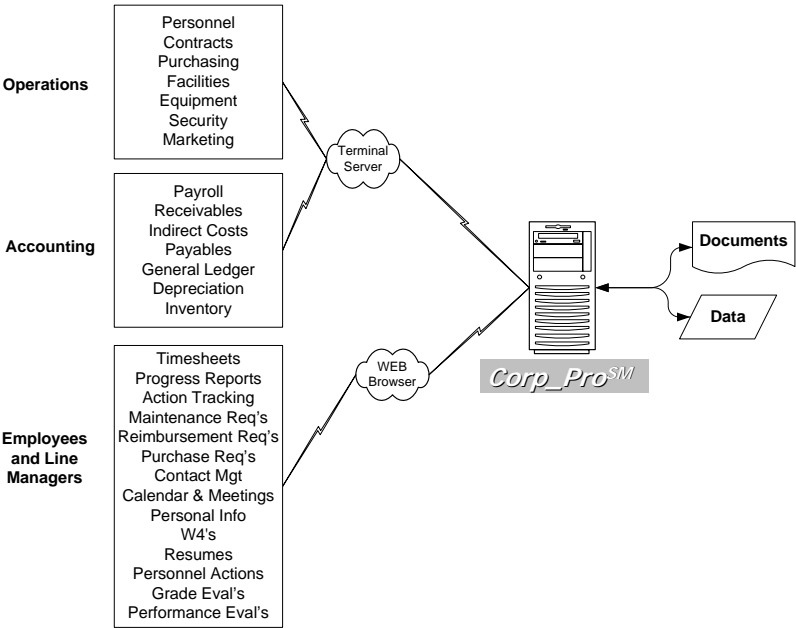


# Sample RFP Response citing use of Corp\_Pro<sup>SM</sup>

XYZ CORPORATION will employ its Corp\_Pro<sup>SM</sup> system to facilitate contract/task order management, cost control and invoicing, security clearance tracking, and progress reporting.

Corp\_Pro<sup>SM</sup> combines a DCAA-compliant, high end, job cost accounting system with a business enterprise management system. It supports all company data management functions in a single integrated database. It is designed especially for management of contracts like that envisioned in RFP \_\_\_\_\_



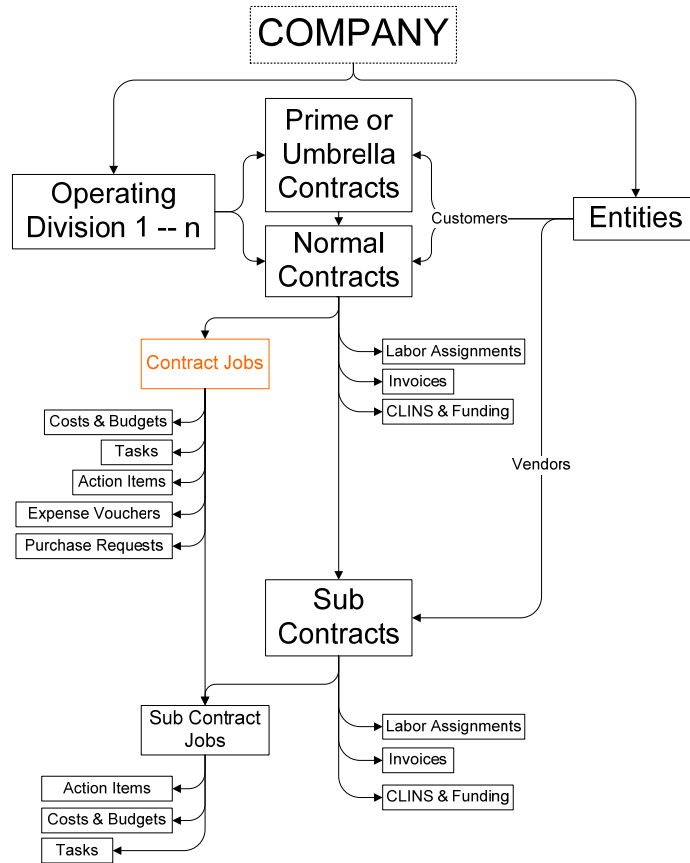
wherein there will be multiple IDIQ task orders (with associated funding modifications, sub tasks, sub-sub tasks, and action items) and multiple sub contracts (with associated task orders, sub tasks, sub-sub tasks, and action items). Further, it is totally accessible via the internet and therefore lends itself to contracts where employees and customers will be in geographically-disparate locations. A complete list of tools contained within Corp\_Pro<sup>SM</sup> is provided as Attachment A. Below is a description of Corp\_Pro<sup>SM</sup> tools that will be employed to respond to specific requirements of RFP \_\_\_\_\_.

## Section B3: IDIQ contract with multiple T&M/FFP task orders

During 2005 XYZ CORPORATION had approximately 30 active task orders on three multiple award contracts. In addition we had approximately 30 active sub-contracts. XYZ CORPORATION was

able to manage this successfully because of the features in the Contracts Management module of Corp\_Pro<sup>SM</sup>. It is specifically designed to facilitate management of umbrella type IDIQ contracts with multiple task orders and multiple sub-contracts (see the hierarchical data structure in the figure to the right).

Within each task order, XYZ CORPORATION can track (and report via invoices and/or progress reports) action items, hours, and costs at two WBS levels. Further, funding can be tracked by CLIN and funding modification and XYZ CORPORATION can invoice by employee, CLIN/SLIN, WBS and labor category as desired by



Finally, XYZ

CORPORATION can set up multiple sub contracts and track action items, costs, hours and progress by WBS, within the sub contract; XYZ CORPORATION can track funding (to the sub contractor) by CLIN and funding modification.

## Section C4 and G3: Pricing and Cost Proposals

A workforce loading plan will be created in the Corp\_Pro<sup>SM</sup> Marketing module that defines prime/sub contractor employees, their labor categories and the labor category prices that are planned to be proposed for prospective task orders. The Corp\_Pro<sup>SM</sup> pricing tool will be used to create cost proposals, including labor, travel and other direct

costs. This will greatly facilitate preparation of cost proposals and permit timely response to more RFPs issued by the Contracting Officer.

After task order award, the cost proposals will be automatically transferred to the Corp\_Pro<sup>SM</sup> Contracts module. Data from the cost proposal will be spread to pay periods over the life of the task order to provide a time phased budget. Corp\_Pro<sup>SM</sup> automatically tracks actual hours/dollars (from timesheets, payroll, sub contract invoice, travel vouchers, etc) against this budget. Reports are available to job managers via the internet.

## **Section F6: Place of Performance**

Corp\_Pro<sup>SM</sup> is designed to support contracts wherein the personnel (prime contractor, sub-contractor, consultants, company managers, and customer) are geographically separated. The internet accessibility will permit all functions to be done from wherever there is an internet connection. Specifically:

Employees will do time sheets, expense vouchers, resumes, purchase requests, and action item tracking via their secure web interface;

Job managers will approve expense vouchers and purchase requests as well as track/assign action items and track job costs;

Supervisors will initiate personnel changes, approve timesheets, and do performance evaluations;

Company managers will run payroll, process purchases, create budgets, record and track sub contract invoices, create and track customer invoices, manage personnel, do cost proposals and forecasts, etc via their web interface.

## **Section F8: Progress Reports**

The secure, DCAA-compliant, electronic timesheet feature on Corp\_Pro<sup>SM</sup> will be used to collect and process progress reports. This system permits tracking time by job, task within job, and job action item. It also permits entry of a description of work completed day-by-day and job-by-job. Progress reports will be automatically created from this data and will be able to be viewed by job managers/customer personnel and/or included with invoices.

Employees enter their timesheets via the Employee window in the web interface. This interface is password-protected so data may only be entered by the employee.

Employees may use the “quick add” or “detailed” method. For “quick add,” the hours by day, job or service center is denoted. Only jobs that are designated “open” and to which the employee has been assigned (from the Contracts module for direct and the appropriate service center module for indirect) are available in the employee’s drop down box.

The “detailed” method permits also adding a description of work performed, a task (within) the job, an action item (that has been assigned for the job) and/or a work breakdown structure element.

Once data is entered it may be edited by using the edit button. This creates a new record (unseen by the employee). Corp\_Pro<sup>SM</sup> retains both the edited record and the original.

The employee must provide a reason for modifying the record before it will be accepted by Corp\_Pro<sup>SM</sup>.

Once the employee has completed the timesheet he/she may submit it for approval by his/her supervisor. This generates an e-mail alert to the supervisor. The supervisor may review and approve/disapprove the timesheet from his/her web interface supervisor window (Corp\_Pro<sup>SM</sup> knows who is supervised by whom as all employees must have a supervisor designated in the Personnel Module). The supervisor must provide a reason if the timesheet is disapproved. If the timesheet is approved an e-mail is sent to the Payroll manager so stating. If the timesheet is disapproved, an e-mail is sent to the employee with the reason.

### **Section G3: Resumes and Recruiting**

Corp\_Pro<sup>SM</sup> permits entry/maintenance of resumes for in-house employees, consultants and/or sub-contract personnel via the web interface. Data can be searched based on skills, clearances, and/or other criteria via the web by job managers, supervisors, etc. Resumes can be printed out in whatever format is desired by the user using the Corp\_Pro<sup>SM</sup> resume tool.

The XYZ CORPORATION Team proposes to create a database of resumes that will include current, past and contingent hire employees for the entire team. Further, XYZ CORPORATION will use the tools in Corp\_Pro<sup>SM</sup> as a method of quickly locating replacement personnel in the event of attrition and also to fill billets in new task orders.

### **Section G5: Invoicing**

The XYZ CORPORATION Team proposes to use the Corp\_Pro<sup>SM</sup> invoicing tool to create invoices during the performance of task orders. This tool searches payables, expense vouchers, sub-contract invoices, payroll and timesheet data during the invoice period and automatically creates invoices for submission to the government. Invoice reports are available in summary, by labor category, detailed by employee formats as desired by the COTR. They are also available with or without progress reports. Cumulative amounts invoiced and comparisons of invoiced versus funded are also available. Backup data is automatically maintained for each invoice and includes reference to the travel/expense voucher, timesheet, sub-contractor invoice, etc. that generated the invoice line item. This will also be available for viewing by the COTR, if desired.

### **Section H2 and H16: Travel**

The XYZ CORPORATION Team proposes to use the Corp\_Pro<sup>SM</sup> travel processing system to handle travel. Two steps will be employed: request processing prior to travel and voucher processing after travel.

Travel requests will be submitted (by employees) and approved (by job managers) via the web interface. This process occurs prior to incurring an expense. Each request may contain as many reimbursements as desired. Each reimbursement must cite the job. Only jobs that are designated "open" and to which the employee has been assigned (from the

Contracts module for direct and the appropriate service center module for indirect) are available in the employee's drop down box.

When the employee submits a request for approval, e-mails go to all affected job managers for them to approve/disapprove via the job manager window on their web interface. The job manager(s) may review and approve/disapprove the request (Corp\_Pro<sup>SM</sup> knows who is the manager for each job/service center from data in the Contracts/service center modules in the manager interface). The job manager must provide a reason if the request is disapproved. If the request is approved an e-mail is sent to the employee so stating. If the request is disapproved, an e-mail is sent to the employee with the reason.

Subsequently, after the purchase has been made or the trip taken, vouchers (with the actual costs) can be submitted. Approvals are automatically made for both requests and vouchers if the submitter happens to be the job manager. Vouchers may be cloned/adjusted from the request. Vouchers may be created and submitted without having been preceded by a request. Approved vouchers are automatically forwarded to payables.

When the employee submits a voucher for approval, e-mails go to all affected job managers for them to approve/disapprove via the job manager window on their web interface. The job manager(s) may review and approve/disapprove the voucher (Corp\_Pro<sup>SM</sup> knows who is the manager for each job/service center from data in the Contracts/service center modules in the manager interface). The job manager must provide a reason if the voucher is disapproved. If the voucher is approved an e-mail is sent to the employee and the payables manager so stating. If the request is disapproved, an e-mail is sent to the employee with the reason.

Corp\_Pro<sup>SM</sup> searches for approved expense vouchers and automatically creates a payable transaction, for review by the Payable Manager, when he/she opens the expense reimbursement payables journal. Unpaid liabilities are automatically retrieved and presented by employee and period in the Payable payments module for recording of payment transactions and printing of checks.

### **Section H3: Performance Evaluations**

The XYZ CORPORATION Team proposes to use the data from the Corp\_Pro<sup>SM</sup> timesheet module to provide metrics to the government for their use in performance evaluations. XYZ CORPORATION will be able to supply hours expended by employee and/or labor category and by task order, task order job, task within job, and/or job action items. This will permit a high level of visibility to the COTR into where time is being spent for use in future planning and performance evaluation.

### **Section H6: Security**

The XYZ CORPORATION Team proposes to track security clearances using the Corp\_Pro<sup>SM</sup> security module. This module permits tracking security clearances by employee, facility, task order, and sub-contract.

## **Section I10: Service Contract Act**

The XYZ CORPORATION Team will use the Corp\_Pro<sup>SM</sup> Personnel, Payroll, and Resume modules to insure compliance with the Service Contracting Act. The resume module will be employed by the XYZ CORPORATION Personnel manager (and job managers) to view prospective employee skills and experience and decide which labor categories they qualify for. Non-exempt employees will be so categorized in the Personnel module. Reports on salary plus fringe costs from the Personnel module will be used to insure compliance with SCA labor pay grades. The Payroll module will automatically calculate overtime premium and add it to pay checks.

## Attachment A: Corp\_Pro<sup>SM</sup> Features

This list below is a compilation of features in XYZ CORPORATION's DCAA-compliant, internet-based, enterprise management system, Corp\_Pro<sup>SM</sup>.

### **Process Control:**

- Generation and approval of timesheets;
- Generation and approval of personnel status change requests;
- Generation and approval of purchase requests;
- Issuance and delivery certification of purchase Order(s);
- Generation and approval travel/expense reimbursement requests prior to travel;
- Generation and approval of travel/expense reimbursement vouchers after travel;
- Generation and approval of grade level criteria and evaluations;
- Generation and approval of performance goals and evaluations;
- Generation and tracking of action items and action status;
- Request and set up of meetings.

### **DCAA-Compliant Accounting:**

- Secure, DCAA-compliant, electronic timesheets and expense vouchers;
- Calculation of fringe, occupancy, Bid and Proposal (B&P), Internal Research and Development (IR&D), overhead and General and Administrative (G&A) expenses in real-time;
- Separate overhead costs for divisions;
- Separate overhead costs for full-time/part-time and on-/off-site labor;
- Automatic generation of DCAA-incurred cost reports (based on actual and/or planned costs);
- Monthly closings with retention of detailed historical data.

### **Contract and Sub-Contract and Task Order Management:**

- Tracking of the cost/revenue of each contract by product sold;
- Automatic generation of invoices based on timesheets, payroll, and payables;
- Calculation of orders for Cost Plus Fixed Fee (CPFF), TIME and Material (T&M), and Firm Fixed Price (FFP) contracts;
- Tracking of umbrella contracts, job orders, prime contracts task orders and sub-contracts;
- Tracking of backlog and contract ceiling by Contract Line Item Number (CLIN);
- Tracking of sub-contract and contract incremental funding by modification.

### **Document Storage/Retrieval:**

- Contracts, contract modifications, sub-contracts and other contract-related data;
- Employment agreements, W4s, pay stubs, and other employee data;
- Lease agreements, equipment specifications and other facilities documents;
- Job orders, meeting minutes and other project-related data;
- Requests for Proposals (RFPs), proposals, teaming agreements and other marketing-related documents

Invoices, checks, purchase orders and other accounting data.

**Project Management:**

Tracking of the cost/revenue of each contract/job by product sold;  
Tracking of orders for services, material, products, or Other Direct Costs (ODCs);  
Tracking of budgets, expenses and revenues by job;  
Tracking of job tasks, task status, Work Breakdown Structure (WBS) and action items;  
Tracking of labor categories and assignments.

**Budgeting and Cost Control:**

Calculation and management of budgets for direct projects and indirect service centers;  
Labor assignments by direct project and service center;  
Creation of baseline and working budgets;  
Separate service centers for each functional area (personnel, facilities, purchasing, etc.);  
Separate service centers for each division manager (division management, B&P, IR&D);  
Rea- time updates to budgets with actual costs and revenues.

**Payroll and Human Resources:**

Calculation of gross pay including bonuses, commissions, salaries, hourly, and Department of Labor (DOL) pay types;  
Integration of payroll with timesheets & invoices;  
Automatic generation of form 941s, W2s, and other payroll reports;  
Tracking of fringe (tax, benefits, leave) by employee and pay period;  
Links to banks for direct deposit ;  
Control and tracking of personnel changes, grade evaluations, performance evaluations, and training plans.

**Purchasing and Inventory Management:**

Generation and approval of purchase requests;  
Creation of purchase orders from purchase requests;  
Tracking and reporting deliveries;  
Tracking of standard parts;  
Tracking and valuation of inventory.

**Facilities and Security Management:**

Tracking of facilities and equipment and equipment upgrades;  
Tracking of software and licenses by user;  
Tracking of equipment maintenance requests;  
Tracking of Department of Homeland Security (DHS) security classifications for facilities, equipment, personnel, and contracts;  
Calculation and recording of depreciation by asset;  
Control of procurements, disposals and usage;  
Tracking of occupancy budgets and costs;

**Forecasting and Contact Management:**

Tracking of prospects, teams, and competition;  
Generation of capture plans;



Storage and publication of resumes in flexible formats;  
Storage and publication of experience citations in flexible formats;  
Tracking of contacts, contact journals, and knowledge database;  
Generation of workforce loading plans;  
Storage of Requests for Proposal (RFPs), contracts and proposals;  
Calculation of cost proposals and forecasts.