

## **SECTION C: SPECIFICATIONS/WORK STATEMENT**

### **C.1 SCOPE:**

The District of Columbia Office of Contracting and Procurement, on Behalf of the Department of General Services (DGS), seeks technical and consulting services from 4Tell an active vendor providing technical services for the software called IPLAN.

The services that are being requested are: 1) Establish a Human-Readable Unique Asset Lifecycle Identifier; 2) Implement Push Notifications and Incremental Updates via API; 3) Establish Bi-Directional Synchronization and Expand Available Asset Fields and; 4) Support Portfolio-Level Refresh of Facilities Data. Each of these four services is described in more detail below.

### **C.2 APPLICABLE DOCUMENTS**

The following documents are applicable to this procurement and are hereby incorporated by this reference:

<b>Item No.</b>	<b>Document Type</b>	<b>Title</b>	<b>Date</b>
<b>1</b>	<b>PDF</b>	<b>2017 – CARSS- Sync</b>	<b>6-6-2017</b>

### **C.3 DEFINITIONS**

These terms when used in this IFB have the following meanings:

- DGS – Department of General Services
- District – District of Columbia Government
- CARSS – Capital Asset Replacement Scheduling System
- DPR – Department of Recreation
- OBP – Office of Budget Planning
- API – Application Programing Interface
- GUID – Globally Unique Identifier

## **C.4 BACKGROUND**

### **Task 1: Establish a Human-Readable Unique Asset Lifecycle Identifier**

4tell will augment or replace the current code-generated GUID with a Unique Asset ID that is more user-friendly and can be more easily adopted by other systems and processes that interact with facilities and infrastructure throughout its lifecycle. This unique asset ID will be generated when an asset is first initiated and will remain through disposal and beyond.

Assets IDs will be assigned at the earliest stages of budget planning whether for new construction or acquisition of existing facilities. This provides ID consistency across all functional areas inside DGS and a clear, reliable, audit trail for OBP to track the relationships between budget needs, capital replacement projects, new construction and modernizations throughout the life of the asset.

4tell will facilitate a discussion between OBP and DGS stakeholders to consider multiple approaches to establishing a naming convention for the Asset ID. There are a variety of factors to consider and 4tell will guide the discussions to help DGS adopt and implement an optimal solution that also meets the needs of OBP.

### **Task 2: Implement Push Notifications and Incremental Updates via API**

4tell will implement two new capabilities that will enhance OBP's confidence in the completeness of the CARSS data coming from iPlan. The first is the ability to "push" a notification when data relevant to CARSS has been added or updated in iPlan. The second is the ability for the CARSS database administrator to choose whether to do entire reload of iPlan data to the data warehouse, or just an incremental update of records that have changed since the previous update.

### **Task 3: Establish Bi-Directional Synchronization and Expand Available Asset Fields**

4tell will consult with OBP and DGS to determine the optimal approach to expanding the level of data interoperability between CARSS and iPlan. The goal of this task will be to identify and implement opportunities of mutual benefit that can be addressed through expanded, bi-directional data interoperability.

### **Task 4: Support Portfolio-Level Refresh of Facilities Data**

When all of the enhancements have been implemented, it will be necessary to do a complete reload of iPlan data to the data warehouse. OBP has also requested that this reload include the entire DGS portfolio and not just the DPR facilities used during the pilot phase. 4tell will support the CARSS database administrator with the full reload as well as testing of the incremental update capability.

### F.3 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator (CA) identified in section G.9 in accordance with the following:

Work Breakdown	QTY	Unit	Cost
Project Management	\$3,638	ea	\$3,638.00
Design & Consulting	\$11,642	ea	\$11,641.60
Technical Development	\$8,367	ea	\$8,367.40
Integration & Testing	\$9,095	ea	\$9,095.00
Training	\$ -	ea	\$ -
Communications Support	\$ -	ea	\$ -
Documentation	\$3,638	ea	\$3,638.00
Subtotal			\$36,380.00
Travel Allowance		5%	\$1,819.00
TOTAL			\$38,199.00

Schedule:

The Project will span 10 Weeks for all final deliverables to be completed.

### G.9 CONTRACT ADMINISTRATOR

Name of CA: Stephen Cambell  
Title of CA: Senior Planner, Planning Office  
Department of General Services  
2000 14th Street, 5th Floor  
Washington, DC 20009  
Office: 202.671-2319  
Stephen.Campbell@dc.gov  
www.dgs.dc.gov