



# **Certification and Accreditation**

## **Blanket Purchase Agreement – Fiscal Year 2007**

**Phase 1, Phase 2 and IV&V**

***Date: March 22, 2007***

***Revision 1.0***

***Prepared for: United States  
Department of Agriculture***

## How to Use the BPA

Effective October 1, 2006, agencies may start using blanket purchase agreements (BPAs) to acquire services for certification and accreditation (C&A). The BPAs should be used for Fiscal Year (FY) 2007 funds.

To assist agencies to certify and accredit systems, Cyber Security has implemented a BPA for Phase I, Phase 2, and Independent Verification and Validation (IV&V) through the Office of Procurement and Property Management (OPPM).

To be eligible for the BPA, vendors are selected from the General Services Administration (GSA) schedule. Preference is given to small, small and disadvantaged, Historically Underutilized Business Zone, women-owned, veteran, and service disabled veteran-owned businesses. Contracting with small businesses through this BPA enables USDA to achieve its programmatic goals and requirements, as well as support Federally mandated small business goals for USDA's contracting portfolio. Vendors will be added to the BPA as needed.

Using the BPA process eliminates sole sources and open market solicitations. BPA utilization is not mandatory; however, using it will maximize assistance to agencies in their FY 2007 C&A efforts. In addition, using this BPA automatically eliminates the Acquisition Approval process.

## Process

There is a Statement of Work (SOW) for Phase 1, Phase 2, and IV&V already in place. The SOW contains the required information necessary to contract support services for each phase under OCIO, Cyber Security. Each customer must review and develop agency-specific Task Order information to meet their agency's requirements. Information must include:

- **Tasks List** – Include specific tasks and deliverables required to recertify the system in the deliverables section of the SOW.
- **Period of Performance** – Insert the time necessary to complete the task.
- **Agency Processing** – Transmit all requests through the Agency's in-house process to acquire procurement contracts. This includes all necessary internal paperwork, and proper routing for approving each request or order through budget personnel and contracting officer.
- **IAS Processing** – Process the requisition through the Integrated Acquisition System (IAS) once all approvals are complete. All agencies in the USDA can use the Procurement IAS to process all procurement requests through the Department.
- **Phase Identification** – Ensure that the request has Phase 1, Phase 2, or IV&V clearly identified on the SOW and requisition.

When the information is processed through IAS, the resulting documentation will contain the words BPA in the title, and the award document will include the vendor BPA number (e.g., AG-3142-B-06-xxxx), which automatically flags the Agency Contracting Officer that the requisition is using the BPA set up by Cyber Security. (The “B” in “AG-3142-B-06” stands for BPA.)

The Agency Contracting Officer (ACO) will process the requisition using the established vendors set up in the BPA. All Task Orders will be completed by obtaining quotes from the vendors based on requirements, period of performance, etc. The Contracting Officer will make the award to the vendor based on best value, laws, fair and reasonable, and economical factors for the Federal Government. It is not necessary to obtain quotes among the vendors since this has already been done by the contracting officer prior to award. Agencies may select vendors from the list. (*Do not have to compete.*) In addition, agencies must provide:

- **Cyber Security Notification:** ISSPMs must notify Cyber Security with the name of the system being recertified when services are acquired. The notification must also include phase, start and finish dates, name of contractor providing the service, and the IAS number. Cyber Security will use the IAS requisition number as the tracking number for each phase.
- **Payment of Invoices:** Each agency is responsible for payment of services. Validation of services must be provided before payment. The contracting officer is not responsible for ensuring that payments are made to the vendor for services rendered.

If necessary, the agency ISSPM may observe System Test & Evaluation (ST&E) to validate that all tasks and deliverables are met. The vendor will provide an invoice within 30 days after supplying deliverables. Please complete all draft reviews of reports within the agreed upon timeline to eliminate any issues before payment of deliverable is finalized.

It is the responsibility of the agency to ensure that:

- Systems are certified and accredited. Follow the USDA Updated C&A Guide and NIST guidance.
- The Vendors comply with the established rule of performing Phase 1, Phase 2, and IV&V on a system, but not duplicate services. A vendor cannot perform Phase 1, Phase 2, and IV&V on the same system. If the contractor performs Phase 1 another contractor must complete Phase 2 and IV&V
- Cyber Security is provided with name of contractor, phase being performed, system name, and cost per phase.
- Payment of services is made when deliverables are completed to satisfaction. (Agencies must be satisfied with work performed by contractor before payment is issued. If work is not acceptable, then take necessary action as required and notify Cyber of the vendor and issue.)

## Tracking C&A Costs

The requisition number issued through the IAS along with the BPA Waiver Number 1501 will be used to track security cost for the BPA and appropriate vendor for each phase. Each agency must provide the vendor name, start and completion date, with the IAS number to Cyber Security.

## Certification & Accreditation Guidance

Agencies may update the required documents in Phase 1, and not use a vendor. Phase 2, ST&E, must be completed by a vendor. The concurrency reviews will be conducted by OCIO after Phase 2 is completed, and proper documents are sent to OCIO. During the concurrency review, OCIO will pinpoint issues and make recommendations in the C&A process.

## Acquisition Process

The waiver is approved for all vendors listed on the BPA. Agencies that **use** the BPA are covered by the C&A waiver for all phases.

Agencies **are not** covered if vendors used are not associated with the BPA. If the BPA is not used, Agencies **must prepare** an Acquisition Approval Request in those instances, and send them through the appropriate channel for approval.

Contracting Officer Representatives (COR/COTR) will be assigned.

**Note:** For Phase I, please ensure that tasks written for systems going through recertification take into consideration the security documentation that is already in place. Making updates to existing documentation will reduce the cost of Phase I for recertification. This is an important consideration when the vendor proposes cost for this activity.

## Costing Guidance

Vendor costs are based on the complexity of the system. Agencies with systems that are based at a single site with few servers or workstations will have lower costs. Complex systems consisting of multiple architectures, servers and workstations in many geographical sites will cost more to certify and accredit. The following bullets contain general cost estimates.

Estimates for Phase I for a new system are listed first, re-certifications with few changes are listed second, and Phase II cost estimates are represented by the third number.

- Small system, centralized server and system in centralized location, limited number of server and workstations – 15K, 8K, and 15K
- Medium system, several servers and workstations, located at a few different sites – 20K, 13K, 25K

- Complex system, many servers and workstations, complex architecture, located in many sites – 30K, 18K, 50K

The number of servers and workstations, and the number of hours to complete a task are negotiable. Agencies can limit the number of workstations and servers by testing a sampling of equipment of the same configuration and type, and then ensure during roll-out that the systems that weren't scanned for a particular configuration are in fact given the standard configuration sometimes called a gold disk.

**(Phase II – Numbers)**

Rate Category	Rates	Small System Estimated Hours	Estimated Dollars	Medium System Estimated Hours	Estimated Dollars	Complex System Estimated Hours	Estimated Dollars
Task Manager							
Principal							
Senior Analyst							
Analyst							
Junior Analyst							
Staff Analyst							
Support Analyst							
Administrative Support							
<b>Totals</b>		<b>200 hours</b>	<b>15K</b>	<b>350 hours</b>	<b>25K</b>	<b>600 hours</b>	<b>50K</b>

**BPA Vendors and Numbers – End 3/08/2012**

- Universal Business Solutions – AG-3142B-07-0010

Contracting Officers will be provided copies of the BPA awards and final price rates.

**Background Investigations**

At a minimum we require that a SAC (Special Agency Check) be conducted on new hires/contractors. This process provides an advanced fingerprint check (HSPD-12) requirement for provisional badging and it also provides a credit check. This process takes anywhere from 10-14 business days, so completion of the paperwork/fingerprinting, as far in advance of any start dates as possible is required. There are logistics involved depending on where the contractors are geographically located – mainly getting them fingerprinted, which have to be worked out with the company.

Then, once contractors are on-board, a more in-depth investigation might be needed (the SAC only meets HSPD-12 requirements for a provisional badge (temporary)). This is usually determined by the length of the contract – 180 days or more. Most C&A type contracts will not exceed 180 days. A SAC, therefore, should be sufficient.

If any of these contractors already has an active clearance, we can use that clearance in lieu of the SAC. The company Facility Security Officer only needs to send a visit letter detailing that information to the Security Point of Contact.

## **Questions/ Issues/ Concerns**