, or compile and submit revisions before initial posting.

Task 5: Testing: Although testing occurs throughout the development process, the formal testing phase begins when production nears completion. Team scrutinizes the functionality of interactive elements and the appearance of pages on all target browsers and platforms. Database integration is verified, and custom code is validated. The Contractor will:

- develop unit test plans using product specifications
- develop integration test plans using product specifications

Task 6 Launch: The developed site is relocated from development servers to final production home. Additional testing is done to ensure a successful installation.

Task 7 Maintenance Training: Forms, information, processes, and policies must be kept up-to-date on the newly implemented Intranet by the in-house IT Team. Contractor shall provide guidance and process information required to effectively maintain the Detroit District corporate Intranet site regardless of the platform. Intranet training will be provided to USACE IT personnel to enable them to replace an old document with a new/revised document.

Deliverables:

- Initial Design Report (IDR)
- Site Diagram
- Specification on Database Design for Departmental Databases
- All Source Code
- All Supporting files
- Test plan
- Deployment plan
- Security & Permission Plan
- Training for staff in basic usage of chosen web design software and maintenance of new website
- System Documenting and end user documentation
- Functioning website that meets contracted requirements
- Uploading and testing of new website to live web server

Requirements:

Detroit District personnel requirements are as follows: Contractor must have some demonstrated experience in building ASP.Net applications and .Net assemblies and C+.

Contractor should have at least 3-5 years demonstrated work experience in developing three-tier web applications using DHTML, VBScript and/or JavaScript, ASP, VB, COM, DCOM and SQL Server (Stored procedures especially) with some IIS and Command scripts experience. The following are requirements for the contractor position:

- 3 plus years of HTML, SQL, VB or C/C++ is required.
- Contractor must also provide previous project completion of an ASP.NET application deployment, references will be checked. Reference can be web links to completed projects.
- Knowledge of Internet technologies including Windows 2000 and IIS is required.
- Experience with security implementation may be required.
- Demonstrated experience developing web sites using the latest technology, for example, Dynamic HTML and JavaScript required.
- Experience in graphics, layout and design required.
- Strong communication skills along with ability to meet deadlines in a fast paced environment required.
- Must have strong attention to detail and be able to work as a team player. Demonstrated experience with project planning and excellent project management skills required.

Addendum:

Frequently Asked Questions:

1. Is there an incumbent contractor currently performing this work? If so, please indicate the name of this company, and if this incumbent is allowed to bid on this effort? **There is no incumbent contractor working on this project.**
2. What is the defined project schedule established for this effort, or a due date for project completion? **Total time to completion is expected to be 120 hours from commencement of the project.**
3. What is the estimated number of web pages that are required by this effort? **There are approximately 250 pages.**
4. How many users will use this system? Are these users all USACE personnel? **The system has approximately 500 users and all are USACE employees.**
5. How many databases are envisioned for this effort? Are the schemas of any existing databases available for review? **There is expected to be one database with approximately 15 tables. There is currently no existing database.**
6. How many reports, and of what types, are required to be developed for this project? **There is an Initial Design Report required before proceeding to the next phase. The Initial Design Report documents the technical requirements for the site, the number and types of elements. The elements of the required report are discussed under Task 1: Analysis/Software requirement and in Task 7, Maintenance Training. This document is to be used as a tool for the discussion. In its final form, the plan will be for implementation (with schedule and final budget). Negotiation and approval of the report is required before moving on to the next phase.**
7. In Task 1 on page 3 of the scope of work, it is indicated that the final budget will be determined and approved during Task 1 before proceeding on to Task 2. As we are asked to provide a quote for the entire project, will the project bid price be adjusted in the event that additional requirements are determined during Task 1 and identified in the Initial Design Report (IDR)? **Yes, if the Detroit District concurs with your findings.**
8. Will USACE personnel supply the actual content for the various components within the site, such as the various policies and procedures documents? **Yes.**
9. When the RFP indicates "on-site", does this mean the entire team of personnel need to be on-site or may partial staffing be on-site and partial off so that there is more cost savings realized? **The entire team of personnel need not be on-site. We need one contact person on-site to discuss scope of work of the project.**
10. Is there an existing URL where we may review the pages for this effort? **No, but the number of pages is estimated to be 250, with one database and approximately 15 tables. Reason being is that URL is behind our firewall and not for public access.**

Additional Information: We are looking to create an ASP.NET portal web site with logon capabilities for our users.