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1. PROJECT PURPOSE AND BACKGROUND

1.1 Project Purpose

The Department of Homeland Security (DHS) Immigration and Customs Enforcement (ICE) is developing the Student and Exchange Visitor Information System II (SEVIS II) to address limitations in the current SEVIS, a web-based non-immigrant status and activities tracking tool. SEVIS II will provide new and enhanced functionality to close vulnerabilities that the Homeland Security Council Policy Coordinating Committee (HSC PCC) identified in 2006 and 2007, while preserving legacy data and supporting a long term vision of national security.

SEVIS II will be housed in the DHS Data Center and will consist of a flexible user interface for data entry and retrieval.

1.2 Project Background

ICE is developing the SEVIS II to address limitations in the currently operational and legacy SEVIS. SEVIS II will become the system of record used for maintaining information on nonimmigrant students, exchange visitors, and their dependents in the U.S. on F, M, or J classes of admission throughout the duration of their approved participation within the U.S. education system or a designated exchange visitor program. SEVIS II will also be used to maintain information on the schools, exchange visitor program sponsors, and their representatives. Personal identifying information will be managed in accordance with the published privacy notice.

SEVIS II will fully replace the legacy SEVIS. SEVIS II will also support a long term vision of national security that encompasses protection from harm, promotion of cultural and intellectual ties with other nations, and contributing to the national economy. SEVIS II will also support the evolving needs of its end users and stakeholders, both within government, and in the school and sponsor community.

The SEVIS II Integrated Project Team (IPT) is currently developing a timeframe for full implementation of the new system but it is anticipated that the system will need to be deployed in two phases, with the first deployment supporting migration of data from SEVIS to SEVIS II and the second deployment realizing full SEVIS II capability allowing SEVIS to be retired.

1.3 Timeframe

The SEVIS II Integrated Project Team (IPT) is currently developing a timeframe for full implementation of the new system but it is anticipated that the system will need to be deployed in two phases, with the first deployment supporting migration of data from SEVIS to SEVIS II and the second deployment realizing full SEVIS II capability allowing SEVIS to be retired.

SEVIS II is a complex project with numerous dependencies outside the control of the project team. In addition to developing and deploying the technical solution to a fully configured and operational production environment, SEVIS II is dependent on a number of other acquisitions and / or independent projects. Table 1-1 describes each of these
dependencies which must occur in order for the SEVIS II project to successfully achieve and FOC deployment as scheduled.

<table>
<thead>
<tr>
<th>Project / Acquisition</th>
<th>Dependency</th>
<th>Planned Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Account Service (CAS)</td>
<td>Customer Account Service must be available and integrated with SEVIS II for IOC data migration activities to occur.</td>
<td>Functional Requirements for CAS: November 2011  Design: May 2012  Testing: November 2012</td>
</tr>
<tr>
<td>System Interfaces</td>
<td>SEVIS II relies on interfaces with other systems in order to share information critical to supporting its mission or tracking and monitoring F/M/J nonimmigrant status. All interfaces must be fully functional at FOC.</td>
<td>IOC planned for February 2013  FOC planned for November 2013</td>
</tr>
<tr>
<td>Privacy Impact Assessment (PIA)/System of Record Notice (SORN)</td>
<td>SEVIS II may not be deployed without updating the approved and published PIA and SORN</td>
<td>3 Months prior to IOC</td>
</tr>
<tr>
<td>ICE Data Center Migration</td>
<td>Completion of the ICE Data Center Migration is required before any development work for IOC can begin</td>
<td>Spring/Summer 2011</td>
</tr>
<tr>
<td>SEVP Response Center (SRC)</td>
<td>The expanded SRC acts as the SEVIS II Help Desk. The SRC must be up by IOC in order to support data changes and end user needs including Batch support</td>
<td>4 months prior to IOC</td>
</tr>
</tbody>
</table>

Table 1-1: SEVIS II Dependencies

2. PROJECT GOALS

The previous sections have provided background on the driving forces behind the implementation of SEVIS II and identified the principles that guide SEVP through the development of the system. This section identifies the primary success criteria for SEVIS II that SEVP believes are essential to success.

The goals of the Student and Exchange Visitor Information System (SEVIS) II project are:

2.1 SEVIS II System Outcome Goals:

- Take SEVIS offline and retire within thirty days after full implementation of
SEVIS II.

- Each nonimmigrant, school officials, sponsor officials and other members of the public who use SEVIS II will have to create and maintain a customer account or, in the case of children under fourteen and those who cannot access the system, have an account created and maintained for them by another user.
- Enable nonimmigrants to be fully informed and involved in maintaining status.
- Unimpeded participation and flow of F, M, and J students and exchange visitors due to issues with SEVIS II including lack of access, or inaccurate, untimely or misinterpreted data.
- Customs and Border Protection (CBP), Department of State (DoS) and United State Citizenship and Immigration Services (USCIS) officials will have current SEVIS II data to make determinations impacting status and entry into the U.S., minimizing opportunities to use fraudulent Certificates of Eligibility (CoE).
- Nonimmigrants are able to receive CoE from multiple schools/sponsors.
- Eliminate the use of forms in the deferred entry process.
- Enable enforcement of immigration law as it applies to F/M/J nonimmigrants.
- Ensure data integrity and maintain the evidentiary value of the data.
- Provide accurate information, close to real time.
- Ensure that all data entered into and processed by the system is available to authorized users for viewing and extraction.
- Enable authorized users to find and take action on data within the system.
- Provide fewer but more productive leads to Compliance Enforcement Unit (CEU).
- Minimize the efforts to comply with the reporting burden on school officials and sponsor officials.
- Facilitate system functionality to evolve and grow.
- Enable agile responses to exigent circumstances.
- Establish data relationships and structure to support reliable data retrieval.
- Control who can extract data, track who extracted it, the data extracted, and when.
- Ensure fee collection and enable analysis.
- Ensure the system interface is accessible, promotes ease of use, and provides contextual support.
- Meets all the Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE) Security requirements.

### 2.2 SEVIS II Project Goals Mapped to the Mission Need

#### 2.2.1 Facilitate the processing and approval of F/M/J nonimmigrants.

- Provide a capability to the SEVP certified host schools and the DoS designated sponsors to create and maintain electronic F/M/J eligibility information for non-immigrants and their dependents.
• Provide school and sponsor officials with the ability to create COEs for F/M/J nonimmigrants.

• Provide the ability to access and update nonimmigrant information. Host school and sponsor officials will be responsible for maintaining the nonimmigrant’s information, and must report on all events required by the current regulations including ongoing registration, status updates, and program updates.

• Reduce the complexity of decisions made at ports of entry to ease the burden on CBP and facilitate the flow of legitimate F/M/J nonimmigrants into the United States.

2.2.2 Track the immigration status of F/M/J nonimmigrants while they are in the United States (U.S.), including interim and final record(s) of departure.

• Provide authorized users with the ability to track and monitor the immigration and Program status of students, exchange visitors, spouses, and their dependents who are in the U.S. in F, M, or J classes of admission throughout the duration of approved participation (within the U.S. education system or designated exchange visitor program).

• Maintain current and valid information on the host schools, sponsors of exchange visitor programs, and their representatives.

• Enable schools and sponsors to transmit electronic information and event notifications to the DHS and the DoS throughout a student's, exchange visitor's or spouse’s and dependant’s stay in the U.S. This must be accomplished through a real-time interface (RTI) as well as through a two-way batch interface for registered users.

2.2.3 Ensure that organizations authorized to issue COEs comply with the regulatory requirements for reporting data concerning their organizations and the nonimmigrants to whom they issue a COE:

• Provide the ability to monitor and analyze compliance of certified host schools and designated sponsors with the regulations governing them.

• Provide the ability to disassociate any users from noncompliant schools and sponsors.

• Provide the ability to prevent former host school/sponsor users from accessing any information on that school/sponsor.

• Provide SEVP and DoS the ability to withdraw certification/designation from non-compliant host schools and sponsors.

• Provide the ability to prevent association of nonimmigrants or officials with a withdrawn host school or sponsor.

• Maintain a host school/sponsor’s history and make it available to authorized users.

2.2.4 Support the enforcement of immigration laws and minimize the risk of fraud by host school officials, sponsor officials, and nonimmigrants by:

• Providing advanced reporting capability for government users and school/sponsor officials, including predefined reports as well as powerful ad hoc capabilities.
- Providing alerts to users concerning activities, updates, status changes, status-related events, and tasks according to predefined business rules and criteria. Advanced alerts will improve reporting by users and provide immediate information to those monitoring compliance and enforcement.
- Providing information on nonimmigrants involved in flight training, either as part of their program of study or as leisure activity.
- Improving historical records of individuals, particularly nonimmigrants.
- Providing comprehensive audit trails that identify when the information in fields is populated or updated, by whom the update is made, and the new value of the data.
- Providing CBP and DoS (Consular Affairs) officials with current data to make determinations impacting eligibility and admissibility, therefore minimizing opportunities to use fraudulent CoEs.
- Ensuring that all data entered into and processed by the system is available to authorized users for viewing and extraction.
- Ensuring data integrity and maintain the evidentiary value of the data for enforcement and legal proceedings.
- Providing fewer but more productive leads to compliance officers and intelligence officials. By reducing the number of records flagged where a nonimmigrant takes proper steps to remain in status or depart the U.S., the system improves efficiency for compliance officials who can focus on legitimate leads.
- Providing the flexibility to respond to regulatory changes and exigent circumstances. The system must support regulatory revisions that impact school and sponsor eligibility and nonimmigrant status. It is necessary for the system to respond to exigent circumstances such as disaster impacted schools, national security incidents, and economic issues that impact groups of nonimmigrants.
- SEVIS II must restrict schools to issuing CoEs for programs of study for which they have SEVP approval.

2.2.5 Provide accurate and timely information to support the granting of appropriate immigration benefits to F/M/J nonimmigrants:
- Provide clear indications of eligibility for entry and the various benefits associated with nonimmigrant F/M/J status. Provide nonimmigrants, school/sponsor officials, and government users with unambiguous information about eligibility.
- Ensure that all data entered into and processed by the system is available to authorized users for viewing and extraction, 24 hours per day / 7 days per week / 365 days per year.
- Provide a database design that greatly improves the existing schema and that provides an accurate history for individuals, particularly nonimmigrants.
- Provide an interactive simulation with click through screens that demonstrate the expected functions and behavior of the system to the user.
2.2.6 Provide the US Department of State, Bureau of Educational and Cultural Affairs the ability to administer the Exchange Visitor Program.

- Provide the ability to designate a sponsor.
- Provide the ability to terminate designation of a sponsor or class of programs.

3. SCOPE

The scope of this acquisition includes the acquisition of contractor services to design and develop a SEVIS II solution and provide integration support services. The ICE OCIO, the Student & Exchange Visitor Program (SEVP) and the DoS Office of Exchange Coordination and Compliance for Private Sector Exchange are engaged in the process of gathering requirements using a visualization methodology (requirements planning utilizing mock-up screens to simulate the functional end-product, assisted by a requirements visualization contractor). Deliverables from this process shall be used as the baseline for design and development of SEVIS II. The SEVIS II Development, Modernization, and Enhancement (DME) contract will begin before the visualization process is completed, so that the designers/developers and integrators will be able to confer with requirements personnel. A clickable simulation of the application showing validated business flows, business rules and the user interface including navigation will be available to the contractor at the time of award.

The scope of activities for the DME contract includes, but is not limited to, the following:

- Provide SEVIS II design and development artifacts including, but not limited to, logical and physical data models, service definitions, detailed users stories, technical activity and sequence diagrams
- Review and update the SEVIS II Requirements Documentation as needed
- Provide system design, development code, software integration support, and performance testing and all supporting documentation
- Develop single sign-on integration plan for personnel on the DHS One Net
- Review and update database schema against updated requirements and visualization specifications
- Coordinate with Information Assurance to support NIST 199 FIPS Security standards
- Provide SEVIS II System Administration and Operating Manual for users with System Administration privileges
- Develop a solution plan for DoS and other non DHS personnel to access the system
- Provide a detailed list of materials (i.e. software, hardware, and equipment) that is needed to build and operate the SEVIS II system
- Design an application system that is scalable and flexible
- Develop an application in compliance with the DHS SELC and ICE SLM
- Deliver complete and appropriate automated test scripts for all implemented functionality
• Deliver a solution utilizing existing ICE and DHS services wherever possible and implement new functionality so as to best provide services to other DHS components

3.1 SEVIS II Interfaces

Refer to Figure 3-1 for an illustration of SEVIS II interfaces with other systems in order to either support the business processes by which the system monitors F/M/J nonimmigrant status, designates programs, or facilitates the sharing of information between organizations. SEVIS II also includes a batch interface which allows certified schools and designated program sponsors to upload information to SEVIS II directly from information systems they maintain. Interfacing with SEVIS II via the batch interface is an alternative to using the real-time interface (RTI).

Figure 3-1: SEVIS II Interfaces

4. OBJECTIVES
4.1 Design and Development Objectives

Based on the Student & Exchange Visitor Information System (SEVIS) II requirements as identified during the visualization process, SEVIS II will replace the current SEVIS using a phased approach, modular contracting and by leveraging commercial “best practices” and DHS ICE policy and practices. The contractor must also adhere to and
comply with the policies, mandates and requirements identified in Section 5. The design and development objectives for SEVIS II include the following:

4.1.1 Provide an overall system software design document which includes all existing and proposed system interfaces, both internal and external to Immigration and Customs Enforcement (ICE).

4.1.2 Provide a system that consists of software and system components that meet the business and technical requirements of ICE for system features, and are successfully integrated to meet the goals of the release structure.

4.1.3 Provide guidance and trade-offs, with alternative solutions, on the viability of the scope as defined in the requirements during the design process to allow the business owner to make strategic/tactical choices about design and features scheduling.

4.1.4 Identify and define the technical services that will comprise the solution.

4.1.5 Consume and reuse existing information sharing services [exposed for consumption] by existing ICE systems, Department of Homeland Security (DHS) partner components, and Government partner agencies. Wherever feasible, reuse the existing ICE services that meet SEVIS II needs and effectively leverage these services in the design.

4.1.6 Design and develop the SEVIS II standard and ad-hoc query capabilities to facilitate the assembly of all related information (data, photos, biometrics, etc.) on a given subject, whether that information is in SEVIS II or other select DHS and non-DHS databases.

4.1.7 Design and develop SEVIS II in an environment that supports storage management of different types of media (audio, video, etc.) or document scans (memoranda, final custody receipts, etc.).

4.1.8 Employ the National Information Exchange Model (NIEM) standard (an XML based model for exchanging information developed by DoJ and DHS) for SEVIS II to enable DHS’s information sharing goal. Use ICE’s existing information-sharing platform and architecture to implement information-sharing services for SEVIS II. For data not covered by the NIEM Standards, develop a data exchange schema which is non-proprietary and is approved by the OCIO Architecture Division.

4.1.9 Provide a structured data model using industry standard tools and methodologies. Identify the data entities, attributes, relationships, constraints, and the ability to scale the database and data structure to meet the requirements of SEVIS II.

4.1.10 Analyze existing legacy systems and create interfaces that allow for the legacy system and application integration required for SEVIS II functionality.

4.1.11 Provide a system solution compliant with applicable security, and technical requirements and a complete validation of the existing Operational Requirement(s) Document (ORD) and Functional Requirement(s) Document (FRD) deliverables from requirements visualization (including an initial Systems
Draft Statement of Objectives (SOO) for SEVIS II
Student and Exchange Visitor Information System Modernization

June 21, 2011

Requirements Document [SRD] and the Requirements Traceability Matrix [RTM]).

4.1.12 Upon inception of design work, the contractor will take ownership of the Rational Requisite Pro traceability and tracking tools and version control of this information.

4.1.13 Create appropriate design documentation per the ICE SLM / DHS SELC to include; but not limited to a (System Design Document [SDD], RTM, System Workload Analysis Document [SWAD], and Data Management Plan [DMP]).

4.1.14 Create appropriate development and testing documentation per the ICE SLM / DHS SELC to include; but not limited to a Deployment Plan, a Data Migration Plan, and Development Test Plan.

4.1.15 Deliver a data schema to be used by the host schools and programs for their Batch Process 12 months before Full Operational Capability (FOC).

4.1.16 Achieve the milestones associated with the requirements and design and development gates of the ICE Systems Lifecycle Management (SLM) and DHS Systems Engineering Life Cycle (SELC) processes.

4.1.17 Create executable groups of functionality for the chosen development approach.

4.1.18 Support the design, development and integration approach for interfaces with internal and external third parties.

4.1.19 Design and develop a system that provides fewer but more productive leads to compliance officers and intelligence officials. By reducing the number of incorrectly flagged records, the system improves efficiency for compliance officials who can focus on legitimate leads.

4.1.20 Design and develop a system with the flexibility to respond to regulatory changes and exigent circumstances that impact school and sponsor eligibility and nonimmigrant status. Exigent circumstances could pertain to disaster affected schools, national security incidents, and economic issues that impact groups of nonimmigrants.

4.1.21 Design and develop a system that permits the DoS Bureau of Educational and Cultural Affairs to administer and manage the Exchange Visitor Program. This will include the submission and review of applications, decision making, and electronic signature of approved forms. Additional functionality requirements will include the administration of compliance actions and subsequent sanctions imposed upon sponsors who are deemed non-compliant with regulations.

4.1.22 Reports shall include predefined reports as well as powerful ad hoc capability to enhance the ability of SEVIS II to support government users and those from the school and sponsor community.

4.1.23 Provide a database design that supports the requirements and provides an accurate history for individuals, particularly nonimmigrants.

4.2 System Integration Objectives
Provide integration services to implement the SEVIS II capabilities.

4.2.1 Create a System Implementation Plan for transitioning from current SEVIS legacy systems to implementing SEVIS II solution. The Plan should address data restructuring, data and system migration, data conversion, and cutover from legacy systems. It should also provide a plan for re-establishing legacy systems if problems arise prior to replacement of any production system or during implementation. System Integrator (SI) shall obtain approval on an implementation plan prior to any implementation.

4.2.2 Establish integration and test strategy simultaneously with the design and development activity to facilitate accurate, efficient and complete testing. All phases of testing and evaluation will be included: developmental, security, user acceptance, independent and operational. Refer to the Test and Evaluation Master Plan (TEMP). All code delivered to the test environments will be testable in an automated fashion.

4.2.3 As directed by the government, establish and provision an integration test environment and delivery process to perform the continuous integration and regression testing of each incremental build.

4.2.4 Validate coding methodology/practice/quality/delivery.

4.2.5 Manage the change process as outlined in Change Control Board (CCB)/Customer Review Board (CRB) Charter and CM plan.

4.2.6 Establish the deployment strategy and process to meet deployment to production targets for IOC and FOC.

IOC
- Fully configured and operational development, test and production environments
- DHS Customer Account Set Up functionality to allow legacy public users and new student and exchange visitor users to establish customer accounts
- Merge and decoupling workflows to allow account holders to identify accurately/inaccurately matched legacy records
- Limited capability to allow schools to upload files to update I-17 information
- Integration support for the SRD Help Desk activities to assist school/spo nsor officials and F/M/J nonimmigrants during IOC and batch testing activities
- Search and reporting capabilities

FOC
- Meet all key performance parameters (KPPs) and critical operational issues (COIs) criteria defined in the SEVIS II Operational Requirements Document (ORD) and all functional requirements in the SEVIS II System Requirements Document (SRD)
- Production environments, disaster recovery infrastructure, and maintenance support (including the SEVIS II Help Desk(s)) are in place
4.2.7 Support the process steps required for deployment into the shared production environment.

4.2.8 Comply with all technology standards and architecture policies, processes, and procedures defined in ICE OCIO Architecture Division and DHS Enterprise Architecture publications.

4.2.9 Be fully compliant with 4300A DHS Information Security Policy and 4300A Sensitive Systems Handbook.

4.2.10 Perform increment testing prior to User Acceptance Testing to ensure product is secure and performs as intended.

4.2.11 Assist in User Acceptance Testing to ensure product is secure and performs as intended.

4.2.12 Support User Evaluation / Validation performed by the business sponsors, local user group and government officials as functionality is designed, developed and tested.

4.2.13 Review and provide metrics on overall design quality and success.

4.2.14 Integrate disparate development/unit test plans into a single integrated project test plan.

4.2.15 Deliver integrated test results to independent test review by systems assurance.

4.2.16 Execute activities for the ICE SLM gates and DHS SELC gates as required.

4.2.17 Create a plan for transitioning maintenance, sustainment (to include performance metrics/monitoring), training, and helpdesk support services to organic DHS resources.

4.2.18 Support Information Assurance/Information Protection (IA/IP) in accordance with the Government IA/IP policies mandates, and requirements (reference the “Policies, Mandates, and Requirements” section in this SOO).

4.2.19 Establish full compliance with approved ICE and DHS OCIO architecture and data strategies. All design and development artifacts are to be prepared in accordance with guidelines set forth in the ICE Technical Architecture Guidebook.

4.2.20 Deliver an IT Security Plan.

4.3 System Transition Objectives

Provide a plan for ICE and DHS OCIO to manage SEVIS II objectives throughout its life-cycle.

4.3.1 Ensure incorporation of SEVIS II Configuration Management data and documentation into ICE CIO Change Management/Configuration Management processes.

4.3.2 Develop and provide system and database administrator training. Develop and provide application management and sustainment training.
4.3.3 Accomplish knowledge management, including the conscious and comprehensive gathering, organizing, sharing, and analysis of the contractor’s internal knowledge of the SEVIS II program, in terms of technical resources, documents (programmatic and technical), decisions, and team SME skills, so as to facilitate knowledge transfer from the contractor to DHS.

4.3.4 Provide program software license management transfer to ensure that no unlicensed or unapproved software is used in conjunction with implementation and sustainment activities.

4.3.5 Document and provide a SEVIS II solution roadmap including incremental production rollouts, test phases and locations, system development phases, legacy system retirement, milestones, and any other roadmap topics/items as identified by the contractor or Government.

4.3.6 To mitigate the risks associated with the management of simultaneous testing activities and multiple test phases, the project team is working to develop a detailed configuration management plan for each testing phase. Each test plan will run against a specific configuration build for consistency. Each plan will be updated as testing activities occur.

4.3.7 Provide Operation and Maintenance (O&M) activities after IOC is released to production until a comprehensive O&M contract is awarded and transition has occurred. This O&M contract award may or may not be to the incumbent DME contractor.

4.3.8 Provide a baseline of the current state of SEVIS data prior to data migration. Identify critical failure points and determine improvement targets for data migration. Utilize a repeatable methodology to extract, transform, and load data from SEVIS and migrate the data to SEVIS II. Proactively monitor, report, and cleanse the data. Deploy business-focused data quality rules and processes. Utilize industry standard tools and techniques to ensure and improve data quality during the data migration and establish tools and techniques to ensure data quality in SEVIS II once it becomes fully operational.

4.4 Management Objectives

The management objective is to allow the DME contractor maximum flexibility to innovatively manage the projected schedule, performance, risks, warranties, subcontracts, and data.

4.4.1 Perform necessary project planning to provide associated documentation to address all requirements.

4.4.2 If subcontractors are to be used to support this effort, the prime contractor will provide a fully integrated plan that integrates horizontally across functions and vertically across team members. The DME contractor shall use and enforce standard processes for all design and development activities across the integrated team.
4.4.3 Provide a requirements tracking capability. Contractor database format is acceptable. The Government will evaluate requirements and design implementation using this tracking capability to facilitate seamless sharing of data between the Government and the DME contractor.

4.4.4 Work with and support any contractor teams that are associated with the SEVIS / SEVIS II projects as directed by the ICE OCIO Systems Development Division (SDD). This would include the legacy SEVIS O&M contractor and the contractor providing training support to the business sponsors.

4.4.5 Support the following status reviews: Quarterly In-Progress Review (IPR), the Integrated Baseline Review (IBR) and the Program Management Review (PMR). Support the following ICE SLM reviews: Project Planning Review (PPR), System Definition Review (SDR), Preliminary Design Review (PDR), Critical Design Review (CDR), Test Readiness Review (TRR), Production Readiness Review (PRR), Operational Readiness Review (ORR), Post Implementation Review (PIR), Preliminary Disposition Review and Final Disposition Review. These reviews will be held between the functional experts, the operational experts, and the DME contractor. The results of these reviews will include updating project documentation based on the review.

4.4.6 Provide regular progress reports in accordance with format and content requirements approved by the Government. [If required, provide these reports either in person or via video teleconferencing where/when available.]

4.4.7 Establish a program management system that will provide timely programmatic cost, schedule and performance information to the Government.

4.4.8 Ensure that the design and development team is working towards the goals of the business sponsors.

4.4.9 Ensure that “Best Practice” Program/Project Management documentation for design and integration activities are provided, to include: Project Management, Risk Management, Quality Control, and Communication Plans; project status on a weekly, monthly and quarterly basis, financial status and inventory of government furnished equipment (GFE).

4.4.10 Provide a Phase-In Plan that complies with the requirements as stated in above. The Phase-In Plan shall demonstrate the Offeror’s ability to assume full contractual responsibility in alignment with the proposed PWS. The Offeror’s Phase-In Plan shall include, at a minimum, the following elements:

- Specific phase-in tasks to be executed and how they will be managed.
- A graphic depicting a schedule of the timing, sequence and interdependencies of tasks to be completed. The schedule shall be supplemented by sufficient narrative.
- Identification of the risks to the phase-in effort, and mitigation and contingency plans in the event that the phase-in cannot be executed on schedule.
• Specific measures and metrics to be used to monitor and evaluate the phase-in activities.

4.5 Contract Objectives

4.5.1 The Period of Performance (PoP) for the SEVIS II project is 12 months plus two (2) option years.

Base Period: 12 months DME Activities
Option Year One: 12 months DME Activities
Option Year Two: 12 months DME Activities

4.5.2 Place of Performance:
Most work will be performed at the contractor’s facility. However, frequent travel will be required to the following Government sites for planned meetings and briefings as well as impromptu meetings within the same day:

- ICE OCIO, 801 I Street NW, Washington, D.C.
- SEVP, 2450 Crystal Drive, Century Center Tower 19th Floor, Arlington, VA 22202
- DoS, Office of Exchange Coordination and Compliance for Private Sector, Exchange Bureau of Educational and Cultural Affairs, 2200 C Street, N.W. Washington, D.C. 20520

4.5.3 Implement an earned value management system (EVMS) for performance management and provide a monthly EVM report. An Integrated Baseline Review (IBR) will be conducted within six (6) months of award.

4.5.4 Performance Requirements Summary (PRS):
A critical component of the PWS is the PRS which provides all the information necessary to properly describe the work standards and to measure performance. Offerors are required to prepare a PRS in conjunction with their PWS in response to this SOO. Each Offeror will complete the PRS and submit the PRS with their proposed PWS. The PRS is subject to discussions/negotiations and will be included as an appendix to the Contractor’s PWS and attached to the Task Order. The template to be used by Offerors in preparing the PRS is attached as Appendix A.

4.5.5 Quality Assurance Surveillance Plan (QASP):
The Quality Assurance Surveillance Plan (QASP) is the document used by the Government to evaluate Contractor actions while implementing the PWS. It is designed to provide an effective surveillance method of monitoring Contractor performance for each listed objective on the PRS for the SEVIS II Task Order (see Appendix B).

The QASP provides a systematic method to evaluate the services the Contractor is required to furnish. The Contractor, and not the Government, is responsible for management and quality control actions to meet the terms of the Task Order. The
role of the Government is quality assurance monitoring to ensure Task Order standards are achieved.

In this Task Order, the quality control program developed by the Contractor is the driver for service quality. The Contractor is required to develop a comprehensive program of inspections and monitoring actions. The QASP is intended to ensure that the Contractor’s quality control program approved at the beginning of the Task Order provides the measures needed to lead the Contractor to project success. Once the quality control program is approved by the Government, careful application of the process and standards presented in the QASP document will ensure a robust quality assurance program.

Each Offeror will complete the QASP and submit the QASP with their proposed PWS. The template to be used by Offerors in preparing the QASP is attached as Appendix B.

The QASP is subject to discussions/negotiations and will be included as an appendix to the Contractor’s PWS and attached to the Task Order.

5. POLICIES, MANDATES, AND REQUIREMENTS

The DME contractor shall be certified at Software Engineering Institute Capability Maturity Model Integration (CMMI)® Level 2 or higher for the maturity of processes used for software design, development, integration, testing, and documentation. The contractor shall identify instances where cost, schedule, or performance impacts may preclude the use of IT mandated standards. In such cases, the contractor will provide the reason for the determination and the estimated impact for review by the Government. The contractor shall use a comprehensive approach that satisfies all existing and emerging industry standards and applicable Government regulations and policies.

5.1 The SEVIS II must comply with the following guidelines and regulations:

- DHS Systems Engineering Life Cycle (SELC) Guide, published as part of the Acquisition Policy, MD 102-01
- Immigration and Customs Enforcement (ICE) Enterprise Systems Assurance Plan
- ICE System Lifecycle Management (SLM) Handbook, latest version
- ICE Technical Architecture Guidebook
- ICE Architectural Prescription
- ICE Technical Reference Model (TRM) (Standards Profile)
- ICE Data Center Standard Security Architecture for Web Facing Systems

5.2 The SEVIS II must be designed and developed using the following requirements documents:

- ICE SEVIS II Detailed Functional Requirements – As represented in the System Requirements Document (SRD) and Requirements Traceability Matrix (RTM).
6. CONSTRAINTS

6.1 Common Operating Environment

In addition to the above constraints imposed by compliance with the Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE) Standards, and the constraints listed in the documents found in Section 5.2, SEVIS II must be designed to comply with the latest ICE Common Operating Environment (COE) mandates, such as the use of WebSphere and JAVA.

A continuous integration (CI) platform is necessary to meet COE Objective Four (4). This CI platform integrates a common code base with each lifecycle environment by facilitating a standard repeatable progression process from development to production. CI is a vital process of the COE.

The CI platform shall support:
- Source Code Concurrent Version Management
- Automated Build Framework
- Automated Unit / Regression Testing Framework
- Automated Execution of Version Builds and Testing
- Key Performance Indicator (KPI) Reporting Features and Access

The following tools comprise the CI platform and satisfy the required features therein:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subversion</td>
<td>Open source, source code version management and control</td>
</tr>
<tr>
<td>ANT</td>
<td>Open source, pure Java build tool</td>
</tr>
<tr>
<td>CruiseControl</td>
<td>Open source, CI automated build and notification tool</td>
</tr>
<tr>
<td>JUnit</td>
<td>Open source, Java repeatable unit test tool</td>
</tr>
<tr>
<td>Cobertura</td>
<td>Open source, Java unit test source code coverage tool</td>
</tr>
</tbody>
</table>

6.2 Participation in Visualization Activities

The Student and Visitor Program (SEVP) and the Department of State (DoS), in conjunction with the Office of the Chief Information Officer (OCIO) are engaged in the process of gathering requirements using visualization. Deliverables from this process shall be used to proceed with the design of SEVIS II. The SEVIS II DME contractor will be on board before the visualization is completed. The DME contractor shall participate
in the ongoing process and also the final visualization activities. A click through model of the application will be available to the contractor showing business flows, business rules and the user interface experience. The System Requirement Documents (SRD) will be developed and delivered in a modular way allowing for concurrent design and development activities.
APPENDIX A: PERFORMANCE REQUIREMENTS SUMMARY (PRS)

<table>
<thead>
<tr>
<th>Performance Requirement (Task)</th>
<th>PWS Reference</th>
<th>Performance Standard</th>
<th>Acceptable Quality Level</th>
<th>Performance Measurement</th>
<th>Method of Surveillance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasks to be accomplished to achieve the desired objectives</td>
<td>Section number to PWS</td>
<td>Performance expectation for each task</td>
<td>Measures level of quality routinely accepted for the task success</td>
<td>Performance refers to output results and their outcomes obtained from processes, products, and services that permit evaluation and comparison relative to goals, standards, past results, and other organizations. Performance can be expressed in non-financial and financial terms. Measurement refers to numerical information that quantifies input, output, and performance dimensions of processes, products, services, and the overall organization (outcomes). Performance measures might be simple (derived from one measurement) or composite.</td>
<td>Method of assessing the achievement of the performance standard</td>
</tr>
</tbody>
</table>

Note: PRS is to be completed by each Offeror based on its PWS.
### APPENDIX B: QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

<table>
<thead>
<tr>
<th>Performance Requirement (Task)</th>
<th>PWS Reference</th>
<th>Performance Standard</th>
<th>Acceptable Quality Level</th>
<th>Performance Measurement</th>
<th>Method of Surveillance</th>
<th>Positive/ Negative Monetary /Non-monetary Incentives (if applicable)</th>
</tr>
</thead>
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</table>

**NOTE:** To be completed by each Offeror based on its Performance Requirements Summary (PRS) and Performance Work Statement (PWS). The sample is intended as a guide for Offerors to use in preparing and submitting their QASP. This sample was developed by ICE and is indicative of the type of metrics and incentives that may apply to the SEVIS II work. Offerors may propose other metrics and incentives/disincentives they determine are more appropriate based upon the uniqueness and relevance of their own technical approach and proposed solution in meeting the SEVIS II objectives.