

**Department of Transportation (DOT)
Credit Programs Portfolio Management System
Statement of Work
August 27, 2004**

Task Statement:

The Department of Transportation (DOT), specifically the Maritime Administration (MARAD), the Federal Highways Administration (FHWA), and the Federal Railway Administration (FRA), seeks to develop an acquisition package for development of a Credit Program Portfolio Management System (CPPMS).

The CPPMS will cover the Shipbuilder Loan Guarantee Program (Title XI Program, MARAD), (TIFEA, FHWA), (RIF, FRA), and perhaps one other DOT credit program.

Some of the primary goals of the CPPMS are as follows:

1. Provide tracking of credit requests from initiation to disposition, capturing discussions, issues, additional information, and process step results.
2. Allow capture of business and financial data at source.
3. Provide detailed financial and managerial analysis of data in accordance with defined, programmable, and variable business rules.
4. Provide dashboard view of portfolio from overall indicator level to detail data level.
5. Capture communications with source organizations.
6. Provide servicing capability for credit programs, including payment schedules, status.

Some of the primary goals of this task are as follows:

1. Document detailed functional, technical and operational requirements for the credit programs.
2. Categorize requirements as common to all credit programs or unique to one or more credit programs.
3. Perform market research to identify alternative solutions.
4. Develop a business case to document the analysis of alternatives including, but not limited to, feasibility, risks, and costs of each alternative.
5. Provide a completed, approved (by the to-be-designated contracting officer) acquisition package that will enable competitive award of a contract for development of the CPPMS.

Deliverables:

Deliverables will include, at a minimum:

1. Project Plan, including methodology, schedule of activities, and critical path, etc.
2. Bi-weekly status reports comparing progress to date vs. planned progress, cost expenditures, issues with recommended solutions and impact dates, etc.
3. Bi-weekly briefings to the DOT Credit Council
4. Detailed Functional Requirements Document (FRD)
 - a. Outline
 - b. Draft 1
 - c. Draft 2
 - d. Final
5. Detailed System Requirements Document (SRD)
 - a. Outline
 - b. Draft 1
 - c. Draft 2
 - d. Final
6. Detailed Operations Requirements Document (ORD)
 - a. Outline
 - b. Draft 1
 - c. Draft 2
 - d. Final
7. Acquisition Package
 - a. Outline
 - b. Draft 1
 - c. Draft 2
 - d. Final

Period of Performance:

Contract award through June 30, 2005.

Evaluation Criteria:

1. Past performance
2. Technical approach
3. Cost