

PROPOSAL CHECKLIST							
PROJECT NAME						PROPOSAL MANAGER	
1605TA-26-Q-00055 - EBSA EFAST2 Rebuild/Modernization							
ISSUING AGENCY						Due Date	
U.S. Department of Labor, Office of the Chief Information Officer (OCIO)						09/14/2026 12:00 P.M. ET	
COMPLET ED	PRIORITY	CURRENT STATUS	SL No.	Solicitation Instructions/Evaluations/PWS	SECTION L, M AND PWS Page No.	RFP REF.	COMMENTS (To Be Completed by OFFEROR)
			NA	DEADLINES AND KEY DATES			
No	Low	Not Started	1	Quotation Due Date and Time: The SF18 cover page directs quotations to the issuing office on or before "09/14/2026 12:00 P.M. ET".	RFQ p. 1	SF18, Block 10	
No	Low	Not Started	2	Due Date Reference in the Instructions: "The quotation due date is listed in block 10 of the SF18."	RFQ p. 153	Instr. to Vendors, Delivery of Quotations	
No	Low	Not Started	3	Period for Acceptance of Quotations: The Vendor agrees to "hold the prices in its quote firm for 120 days" from the date specified for receipt of quotes and must state clearly in the submission that the quotation is valid through that date; the cover letter must carry a "Statement that the quote is firm for a period of not less than 120 calendar days".	RFQ pp. 152, 155	Period for Acceptance of Quotations; Instr. G	
No	Low	Not Started	4	Consolidated Key-Dates Schedule: RFP silent on a consolidated key-dates or milestone schedule for the procurement; only the quotation due date and the question deadline are stated.	N/A	N/A	
			NA	SUBMISSION METHOD AND PLATFORM			

No	Low	Not Started	5	Submission Method - Email to the Contracting Officer: "ALL QUOTATIONS MUST BE SUBMITTED ELECTRONICALLY VIA EMAIL TO THE CONTRACTING OFFICER WITH A CC TO THE CONTRACT SPECIALIST IDENTIFIED IN THE POINT OF CONTACT SECTION."	RFQ p. 153	Instr. to Vendors, Delivery of Quotations	
No	Low	Not Started	6	Issuing Office: SF18 Block 5a identifies the issuing office as US Department of Labor, Information Technology Acq Services, 200 Constitution Ave, NW, S-4307, Washington DC 20210, and Block 10 directs quotations to that office.	RFQ p. 1	SF18, Blocks 5a and 10	
No	Low	Not Started	7	Classified Data Prohibited in Quotation Files: "Files must not contain classified data."	RFQ p. 153	Instr. to Vendors, Quotation Submission	
No	Low	Not Started	8	Number of Copies: RFP silent on the number of copies of the quotation to be submitted.	N/A	N/A	
No	Low	Not Started	9	File Size and File Naming Limits: RFP silent on maximum file size and on file naming conventions for the quotation email and its attachments.	N/A	N/A	
			NA	LATE, MODIFIED, AND WITHDRAWN PROPOSALS			
No	Low	Not Started	10	Late Quotations: RFP silent on the treatment or consequence of a quotation received after the due date and time.	N/A	N/A	
No	Low	Not Started	11	Modification of a Submitted Quotation: RFP silent on the mechanics for modifying a quotation after submission.	N/A	N/A	
No	Low	Not Started	12	Withdrawal of a Submitted Quotation: RFP silent on the mechanics for withdrawing a quotation after submission.	N/A	N/A	

			NA	QUESTIONS AND CONTACT RESTRICTIONS			
No	Low	Not Started	13	Question Deadline: "Questions must be submitted no later than September 8, 2026 at 1:00pm ET."	RFQ p. 152	Instr. to Vendors, Submission of Questions	
No	Low	Not Started	14	Question Format and Routing: "Questions regarding this RFQ must be submitted via email using Attachment #3" - the Question and Answer Sheet - addressed to the Contracting Officer with a carbon copy to the Contract Specialist.	RFQ p. 152	Instr. to Vendors, Submission of Questions	
No	Low	Not Started	15	Telephone Questions Prohibited: "Telephone questions or inquiries will not be accepted."	RFQ p. 152	Instr. to Vendors, Submission of Questions	
No	Low	Not Started	16	Delivery of Answers: "Responses to questions submitted will be provided via email."	RFQ p. 152	Instr. to Vendors, Submission of Questions	
No	Low	Not Started	17	Sole Points of Contact: The Contracting Officer and Contract Specialist are "the sole POC's for this Procurement" - Contracting Officer Nicole D. Jacobs and Contract Specialist Jackia S. Barnes.	RFQ p. 152	Instr. to Vendors, Point of Contact (POC)	
			NA	AMENDMENTS TO THE SOLICITATION			
No	Low	Not Started	18	Amendment Posting and Duty to Monitor: RFP silent on how amendments to this RFQ will be issued or posted and on any duty to monitor for them.	N/A	N/A	
No	Low	Not Started	19	Amendment Acknowledgment: RFP silent on any requirement or form for acknowledging receipt of an amendment.	N/A	N/A	

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			NA	OVERALL PAGE LIMITS			
No	Low	Not Started	1	Volume I - Technical Approach Page Limit: "Not to exceed (NTE) 45 pages excluding cover, title page, executive summary, abstract, and table of contents."	RFQ p. 154	Instr. to Vendors, C. Page Count	
No	Low	Not Started	2	Volume II - Management Approach Page Limit: "NTE 10 pages excluding a cover page, table of contents, executive summary, and glossary of acronyms and terms."	RFQ p. 154	Instr. to Vendors, C. Page Count	
No	Low	Not Started	3	Volume III - Price Page Limit: The page count table states "No page limitation" for the Price volume.	RFQ p. 154	Instr. to Vendors, C. Page Count	
No	Low	Not Started	4	Consequence of Exceeding a Page Limit: "Those pages that exceed the page limits for each volume or attachment will not be evaluated."	RFQ p. 154	Instr. to Vendors, C. Page Count	
No	Low	Not Started	5	Forty-Five Line Per Page Cap: If there are "more than forty-five (45) lines of text excluding tables/graphics on any page", the sum of the additional lines is removed from back to front of that volume or attachment and is not evaluated.	RFQ p. 154	Instr. to Vendors, C. Page Count	

No	Low	Not Started	6	Narrative Discussion Counts Against the Limit: "The Narrative discussion, however, does count against the page limits for each volume."	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
No	Low	Not Started	7	Glossary and Table of Contents Excluded: A glossary of acronyms and terms is required for each volume and "(including table of contents) will not count against the volume page limit."	RFQ p. 154	Instr. to Vendors, E. Glossary and Acronyms	
No	Low	Not Started	8	Foldouts and Oversized Pages: RFP silent on whether foldouts or oversized pages are permitted and how they would be counted.	N/A	N/A	
			NA	ITEM-SPECIFIC PAGE LIMITS			
No	Low	Not Started	9	Cover Letter Page Limit: The page count table caps the cover letter at "Not to exceed (NTE) 2 Pages".	RFQ p. 153	Instr. to Vendors, C. Page Count	
No	Low	Not Started	10	AI Use Disclosure Page Limit and Placement: AI Use Disclosure responses "are excluded from the volume page limits"; they are "limited to one page and must be placed behind the cover letter preceding Volume 1".	RFQ pp. 153-154, 155	Instr. to Vendors, C. Page Count; Instr. G	
No	Low	Not Started	11	Key Personnel Resume Page Cap: RFP silent on any page cap for key personnel resumes; resumes are required after award for personnel suitability and key personnel changes, not as a quotation attachment.	N/A	N/A	
			NA	VOLUME STRUCTURE			
No	Low	Not Started	12	Number of Volumes: "The Quoter's quotation must consist of three (3) separate volumes."	RFQ p. 153	Instr. to Vendors, Quotation Submission	

No	Low	Not Started	13	Identity of the Three Volumes: The page count table and the evaluation section identify the volumes as Volume I - Technical Approach, Volume II - Management Approach, and Volume III - Price.	RFQ pp. 154, 160	Instr. to Vendors, C. Page Count; Evaluation, Factors to be Evaluated	
No	Low	Not Started	14	Internal Inconsistency in the Price Volume Number: The price narrative instructions are headed "VOLUME IV - PRICE" on RFQ p. 157, while the page count table and the evaluation factors call the same volume Volume III; confirm with the Contracting Officer before labelling the volume.	RFQ pp. 154, 157, 160	Instr. to Vendors, C. Page Count and Vol. Price; Evaluation	
No	Low	Not Started	15	Information Confined to the Correct Volume: "All information must be confined to the appropriate volume."	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
No	Low	Not Started	16	Table of Contents and Summary Section in Each Volume: "Each volume of the quotation must consist of a Table of Contents and Summary Section" and these are not included in the page limits.	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
No	Low	Not Started	17	Summary Section Content: "The Summary Section must contain a brief abstract of the volume which does not count against the page limits."	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
No	Low	Not Started	18	Cover Letter Position in the Quotation: "The cover letter is considered the first page of the Quotation" and must include the elements listed in Instruction G.	RFQ p. 155	Instr. to Vendors, G. Cover Letter	

No	Low	Not Started	19	Cross-Reference Matrix in Each Volume: For clarity and completeness of presentation "vendors must provide a cross-reference matrix for each of the volumes listed"; it must be placed after the cover page of each volume and must indicate the quotation volume section, subsection and paragraph cross-referenced with the appropriate PWS paragraphs, applicable RFQ instructions, evaluation criteria and task order deliverables.	RFQ p. 154	Instr. to Vendors, E. Glossary and Acronyms	
			NA	REQUIRED VOLUME I - TECHNICAL APPROACH SECTIONS			
No	Low	Not Started	20	Technical Narrative Responsive to Factor I: "The Vendor must provide a technical narrative in response to Factor I" - Technical Capability - demonstrating its understanding of the EFAST2 Rebuild/Modernization effort.	RFQ p. 155	Instr. to Vendors, Volume I - Technical Capability	
			NA	REQUIRED VOLUME II - MANAGEMENT APPROACH SECTIONS			
No	Low	Not Started	21	Required Subsection - Management Approach: At a minimum the response must "Describe the management structure, tools, processes, risk management approach, communication methods, and coordination with Government stakeholders."	RFQ p. 156	Instr. to Vendors, Volume II, Management Approach bullet	
No	Low	Not Started	22	Required Subsection - Staffing Matrix: The response must "Provide a staffing matrix that maps proposed key and non-key personnel to PWS tasks, labor categories, skills, experience, and proposed FTE levels" for the base and option periods, and must explain availability at performance start, retention, hiring, cross-training, continuity planning and Key Personnel transitions.	RFQ p. 156	Instr. to Vendors, Volume II, Staffing Matrix bullet	

No	Low	Not Started	23	Required Subsection - Quality Control Plan: The response must provide a Quality Control Plan describing how the Vendor will "monitor, inspect, and correct deficiencies", measure and report the Technical Exhibit 1 performance standards, integrate quality assurance into the development lifecycle, track and resolve defects, ensure Section 508 and WCAG 2.1 A/AA compliance, and measure customer satisfaction.	RFQ pp. 156-157	Instr. to Vendors, Volume II, Quality Control Plan bullet	
			NA	REQUIRED VOLUME III - PRICE SECTIONS			
No	Low	Not Started	24	Narrative Explanation of Pricing: "A narrative explanation of pricing must be included." It may be submitted separately from Attachment #1 and does not have a page limit.	RFQ p. 157	Instr. to Vendors, Volume Price	
No	Low	Not Started	25	Wage Determination List: The vendor "must include a list of applicable Wage Determination numbers and revision" if the task order place of performance will differ from the locations covered in the Wage Determinations provided herein; the potential Wage Determinations are listed at RFQ pp. 6-9.	RFQ pp. 157-158	Instr. to Vendors, Volume Price	
No	Low	Not Started	26	Service Contract Labor Standards Matrix: "Vendors must submit a Service Contract Labor Standards (SCLS) matrix that identifies each SCLS-covered labor category, the corresponding Wage Determination number, and the applicable locality."	RFQ p. 162	Evaluation, Service Contract Labor Standards Matrix	

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			NA	DOCUMENT FORMATTING REQUIREMENTS			
No	Low	Not Started	1	Indexing and Assembly: "The submission must be clearly indexed and logically assembled."	RFQ p. 153	Instr. to Vendors, A. Format	
No	Low	Not Started	2	Volume Numbering and Header/Footer Identification: "Each volume must be appropriately numbered and clearly identified with the date and RFQ number in the header and/or footer and must begin at the top of each page."	RFQ p. 153	Instr. to Vendors, A. Format	
No	Low	Not Started	3	Volume Cover Page Content: "The cover page of each volume must include the Quoter's name, business address, Point of Contact information to include an email address, Unique Entity ID (SAM) and Cage code."	RFQ p. 153	Instr. to Vendors, A. Format	
No	Low	Not Started	4	Volume Cover Sheet Identification: Quoters "must add a cover sheet to each volume, which clearly identifies each volume-by-volume number, and volume name (e.g. Volume I - Technical Approach), RFQ number, and date of submission."	RFQ p. 153	Instr. to Vendors, B. File Packaging	

No	Low	Not Started	5	Page Margins: There must be "a minimum page margin of one inch" (2.54cm) on all sides for the body of the text, excluding headers and footers which should be 0.5 inches (1.27cm) from the page edge.	RFQ p. 153	Instr. to Vendors, A. Format	
No	Low	Not Started	6	Paragraph Separation: "Each paragraph must be separated by at least one blank line."	RFQ p. 153	Instr. to Vendors, A. Format	
No	Low	Not Started	7	Minimum Font Size: "A standard, 12-point minimum font size applies."	RFQ p. 153	Instr. to Vendors, A. Format	
No	Low	Not Started	8	Required Typeface: "Times New Roman fonts are required."	RFQ p. 153	Instr. to Vendors, A. Format	
No	Low	Not Started	9	Tables and Illustrations: Tables and illustrations "may use a non-serif font such as Arial and a reduced font size not less than 9-point and may be landscape."	RFQ p. 153	Instr. to Vendors, A. Format	
No	Low	Not Started	10	Line Numbers in the Technical Volume: "The technical volume must include line numbers on each page."	RFQ p. 153	Instr. to Vendors, A. Format	
No	Low	Not Started	11	Required File Formats: "The quotation volumes must be submitted in Adobe PDF format, with the exception of the price spreadsheet and payment schedule, which must be submitted in Microsoft Excel format."	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
No	Low	Not Started	12	Marking of Proprietary Information: "Proprietary information must be clearly marked."	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
No	Low	Not Started	13	Definition of Acronyms at First Use: "All acronyms must be defined at first use."	RFQ p. 154	Instr. to Vendors, E. Glossary and Acronyms	

No	Low	Not Started	14	Removal of Template Placeholder Text: The three volume outline templates carry instruction boxes and placeholder prompts that the templates themselves direct the writer to remove before submitting; confirm every box, prompt and bracketed placeholder has been deleted from all three volumes.	Vol. I-III outlines	Outline template instruction boxes	
No	Low	Not Started	15	Paper Size: RFP silent on paper size for the quotation.	N/A	N/A	
No	Low	Not Started	16	Line Spacing: RFP silent on line spacing; only the blank line between paragraphs, the 12-point minimum font and the forty-five line per page cap are stated.	N/A	N/A	
No	Low	Not Started	17	Proprietary or Restrictive Legend Wording: RFP silent on the wording or format of any proprietary, confidential or restrictive legend; only the requirement that proprietary information be clearly marked is stated.	N/A	N/A	
			NA	RESUME AND REFERENCE FORMAT REQUIREMENTS			
No	Low	Not Started	18	Resume Format for the Quotation: RFP silent on resume content and format for the quotation; no resumes are required to be submitted with the quotation.	N/A	N/A	
No	Low	Not Started	19	Past Performance Reference Data Fields: RFP silent on past performance reference format and required reference data fields; relevant experience is addressed in narrative form in Volumes I and II rather than on a reference form.	N/A	N/A	
			NA	RESPONSIVENESS AND DISQUALIFICATION RISKS			

No	Low	Not Started	20	Omitted or Misplaced Information: "The Government may not evaluate quotations that omit required information or place it in incorrect volumes."	RFQ p. 152	Instr. to Vendors, Additional Information	
No	Low	Not Started	21	Incomplete or Non-Compliant Submissions: "Submissions that are incomplete or otherwise non-compliant may be excluded from further evaluation."	RFQ p. 152	Instr. to Vendors, Additional Information	
No	Low	Not Started	22	Prohibition on Restating Requirements and Vague Language: The quotation "should not simply rephrase or restate the Government's requirements"; general or vague statements such as standard procedures will be used are not desired and may be construed as a lack of understanding, and "General or vague statements without supporting rationale or examples will not be sufficient."	RFQ pp. 152, 156	Instr. to Vendors, Additional Information; Volume I	
No	Low	Not Started	23	Conditional Quotations: "Conditional quotations will not be accepted."	RFQ p. 152	Instr. to Vendors, Additional Information	
No	Low	Not Started	24	No Government Assumptions: "The Government will not make assumptions concerning intent, capabilities, or experience." Clear identification of quotation details is the sole responsibility of the vendor.	RFQ p. 152	Instr. to Vendors, Additional Information	
No	Low	Not Started	25	No Assumed Prior Knowledge: "Vendors must assume that the Government has no prior knowledge of its facilities and/or experience" and that evaluation will be based on the information presented in the quotation.	RFQ p. 152	Instr. to Vendors, Additional Information	
No	Low	Not Started	26	Stand-Alone Volumes: "Each volume must be written on a stand-alone basis." Information required for evaluation that is not found in its designated volume or presentation will be assumed to have been omitted from the quotation.	RFQ p. 155	Instr. to Vendors, F. Quotation Documents	

No	Low	Not Started	27	Non-Responsive Price Submission: "Incomplete submissions as required in this RFQ may cause the quote to be considered non-responsive."	RFQ p. 157	Instr. to Vendors, Volume Price	
No	Low	Not Started	28	Exclusion for Material Failure to Follow Instructions: At any time prior to selection the Government may exclude a quotation from further consideration "for any material failure to follow instructions, including the omission of required information".	RFQ p. 159	Evaluation, Basis for Award	
No	Low	Not Started	29	Waiver of Informalities: "The Government reserves the right to waive informalities and minor irregularities in quotations received."	RFQ p. 159	Evaluation, Basis for Award	
No	Low	Not Started	30	Evaluation Confined to the Quotation: "Evaluations will be based solely on the materials included in the quotation."	RFQ p. 159	Evaluation, Basis for Award	
No	Low	Not Started	31	Minimum Acceptable Rating: To receive consideration for award a rating of no less than Acceptable - the source sets the word in quotation marks - "must be achieved for Factors I and II."	RFQ p. 159	Evaluation, Basis for Award	
No	Low	Not Started	32	Award on Initial Responses: The Government intends to select the best-suited vendor from initial responses without exchanges, so "the vendor's initial submission should contain its best terms, technical solutions and price".	RFQ p. 159	Evaluation, Award on Initial Responses	
			NA	SIGNATURES, CERTIFICATIONS, AND FORMS			
No	Low	Not Started	33	SF18 Signature of Authorised Person: SF18 Block 14 requires the signature of the person authorized to sign the quotation, Block 15 the date of quotation, and Block 16 the signer name (typed or printed) and telephone number.	RFQ p. 1	SF18, Blocks 14-16	

No	Low	Not Started	34	SF18 Name and Address of Quoter: SF18 Block 13 requires the name and address of the quoter, including name of quoter, street address, county, city, state and ZIP code.	RFQ p. 1	SF18, Block 13	
No	Low	Not Started	35	SF18 Discount for Prompt Payment: SF18 Block 12 provides for a discount for prompt payment at 10, 20 and 30 calendar days and an open calendar-day field, each with a number and percentage entry.	RFQ p. 1	SF18, Block 12	
No	Low	Not Started	36	Representations and Certifications: Representations and certifications attached to this Request for Quotation "must be completed by the quoter."	RFQ p. 1	SF18, Block 10 note	
No	Low	Not Started	37	Certification of Review of AI-Generated Content: The contractor "must provide a statement affirming that all AI-generated content has been subjected to review by qualified personnel to ensure accuracy, relevance, and compliance with solicitation requirements."	RFQ p. 135	DOL 2026-01, Disclosure of AI Use	
			NA	REGISTRATION AND BUSINESS STANDING			
No	Low	Not Started	38	System for Award Management Registration: "All prospective vendors must be registered in the System for Award Management (www.sam.gov) in order to be eligible for award."	RFQ p. 152	Instr. to Vendors, Additional Information	
No	Low	Not Started	39	GSA MAS Contract Eligibility: "Competition is limited to small business concerns holding contracts under GSA MAS Special Item Number 54151S, Information Technology Professional Services."	RFQ p. 150	Instructions to Vendors	
No	Low	Not Started	40	Set-Aside, NAICS Code and Size Standard: The RFQ is a 100% small business set-aside under NAICS code 541512, Computer Systems Design Services, with a size standard of \$34 million.	RFQ pp. 2, 150	Continuation Sheet; Instructions to Vendors	

No	Low	Not Started	41	Cover Letter - Responsibility Standards: The cover letter must include a "Statement regarding the vendor's compliance with RFO FAR 9.104-1 (General Standards for Responsible Prospective Contractors)."	RFQ p. 155	Instr. to Vendors, G. Cover Letter	
No	Low	Not Started	42	Cover Letter - Business Identity and Remittance: The cover letter must give the "Complete business address of the vendor, the corporate name to be used on any resultant contract, and the remittance address if different from above", plus any parent company or sponsoring corporation and the vendor's SAM unique entity identifier (UEI) code.	RFQ p. 155	Instr. to Vendors, G. Cover Letter	
No	Low	Not Started	43	Cover Letter - Socio-Economic Status: The cover letter must state the vendor's "Socio Economic Status (as registered in SAM.gov)."	RFQ p. 155	Instr. to Vendors, G. Cover Letter	
No	Low	Not Started	44	Cover Letter - Solicitation Number: The cover letter must state the Solicitation Number.	RFQ p. 155	Instr. to Vendors, G. Cover Letter	
No	Low	Not Started	45	Cover Letter - GSA MAS Contract Number and SINS: The cover letter must state the "GSA Multiple Award Schedule (MAS) Contract Number and applicable SIN(s)".	RFQ p. 155	Instr. to Vendors, G. Cover Letter	
No	Low	Not Started	46	Cover Letter - Points of Contact: The cover letter must give "No more than two points of contact information to include name, phone numbers and email address(es)."	RFQ p. 155	Instr. to Vendors, G. Cover Letter	
			NA	PRICING SUBMISSION COMPLIANCE			
No	Low	Not Started	47	Priced Labor Categories and Hours Required: "The vendor must provide pricing for labor categories and hours for the base period and each option period."	RFQ p. 157	Instr. to Vendors, Volume Price	

No	Low	Not Started	48	Labor Category Breakout and Corresponding Rates: The price quotation "must include a breakout of the proposed labor categories, cross-walked GSA labor categories, and the corresponding rates for each category", proposed from the vendor's schedule contract.	RFQ p. 157	Instr. to Vendors, Volume Price	
No	Low	Not Started	49	Substantiation and Completeness of the Priced Volume: "This volume must contain all pricing required by the solicitation." The Price Volume must substantiate the price to complete the PWS requirements and contain sufficient information and constraints to establish reasonableness and completeness.	RFQ p. 157	Instr. to Vendors, Volume Price	
No	Low	Not Started	50	Labor Categories Must Exist on the GSA Schedule: "All labor categories presented in the vendor's submission must be present in the vendor's GSA schedule."	RFQ p. 152	Instr. to Vendors, Additional Information	
No	Low	Not Started	51	Pricing At or Below GSA MAS Prices: "Additionally, pricing offered must be at or below the vendor's GSA MAS prices."	RFQ p. 152	Instr. to Vendors, Additional Information	
No	Low	Not Started	52	Crosswalk to Government Labor Categories: Vendors "must cross walk the proposed labor categories to the labor categories provided by the Government"; Attachment #1 must be used for the crosswalk and the vendor must explain how each Government labor category is reasonably encompassed within the scope of the proposed GSA MAS labor category.	RFQ pp. 152, 157	Instr. to Vendors, Additional Information; Volume Price	
No	Low	Not Started	53	Conditions on Labor Categories Proposed Under Any SIN: Labor categories awarded under any SIN may be proposed provided they are "currently awarded on the Vendor's GSA MAS contract", are "proposed at or below the MAS approved ceiling rates" and are "within the scope of the work described in this solicitation's PWS."	RFQ p. 157	Instr. to Vendors, Volume Price	

No	Low	Not Started	54	Best Pricing and Rate Reductions: The Government is seeking rate reductions from awarded schedule pricing, and "Quotations should include the vendor's best pricing, inclusive of all discounts, as there may not be another opportunity to offer further discounts."	RFQ p. 157	Instr. to Vendors, Volume Price	
No	Low	Not Started	55	Mandatory Use of Attachment #1 Price Schedule: "Attachment #1: Price Schedule has been provided as an RFQ attachment and must be used for submitting the price quotation."	RFQ pp. 157-158	Vendors, Volume Price; Price Schedule Chart Completion	
No	Low	Not Started	56	Identification of Key Personnel on the Price Schedule: The Quoter must "clearly indicate the Key Personnel positions" on Attachment #1.	RFQ p. 158	Price Schedule Chart Completion Instructions	
No	Low	Not Started	57	Price Schedule Completion Mechanics: Pricing, discounts, labor categories and hours must be provided on Tabs 2-5 of Attachment #1; enter information in columns B, C, E, F and G as necessary, noting that columns C and G automatically populate column H, then "Confirm that formulas calculate correctly and the totals are correct."	RFQ p. 158	Price Schedule Chart Completion Instructions	
No	Low	Not Started	58	Mandatory Use of Attachment #2 Payment Schedule: Attachment #2 must be used for submitting the payment schedule; Quoters complete the monthly per unit amount for each CLIN and "All amounts entered in the payment schedule must align with the proposed values for each CLIN as specified in Attachment 1, Price Schedule."	RFQ p. 158	Payment Schedule Completion Instructions	
No	Low	Not Started	59	Payment Schedule Completion Mechanics: In Attachment #2 Tab 1 enter required information in column D, which automatically populates column E; in Tab 2 enter required information in all columns for all labor categories to be utilised throughout the duration of the task order.	RFQ p. 158	Payment Schedule Completion Instructions	

No	Low	Not Started	60	Rate Ceiling and Ineligibility: "A quotation will be deemed ineligible for award if any proposed rates are higher than the associated GSA MAS."	RFQ p. 162	Evaluation, Factor III - Price	
No	Low	Not Started	61	Total Evaluated Price Includes All Options: The Government will calculate the total evaluated price "by adding the total of all CLIN prices, including all options", and will evaluate quotations for award purposes by adding the total price for all options to the total price for the requirement.	RFQ pp. 159, 162	Evaluation, Basis for Award; Evaluation of Options	
			NA	AGREEMENTS, INSURANCE, AND CONTRACT TERMS			
No	Low	Not Started	62	Cover Letter - Statement of Compliance and Exceptions: The cover letter must include a "Statement of compliance indicating either complete compliance with the solicitation or a detailed analysis of any objections, exceptions, or contingencies to the terms of the solicitation."	RFQ p. 155	Instr. to Vendors, G. Cover Letter	
No	Low	Not Started	63	Insurance Limits: RFP silent on insurance types or minimum limits required of the vendor.	N/A	N/A	
No	Low	Not Started	64	Business Associate or Non-Disclosure Agreement Execution: RFP silent on execution of a Business Associate Agreement or a separate non-disclosure agreement as a condition of quotation; confidentiality agreements are addressed only as a Transition-In onboarding step.	N/A	N/A	
			NA	DOCUMENTS AND EVIDENCE SUBMITTED WITH THE PROPOSAL			

No	Low	Not Started	65	AI Use Disclosure - Whether AI Was Used: Contractors intending to use AI tools and systems "must disclose the use of such tools as part of its proposal/quotation", and the contractor "must disclose whether AI was used to write the proposal/quotation or any other section in its response to the solicitation."	RFQ pp. 132, 135	DOL 2026-01, Approval and Tracking; Disclosure of AI Use	
No	Low	Not Started	66	AI Use Disclosure - How AI Tools Were Used: The contractor must provide "a brief description of how AI tools were utilized in the process of developing the proposal/quotation, including the types of tasks performed by AI (e.g., data analysis, content generation, document review)."	RFQ p. 135	DOL 2026-01, Disclosure of AI Use	
No	Low	Not Started	67	Copy of the GSA MAS Contract: The vendor "must include a copy of the MAS contract with all Special Item Numbers (SIN) identified" and must highlight within the MAS contract all labor categories and rates used for this requirement.	RFQ p. 157	Instr. to Vendors, Volume Price	
			NA	REGULATORY, SECURITY, AND CYBERSECURITY COMPLIANCE			
No	Low	Not Started	68	Moderate Baseline Security Category: The contractor "must maintain the confidentiality, integrity, and availability of EFAST2 at the Moderate Baseline Security Category level of compliance."	RFQ p. 18	PWS 1.6.8	
No	Low	Not Started	69	FedRAMP-Authorised Cloud Service Provider: Contractor use of a Cloud Service Provider to service DOL sensitive information "must be through an authorized FedRAMP vendor and the vendor's FedRAMP package must be reviewed and approved by DOL prior to use."	RFQ p. 122	Technical Exhibit 3	

No	Low	Not Started	70	Encryption of DOL Information: DOL information "must have defined access controls and be encrypted at rest and in transit using FIPS-validated cryptography to prevent unauthorized access."	RFQ p. 122	Technical Exhibit 3	
No	Low	Not Started	71	Prohibition on Kaspersky Lab Products: "No hardware, software, or service provided by the contractor may use or incorporate any hardware, software, or services developed or provided by Kaspersky Lab."	RFQ p. 118	Technical Exhibit 3	
No	Low	Not Started	72	Prohibition on Covered Telecommunications Equipment: No hardware, software or service provided by the contractor "may use or incorporate any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system."	RFQ p. 118	Technical Exhibit 3	
No	Low	Not Started	73	NACI Clearance Eligibility: The contractor "must possess or be eligible to receive and maintain a National Agency Check with Inquiries (NACI) clearance", and employees must have been granted a NACI security clearance and receive clearance to onboard from DOL prior to commencing work.	RFQ p. 39	PWS 4.2	
			NA	TEAMING AND SUBCONTRACTING COMPLIANCE			
No	Low	Not Started	74	Contractor Teaming Arrangement Permitted: "This solicitation allows the use of a GSA MAS Contractor Teaming Arrangement (CTA)" between two or more GSA MAS small business contractors.	RFQ p. 150	Instructions to Vendors	

No	Low	Not Started	75	CTA Document Required and Consequence of Omission: "A CTA document is required for any proposed CTA under the resultant task order." If proposed it must be specifically identified as such and submitted as part of the quotation; "Failure to provide a complete CTA document in accordance with this solicitation may result in no further consideration of the vendor's quotation."	RFQ p. 150	Instructions to Vendors	
No	Low	Not Started	76	CTA Format Must Follow Attachment #4: "The CTA document must adhere to the following format and include all information as provided in Attachment #4: MAS CTA Agreement."	RFQ p. 150	Instructions to Vendors; Attachment #4	
No	Low	Not Started	77	CTA Element - Identification of All Parties: List all participating MAS contractors, including names, addresses, MAS contract numbers and contact information; "All parties to the CTA must be GSA MAS small business concerns."	RFQ p. 150	Instructions to Vendors, CTA elements	
No	Low	Not Started	78	CTA Element - MAS CTA Lead: Identify which MAS contractor will be the MAS CTA lead, its corresponding MAS contract number and the tasks it will perform, and list potential reasons the team lead may change and how that process will work.	RFQ p. 150	Instructions to Vendors, CTA elements	
No	Low	Not Started	79	CTA Element - MAS CTA Members: Identify all the MAS CTA members, their corresponding MAS contract numbers and the tasks they will perform, and address any limitations of MAS CTA members' responsibilities.	RFQ p. 150	Instructions to Vendors, CTA elements	
No	Low	Not Started	80	CTA Element - Specific Team Responsibilities: State the various tasks incorporated into the MAS CTA and identify which party is primarily responsible for each identified task, including delivery of specific items, "so that liability is clearly established."	RFQ p. 150	Instructions to Vendors, CTA elements	

No	Low	Not Started	81	CTA Element - Duration of the Agreement: "Define the duration of the MAS CTA, identify any subsequent options, and describe how each option will work."	RFQ p. 151	Instructions to Vendors, CTA elements	
No	Low	Not Started	82	CTA Element - Ordering Procedures: "Document how the team will handle processing orders from the government."	RFQ p. 151	Instructions to Vendors, CTA elements	
No	Low	Not Started	83	CTA Element - Invoicing and Payments: Identify which MAS contractor is responsible for invoicing and receiving the agreed-on method of payment, and include the team's intention to resolve any dispute involving distribution of payments without government involvement.	RFQ p. 151	Instructions to Vendors, CTA elements	
No	Low	Not Started	84	CTA Element - Legal Relationship: Document that parties will remain independent contractors and not create a joint venture or separate subsidiary, and that the lead and each member will operate as a prime contractor for the portion of work it performs.	RFQ p. 151	Instructions to Vendors, CTA elements	
No	Low	Not Started	85	CTA Element - Confidential Information: "Identify any proprietary information and specify how such proprietary information and related rights will be managed."	RFQ p. 151	Instructions to Vendors, CTA elements	
No	Low	Not Started	86	CTA Element - Conflicting Terms: The agreement should state that the outlined terms must not conflict with the terms and conditions of each party's MAS contract, and that "If there is a conflict, the MAS contract takes precedence."	RFQ p. 151	Instructions to Vendors, CTA elements	
No	Low	Not Started	87	CTA Element - Replacement of Team Members: Include a statement that MAS CTA leads and members "will get approval from the government buyer before replacing any party after receipt of an order."	RFQ p. 151	Instructions to Vendors, CTA elements	

No	Low	Not Started	88	CTA Element - Sales Reporting and Industrial Funding Fee: Specify that each party is responsible for tracking and reporting its own sales according to the terms and conditions of the MAS contract and for paying the related Industrial Funding Fee.	RFQ p. 151	Instructions to Vendors, CTA elements	
No	Low	Not Started	89	CTA Element - Pricing: State that "all prices charged to the ordering activity must be at or below the applicable MAS contract prices" and specify the products/services and unit prices or hourly rates.	RFQ p. 151	Instructions to Vendors, CTA elements	
No	Low	Not Started	90	CTA Element - Incentives or Fees: "Explain how you will divide any incentives or fees within the team, if applicable."	RFQ p. 151	Instructions to Vendors, CTA elements	
No	Low	Not Started	91	CTA Element - Signatures: "All participating MAS contractors must sign the document."	RFQ p. 151	Instructions to Vendors, CTA elements	
No	Low	Not Started	92	Domestic AI Sourcing Requirement: Contractors "must exclusively utilize AI models, products, or services developed in the United States", consistent with Executive Order 14179.	RFQ p. 133	DOL 2026-01, Appropriate Use of Generative AI	
No	Low	Not Started	93	Limitation on Subcontracting: RFP silent on any percentage limitation on subcontracting or on prior Government approval of individual subcontractors.	N/A	N/A	

PROPOSAL CHECKLIST							
PROJECT NAME						PROPOSAL MANAGER	
1605TA-26-Q-00055 - EBSA EFAST2 Rebuild/Modernization							
ISSUING AGENCY						Due Date	
U.S. Department of Labor, Office of the Chief Information Officer (OCIO)						09/14/2026 12:00 P.M. ET	
COMPLET ED	PRIORITY	CURRENT STATUS	SL No.	Solicitation Instructions/Evaluations/PWS	SECTION L, M AND PWS Page No.	RFP REF.	COMMENTS (To Be Completed by OFFEROR)
			NA	VOLUME I - TECHNICAL APPROACH - FRONT MATTER			
No	Low	Not Started	—	Cover Letter: Draft, review and finalise this front matter item for Volume I - Technical Approach.	RFQ pp. 153, 155	Instr. to Vendors, C. Page Count; Instr. G	
No	Low	Not Started	—	AI Use Disclosure: Draft, review and finalise this front matter item for Volume I - Technical Approach.	RFQ pp. 153-154, 135	Instr. to Vendors, C. Page Count; DOL 2026-01	
No	Low	Not Started	—	Cross-Reference Matrix: Draft, review and finalise this front matter item for Volume I - Technical Approach.	RFQ p. 154	Instr. to Vendors, E. Glossary and Acronyms	
No	Low	Not Started	—	Table of Contents: Draft, review and finalise this front matter item for Volume I - Technical Approach.	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
No	Low	Not Started	—	List of Exhibits: Draft, review and finalise this front matter item for Volume I - Technical Approach.	N/A	Outline front matter	
No	Low	Not Started	—	Glossary of Abbreviations and Acronyms: Draft, review and finalise this front matter item for Volume I - Technical Approach.	RFQ p. 154	Instr. to Vendors, E. Glossary and Acronyms	

No	Low	Not Started	—	Summary Section (Inst. D): Draft, review and finalise this front matter item for Volume I - Technical Approach.	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
			NA	VOLUME I - TECHNICAL APPROACH - SECTIONS 1 THROUGH 5.6			
No	Low	Not Started	—	Volume I - Technical Approach: Write, review and finalise this outline section.	RFQ pp. 153-156	Instr. to Vendors, Quotation Submission; Volume I	
No	Low	Not Started	1	Understanding of the EFAST2 Rebuild/Modernization Requirement (Inst. Vol I): Write, review and finalise this outline section.	RFQ pp. 155-156	Instr. to Vendors, Volume I	
No	Low	Not Started	1.1	Understanding of the Objectives (PWS 1.3): Write, review and finalise this outline section.	RFQ p. 12	PWS 1.3	
No	Low	Not Started	1.2	Understanding of the Scope (PWS 1.4): Write, review and finalise this outline section.	RFQ p. 14	PWS 1.4	
No	Low	Not Started	1.3	Understanding of the Performance Requirements Summary (TE 1): Write, review and finalise this outline section.	RFQ pp. 83-97	Technical Exhibit 1	
No	Low	Not Started	1.4	Understanding of the Deliverables Schedule (TE 2): Write, review and finalise this outline section.	RFQ pp. 98-104	Technical Exhibit 2	
No	Low	Not Started	1.5	Understanding of the Deliverable Acceptance Procedures (TE 2): Write, review and finalise this outline section.	RFQ pp. 98-104	Technical Exhibit 2	
No	Low	Not Started	2	Technical Approach, Methods, Development Practices, and Tools (Inst. Vol I): Write, review and finalise this outline section.	RFQ pp. 155-156	Instr. to Vendors, Volume I	

No	Low	Not Started	2.1	Transition-In and Assumption of Full Contractual Responsibility Within Thirty Days of Award (PWS 5.1, Inst. Vol I): Write, review and finalise this outline section.	RFQ pp. 40, 155, 156	PWS 5.1; Instr. to Vendors, Volume I	
No	Low	Not Started	2.2	Project Management Services and Implementation of Agile Practices at DOL (PWS 5.2, Inst. Vol I): Write, review and finalise this outline section.	RFQ pp. 41, 155, 156	PWS 5.2; Instr. to Vendors, Volume I	
No	Low	Not Started	2.2.1	Monthly Progress Report (MPR) (PWS 5.2.1): Write, review and finalise this outline section.	RFQ p. 43	PWS 5.2.1	
No	Low	Not Started	2.2.2	Weekly Progress Report (WPR) (PWS 5.2.2): Write, review and finalise this outline section.	RFQ p. 43	PWS 5.2.2	
No	Low	Not Started	2.3	Design & Prototype Development (PWS 5.3): Write, review and finalise this outline section.	RFQ p. 43	PWS 5.3	
No	Low	Not Started	2.4	Design & Development (PWS 5.4): Write, review and finalise this outline section.	RFQ p. 44	PWS 5.4	
No	Low	Not Started	2.4.1	Registration Portal (PWS 5.4.1): Write, review and finalise this outline section.	RFQ p. 44	PWS 5.4.1	
No	Low	Not Started	2.4.2	Filing Acceptance Service (PWS 5.4.2): Write, review and finalise this outline section.	RFQ p. 45	PWS 5.4.2	
No	Low	Not Started	2.4.2.1	Filing Submission Flow (PWS 5.4.2.1): Write, review and finalise this outline section.	RFQ p. 45	PWS 5.4.2.1	
No	Low	Not Started	2.4.2.2	Filer Authentication (PWS 5.4.2.2): Write, review and finalise this outline section.	RFQ p. 46	PWS 5.4.2.2	

No	Low	Not Started	2.4.3	Third-Party Software Support (PWS 5.4.3): Write, review and finalise this outline section.	RFQ p. 47	PWS 5.4.3	
No	Low	Not Started	2.4.3.1	Third-Party Software Certification Criteria (PWS 5.4.3.1): Write, review and finalise this outline section.	RFQ p. 47	PWS 5.4.3.1	
No	Low	Not Started	2.4.3.2	Filing Preparation Software Test Scenarios (PWS 5.4.3.2): Write, review and finalise this outline section.	RFQ p. 48	PWS 5.4.3.2	
No	Low	Not Started	2.4.3.3	Transmission Software (PWS 5.4.2.3): Write, review and finalise this outline section.	RFQ p. 48	PWS 5.4.2.3	
No	Low	Not Started	2.4.3.4	Third-Party Software Authorization (PWS 5.4.3.4): Write, review and finalise this outline section.	RFQ p. 49	PWS 5.4.3.4	
No	Low	Not Started	2.4.3.5	Third-Party Software Developer Conference (PWS 5.4.3.5): Write, review and finalise this outline section.	RFQ p. 49	PWS 5.4.3.5	
No	Low	Not Started	2.4.3.6	Guide for Filers and Service Providers (PWS 5.4.3.6): Write, review and finalise this outline section.	RFQ p. 49	PWS 5.4.3.6	
No	Low	Not Started	2.4.3.7	Software Developer's Specification (PWS 5.4.3.7): Write, review and finalise this outline section.	RFQ p. 49	PWS 5.4.3.7	
No	Low	Not Started	2.4.3.8	Participant Acceptance Testing System (PATs) Test/Certification Program (PWS 5.4.3.8): Write, review and finalise this outline section.	RFQ p. 49	PWS 5.4.3.8	
No	Low	Not Started	2.4.3.9	PATs Test Filings (PWS 5.4.3.9): Write, review and finalise this outline section.	RFQ p. 50	PWS 5.4.3.9	

No	Low	Not Started	2.4.3.10	Third-Party Software Test Plan and Certification Procedures (PWS 5.4.3.10): Write, review and finalise this outline section.	RFQ p. 50	PWS 5.4.3.10	
No	Low	Not Started	2.4.3.11	Annual Updates and Certifications (PWS 5.4.3.11): Write, review and finalise this outline section.	RFQ p. 50	PWS 5.4.3.11	
No	Low	Not Started	2.4.3.12	Software Developer Monitoring (PWS 5.4.3.12): Write, review and finalise this outline section.	RFQ p. 50	PWS 5.4.3.12	
No	Low	Not Started	2.4.4	Filing Guidelines (PWS 5.4.4): Write, review and finalise this outline section.	RFQ p. 51	PWS 5.4.4	
No	Low	Not Started	2.4.4.1	Unauthenticated User Applications (PWS 5.4.4.1): Write, review and finalise this outline section.	RFQ p. 51	PWS 5.4.4.1	
No	Low	Not Started	2.4.4.2	PII Review of Flagged Attachments (PWS 5.4.4.2): Write, review and finalise this outline section.	RFQ p. 51	PWS 5.4.4.2	
No	Low	Not Started	2.4.4.3	Public Disclosure After PII Review (PWS 5.4.4.3): Write, review and finalise this outline section.	RFQ p. 51	PWS 5.4.4.3	
No	Low	Not Started	2.4.4.4	Revoke Public Access and Disclosure Changes (PWS 5.4.4.4): Write, review and finalise this outline section.	RFQ p. 51	PWS 5.4.4.4	
No	Low	Not Started	2.4.4.5	Authenticated Filer Applications (PWS 5.4.4.5): Write, review and finalise this outline section.	RFQ p. 52	PWS 5.4.4.5	
No	Low	Not Started	2.4.4.6	My Filings (PWS 5.4.4.6): Write, review and finalise this outline section.	RFQ p. 52	PWS 5.4.4.6	

No	Low	Not Started	2.4.4.7	Filing Web Application (PWS 5.4.4.7): Write, review and finalise this outline section.	RFQ p. 53	PWS 5.4.4.7	
No	Low	Not Started	2.4.4.7.1	Filing Creation (PWS 5.4.4.7.1): Write, review and finalise this outline section.	RFQ p. 53	PWS 5.4.4.7.1	
No	Low	Not Started	2.4.4.7.2	Filing Signing (PWS 5.4.4.7.2): Write, review and finalise this outline section.	RFQ p. 55	PWS 5.4.4.7.2	
No	Low	Not Started	2.4.4.7.3	Filing Submission (PWS 5.4.4.7.3): Write, review and finalise this outline section.	RFQ p. 55	PWS 5.4.4.7.3	
No	Low	Not Started	2.4.4.7.4	Form PR (PWS 5.4.4.7.4): Write, review and finalise this outline section.	RFQ p. 56	PWS 5.4.4.7.4	
No	Low	Not Started	2.4.4.7.5	Authenticated Government Functions (PWS 5.4.4.7.5): Write, review and finalise this outline section.	RFQ p. 56	PWS 5.4.4.7.5	
No	Low	Not Started	2.4.5	Artificial Intelligence (AI)-Enabled Development, Modernization, and Enhancement (DME) (PWS 5.4.5): Write, review and finalise this outline section.	RFQ p. 57	PWS 5.4.5	
No	Low	Not Started	2.4.5.1	Proactive use of AI (PWS 5.4.5.1): Write, review and finalise this outline section.	RFQ p. 57	PWS 5.4.5.1	
No	Low	Not Started	2.4.5.2	Transparency and prior notification (PWS 5.4.5.2): Write, review and finalise this outline section.	RFQ p. 57	PWS 5.4.5.2	
No	Low	Not Started	2.4.5.3	Security, privacy, and data handling (PWS 5.4.5.3): Write, review and finalise this outline section.	RFQ p. 58	PWS 5.4.5.3	

No	Low	Not Started	2.4.5.4	Quality and compliance (PWS 5.4.5.5): Write, review and finalise this outline section.	RFQ p. 58	PWS 5.4.5.5	
No	Low	Not Started	2.4.5.5	Intellectual property and deliverables (PWS 5.4.5.6): Write, review and finalise this outline section.	RFQ p. 58	PWS 5.4.5.6	
No	Low	Not Started	2.5	Direct User Exchange (PWS 5.5): Write, review and finalise this outline section.	RFQ p. 58	PWS 5.5	
No	Low	Not Started	2.5.1	Website (PWS 5.5.1): Write, review and finalise this outline section.	RFQ p. 59	PWS 5.5.1	
No	Low	Not Started	2.5.2	Compatibility and Accessibility (PWS 5.5.2): Write, review and finalise this outline section.	RFQ p. 60	PWS 5.5.2	
No	Low	Not Started	2.5.3	Cookies and Session Data (PWS 5.5.3): Write, review and finalise this outline section.	RFQ p. 61	PWS 5.5.3	
No	Low	Not Started	2.6	Data Dissemination (PWS 5.6): Write, review and finalise this outline section.	RFQ p. 61	PWS 5.6	
No	Low	Not Started	2.7	Reports (PWS 5.7): Write, review and finalise this outline section.	RFQ p. 61	PWS 5.7	
No	Low	Not Started	2.8	Contact Center (PWS 5.8): Write, review and finalise this outline section.	RFQ p. 62	PWS 5.8	
No	Low	Not Started	2.8.1	Written Inquiries (PWS 5.8.1): Write, review and finalise this outline section.	RFQ p. 63	PWS 5.8.1	

No	Low	Not Started	2.8.2	Chatbot/AI Solution (PWS 5.8.2): Write, review and finalise this outline section.	RFQ p. 63	PWS 5.8.2	
No	Low	Not Started	2.8.3	Release Notes (PWS 5.8.3): Write, review and finalise this outline section.	RFQ p. 66	PWS 5.8.3	
No	Low	Not Started	2.9	Data Management and Migration (PWS 5.9): Write, review and finalise this outline section.	RFQ p. 66	PWS 5.9	
No	Low	Not Started	2.10	Testing and Deployment (PWS 5.10): Write, review and finalise this outline section.	RFQ p. 67	PWS 5.10	
No	Low	Not Started	2.11	DevSecOps (PWS 5.11): Write, review and finalise this outline section.	RFQ p. 67	PWS 5.11	
No	Low	Not Started	2.12	Release Management (PWS 5.12): Write, review and finalise this outline section.	RFQ p. 68	PWS 5.12	
No	Low	Not Started	2.13	Operations and Maintenance (O&M) (PWS 5.13): Write, review and finalise this outline section.	RFQ p. 69	PWS 5.13	
No	Low	Not Started	2.13.1	Operations (PWS 5.13.1): Write, review and finalise this outline section.	RFQ p. 70	PWS 5.13.1	
No	Low	Not Started	2.13.2	Maintenance and Release/Change Management (PWS 5.13.2): Write, review and finalise this outline section.	RFQ p. 70	PWS 5.13.2	
No	Low	Not Started	2.13.3	Security, Privacy, and Compliance (Continuous ATO) (PWS 5.13.3): Write, review and finalise this outline section.	RFQ p. 70	PWS 5.13.3	

No	Low	Not Started	2.13.4	Monitoring, Incident, and Problem Management (PWS 5.13.4): Write, review and finalise this outline section.	RFQ p. 71	PWS 5.13.4	
No	Low	Not Started	2.13.5	Data Management, Backup, and Continuity (PWS 5.13.5): Write, review and finalise this outline section.	RFQ p. 71	PWS 5.13.5	
No	Low	Not Started	2.13.6	Environment Stewardship and Tools (PWS 5.13.6): Write, review and finalise this outline section.	RFQ p. 71	PWS 5.13.6	
No	Low	Not Started	2.13.7	Annual Forms Changes (PWS 5.13.7): Write, review and finalise this outline section.	RFQ p. 72	PWS 5.13.7	
No	Low	Not Started	2.13.7.1	Annual Forms, Schedules, and Instructions Development (PWS 5.13.7.1): Write, review and finalise this outline section.	RFQ p. 72	PWS 5.13.7.1	
No	Low	Not Started	2.13.7.2	Annual Rollover Requirement Development (PWS 5.13.7.2): Write, review and finalise this outline section.	RFQ p. 72	PWS 5.13.7.2	
No	Low	Not Started	2.13.7.3	Annual Rollover Updates (PWS 5.13.7.3): Write, review and finalise this outline section.	RFQ p. 74	PWS 5.13.7.3	
No	Low	Not Started	2.13.7.4	Annual System Maintenance Rollover Changes (PWS 5.13.7.3): Write, review and finalise this outline section.	RFQ p. 74	PWS 5.13.7.3	
No	Low	Not Started	2.13.8	System Architecture (PWS 5.13.8): Write, review and finalise this outline section.	RFQ p. 74	PWS 5.13.8	
No	Low	Not Started	2.13.8.1	Availability (PWS 5.13.8.1): Write, review and finalise this outline section.	RFQ p. 75	PWS 5.13.8.1	

No	Low	Not Started	2.13.8.2	Scaling (PWS 5.13.8.2): Write, review and finalise this outline section.	RFQ p. 75	PWS 5.13.8.2	
No	Low	Not Started	2.13.8.3	Disaster Recovery (PWS 5.13.8.3): Write, review and finalise this outline section.	RFQ p. 75	PWS 5.13.8.3	
No	Low	Not Started	2.13.8.4	Backups (PWS 5.13.8.4): Write, review and finalise this outline section.	RFQ p. 75	PWS 5.13.8.4	
No	Low	Not Started	2.13.8.5	Service Level Agreement (PWS 5.13.8.5): Write, review and finalise this outline section.	RFQ p. 76	PWS 5.13.8.5	
No	Low	Not Started	2.13.8.6	Detailed System Design (PWS 5.13.8.6): Write, review and finalise this outline section.	RFQ p. 76	PWS 5.13.8.6	
No	Low	Not Started	2.13.8.7	System Sizing Analysis (PWS 5.13.8.7): Write, review and finalise this outline section.	RFQ p. 76	PWS 5.13.8.7	
No	Low	Not Started	2.13.8.8	Benchmark Report (PWS 5.13.8.8): Write, review and finalise this outline section.	RFQ p. 76	PWS 5.13.8.8	
No	Low	Not Started	2.13.8.9	System Performance Report (PWS 5.13.8.9): Write, review and finalise this outline section.	RFQ p. 77	PWS 5.13.8.9	
No	Low	Not Started	2.13.8.10	Asset and Supplier Inventory (PWS 5.13.8.10): Write, review and finalise this outline section.	RFQ p. 77	PWS 5.13.8.10	
No	Low	Not Started	2.13.8.11	Data Archival Support (PWS 5.13.8.11): Write, review and finalise this outline section.	RFQ p. 77	PWS 5.13.8.11	

No	Low	Not Started	2.14	Transition-Out (PWS 5.14): Write, review and finalise this outline section.	RFQ p. 77	PWS 5.14	
No	Low	Not Started	3	Functional, Security, and Compliance Requirements (Inst. Vol I): Write, review and finalise this outline section.	RFQ pp. 155-156	Instr. to Vendors, Volume I	
No	Low	Not Started	3.1	FedRAMP (PWS 1.4): Write, review and finalise this outline section.	RFQ p. 14	PWS 1.4	
No	Low	Not Started	3.2	FISMA and NIST SP 800-53 Rev. 5 (TE 3): Write, review and finalise this outline section.	RFQ pp. 117-122	Technical Exhibit 3	
No	Low	Not Started	3.3	IRS Publication 1075 (PWS 6.1.2): Write, review and finalise this outline section.	RFQ p. 80	PWS 6.1.2	
No	Low	Not Started	3.4	Identity Management and Authentication (PWS 5.4.2.2): Write, review and finalise this outline section.	RFQ p. 46	PWS 5.4.2.2	
No	Low	Not Started	3.5	Section 508 and WCAG 2.1 A/AA Accessibility (TE 4): Write, review and finalise this outline section.	RFQ pp. 123-125	Technical Exhibit 4	
No	Low	Not Started	3.6	Physical Security (PWS 1.6.8.1): Write, review and finalise this outline section.	RFQ p. 18	PWS 1.6.8.1	
No	Low	Not Started	3.7	Conservation of Utilities (PWS 1.6.8.2): Write, review and finalise this outline section.	RFQ p. 18	PWS 1.6.8.2	
No	Low	Not Started	3.8	Applicable Publications (PWS 6.1): Write, review and finalise this outline section.	RFQ p. 79	PWS 6.1	

No	Low	Not Started	3.9	Clearance (PWS 4.2): Write, review and finalise this outline section.	RFQ p. 39	PWS 4.2	
No	Low	Not Started	4	Key Risks and Credible Mitigation Strategies (Inst. Vol I): Write, review and finalise this outline section.	RFQ pp. 155-156	Instr. to Vendors, Volume I	
No	Low	Not Started	5	Relevant Experience and Familiarity with Large-Scale Federal IT Modernization (Inst. Vol I): Write, review and finalise this outline section.	RFQ pp. 155-156	Instr. to Vendors, Volume I	
No	Low	Not Started	5.1	Large-Scale Federal IT Modernization (Evaluation Factor I): Write, review and finalise this outline section.	RFQ pp. 160-161	Evaluation, Factor I	
No	Low	Not Started	5.2	Electronic Filing or Data Collection Systems (Evaluation Factor I): Write, review and finalise this outline section.	RFQ pp. 160-161	Evaluation, Factor I	
No	Low	Not Started	5.3	Cloud-Based Federal Environments (Evaluation Factor I): Write, review and finalise this outline section.	RFQ pp. 160-161	Evaluation, Factor I	
No	Low	Not Started	5.4	Third-Party Software Support and Certification Programs (Evaluation Factor I): Write, review and finalise this outline section.	RFQ pp. 160-161	Evaluation, Factor I	
No	Low	Not Started	5.5	Contact Center Operations (Evaluation Factor I): Write, review and finalise this outline section.	RFQ pp. 160-161	Evaluation, Factor I	
No	Low	Not Started	5.6	Agile Software Development (Evaluation Factor I): Write, review and finalise this outline section.	RFQ pp. 160-161	Evaluation, Factor I	
			NA	VOLUME II - MANAGEMENT APPROACH - FRONT MATTER			

No	Low	Not Started	—	Cross-Reference Matrix: Draft, review and finalise this front matter item for Volume II - Management Approach.	RFQ p. 154	Instr. to Vendors, E. Glossary and Acronyms	
No	Low	Not Started	—	Table of Contents: Draft, review and finalise this front matter item for Volume II - Management Approach.	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
No	Low	Not Started	—	List of Exhibits: Draft, review and finalise this front matter item for Volume II - Management Approach.	N/A	Outline front matter	
No	Low	Not Started	—	Glossary of Abbreviations and Acronyms: Draft, review and finalise this front matter item for Volume II - Management Approach.	RFQ p. 154	Instr. to Vendors, E. Glossary and Acronyms	
No	Low	Not Started	—	Summary Section (Inst. D): Draft, review and finalise this front matter item for Volume II - Management Approach.	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
			NA	VOLUME II - MANAGEMENT APPROACH - SECTIONS 1 THROUGH 6.3			
No	Low	Not Started	—	Volume II - Management Approach: Write, review and finalise this outline section.	RFQ pp. 153-156	Instr. to Vendors, Quotation Submission; Volume II	
No	Low	Not Started	1	Ability to Manage and Perform the Requirements (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	2	Management Approach (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	2.1	Management Structure (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	

No	Low	Not Started	2.2	Tools (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	2.3	Processes (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	2.4	Schedule and Budget Performance (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	2.5	Risk Management Approach (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	2.6	Communication Methods (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	2.6.1	Monthly Progress Report (MPR) (PWS 5.2.1): Write, review and finalise this outline section.	RFQ p. 43	PWS 5.2.1	
No	Low	Not Started	2.6.2	Weekly Progress Report (WPR) (PWS 5.2.2): Write, review and finalise this outline section.	RFQ p. 43	PWS 5.2.2	
No	Low	Not Started	2.7	Coordination with Government Stakeholders (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	3	Staffing Matrix (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	3.1	Availability at Performance Start and Retention (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	

No	Low	Not Started	3.2	Hiring, Cross-Training, Continuity Planning, and Key Personnel Transitions (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	4	Quality Control Plan (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	4.1	Monitoring, Inspection, and Correction of Deficiencies (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	4.2	Measurement and Reporting of Performance Standards (Inst. Vol II, TE 1): Write, review and finalise this outline section.	RFQ pp. 83, 97, 156	Instr. to Vendors, Volume II; Technical Exhibit 1	
No	Low	Not Started	4.3	Integration of Quality Assurance into the Development Lifecycle (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	4.4	Defect Tracking and Resolution (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	4.5	Section 508 and WCAG 2.1 A/AA Compliance (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	4.6	Customer Satisfaction Measurement (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	5	Relevant Work Experience (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	

No	Low	Not Started	6	Assumption of Full Contractual Responsibility Within Thirty Days of Award (Inst. Vol II): Write, review and finalise this outline section.	RFQ p. 156	Instr. to Vendors, Volume II	
No	Low	Not Started	6.1	Phase In/Phase Out Period (PWS 1.6.16): Write, review and finalise this outline section.	RFQ p. 32	PWS 1.6.16	
No	Low	Not Started	6.2	Transition-In (PWS 5.1): Write, review and finalise this outline section.	RFQ p. 40	PWS 5.1	
No	Low	Not Started	6.3	Transition-Out (PWS 5.14): Write, review and finalise this outline section.	RFQ p. 77	PWS 5.14	
			NA	VOLUME III - PRICE - FRONT MATTER			
No	Low	Not Started	—	Cross-Reference Matrix: Draft, review and finalise this front matter item for Volume Iii - Price.	RFQ p. 154	Instr. to Vendors, E. Glossary and Acronyms	
No	Low	Not Started	—	Table of Contents: Draft, review and finalise this front matter item for Volume Iii - Price.	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
No	Low	Not Started	—	List of Exhibits: Draft, review and finalise this front matter item for Volume Iii - Price.	N/A	Outline front matter	
No	Low	Not Started	—	Glossary of Abbreviations and Acronyms: Draft, review and finalise this front matter item for Volume Iii - Price.	RFQ p. 154	Instr. to Vendors, E. Glossary and Acronyms	
No	Low	Not Started	—	Summary Section (Inst. D): Draft, review and finalise this front matter item for Volume Iii - Price.	RFQ p. 154	Instr. to Vendors, D. Content Requirements	
			NA	VOLUME III - PRICE - SECTIONS 1 THROUGH 6			

No	Low	Not Started	—	Volume III - Price: Write, review and finalise this outline section.	RFQ pp. 153-158	Instr. to Vendors, Quotation Submission; Volume Price	
No	Low	Not Started	1	GSA MAS Contract and Special Item Numbers (Inst. Vol III): Write, review and finalise this outline section.	RFQ pp. 157-158	Instr. to Vendors, Volume Price	
No	Low	Not Started	2	Narrative Explanation of Pricing (Inst. Vol III): Write, review and finalise this outline section.	RFQ pp. 157-158	Instr. to Vendors, Volume Price	
No	Low	Not Started	3	Wage Determinations (Inst. Vol III): Write, review and finalise this outline section.	RFQ pp. 157-158	Instr. to Vendors, Volume Price	
No	Low	Not Started	4	Attachment 1: Price Schedule (Inst. Vol III): Write, review and finalise this outline section.	RFQ pp. 157-158	Instr. to Vendors, Volume Price	
No	Low	Not Started	5	Attachment 2: Payment Schedule (Inst. Vol III): Write, review and finalise this outline section.	RFQ pp. 157-158	Instr. to Vendors, Volume Price	
No	Low	Not Started	6	Service Contract Labor Standards Matrix (Evaluation): Write, review and finalise this outline section.	RFQ p. 162	Evaluation	

DROPDOWN KEYS

YES / NO	PRIORITY	STATUS
Yes	Low	Not Started
No	Medium	In Progress
	High	Complete
		Needs Review
		Compliant
		Approved
		Overdue
		On Hold