



Business Operations
Branch

U.S. COMMODITY FUTURES TRADING COMMISSION

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MEMORANDUM TO THE FILE

Subject: Award to Grey Street Consulting, LLC for Comprehensive HR Support for CFTC,
Contract No. 9523ZY23C0028

The Division of Administration Business Operations Branch (DA-BOB), received a request from the Human Resources Branch (HR) to acquire contractor support for “Comprehensive HR Support”. The contract will be a labor hour contract for a base year and two (2) one-year option periods.

The requirement for HR support services is an existing requirement. The incumbent contract, 9523ZY20C0028, was awarded as an 8a direct award to AvantGarde LLC (AG). AG has since graduated the 8a program. As the support has been previously been successfully procured under the 8a program, the same procurement strategy is being utilized for its replacement.

The program office identified Grey Street Consulting, LLC as a viable source based on their past performance and prior experience with providing comprehensive HR services for other Government agencies, (i.e. Department of Transportation (DOT)), as well as their partnership with incumbent contractor AG.

In accordance with Federal Acquisition Regulation (FAR) 19.804-2(a), the Contracting Officer submitted an 8(a)-offering letter to the cognizant Small Business Administration’s (SBA) district office (Washington, DC) on July 14, 2023. On September 1, 2023*, the SBA accepted CFTC’s offering letter and assigned SBA Requirement Number **PR1693570212O**. The acceptance letter authorized CFTC to negotiate directly with Grey Street for the comprehensive HR support services effort. The total value of the contract is estimated at \$4.5M.

****SBA initially accepted CFTC’s offer to contract with Grey Street on July 25, 2023 and assigned SBA Requirement Number SBA Requirement Number MW1690293044V.; however, due to an injunction requiring SBA to redetermine the eligibility of 8a vendors, the offer for Grey Street was resubmitted to SBA on August 28, 2023 and approved on September 1, 2023 under SBA Requirement Number PR1693570212O.***

TECHNICAL ACCEPTANCE AND PRICE EVALUATION

The proposal was received on August 23, 2023 and was found to be technically acceptable to support the requirements in the Statement of Work (SOW). Therefore, the Contracting Officer performed the price analysis on the base labor rate, escalation and total proposed price. On August 30, 2023, the Contracting Officer requested that Grey Street review the hourly rates for

the Sr. Consultant and Consultant and provide a narrative on the basis for these rates as they exceeded Grey Street's published GSA rates. Grey Street was also asked to revisit their proposal to determine where adjustments could be made as their proposal exceeded the Government estimate. As a result, Grey Street submitted a revised proposal on August 31, 2023 which is the basis for the price and evaluation.

Grey Street's revised proposal adjusted* the hourly rates for the Sr. Consultant and Consultant and reduced profit/fee from^{(b)(4)} to lower the overall proposed cost.

**** Grey Street's proposal emphasizes incumbent capture and the required technical expertise in accordance with the SOW. As a result, Grey Street's proposed hourly rates are based on the existing salaries for the Sr. Consultant and Consultant, as well as the rest of incumbent workforce. The CO took this into consideration while evaluating the revised proposed price. Based on the price analysis below, all of the proposed rates are determined to be fair and reasonable.***

For price analysis, Grey Street's proposal was compared to the current HR Comprehensive Support contract (9523ZY20C0028) and the IGCE.

Rate Evaluation

The proposed pricing is comparable to historical pricing and the IGCE. The table below displays the labor rate comparison, ***(proposed base year rates are used for this comparison):***

Proposed Labor Category	Proposed (09/2023 – 09/2024)	9523ZY20C0028 (09/2022 – 09/2023)	*IGCE
Sr. HR Assistant	(b)(4)		
Sr. Consultant			
Project Manager			
Performance & Compensation Analyst			
Consultant			
Senior HR Specialist - Classification			
Senior HR Specialist Staffing (Audit)			
Senior HR Specialist Staffing			
HR Assistant			

****Mapping of proposed categories to the IGCE can be found in the table below.***

Proposed Labor Category	IGCE
Sr. HR Assistant	Human Resource Assistant – Mid Level
Sr. Consultant	Performance/Compensation Reform SME
Project Manager	Project Manager
Performance & Compensation Analyst	Performance/Compensation Analyst
Consultant	Performance/Compensation Reform Consultant

Senior HR Specialist - Classification	Senior HR Specialist – (currently classification)
Senior HR Specialist Staffing (Audit)	Senior HR Specialist (DEU Audit)
Senior HR Specialist Staffing	----
HR Assistant	Senior HR Specialist -- Jr

Escalation Evaluation

The proposal contained an average escalation of ^{(b)(4)} each year of the three (3) year period. The proposed escalation is considered reasonable based on a review of The Bureau of Labor Statistics' (BLS) Employment Cost Index (ECI). The ECI reports that Compensation costs increased 1.0 percent for civilian workers from March 2023 to June 2023. Over the year, total compensation rose 4.5 percent, wages and salaries rose 4.6 percent, and benefit costs rose 4.2 percent. The ECI assists in the assessment of escalation because it measures the change in the cost of labor, free from the influence of employment shifts among occupations and industries. Additionally, the ECI is an accurate measure of wage adjustment because it is comprehensive. The ECI takes into consideration wages, salaries, employer costs for benefits, for nearly the entire the civilian (non-Federal) economy in the calculation. Therefore, the ECI is a common economic indicator that is used as a comparison to measure the changes in wages of what is by employers.

Proposed Labor Category	Base Period	Option Period 1	Option Period 2
Sr. HR Assistant	^{(b)(4)}		
Sr. Consultant			
Project Manager			
Performance & Compensation Analyst			
Consultant			
Senior HR Specialist - Classification			
Senior HR Specialist Staffing (Audit)			
Senior HR Specialist Staffing			
HR Assistant			

Total Price Evaluation

(Total includes Optional Additional Support that will not be exercised for the base period and may not be exercised in the Option periods).

	Proposed	9523ZY20C0028	IGCE
Base	^{(b)(4)}		
Option Period 1			
Option Period 2			
TOTAL	\$4,957,442.58	\$3,988,233.80	\$4,450,319.19

The significantly higher proposed total price from Grey Street when compared to the incumbent contract is majorly attributed to a difference in the number of hours proposed for multiple labor

categories, but primarily the Sr. HR Specialist – Classification. The requirements of the program increased in classification support for the new contract. The difference between the proposal and the IGCE is attributed to the IGCE’s omission of the Sr. HR Specialist Staffing and the HR Assistant for the base and option periods. Based on the review and acceptance of the proposed hours from the COR and the finding of the proposed hourly rates to be fair and reasonable, no exception is taken to the total proposed price.

Proposed Labor Category	Proposed	9523ZY20C0028	IGCE
Sr. HR Assistant	(b)(4)		
Sr. Consultant			
Project Manager			
Performance & Compensation Analyst			
Consultant			
Senior HR Specialist - Classification			
Senior HR Specialist Staffing (Audit)			
Senior HR Specialist Staffing			
HR Assistant			

Past Performance Evaluation

The contractor’s CPARS evaluations on the following contract actions have been considered for this action:

- **47QRAA21D001W/75R60222F80053**
(Period of Performance Assessed: 05/03/2022 through 05/02/2023)
- **47QRAA21D001W/69319521F4000029**
(Period of Performance Assessed: 07/10/2021 through 07/11/2022)
- **47QRAA21D001W/69319521F4000005**
(Period of Performance Assessed: 12/26/2021 through 12/25/2022)
- **89243121CSC000095**
(Period of Performance Assessed: 07/15/2021 through 07/14/2022)
- **89243121CSC000095**
(Period of Performance Assessed: 07/15/2022 through 07/14/2023)

The contractor’s performance ratings on these contracts range from Satisfactory to Exceptional in the areas of Quality, Schedule, Management, Cost Control, and Regulatory Compliance.

Summary

The technical proposal submitted by Grey Street has been determined to be acceptable to accomplish all requirements of the Statement of Work.

As a result of the price analysis described above, Grey Street's proposed price is determined fair and reasonable.

The Contracting Officer confirmed via the System for Award Management (SAM) that the contractor is not actively excluded or debarred from doing business with the Government.

The contractor is considered responsible, and meets the minimum standards set forth in FAR 9.104-1.

There were no "Unacceptable" ratings in the CPARS reports for any of the assessment areas (Quality, Cost, Schedule, Management, and Regulatory Compliance). Additionally, the contractor has no records in the Federal Awardee Performance and Integrity Information System (FAPIS).

Based on the above, the Contracting Officer believes it to be in the best interest of the CFTC to award Contract 9523ZY23C0028 for comprehensive HR services to Grey Street Consulting, LLC for the period of a base year with two (2) one-year option periods exercisable at the Government's discretion.

Approved By:

TAMARA JONES

Digitally signed by TAMARA
JONES
Date: 2023.09.14 11:36:45
-04'00'

Tamara A. Jones
Contracting Officer

From: Jones, Tamara
To: Ian Nuzzo; Jessica Nuzzo
Subject: RFP for CFTC Human Resources Support Services
Date: Wednesday, July 26, 2023 1:51:00 PM
Attachments: image001.png
image002.png
image003.png
image004.png
image005.png
CFTC HR Support SOW 7-14-23.pdf
Price Schedule.pdf

Good Afternoon,

The CFTC has received approval from the Small Business Administration to contract with Grey Street Consulting for Human Resources Support Services.

Your firm is hereby requested to submit a proposal for HR Support Services in accordance with the attached SOW and Price Schedule. Your proposal is requested by 12:00 pm ET, August 23, 2023 and should include pricing in accordance with the Price Schedule provided and a Technical Approach that provides the following:

1. Technical Approach to accomplish the SOW requirements;
2. Staffing Plan/Proposed Personnel & Corresponding Resumes; and,
3. Management Approach

Any questions or comments, please feel free to contact me.

Thanks,
Tammy



Tamara (Tammy) A. Jones
Contracting Officer
Business Operations Branch
Division of Administration
Commodity Futures Trading Commission
(b)(6)



STATEMENT OF WORK COMPREHENSIVE HUMAN RESOURCES SUPPORT

BACKGROUND

The Commodity Futures Trading Commission (also referred to as “CFTC” or “Commission”) organization consists of the Offices of the Chairman, Commissioners, and the agency's operating units.

The mission of the CFTC is to promote the integrity, resilience, and vibrancy of the U.S. derivatives markets through sound regulation.

CFTC Human Resources serves the Commission by supporting a wide variety of programs of importance to managers and employees, including functions such as administering benefits and awards, overseeing and governing time and attendance, processing payroll and maintaining official personnel records.

OBJECTIVE

The objective of this contract is to acquire contractor support services for CFTC's Human Resources Branch (HRB) to ensure the vitality of the human resources program and to help HRB remain effective and efficient in responding to new and emerging human resources requirements.

SCOPE OF WORK

The scope of this contract includes human resources operations and administration, payroll/time and attendance processing, staffing, classification, performance and compensation support, as well as benefits support for approximately 700 federal staff. The duty locations of the federal staff are CFTC Headquarters, Washington, DC; Eastern Regional Office, New York, NY; Central Regional Office, Chicago, IL; and Southwestern Regional Office, Kansas City, MO.

WORK REQUIREMENTS

A. Human Resources Operations, Administrative and Payroll/Time and Attendance Support

The contractor shall perform all personnel/payroll processing functions in National Finance Center (NFC) systems (i.e., EmpowHR, Entry, Processing, Inquiry, and Correction System (EPIC) and NFC's Reporting Center). The contractor shall be responsible for correcting payroll and leave errors, and preparing reports.

The contractor shall coordinate the processing of CFTC's payroll and all time and attendance matters. This includes, but is not necessarily limited to, acting as liaison with the payroll/personnel units of NFC and other government agencies in transmitting data between the payroll, timekeeping, and human resources information systems of the agencies. The contractor shall also be responsible for facilitating the biweekly payroll cycle via the GovTA automated

system, which includes ensuring complete and timely delivery of timesheets to NFC each pay period. In doing so, the contractor shall provide instruction in advance to CFTC's timekeepers and coordinate with CFTC's Financial Management Branch (FMB) to ensure the accurate and timely completion of special processing required for each pay period.

The contractor shall be responsible for:

- Processing personnel (EmpowHR)/EPIC/payroll (GovTA) actions in U.S. Department of Agriculture's (USDA) National Finance Center (NFC) automated personnel/payroll system;
- Conducting new employee orientations;
- Scanning employment documents into OPM's Electronic Official Personnel Folder (eOPF) system;
- Compiling reports from databases and other office filing systems;
- Preparing correspondence and completing mass mailings of form letters;
- Filing documents in paper filing systems and other filing systems;
- Scanning and indexing documents for insertion into employee permanent records;
- Copying and assembling printed materials such as handbooks;
- Assisting staff in completing administrative support elements of all areas of HRB office operations as requested;
- Scheduling meetings and conference room reservations;
- Assisting in the creation, closeout, and purging of files such as merit promotion cases data entry;
- Maintaining and disposing of records per CFTC's policies; and
- Performing required procedures in support of human resources programs.

The contractor shall be responsible for maintaining confidentiality of all information and for observing statutory requirements relating to privacy and freedom of information.

B. Benefits Support

The contractor shall assist in advising CFTC's employees on all aspects of federal employee benefits, including informing CFTC's employees of their rights and entitlement to employee benefits, such as health and life insurance, the Thrift Savings Plan (TSP), and CFTC-specific employee benefit options (e.g., CFTC's dental plan).

For accession actions, the contractor shall assist in determining an employee's eligibility for federal civil service retirement plan coverage, social security coverage, as well as life insurance and health program benefits. For employees separating from the agency, the contractor shall assist in explaining withdrawal and other options regarding their TSP accounts, as well as other benefits such as potential reinstatement eligibility.

CFTC will provide relevant information as necessary to support the contractor's independent completion of tasks as cited above.

C. Performance and Compensation Support

The contractor shall perform the following tasks:

- Support the administration of the annual performance evaluation process and other cyclical activities such as merit pay pools and performance data reporting. This includes the following:
 - Performing quality assurance on submitted electronic and hard copy documents;
 - Tracking progress reviews, review meetings, and other components of the appraisal process;
 - Using automation to print reports;
 - Assisting users with information and access to performance management automation;
 - Reviewing records and other documentation to prepare summaries of information in preparation for further analysis and processing;
 - Reviewing performance standards and appraisals to ensure the standards are in accordance with existing policies and regulations; and
 - Researching, retrieving, and filing performance appraisals in eOPF, as needed.
- Support the administration of the Incentive Awards Programs by:
 - Assisting managers and supervisors with guidance on the agency's incentive award program procedures;
 - Handling various activities of the Incentive Awards Programs, i.e., The Chairman's Honorary awards; retirement awards; Suggestion Awards, presentation award plaques, and other duties that encompass the execution or presentation of the awards programs;
 - Maintaining and monitoring awards inventory; assemble certificates and frames, and other awards hardware; assist with awards budget or ceremony logistics, and assist with governance processes for an awards committee;
 - Drafting CFTC Communications, ceremony details, and notifications pertaining to awards;
 - Managing yearly Length of Service (LOS) presentations by organizing and distributing of LOS certificate plaques or reports;
 - Monitoring and managing various aspects of the suggestion program such as the suggestion program database; and
 - Keeping abreast and up-to-date of the Incentive Awards Policy guidance.
- Assist in the development of employee recognition programs.
- Assist in the production of performance management concepts, principles, and practices work products. This includes:
 - Conducting analytical studies of performance management outcomes and pay metrics using spreadsheets, databases, and/or statistical software; and
 - Assisting with developing new or modified procedures to improve effectiveness in support of agency goals for pay and performance.
- Assist in the creation and execution of communication strategies and plans to promote performance management and compensation programs.

- Assist in the preparation of work products related to compensation concepts, principles, and practices. This includes:
 - Assisting with creating new or modified procedures to improve the effectiveness of compensation products in support of agency goals.

D. Pay and Performance Reform Support

Performance Management

The contractor shall perform the following tasks:

- Provide recommendations and assist in the design and development of performance management policies, procedures, and automation related to various types of performance evaluation systems (e.g., 2-level, 3-level, 4-level), etc.
- Create/assist in the production of work products related to pay-for-performance concepts, principles, and practices, such as pay pool administration, merit pay distribution, new pay plans, governance procedures, competency proficiency levels for evaluating performance, etc. This includes:
 - Assist with developing new or modified plans/procedures to improve pay-for-performance effectiveness in support of agency goals. The work products shall be submitted to the Contracting Officer's Representative (COR) for review and approval prior to finalization and/or execution.

Communication/Change Management

The contractor shall perform the following tasks:

- Develop, recommend and execute communication strategies and cultural transformation plans, including a strategic change management strategy, to promote and reform pay-for-performance concepts, performance management programs, pay programs, organizational values and development, and employee and leadership training and development. Each work product, such as the communication strategies, cultural transformation plans and strategic change management strategies shall be submitted to the COR for review and approval prior to execution.
- Prepare compensation and pay administration concepts, principles, and practices work products. This includes:
 - Prepare and/or assist creating new or modified procedures for pay setting of new hires and transfers; policies, practices, and analysis for pay equity; or policies of other pay mechanisms such as pay differentials, incentives, bonuses or special pay progression, to improve the compensation and pay administration effectiveness of these products in support of agency goals. The work products shall be submitted to the COR for review and approval prior to finalization and/or execution.

E. Staffing/Classification Support

The Contractor shall perform the following tasks:

Staffing:

- Perform the full range of staffing services such as drafting job postings, posting positions, rating and ranking applicants, issuing Certificates of Eligibles, preparing job offers, and pay setting in accordance with established CFTC guidelines.

Quality Review:

- Assist CFTC Human Resources Specialists (Staffing and Classification) in conducting quality review within 5 business days of issuance of certificates on Delegated Examining, Merit Promotion and Excepted Service.
- Assist Human Resources Specialists (Staffing and Classification) in auditing Certificates of Eligibles once a selection has been made. The contractor shall make recommendations to the Chief, Talent Management on corrective actions, if applicable.

Annual Delegated Examining Unit (DEU) Audit:

- Conduct an independent annual quality review of job postings to ensure that merit promotion procedures and Delegated Examining procedures have been met for assigned cases. Recommendations regarding corrective actions shall be submitted to the Chief, Talent Management, if applicable. This is an independent annual audit and cannot be conducted by current staffing/classification support staff. This task and final report must be completed within seven business days from initial assignment.

Classification:

- Perform the full range of classification activities including position management and organizational design.
- Apply new or updated OPM position classification standards and evaluation guides to reaffirm or determine the appropriate title, series, and grade of a full range of positions.
- Write evaluation statements, and assist with conducting position audits. Work with HRB staff to finalize any recommendations from the audits.
- Research and analyze information to formulate recommendations and/or draw conclusions on complex position classification matters.
- Conduct an annual analysis on the design of a Position Description Library and provide expert advice as to the development of the system.
- Assist in performing an annual career ladder study of existing CFTC positions.

Historically, the contract staffing/classification support is a part-time function (approximately 3 days per week) where all assigned tasks were completed within that time. CFTC anticipates this level of support will be needed under this contract.

DELIVERABLES AND PROGRESS/FINANCIAL STATUS REPORTS

All of the contractor's written deliverables shall be clear and concise, comprehensive with respect to all relevant aspects of the subject matter, and sufficiently detailed to provide a full understanding of the conclusions contained therein. They must be thoughtfully organized and structured to ensure readability; carefully edited and free of grammar, punctuation, and spelling errors; detailed; and contain both functional and technical design requirements as appropriate.

The contractor shall submit all written deliverables to the COR electronically unless otherwise requested to be submitted in hardcopy. Additionally, the contractor shall provide an electronic copy of each deliverable to the Contracting Officer. All deliverables are considered "draft" until the contractor receives notification that they are accepted from either the COR or Contracting Officer. Draft deliverables are the initial submission for COR review and comments. The Final deliverables shall contain revisions that address the COR comments prior to submission to a wider group of stakeholders for review. The COR will provide the contractor with all approved comments from the stakeholder reviews. The contractor shall incorporate the comments into the deliverables and resubmit to the COR for final approval within one (1) week after the receipt of the comments.

If a deliverable due date falls on a Saturday, Sunday, or Federal holiday, the due date for that deliverable shall be the next business day.

Deliverable Schedule

Deliverables	Date Deliverable is Due
Task D - Pay and Performance Reform Support: Plans/Procedures to improve pay-for-performance	As required by the COR
Task D - Pay and Performance Reform Support: Communication strategies, cultural transformation plans and strategic change management strategy	As required by the COR
Task D - Pay and Performance Reform Support: Plans/Procedures for compensation and pay administration	As required by the COR
Task E Annual Delegated Examining Unit (DEU) Audit: Completes annual DEU report	Within seven (7) business days from initial assignment.
Progress/Financial Status Reports	Submit at the same time as monthly invoice to COR and Contracting Officer

Progress/Financial Status Reports

The contractor shall provide written progress/financial status reports when it submits its monthly invoices. Each report shall cover the invoiced period, and shall include the following information:

1. Report of all action items (both government and contractor), in a form and substance agreeable to the Contracting Officer and the COR;
2. Work completed during the reporting period (including listing of submitted deliverables);
3. Description of work in progress;
4. Issues identified and plan for addressing them;
5. Labor hours expended by labor category (current month and cumulative);
6. Amount of funds expended (current month and cumulative);
7. Amount of funds remaining under the contract; and
8. Total cost estimate through completion of the contract period of performance.

In addition to submitting the written monthly progress/financial status reports, the contractor shall meet with the COR and other CFTC representatives on the status of the project. Scheduling of the briefings will be as required by the COR.

SPECIAL CONSIDERATIONS – ADDITIONAL REQUIREMENTS

A. Core Hours of Service

The core hours of service to be covered under this contract shall be from 9:00 a.m. to 3:00 p.m., Monday through Friday, except Federal Holidays, emergency closings and other non-work days. The contractor personnel working under this contract may commence no earlier than 6:30 a.m. and no later than 8:30 a.m. and conclude no earlier than 3:00 p.m. and no later than 5:00 p.m. with a required ½ hour lunch period (working through lunch is not permitted). Personnel will be required to establish a defined work schedule within these hours, and the contractor shall ensure there is adequate coverage during the core hours. Some overtime may be required from time-to-time. The work schedules may be adjusted periodically, on an as needed basis, by the COR or Contracting Officer, provided that the adjustments will not cause the contractor to surpass the funded not-to-exceed amount of the contract at any time (see contract clause titled “TECHNICAL DIRECTION AND SURVEILLANCE”).

The CTFC is currently operating in a hybrid remote/in-person posture. Work under this contract is required to be performed at the CFTC’s headquarters, located at 1155 21st Street, NW, Washington, DC, at least one (1) day per week, unless otherwise approved, in advance, by the COR or Contracting Officer.

B. Contractor Qualifications

To successfully perform the tasks described in Sections A. Human Resources Operations, Administrative and Payroll/Time and Attendance Support and B. Benefits Support, the Commission requires the following qualifications:

- Skill in the use of a variety of software, including the ability to manipulate, edit and format documents in applications such as:
 - the Microsoft Office Suite;
 - the National Finance Center's (NFC) Time and Attendance system; and
 - Access databases.
- Knowledge of OPM's Guide to Processing Personnel Actions.
- Experience in coding SF-52s, using OPM's Guide to Processing Personnel Actions and experience inputting actions into the National Finance Center's personnel/payroll system.
- Experience in using eOPF including scanning documents, reviewing and verifying the accuracy of records in eOPF and researching data.

For the additional eOPF support under Section A. Human Resources Operations, Administrative and Payroll/Time and Attendance Support, the Commission requires the following qualifications:

- Scanning employment documents into OPM's Electronic Official Personnel Folder (eOPF) system;
- Compiling reports from databases and other office filing systems;
- Preparing correspondence and completing mass mailings of form letters;
- Filing documents in paper filing systems and other filing systems;
- Scanning and indexing documents for insertion into employee permanent records;
- Copying and assembling printed materials such as handbooks;
- Assisting staff in completing administrative support elements of all areas of office operations as requested; and
- Scheduling meetings and conference room reservations.

To successfully perform the tasks described in Section C. Performance and Compensation Support, the Commission requires the following qualifications:

- Experience with the analysis and implementation of performance management and compensation programs in a pay-for-performance environment.
- Skill in the use of a variety of software, including the ability to manipulate, edit and format documents in applications such as:
 - the Microsoft Office Suite;
 - e-OPF;
 - the National Finance Center's (NFC) payroll/personnel system; and
 - webTA.

To successfully perform the tasks described in Section D. Pay and Performance Reform Support – Performance Management, CFTC requires the following qualifications:

- Experience with the analysis, development and implementation of performance management (including incentive awards) and compensation programs in a pay-for-performance environment;
- Excellent written and verbal communication skills;
- Experience with project planning, reports and timelines; and
- Experience working with independent pay, hiring, or other similar authorities (outside of Title 5).

To successfully perform the tasks described in Section D. Pay and Performance Reform Support – Communication/Change Management, CFTC requires the following qualifications:

- Leadership experience (equivalent to an HR Director, Chief Human Capital Officer or Deputy) with Federal HR expertise in a wide array of HR functional areas in order to provide advice and guidance related to change management in a pay-for-performance environment;
- Extensive experience in Federal HR staffing, classification, pay setting administration and compensation programs;
- Advanced written and verbal communication skills;
- Experience in Change Management methods and techniques, organizational development, employee and leadership training and development; and
- Experience working with independent pay, hiring, or other similar authorities (outside of Title 5) is preferred.

To successfully perform the tasks described in Section E. Staffing/Classification Support, the Commission requires the following qualifications:

Senior Human Resources Specialist

- Extensive knowledge at a senior level for the full range of Federal HRM programs and experience integrating the various specialty areas outlined in the SOW. Such experience is typically acquired in positions such as a Deputy HR Director or Supervisory HR Specialist of a Federal agency.
- Mastery of, and skill in applying, the full spectrum of advanced HRM principles, concepts, and practices, as well as seasoned consultative skills in the specialty areas outlined in the SOW.
- Thorough knowledge of the laws, statutes and regulations governing all aspects of Title 5 and excepted service rules of the Code of Federal Regulations, enabling them to work independently with minor direction.
- Excellent verbal and written skills that will allow them to communicate with CFTC staff and the public as well as be persuasive when defending positions.
- Directly related staffing and classification experience, performing in a senior role in the HR arena.

- For staffing work, must be currently DEU certified.

Human Resources Specialist (Classification/Staffing)

- Extensive knowledge of, and skill in applying HRM laws, regulations, policies, concepts, and various practices, procedures, and quality control functions in the specialty areas outlined in the SOW.
- Thorough knowledge of the laws, statutes and regulations governing all aspects of Title 5 and excepted service rules of the Code of Federal Regulations, enabling them to work independently with minor direction.
- Excellent verbal and written skills that will allow them to communicate with CFTC staff and the public as well as be persuasive when defending positions.
- Directly related staffing and classification experience, performing as a senior HR Specialist role.
- For staffing work, must be currently DEU certified.

C. Optional Additional Services

The Contracting Officer may exercise any optional contract line item (CLIN) for additional services by written notice (i.e., a modification to the task order) at any time during the period of performance of the task order, provided that the Contracting Officer shall give the Contractor preliminary notice of the Government's intention to exercise the option at least one (1) week in advance. The contractor shall expend no effort on the optional additional services without written direction of the Contracting Officer.

OPTIONAL TASK: Senior HR Specialist Staffing

For each year of the task order, this optional subtask (associated with Staffing/Classification Support task) includes a not-to-exceed (NTE) amount which is based on an estimated level of effort of 1200 hours.

OPTIONAL TASK: HR Assistant

For each year of the task order, this optional subtask (associated with Human Resources Operations, Administrative and Payroll/Time and Attendance Support and Benefits tasks) includes a not-to-exceed (NTE) amount which is based on an estimated level of effort of 1000 hours.

PRICE SCHEDULE
HR Support Services

CLIN/Description	HOURS	HOURLY RATE	TOTAL	FUNDED AMOUNT
Base Period (9/24/2023 – 9/23/2024)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – (Classification)		\$	\$	GOV USE
Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION Sr. HR Specialist Staffing		\$	\$	GOV USE
OPTION HR Assistant		\$	\$	GOV USE
Total – Base Period			\$	GOV USE
Option Period 1 (09/24/2024 – 09/23/2025)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	\$	GOV USE
Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		\$	\$	GOV USE
OPTION -- HR Assistant		\$	\$	GOV USE
Total – Option Period 1			\$	GOV USE
Option Period 2 (09/24/2025 – 09/23/2026)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	\$	GOV USE
Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		\$	\$	GOV USE
OPTION -- HR Assistant		\$	\$	GOV USE
Total – Option Period 2			\$	GOV USE
Option Period 3 (09/24/2026 – 09/23/2027)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE

Project Manager		\$	S	GOV USE
Performance & Compensation Analyst		\$	S	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	S	GOV USE
Sr. HR Specialist – Staffing (Audit)		\$	S	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		\$	S	GOV USE
OPTION -- HR Assistant		\$	S	GOV USE
Total – Option Period 3			S	GOV USE

STATEMENT OF WORK COMPREHENSIVE HUMAN RESOURCES SUPPORT

BACKGROUND

The Commodity Futures Trading Commission (also referred to as “CFTC” or “Commission”) organization consists of the Offices of the Chairman, Commissioners, and the agency's operating units.

The mission of the CFTC is to promote the integrity, resilience, and vibrancy of the U.S. derivatives markets through sound regulation.

CFTC Human Resources serves the Commission by supporting a wide variety of programs of importance to managers and employees, including functions such as administering benefits and awards, overseeing and governing time and attendance, processing payroll and maintaining official personnel records.

OBJECTIVE

The objective of this contract is to acquire contractor support services for CFTC's Human Resources Branch (HRB) to ensure the vitality of the human resources program and to help HRB remain effective and efficient in responding to new and emerging human resources requirements.

SCOPE OF WORK

The scope of this contract includes human resources operations and administration, payroll/time and attendance processing, staffing, classification, performance and compensation support, as well as benefits support for approximately 700 federal staff. The duty locations of the federal staff are CFTC Headquarters, Washington, DC; Eastern Regional Office, New York, NY; Central Regional Office, Chicago, IL; and Southwestern Regional Office, Kansas City, MO.

WORK REQUIREMENTS

A. Human Resources Operations, Administrative and Payroll/Time and Attendance Support

The contractor shall perform all personnel/payroll processing functions in National Finance Center (NFC) systems (i.e., EmpowHR, Entry, Processing, Inquiry, and Correction System (EPIC) and NFC's Reporting Center). The contractor shall be responsible for correcting payroll and leave errors, and preparing reports.

The contractor shall coordinate the processing of CFTC's payroll and all time and attendance matters. This includes, but is not necessarily limited to, acting as liaison with the payroll/personnel units of NFC and other government agencies in transmitting data between the payroll, timekeeping, and human resources information systems of the agencies. The contractor shall also be responsible for facilitating the biweekly payroll cycle via the GovTA automated

system, which includes ensuring complete and timely delivery of timesheets to NFC each pay period. In doing so, the contractor shall provide instruction in advance to CFTC's timekeepers and coordinate with CFTC's Financial Management Branch (FMB) to ensure the accurate and timely completion of special processing required for each pay period.

The contractor shall be responsible for:

- Processing personnel (EmpowHR)/EPIC/payroll (GovTA) actions in U.S. Department of Agriculture's (USDA) National Finance Center (NFC) automated personnel/payroll system;
- Conducting new employee orientations;
- Scanning employment documents into OPM's Electronic Official Personnel Folder (eOPF) system;
- Compiling reports from databases and other office filing systems;
- Preparing correspondence and completing mass mailings of form letters;
- Filing documents in paper filing systems and other filing systems;
- Scanning and indexing documents for insertion into employee permanent records;
- Copying and assembling printed materials such as handbooks;
- Assisting staff in completing administrative support elements of all areas of HRB office operations as requested;
- Scheduling meetings and conference room reservations;
- Assisting in the creation, closeout, and purging of files such as merit promotion cases data entry;
- Maintaining and disposing of records per CFTC's policies; and
- Performing required procedures in support of human resources programs.

The contractor shall be responsible for maintaining confidentiality of all information and for observing statutory requirements relating to privacy and freedom of information.

B. Benefits Support

The contractor shall assist in advising CFTC's employees on all aspects of federal employee benefits, including informing CFTC's employees of their rights and entitlement to employee benefits, such as health and life insurance, the Thrift Savings Plan (TSP), and CFTC-specific employee benefit options (e.g., CFTC's dental plan).

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CFTC will provide relevant information as necessary to support the contractor's independent completion of tasks as cited above.

C. Performance and Compensation Support

The contractor shall perform the following tasks:

- Support the administration of the annual performance evaluation process and other cyclical activities such as merit pay pools and performance data reporting. This includes the following:
 - Performing quality assurance on submitted electronic and hard copy documents;
 - Tracking progress reviews, review meetings, and other components of the appraisal process;
 - Using automation to print reports;
 - Assisting users with information and access to performance management automation;
 - Reviewing records and other documentation to prepare summaries of information in preparation for further analysis and processing;
 - Reviewing performance standards and appraisals to ensure the standards are in accordance with existing policies and regulations; and
 - Researching, retrieving, and filing performance appraisals in eOPF, as needed.
- Support the administration of the Incentive Awards Programs by:
 - Assisting managers and supervisors with guidance on the agency's incentive award program procedures;
 - Handling various activities of the Incentive Awards Programs, i.e., The Chairman's Honorary awards; retirement awards; Suggestion Awards, presentation award plaques, and other duties that encompass the execution or presentation of the awards programs;
 - Maintaining and monitoring awards inventory; assemble certificates and frames, and other awards hardware; assist with awards budget or ceremony logistics, and assist with governance processes for an awards committee;
 - Drafting CFTC Communications, ceremony details, and notifications pertaining to awards;
 - Managing yearly Length of Service (LOS) presentations by organizing and distributing of LOS certificate plaques or reports;
 - Monitoring and managing various aspects of the suggestion program such as the suggestion program database; and
 - Keeping abreast and up-to-date of the Incentive Awards Policy guidance.
- Assist in the development of employee recognition programs.
- Assist in the production of performance management concepts, principles, and practices work products. This includes:
 - Conducting analytical studies of performance management outcomes and pay metrics using spreadsheets, databases, and/or statistical software; and
 - Assisting with developing new or modified procedures to improve effectiveness in support of agency goals for pay and performance.
- Assist in the creation and execution of communication strategies and plans to promote performance management and compensation programs.

- Assist in the preparation of work products related to compensation concepts, principles, and practices. This includes:
 - Assisting with creating new or modified procedures to improve the effectiveness of compensation products in support of agency goals.

D. Pay and Performance Reform Support

Performance Management

The contractor shall perform the following tasks:

- Provide recommendations and assist in the design and development of performance management policies, procedures, and automation related to various types of performance evaluation systems (e.g., 2-level, 3-level, 4-level), etc.
- Create/assist in the production of work products related to pay-for-performance concepts, principles, and practices, such as pay pool administration, merit pay distribution, new pay plans, governance procedures, competency proficiency levels for evaluating performance, etc. This includes:
 - Assist with developing new or modified plans/procedures to improve pay-for-performance effectiveness in support of agency goals. The work products shall be submitted to the Contracting Officer's Representative (COR) for review and approval prior to finalization and/or execution.

Communication/Change Management

The contractor shall perform the following tasks:

- Develop, recommend and execute communication strategies and cultural transformation plans, including a strategic change management strategy, to promote and reform pay-for-performance concepts, performance management programs, pay programs, organizational values and development, and employee and leadership training and development. Each work product, such as the communication strategies, cultural transformation plans and strategic change management strategies shall be submitted to the COR for review and approval prior to execution.
- Prepare compensation and pay administration concepts, principles, and practices work products. This includes:
 - Prepare and/or assist creating new or modified procedures for pay setting of new hires and transfers; policies, practices, and analysis for pay equity; or policies of other pay mechanisms such as pay differentials, incentives, bonuses or special pay progression, to improve the compensation and pay administration effectiveness of these products in support of agency goals. The work products shall be submitted to the COR for review and approval prior to finalization and/or execution.

E. Staffing/Classification Support

The Contractor shall perform the following tasks:

Staffing:

- Perform the full range of staffing services such as drafting job postings, posting positions, rating and ranking applicants, issuing Certificates of Eligibles, preparing job offers, and pay setting in accordance with established CFTC guidelines.

Quality Review:

- Assist CFTC Human Resources Specialists (Staffing and Classification) in conducting quality review within 5 business days of issuance of certificates on Delegated Examining, Merit Promotion and Excepted Service.
- Assist Human Resources Specialists (Staffing and Classification) in auditing Certificates of Eligibles once a selection has been made. The contractor shall make recommendations to the Chief, Talent Management on corrective actions, if applicable.

Annual Delegated Examining Unit (DEU) Audit:

- Conduct an independent annual quality review of job postings to ensure that merit promotion procedures and Delegated Examining procedures have been met for assigned cases. Recommendations regarding corrective actions shall be submitted to the Chief, Talent Management, if applicable. This is an independent annual audit and cannot be conducted by current staffing/classification support staff. This task and final report must be completed within seven business days from initial assignment.

Classification:

- Perform the full range of classification activities including position management and organizational design.
- Apply new or updated OPM position classification standards and evaluation guides to reaffirm or determine the appropriate title, series, and grade of a full range of positions.
- Write evaluation statements, and assist with conducting position audits. Work with HRB staff to finalize any recommendations from the audits.
- Research and analyze information to formulate recommendations and/or draw conclusions on complex position classification matters.
- Conduct an annual analysis on the design of a Position Description Library and provide expert advice as to the development of the system.
- Assist in performing an annual career ladder study of existing CFTC positions.

Historically, the contract staffing/classification support is a part-time function (approximately 3 days per week) where all assigned tasks were completed within that time. CFTC anticipates this level of support will be needed under this contract.

DELIVERABLES AND PROGRESS/FINANCIAL STATUS REPORTS

All of the contractor's written deliverables shall be clear and concise, comprehensive with respect to all relevant aspects of the subject matter, and sufficiently detailed to provide a full understanding of the conclusions contained therein. They must be thoughtfully organized and structured to ensure readability; carefully edited and free of grammar, punctuation, and spelling errors; detailed; and contain both functional and technical design requirements as appropriate.

The contractor shall submit all written deliverables to the COR electronically unless otherwise requested to be submitted in hardcopy. Additionally, the contractor shall provide an electronic copy of each deliverable to the Contracting Officer. All deliverables are considered "draft" until the contractor receives notification that they are accepted from either the COR or Contracting Officer. Draft deliverables are the initial submission for COR review and comments. The Final deliverables shall contain revisions that address the COR comments prior to submission to a wider group of stakeholders for review. The COR will provide the contractor with all approved comments from the stakeholder reviews. The contractor shall incorporate the comments into the deliverables and resubmit to the COR for final approval within one (1) week after the receipt of the comments.

If a deliverable due date falls on a Saturday, Sunday, or Federal holiday, the due date for that deliverable shall be the next business day.

Deliverable Schedule

Deliverables	Date Deliverable is Due
Task D - Pay and Performance Reform Support: Plans/Procedures to improve pay-for-performance	As required by the COR
Task D - Pay and Performance Reform Support: Communication strategies, cultural transformation plans and strategic change management strategy	As required by the COR
Task D - Pay and Performance Reform Support: Plans/Procedures for compensation and pay administration	As required by the COR
Task E Annual Delegated Examining Unit (DEU) Audit: Completes annual DEU report	Within seven (7) business days from initial assignment.
Progress/Financial Status Reports	Submit at the same time as monthly invoice to COR and Contracting Officer

Progress/Financial Status Reports

The contractor shall provide written progress/financial status reports when it submits its monthly invoices. Each report shall cover the invoiced period, and shall include the following information:

1. Report of all action items (both government and contractor), in a form and substance agreeable to the Contracting Officer and the COR;
2. Work completed during the reporting period (including listing of submitted deliverables);
3. Description of work in progress;
4. Issues identified and plan for addressing them;
5. Labor hours expended by labor category (current month and cumulative);
6. Amount of funds expended (current month and cumulative);
7. Amount of funds remaining under the contract; and
8. Total cost estimate through completion of the contract period of performance.

In addition to submitting the written monthly progress/financial status reports, the contractor shall meet with the COR and other CFTC representatives on the status of the project. Scheduling of the briefings will be as required by the COR.

SPECIAL CONSIDERATIONS – ADDITIONAL REQUIREMENTS

A. Core Hours of Service

The core hours of service to be covered under this contract shall be from 9:00 a.m. to 3:00 p.m., Monday through Friday, except Federal Holidays, emergency closings and other non-work days. The contractor personnel working under this contract may commence no earlier than 6:30 a.m. and no later than 8:30 a.m. and conclude no earlier than 3:00 p.m. and no later than 5:00 p.m. with a required ½ hour lunch period (working through lunch is not permitted). Personnel will be required to establish a defined work schedule within these hours, and the contractor shall ensure there is adequate coverage during the core hours. Some overtime may be required from time-to-time. The work schedules may be adjusted periodically, on an as needed basis, by the COR or Contracting Officer, provided that the adjustments will not cause the contractor to surpass the funded not-to-exceed amount of the contract at any time (see contract clause titled “TECHNICAL DIRECTION AND SURVEILLANCE”).

The CTFC is currently operating in a hybrid remote/in-person posture. Work under this contract is required to be performed at the CFTC’s headquarters, located at 1155 21st Street, NW, Washington, DC, at least one (1) day per week, unless otherwise approved, in advance, by the COR or Contracting Officer.

B. Contractor Qualifications

To successfully perform the tasks described in Sections A. Human Resources Operations, Administrative and Payroll/Time and Attendance Support and B. Benefits Support, the Commission requires the following qualifications:

- Skill in the use of a variety of software, including the ability to manipulate, edit and format documents in applications such as:
 - the Microsoft Office Suite;
 - the National Finance Center's (NFC) Time and Attendance system; and
 - Access databases.
- Knowledge of OPM's Guide to Processing Personnel Actions.
- Experience in coding SF-52s, using OPM's Guide to Processing Personnel Actions and experience inputting actions into the National Finance Center's personnel/payroll system.
- Experience in using eOPF including scanning documents, reviewing and verifying the accuracy of records in eOPF and researching data.

For the additional eOPF support under Section A. Human Resources Operations, Administrative and Payroll/Time and Attendance Support, the Commission requires the following qualifications:

- Scanning employment documents into OPM's Electronic Official Personnel Folder (eOPF) system;
- Compiling reports from databases and other office filing systems;
- Preparing correspondence and completing mass mailings of form letters;
- Filing documents in paper filing systems and other filing systems;
- Scanning and indexing documents for insertion into employee permanent records;
- Copying and assembling printed materials such as handbooks;
- Assisting staff in completing administrative support elements of all areas of office operations as requested; and
- Scheduling meetings and conference room reservations.

To successfully perform the tasks described in Section C. Performance and Compensation Support, the Commission requires the following qualifications:

- Experience with the analysis and implementation of performance management and compensation programs in a pay-for-performance environment.
- Skill in the use of a variety of software, including the ability to manipulate, edit and format documents in applications such as:
 - the Microsoft Office Suite;
 - e-OPF;
 - the National Finance Center's (NFC) payroll/personnel system; and
 - webTA.

To successfully perform the tasks described in Section D. Pay and Performance Reform Support – Performance Management, CFTC requires the following qualifications:

- Experience with the analysis, development and implementation of performance management (including incentive awards) and compensation programs in a pay-for-performance environment;
- Excellent written and verbal communication skills;
- Experience with project planning, reports and timelines; and
- Experience working with independent pay, hiring, or other similar authorities (outside of Title 5).

To successfully perform the tasks described in Section D. Pay and Performance Reform Support – Communication/Change Management, CFTC requires the following qualifications:

- Leadership experience (equivalent to an HR Director, Chief Human Capital Officer or Deputy) with Federal HR expertise in a wide array of HR functional areas in order to provide advice and guidance related to change management in a pay-for-performance environment;
- Extensive experience in Federal HR staffing, classification, pay setting administration and compensation programs;
- Advanced written and verbal communication skills;
- Experience in Change Management methods and techniques, organizational development, employee and leadership training and development; and
- Experience working with independent pay, hiring, or other similar authorities (outside of Title 5) is preferred.

To successfully perform the tasks described in Section E. Staffing/Classification Support, the Commission requires the following qualifications:

Senior Human Resources Specialist

- Extensive knowledge at a senior level for the full range of Federal HRM programs and experience integrating the various specialty areas outlined in the SOW. Such experience is typically acquired in positions such as a Deputy HR Director or Supervisory HR Specialist of a Federal agency.
- Mastery of, and skill in applying, the full spectrum of advanced HRM principles, concepts, and practices, as well as seasoned consultative skills in the specialty areas outlined in the SOW.
- Thorough knowledge of the laws, statutes and regulations governing all aspects of Title 5 and excepted service rules of the Code of Federal Regulations, enabling them to work independently with minor direction.
- Excellent verbal and written skills that will allow them to communicate with CFTC staff and the public as well as be persuasive when defending positions.
- Directly related staffing and classification experience, performing in a senior role in the HR arena.

- For staffing work, must be currently DEU certified.

Human Resources Specialist (Classification/Staffing)

- Extensive knowledge of, and skill in applying HRM laws, regulations, policies, concepts, and various practices, procedures, and quality control functions in the specialty areas outlined in the SOW.
- Thorough knowledge of the laws, statutes and regulations governing all aspects of Title 5 and excepted service rules of the Code of Federal Regulations, enabling them to work independently with minor direction.
- Excellent verbal and written skills that will allow them to communicate with CFTC staff and the public as well as be persuasive when defending positions.
- Directly related staffing and classification experience, performing as a senior HR Specialist role.
- For staffing work, must be currently DEU certified.

C. Optional Additional Services

The Contracting Officer may exercise any optional contract line item (CLIN) for additional services by written notice (i.e., a modification to the task order) at any time during the period of performance of the task order, provided that the Contracting Officer shall give the Contractor preliminary notice of the Government's intention to exercise the option at least one (1) week in advance. The contractor shall expend no effort on the optional additional services without written direction of the Contracting Officer.

OPTIONAL TASK: Senior HR Specialist Staffing

For each year of the task order, this optional subtask (associated with Staffing/Classification Support task) includes a not-to-exceed (NTE) amount which is based on an estimated level of effort of 1200 hours.

OPTIONAL TASK: HR Assistant

For each year of the task order, this optional subtask (associated with Human Resources Operations, Administrative and Payroll/Time and Attendance Support and Benefits tasks) includes a not-to-exceed (NTE) amount which is based on an estimated level of effort of 1000 hours.

PRICE SCHEDULE
HR Support Services

CLIN/Description	HOURS	HOURLY RATE	TOTAL	FUNDED AMOUNT
Base Period (9/24/2023 – 9/23/2024)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – (Classification)		\$	\$	GOV USE
Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION Sr. HR Specialist Staffing		\$	\$	GOV USE
OPTION HR Assistant		\$	\$	GOV USE
Total – Base Period			\$	GOV USE
Option Period 1 (09/24/2024 – 09/23/2025)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	\$	GOV USE
Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		\$	\$	GOV USE
OPTION -- HR Assistant		\$	\$	GOV USE
Total – Option Period 1			\$	GOV USE
Option Period 2 (09/24/2025 – 09/23/2026)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	\$	GOV USE
Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		\$	\$	GOV USE
OPTION -- HR Assistant		\$	\$	GOV USE
Total – Option Period 2			\$	GOV USE
Option Period 3 (09/24/2026 – 09/23/2027)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE

Project Manager		\$	S	GOV USE
Performance & Compensation Analyst		\$	S	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	S	GOV USE
Sr. HR Specialist – Staffing (Audit)		\$	S	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		\$	S	GOV USE
OPTION -- HR Assistant		\$	S	GOV USE
Total – Option Period 3			S	GOV USE

From: [Hong, Susan](#)
To: [Ian Nuzzo](#); [Jessica Nuzzo](#)
Cc: [Jones, Tamara](#)
Subject: Amendment 00001 to RFP CFTC Human Resources Support Services
Date: Wednesday, August 16, 2023 12:58:33 PM
Attachments: [CFTC HR Support SOW - Amend 1 F.pdf](#)
[Price Schedule - Amend 1.pdf](#)
[image019.png](#)
[image020.png](#)
[image021.png](#)
[image022.png](#)
[image023.png](#)

Mr. Nuzzo,

The following is an amendment to Request for Proposal (RFP) – CFTC Human Resources Support Services to revise the Statement of Work and pricing table.

Note that the RFP deadline is not extended as a result of this amendment. The proposal is requested by 12:00pm (Local Time - Washington, DC), August 23, 2023.

Additionally, the previously provided Statement of Work and pricing table attachments are deleted and replaced in its entirety with the attached.

- Statement of Work – Comprehensive Human Resources Support, Dated 8/15/2023
- Price Schedule – HR Support Services, Dated 8/15/2023

All other terms and conditions of the RFQ shall remain unchanged.

Please confirm via email receipt of this RFQ Amendment 0001.

Sincerely,
-Susan



Susan Hong
Contracting Officer
Business Operations Branch
Division of Administration
Commodity Futures Trading Commission
(b)(6)



STATEMENT OF WORK COMPREHENSIVE HUMAN RESOURCES SUPPORT

BACKGROUND

The Commodity Futures Trading Commission (also referred to as “CFTC” or “Commission”) organization consists of the Offices of the Chairman, Commissioners, and the agency's operating units.

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- Scheduling meetings and conference room reservations;
- Assisting in the creation, closeout, and purging of files such as merit promotion cases data entry;
- Maintaining and disposing of records per CFTC's policies; and
- Performing required procedures in support of human resources programs.

The contractor shall be responsible for maintaining confidentiality of all information and for observing statutory requirements relating to privacy and freedom of information.

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For accession actions, the contractor shall assist in determining an employee's eligibility for federal civil service retirement plan coverage, social security coverage, as well as life insurance and health program benefits. For employees separating from the agency, the contractor shall assist in explaining withdrawal and other options regarding their TSP accounts, as well as other benefits such as potential reinstatement eligibility.

CFTC will provide relevant information as necessary to support the contractor's independent completion of tasks as cited above.

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 - Using automation to print reports;
 - Assisting users with information and access to performance management automation; manages email inbox reserved for questions about automation, submits helpdesk tickets on behalf of users to resolve technical issues;
 - Reviewing records and other documentation to prepare summaries of information in preparation for further analysis and processing;
 - Reviewing performance standards and appraisals to ensure the standards are in accordance with existing policies and regulations; and
 - Researching, retrieving, and filing performance appraisals in eOPF, as needed.
- Support the administration of the Incentive Awards Programs by:
 - Assisting managers and supervisors with guidance on the agency's incentive award program procedures;
 - Handling various activities of the Incentive Awards Programs, i.e., The Chairman's Honorary awards; retirement awards; Suggestion Awards, presentation award plaques, and other duties that encompass the execution or presentation of the awards programs;
 - Maintaining and monitoring awards inventory; assemble certificates and frames, and other awards hardware; assist with awards budget or ceremony logistics, and assist with governance processes for an awards committee;
 - Drafting CFTC Communications, ceremony details, and notifications pertaining to awards;
 - Managing yearly Length of Service (LOS) presentations by organizing and distributing of LOS certificate plaques or reports;
 - Monitoring and managing various aspects of the suggestion program such as the suggestion program database; and
 - Keeping abreast and up-to-date of the Incentive Awards Policy guidance.
- Assist in the development of employee recognition programs.
- Assist in the production of performance management concepts, principles, and practices work products. This includes:
 - Conducting analytical studies of performance management outcomes and pay metrics using spreadsheets, databases, and/or statistical software; and
 - Assisting with developing new or modified procedures to improve effectiveness in support of agency goals for pay and performance.
- Assist in the creation and execution of communication strategies and plans to promote performance management and compensation programs.
- Assist in the preparation of work products related to compensation concepts,

principles, and practices. This includes:

- Assisting with creating new or modified procedures to improve the effectiveness of compensation products in support of agency goals.

D. Pay and Performance Reform Support

Performance Management

The contractor shall perform the following tasks:

- Provide recommendations and assist in the design and development of performance management policies, procedures, and automation related to various types of performance evaluation systems (e.g., 2-level, 3-level, 4-level), etc.
- Create/assist in the production of work products related to performance management, compensation, pay-for-performance concepts, principles, and practices, such as pay pool administration, merit pay distribution, new pay plans, governance procedures, competency proficiency levels for evaluating performance, etc. This includes:
 - Creating work tools to assist in the implementation and conduct of the performance appraisal and pay for performance processes such as:
 - Work sheets and products designed to assist with application of performance management, compensation and pay for performance system components.
 - Assist with developing new or modified plans/procedures to improve pay-for-performance effectiveness in support of agency goals. The work products shall be submitted to the Contracting Officer's Representative (COR) for review and approval prior to finalization and/or execution.

Leadership Development

In liaison with CFTC's Learning Officer, develop and recommend leadership and corporate-level capacity development and training for executive staff. Coordinate the implementation of those programs and interventions to address areas of leadership deficiency, to assess and close performance gaps, to target and improve executive competencies, and to enhance the people management/performance management practices of executives across the Commission to drive a positive results-oriented performance culture at the CFTC.

The contractor shall participate in a leadership orientation program related to performance management and pay for performance. This includes developing guides, checklists, or other materials which help to orient a new executive to CFTC.

Communication/Change Management

The contractor shall perform the following tasks:

- Develop, recommend and execute communication strategies and cultural transformation plans, including a strategic change management strategy, to promote and reform pay-for-performance concepts, performance management programs, pay

programs, organizational values and development, and employee and leadership training and development. Each work product, such as the communication strategies, cultural transformation plans and strategic change management strategies shall be submitted to the COR for review and approval prior to execution.

- Prepare compensation and pay administration concepts, principles, and practices work products. This includes:
 - Prepare and/or assist creating new or modified procedures for pay setting of new hires and transfers; policies, practices, and analysis for pay equity; or policies of other pay mechanisms such as pay differentials, incentives, bonuses or special pay progression, to improve the compensation and pay administration effectiveness of these products in support of agency goals. The work products shall be submitted to the COR for review and approval prior to finalization and/or execution.

E. Annual Delegated Examining Unit (DEU) Audit Support:

The contractor shall conduct an independent annual quality review of job postings to ensure that merit promotion procedures and Delegated Examining procedures have been met for assigned cases. Recommendations regarding corrective actions shall be submitted to the Chief, Talent Management, if applicable. This is an independent annual audit and cannot be conducted by current staffing/classification support staff. This task and final report shall be completed within seven business days from initial assignment.

F. Classification Support

Under this task, the contractor shall:

- Perform the full range of classification activities including position management and organizational design.
- Apply new or updated OPM position classification standards and evaluation guides to reaffirm or determine the appropriate title, series, and grade of a full range of positions.
- Write evaluation statements, and assist with conducting position audits, and work with HRB staff to finalize any recommendations from the audits.
- Research and analyze information to formulate recommendations and/or draw conclusions on complex position classification matters.
- Conduct an annual analysis on the design of a Position Description Library and provide expert advice as to the development of the system.
- Assist in performing an annual career ladder study of existing CFTC positions.

The estimated level of effort is 3,840 hours for this task.

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DELIVERABLES AND PROGRESS/FINANCIAL STATUS REPORTS

All of the contractor's written deliverables shall be clear and concise, comprehensive with respect to all relevant aspects of the subject matter, and sufficiently detailed to provide a full understanding of the conclusions contained therein. They must be thoughtfully organized and structured to ensure readability; carefully edited and free of grammar, punctuation, and spelling errors; detailed; and contain both functional and technical design requirements as appropriate.

The contractor shall submit all written deliverables to the COR electronically unless otherwise requested to be submitted in hardcopy. Additionally, the contractor shall provide an electronic copy of each deliverable to the Contracting Officer. All deliverables are considered "draft" until the contractor receives notification that they are accepted from either the COR or Contracting Officer. Draft deliverables are the initial submission for COR review and comments. The Final deliverables shall contain revisions that address the COR comments prior to submission to a wider group of stakeholders for review. The COR will provide the contractor with all approved comments from the stakeholder reviews. The contractor shall incorporate the comments into the deliverables and resubmit to the COR for final approval within one (1) week after the receipt of the comments.

If a deliverable due date falls on a Saturday, Sunday, or Federal holiday, the due date for that deliverable shall be the next business day.

Deliverable Schedule

Deliverables	Date Deliverable is Due
Task D - Pay and Performance Reform Support: Plans/Procedures to improve pay-for-performance	As required by the COR
Task D - Pay and Performance Reform Support: Communication strategies, cultural transformation plans and strategic change management strategy	As required by the COR
Task D - Pay and Performance Reform Support: Plans/Procedures for compensation and pay administration	As required by the COR
Task E Annual Delegated Examining Unit (DEU) Audit: Completes annual DEU report	Within seven (7) business days from initial assignment.
Progress/Financial Status Reports	Submit at the same time as monthly invoice to COR and Contracting Officer

Progress/Financial Status Reports

The contractor shall provide written progress/financial status reports when it submits its monthly invoices. Each report shall cover the invoiced period, and shall include the following information:

1. Report of all action items (both government and contractor), in a form and substance agreeable to the Contracting Officer and the COR;
2. Work completed during the reporting period (including listing of submitted deliverables);
3. Description of work in progress;
4. Issues identified and plan for addressing them;
5. Labor hours expended by labor category (current month and cumulative);
6. Amount of funds expended (current month and cumulative);
7. Amount of funds remaining under the contract; and
8. Total cost estimate through completion of the contract period of performance.

In addition to submitting the written monthly progress/financial status reports, the contractor shall meet with the COR and other CFTC representatives on the status of the project. Scheduling of the briefings will be as required by the COR.

SPECIAL CONSIDERATIONS – ADDITIONAL REQUIREMENTS

A. Core Hours of Service

The core hours of service to be covered under this contract shall be from 9:00 a.m. to 3:00 p.m., Monday through Friday, except Federal Holidays, emergency closings and other non-work days. The contractor personnel working under this contract may commence no earlier than 6:30 a.m. and no later than 8:30 a.m. and conclude no earlier than 3:00 p.m. and no later than 5:00 p.m. with a required ½ hour lunch period (working through lunch is not permitted). Personnel will be required to establish a defined work schedule within these hours, and the contractor shall ensure there is adequate coverage during the core hours. Some overtime may be required from time-to-time. The work schedules may be adjusted periodically, on an as needed basis, by the COR or Contracting Officer, provided that the adjustments will not cause the contractor to surpass the funded not-to-exceed amount of the contract at any time (see contract clause titled “TECHNICAL DIRECTION AND SURVEILLANCE”).

The CTFC is currently operating in a hybrid remote/in-person posture. Work under this contract is required to be performed at the CFTC’s headquarters, located at 1155 21st Street, NW, Washington, DC, at least one (1) day per week, unless otherwise approved, in advance, by the COR or Contracting Officer.

B. Contractor Qualifications

To successfully perform the tasks described in Sections A. Human Resources Operations, Administrative and Payroll/Time and Attendance Support and B. Benefits Support, the Commission requires the following qualifications:

- Skill in the use of a variety of software, including the ability to manipulate, edit and format documents in applications such as:
 - the Microsoft Office Suite;
 - the National Finance Center's (NFC) Time and Attendance system; and
 - Access databases.
- Knowledge of OPM's Guide to Processing Personnel Actions.
- Experience in coding SF-52s, using OPM's Guide to Processing Personnel Actions and experience inputting actions into the National Finance Center's personnel/payroll system.
- Experience in using eOPF including scanning documents, reviewing and verifying the accuracy of records in eOPF and researching data.

For the additional eOPF support under Section A. Human Resources Operations, Administrative and Payroll/Time and Attendance Support, the Commission requires the following qualifications:

- Scanning employment documents into OPM's Electronic Official Personnel Folder (eOPF) system;
- Compiling reports from databases and other office filing systems;
- Preparing correspondence and completing mass mailings of form letters;
- Filing documents in paper filing systems and other filing systems;
- Scanning and indexing documents for insertion into employee permanent records;
- Copying and assembling printed materials such as handbooks;
- Assisting staff in completing administrative support elements of all areas of office operations as requested; and
- Scheduling meetings and conference room reservations.

To successfully perform the tasks described in Section C. Performance and Compensation Support, the Commission requires the following qualifications:

- Experience with the analysis and implementation of performance management and compensation programs in a pay-for-performance environment.
- Skill in the use of a variety of software, including the ability to manipulate, edit and format documents in applications such as:
 - the Microsoft Office Suite;
 - e-OPF;
 - the National Finance Center's (NFC) payroll/personnel system; and
 - webTA.

To successfully perform the tasks described in Section D. Pay and Performance Reform Support Performance Management, CFTC requires the following qualifications:

- Experience with the analysis, development and implementation of performance management (including incentive awards) and compensation programs in a pay-for-performance environment;
- Excellent written and verbal communication skills;
- Experience with project planning, reports and timelines; and
- Experience working with independent pay, hiring, or other similar authorities (outside of Title 5).

To successfully perform the tasks described in Section D. Pay and Performance Reform Support Communication/Change Management, CFTC requires the following qualifications:

- Leadership experience (equivalent to an HR Director, Chief Human Capital Officer or Deputy) with Federal HR expertise in a wide array of HR functional areas in order to provide advice and guidance related to change management in a pay-for-performance environment;
- Extensive experience in Federal HR staffing, classification, pay setting administration and compensation programs;
- Advanced written and verbal communication skills;
- Experience in Change Management methods and techniques, organizational development, employee and leadership training and development; and
- Experience working with independent pay, hiring, or other similar authorities (outside of Title 5) is preferred.

To successfully perform the tasks described in Section E. Annual Delegated Examining Unit (DEU) Audit Support, the Commission requires the following qualifications:

Senior Human Resources Specialist

- Extensive knowledge at a senior level for the full range of Federal HRM programs and experience integrating the various specialty areas outlined in the SOW. Such experience is typically acquired in positions such as a Deputy HR Director or Supervisory HR Specialist of a Federal agency.
- Mastery of, and skill in applying, the full spectrum of advanced HRM principles, concepts, and practices, as well as seasoned consultative skills in the specialty areas outlined in the SOW.
- Thorough knowledge of the laws, statutes and regulations governing all aspects of Title 5 and excepted service rules of the Code of Federal Regulations, enabling them to work independently with minor direction.
- Excellent verbal and written skills that will allow them to communicate with CFTC staff and the public as well as be persuasive when defending positions.
- Directly related staffing and classification experience, performing in a senior role in the HR arena.

- Must be currently DEU certified.

To successfully perform the tasks described in Section F, Classification Support, the Commission requires the following qualifications:

Senior Human Resources Specialist

- Extensive knowledge at a senior level for the full range of Federal HRM programs and experience integrating the various specialty areas outlined in the SOW. Such experience is typically acquired in positions such as a Deputy HR Director or Supervisory HR Specialist of a Federal agency.
- Mastery of, and skill in applying, the full spectrum of advanced HRM principles, concepts, and practices, as well as seasoned consultative skills in the specialty areas outlined in the SOW.
- Thorough knowledge of the laws, statutes and regulations governing all aspects of Title 5 and excepted service rules of the Code of Federal Regulations, enabling them to work independently with minor direction.
- Excellent verbal and written skills that will allow them to communicate with CFTC staff and the public as well as be persuasive when defending positions.
- Directly related classification experience, performing in a senior role in the HR arena.

C. Optional Additional Services

The Contracting Officer may exercise any optional contract line item (CLIN) for additional services by written notice (i.e., a modification to the task order) at any time during the period of performance of the task order, provided that the Contracting Officer shall give the Contractor preliminary notice of the Government's intention to exercise the option at least one (1) week in advance. The contractor shall expend no effort on the optional additional services without written direction of the Contracting Officer.

OPTIONAL TASK: Senior HR Specialist Staffing (Audit)

For the option periods of the task order, this optional subtask (associated with Annual Delegated Examining Unit (DEU) Audit Support tasks) includes a not-to-exceed (NTE) amount which is based on an estimated level of effort of 80 hours.

OPTIONAL TASK: Senior HR Specialist Staffing

The Contractor shall perform the following tasks:

Staffing:

- Perform the full range of staffing services such as drafting job postings, posting positions, rating and ranking applicants, issuing Certificates of Eligibles, preparing job offers, and pay setting in accordance with established CFTC guidelines.

Quality Review:

- Assist CFTC Human Resources Specialists in conducting quality review within 5 business days of issuance of certificates on Delegated Examining, Merit Promotion and Excepted Service.
- Assist Human Resources Specialists in auditing Certificates of Eligibles once a

selection has been made. The contractor shall make recommendations to the Chief, Talent Management on corrective actions, if applicable.

To successfully perform the tasks described in Staffing, the Commission requires the following qualifications:

Senior Human Resources Specialist

- Extensive knowledge at a senior level for the full range of Federal HRM programs and experience integrating the various specialty areas outlined in the SOW. Such experience is typically acquired in positions such as a Deputy HR Director or Supervisory HR Specialist of a Federal agency.
- Mastery of, and skill in applying, the full spectrum of advanced HRM principles, concepts, and practices, as well as seasoned consultative skills in the specialty areas outlined in the SOW.
- Thorough knowledge of the laws, statutes and regulations governing all aspects of Title 5 and excepted service rules of the Code of Federal Regulations, enabling them to work independently with minor direction.
- Excellent verbal and written skills that will allow them to communicate with CFTC staff and the public as well as be persuasive when defending positions.
- Directly related staffing experience, performing in a senior role in the HR arena.
- Must be currently DEU certified.

For each year of the task order, this optional subtask (associated with Staffing task) includes a not-to-exceed (NTE) amount which is based on an estimated level of effort of 1200 hours.

OPTIONAL TASK: HR Assistant –

For each year of the task order, this optional subtask (associated with Human Resources Operations, Administrative and Payroll/Time and Attendance Support and Benefits tasks) includes a not-to-exceed (NTE) amount which is based on an estimated level of effort of 1000 hours.

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PRICE SCHEDULE
HR Support Services

CLIN/Description	HOURS	HOURLY RATE	TOTAL	FUNDED AMOUNT
Base Period (9/24/2023 – 9/23/2024)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	\$	GOV USE
Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION – Sr. HR Specialist Staffing		\$	\$	GOV USE
OPTION – HR Assistant		\$	\$	GOV USE
Total – Base Period			\$	GOV USE
Option Period 1 (09/24/2024 – 09/23/2025)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	\$	GOV USE
OPTION -- Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		\$	\$	GOV USE
OPTION -- HR Assistant		\$	\$	GOV USE
Total – Option Period 1			\$	GOV USE
Option Period 2 (09/24/2025 – 09/23/2026)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	\$	GOV USE
OPTION -- Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		\$	\$	GOV USE
OPTION -- HR Assistant		\$	\$	GOV USE
Total – Option Period 2			\$	GOV USE

Option Period 3 (09/24/2026 – 09/23/2027)				
Sr. HR Assistant		S	\$	GOV USE
Sr. Consultant		S	\$	GOV USE
Project Manager		S	\$	GOV USE
Performance & Compensation Analyst		S	\$	GOV USE
Consultant		S	\$	GOV USE
Sr. HR Specialist Classification		S	\$	GOV USE
OPTION -- Sr. HR Specialist – Staffing (Audit)		S	\$	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		S	\$	GOV USE
OPTION -- HR Assistant		S	\$	GOV USE
Total – Option Period 3			\$	GOV USE

STATEMENT OF WORK COMPREHENSIVE HUMAN RESOURCES SUPPORT

BACKGROUND

The Commodity Futures Trading Commission (also referred to as “CFTC” or “Commission”) organization consists of the Offices of the Chairman, Commissioners, and the agency's operating units.

The mission of the CFTC is to promote the integrity, resilience, and vibrancy of the U.S. derivatives markets through sound regulation.

CFTC Human Resources serves the Commission by supporting a wide variety of programs of importance to managers and employees, including functions such as administering benefits and awards, overseeing and governing time and attendance, processing payroll and maintaining official personnel records.

OBJECTIVE

The objective of this contract is to acquire contractor support services for CFTC’s Human Resources Branch (HRB) to ensure the vitality of the human resources program and to help HRB remain effective and efficient in responding to new and emerging human resources requirements.

SCOPE OF WORK

The scope of this contract includes human resources operations and administration, payroll/time and attendance processing, staffing, classification, performance and compensation support, as well as benefits support for approximately 700 federal staff. The duty locations of the federal staff are CFTC Headquarters, Washington, DC; Eastern Regional Office, New York, NY; Central Regional Office, Chicago, IL; and Southwestern Regional Office, Kansas City, MO.

WORK REQUIREMENTS

A. Human Resources Operations, Administrative and Payroll/Time and Attendance Support

The contractor shall perform all personnel/payroll processing functions in National Finance Center (NFC) systems (i.e., EmpowHR, Entry, Processing, Inquiry, and Correction System (EPIC) and NFC’s Reporting Center). The contractor shall be responsible for correcting payroll and leave errors, and preparing reports.

The contractor shall coordinate the processing of CFTC’s payroll and all time and attendance matters. This includes, but is not necessarily limited to, acting as liaison with the payroll/personnel units of NFC and other government agencies in transmitting data between the payroll, timekeeping, and human resources information systems of the agencies. The contractor shall also be responsible for facilitating the biweekly payroll cycle via the GovTA automated

system, which includes ensuring complete and timely delivery of timesheets to NFC each pay period. In doing so, the contractor shall provide instruction in advance to CFTC's timekeepers and coordinate with CFTC's Financial Management Branch (FMB) to ensure the accurate and timely completion of special processing required for each pay period.

The contractor shall be responsible for:

- Processing personnel (EmpowHR)/EPIC/payroll (GovTA) actions in U.S. Department of Agriculture's (USDA) National Finance Center (NFC) automated personnel/payroll system;
- Conducting new employee orientations;
- Scanning employment documents into OPM's Electronic Official Personnel Folder (eOPF) system;
- Compiling reports from databases and other office filing systems;
- Preparing correspondence and completing mass mailings of form letters;
- Filing documents in paper filing systems and other filing systems;
- Scanning and indexing documents for insertion into employee permanent records;
- Copying and assembling printed materials such as handbooks;
- Assisting staff in completing administrative support elements of all areas of HRB office operations as requested;
- Scheduling meetings and conference room reservations;
- Assisting in the creation, closeout, and purging of files such as merit promotion cases data entry;
- Maintaining and disposing of records per CFTC's policies; and
- Performing required procedures in support of human resources programs.

The contractor shall be responsible for maintaining confidentiality of all information and for observing statutory requirements relating to privacy and freedom of information.

B. Benefits Support

The contractor shall assist in advising CFTC's employees on all aspects of federal employee benefits, including informing CFTC's employees of their rights and entitlement to employee benefits, such as health and life insurance, the Thrift Savings Plan (TSP), and CFTC-specific employee benefit options (e.g., CFTC's dental plan).

For accession actions, the contractor shall assist in determining an employee's eligibility for federal civil service retirement plan coverage, social security coverage, as well as life insurance and health program benefits. For employees separating from the agency, the contractor shall assist in explaining withdrawal and other options regarding their TSP accounts, as well as other benefits such as potential reinstatement eligibility.

CFTC will provide relevant information as necessary to support the contractor's independent completion of tasks as cited above.

C. Performance and Compensation Support

The contractor shall perform the following tasks:

- Support the administration of the annual performance evaluation process and other cyclical activities such as merit pay pools and performance data reporting. This includes the following:
 - Performing quality assurance on submitted electronic and hard copy documents;
 - Tracking progress reviews, review meetings, and other components of the appraisal process;
 - Using automation to print reports;
 - Assisting users with information and access to performance management automation; manages email inbox reserved for questions about automation, submits helpdesk tickets on behalf of users to resolve technical issues;
 - Reviewing records and other documentation to prepare summaries of information in preparation for further analysis and processing;
 - Reviewing performance standards and appraisals to ensure the standards are in accordance with existing policies and regulations; and
 - Researching, retrieving, and filing performance appraisals in eOPF, as needed.
- Support the administration of the Incentive Awards Programs by:
 - Assisting managers and supervisors with guidance on the agency's incentive award program procedures;
 - Handling various activities of the Incentive Awards Programs, i.e., The Chairman's Honorary awards; retirement awards; Suggestion Awards, presentation award plaques, and other duties that encompass the execution or presentation of the awards programs;
 - Maintaining and monitoring awards inventory; assemble certificates and frames, and other awards hardware; assist with awards budget or ceremony logistics, and assist with governance processes for an awards committee;
 - Drafting CFTC Communications, ceremony details, and notifications pertaining to awards;
 - Managing yearly Length of Service (LOS) presentations by organizing and distributing of LOS certificate plaques or reports;
 - Monitoring and managing various aspects of the suggestion program such as the suggestion program database; and
 - Keeping abreast and up-to-date of the Incentive Awards Policy guidance.
- Assist in the development of employee recognition programs.
- Assist in the production of performance management concepts, principles, and practices work products. This includes:
 - Conducting analytical studies of performance management outcomes and pay metrics using spreadsheets, databases, and/or statistical software; and
 - Assisting with developing new or modified procedures to improve effectiveness in support of agency goals for pay and performance.
- Assist in the creation and execution of communication strategies and plans to promote performance management and compensation programs.
- Assist in the preparation of work products related to compensation concepts,

principles, and practices. This includes:

- Assisting with creating new or modified procedures to improve the effectiveness of compensation products in support of agency goals.

D. Pay and Performance Reform Support

Performance Management

The contractor shall perform the following tasks:

- Provide recommendations and assist in the design and development of performance management policies, procedures, and automation related to various types of performance evaluation systems (e.g., 2-level, 3-level, 4-level), etc.
- Create/assist in the production of work products related to performance management, compensation, pay-for-performance concepts, principles, and practices, such as pay pool administration, merit pay distribution, new pay plans, governance procedures, competency proficiency levels for evaluating performance, etc. This includes:
 - Creating work tools to assist in the implementation and conduct of the performance appraisal and pay for performance processes such as:
 - Work sheets and products designed to assist with application of performance management, compensation and pay for performance system components.
 - Assist with developing new or modified plans/procedures to improve pay-for-performance effectiveness in support of agency goals. The work products shall be submitted to the Contracting Officer's Representative (COR) for review and approval prior to finalization and/or execution.

Leadership Development

In liaison with CFTC's Learning Officer, develop and recommend leadership and corporate-level capacity development and training for executive staff. Coordinate the implementation of those programs and interventions to address areas of leadership deficiency, to assess and close performance gaps, to target and improve executive competencies, and to enhance the people management/performance management practices of executives across the Commission to drive a positive results-oriented performance culture at the CFTC.

The contractor shall participate in a leadership orientation program related to performance management and pay for performance. This includes developing guides, checklists, or other materials which help to orient a new executive to CFTC.

Communication/Change Management

The contractor shall perform the following tasks:

- Develop, recommend and execute communication strategies and cultural transformation plans, including a strategic change management strategy, to promote and reform pay-for-performance concepts, performance management programs, pay

programs, organizational values and development, and employee and leadership training and development. Each work product, such as the communication strategies, cultural transformation plans and strategic change management strategies shall be submitted to the COR for review and approval prior to execution.

- Prepare compensation and pay administration concepts, principles, and practices work products. This includes:
 - Prepare and/or assist creating new or modified procedures for pay setting of new hires and transfers; policies, practices, and analysis for pay equity; or policies of other pay mechanisms such as pay differentials, incentives, bonuses or special pay progression, to improve the compensation and pay administration effectiveness of these products in support of agency goals. The work products shall be submitted to the COR for review and approval prior to finalization and/or execution.

E. Annual Delegated Examining Unit (DEU) Audit Support:

The contractor shall conduct an independent annual quality review of job postings to ensure that merit promotion procedures and Delegated Examining procedures have been met for assigned cases. Recommendations regarding corrective actions shall be submitted to the Chief, Talent Management, if applicable. This is an independent annual audit and cannot be conducted by current staffing/classification support staff. This task and final report shall be completed within seven business days from initial assignment.

F. Classification Support

Under this task, the contractor shall:

- Perform the full range of classification activities including position management and organizational design.
- Apply new or updated OPM position classification standards and evaluation guides to reaffirm or determine the appropriate title, series, and grade of a full range of positions.
- Write evaluation statements, and assist with conducting position audits, and work with HRB staff to finalize any recommendations from the audits.
- Research and analyze information to formulate recommendations and/or draw conclusions on complex position classification matters.
- Conduct an annual analysis on the design of a Position Description Library and provide expert advice as to the development of the system.
- Assist in performing an annual career ladder study of existing CFTC positions.

The estimated level of effort is 3,840 hours for this task.

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DELIVERABLES AND PROGRESS/FINANCIAL STATUS REPORTS

All of the contractor's written deliverables shall be clear and concise, comprehensive with respect to all relevant aspects of the subject matter, and sufficiently detailed to provide a full understanding of the conclusions contained therein. They must be thoughtfully organized and structured to ensure readability; carefully edited and free of grammar, punctuation, and spelling errors; detailed; and contain both functional and technical design requirements as appropriate.

The contractor shall submit all written deliverables to the COR electronically unless otherwise requested to be submitted in hardcopy. Additionally, the contractor shall provide an electronic copy of each deliverable to the Contracting Officer. All deliverables are considered "draft" until the contractor receives notification that they are accepted from either the COR or Contracting Officer. Draft deliverables are the initial submission for COR review and comments. The Final deliverables shall contain revisions that address the COR comments prior to submission to a wider group of stakeholders for review. The COR will provide the contractor with all approved comments from the stakeholder reviews. The contractor shall incorporate the comments into the deliverables and resubmit to the COR for final approval within one (1) week after the receipt of the comments.

If a deliverable due date falls on a Saturday, Sunday, or Federal holiday, the due date for that deliverable shall be the next business day.

Deliverable Schedule

Deliverables	Date Deliverable is Due
Task D - Pay and Performance Reform Support: Plans/Procedures to improve pay-for-performance	As required by the COR
Task D - Pay and Performance Reform Support: Communication strategies, cultural transformation plans and strategic change management strategy	As required by the COR
Task D - Pay and Performance Reform Support: Plans/Procedures for compensation and pay administration	As required by the COR
Task E Annual Delegated Examining Unit (DEU) Audit: Completes annual DEU report	Within seven (7) business days from initial assignment.
Progress/Financial Status Reports	Submit at the same time as monthly invoice to COR and Contracting Officer

Progress/Financial Status Reports

The contractor shall provide written progress/financial status reports when it submits its monthly invoices. Each report shall cover the invoiced period, and shall include the following information:

1. Report of all action items (both government and contractor), in a form and substance agreeable to the Contracting Officer and the COR;
2. Work completed during the reporting period (including listing of submitted deliverables);
3. Description of work in progress;
4. Issues identified and plan for addressing them;
5. Labor hours expended by labor category (current month and cumulative);
6. Amount of funds expended (current month and cumulative);
7. Amount of funds remaining under the contract; and
8. Total cost estimate through completion of the contract period of performance.

In addition to submitting the written monthly progress/financial status reports, the contractor shall meet with the COR and other CFTC representatives on the status of the project. Scheduling of the briefings will be as required by the COR.

SPECIAL CONSIDERATIONS – ADDITIONAL REQUIREMENTS

A. Core Hours of Service

The core hours of service to be covered under this contract shall be from 9:00 a.m. to 3:00 p.m., Monday through Friday, except Federal Holidays, emergency closings and other non-work days. The contractor personnel working under this contract may commence no earlier than 6:30 a.m. and no later than 8:30 a.m. and conclude no earlier than 3:00 p.m. and no later than 5:00 p.m. with a required ½ hour lunch period (working through lunch is not permitted). Personnel will be required to establish a defined work schedule within these hours, and the contractor shall ensure there is adequate coverage during the core hours. Some overtime may be required from time-to-time. The work schedules may be adjusted periodically, on an as needed basis, by the COR or Contracting Officer, provided that the adjustments will not cause the contractor to surpass the funded not-to-exceed amount of the contract at any time (see contract clause titled “TECHNICAL DIRECTION AND SURVEILLANCE”).

The CTFC is currently operating in a hybrid remote/in-person posture. Work under this contract is required to be performed at the CFTC’s headquarters, located at 1155 21st Street, NW, Washington, DC, at least one (1) day per week, unless otherwise approved, in advance, by the COR or Contracting Officer.

B. Contractor Qualifications

To successfully perform the tasks described in Sections A. Human Resources Operations, Administrative and Payroll/Time and Attendance Support and B. Benefits Support, the Commission requires the following qualifications:

- Skill in the use of a variety of software, including the ability to manipulate, edit and format documents in applications such as:
 - the Microsoft Office Suite;
 - the National Finance Center's (NFC) Time and Attendance system; and
 - Access databases.
- Knowledge of OPM's Guide to Processing Personnel Actions.
- Experience in coding SF-52s, using OPM's Guide to Processing Personnel Actions and experience inputting actions into the National Finance Center's personnel/payroll system.
- Experience in using eOPF including scanning documents, reviewing and verifying the accuracy of records in eOPF and researching data.

For the additional eOPF support under Section A. Human Resources Operations, Administrative and Payroll/Time and Attendance Support, the Commission requires the following qualifications:

- Scanning employment documents into OPM's Electronic Official Personnel Folder (eOPF) system;
- Compiling reports from databases and other office filing systems;
- Preparing correspondence and completing mass mailings of form letters;
- Filing documents in paper filing systems and other filing systems;
- Scanning and indexing documents for insertion into employee permanent records;
- Copying and assembling printed materials such as handbooks;
- Assisting staff in completing administrative support elements of all areas of office operations as requested; and
- Scheduling meetings and conference room reservations.

To successfully perform the tasks described in Section C. Performance and Compensation Support, the Commission requires the following qualifications:

- Experience with the analysis and implementation of performance management and compensation programs in a pay-for-performance environment.
- Skill in the use of a variety of software, including the ability to manipulate, edit and format documents in applications such as:
 - the Microsoft Office Suite;
 - e-OPF;
 - the National Finance Center's (NFC) payroll/personnel system; and
 - webTA.

To successfully perform the tasks described in Section D. Pay and Performance Reform Support Performance Management, CFTC requires the following qualifications:

- Experience with the analysis, development and implementation of performance management (including incentive awards) and compensation programs in a pay-for-performance environment;
- Excellent written and verbal communication skills;
- Experience with project planning, reports and timelines; and
- Experience working with independent pay, hiring, or other similar authorities (outside of Title 5).

To successfully perform the tasks described in Section D. Pay and Performance Reform Support Communication/Change Management, CFTC requires the following qualifications:

- Leadership experience (equivalent to an HR Director, Chief Human Capital Officer or Deputy) with Federal HR expertise in a wide array of HR functional areas in order to provide advice and guidance related to change management in a pay-for-performance environment;
- Extensive experience in Federal HR staffing, classification, pay setting administration and compensation programs;
- Advanced written and verbal communication skills;
- Experience in Change Management methods and techniques, organizational development, employee and leadership training and development; and
- Experience working with independent pay, hiring, or other similar authorities (outside of Title 5) is preferred.

To successfully perform the tasks described in Section E. Annual Delegated Examining Unit (DEU) Audit Support, the Commission requires the following qualifications:

Senior Human Resources Specialist

- Extensive knowledge at a senior level for the full range of Federal HRM programs and experience integrating the various specialty areas outlined in the SOW. Such experience is typically acquired in positions such as a Deputy HR Director or Supervisory HR Specialist of a Federal agency.
- Mastery of, and skill in applying, the full spectrum of advanced HRM principles, concepts, and practices, as well as seasoned consultative skills in the specialty areas outlined in the SOW.
- Thorough knowledge of the laws, statutes and regulations governing all aspects of Title 5 and excepted service rules of the Code of Federal Regulations, enabling them to work independently with minor direction.
- Excellent verbal and written skills that will allow them to communicate with CFTC staff and the public as well as be persuasive when defending positions.
- Directly related staffing and classification experience, performing in a senior role in the HR arena.

- Must be currently DEU certified.

To successfully perform the tasks described in Section F, Classification Support, the Commission requires the following qualifications:

Senior Human Resources Specialist

- Extensive knowledge at a senior level for the full range of Federal HRM programs and experience integrating the various specialty areas outlined in the SOW. Such experience is typically acquired in positions such as a Deputy HR Director or Supervisory HR Specialist of a Federal agency.
- Mastery of, and skill in applying, the full spectrum of advanced HRM principles, concepts, and practices, as well as seasoned consultative skills in the specialty areas outlined in the SOW.
- Thorough knowledge of the laws, statutes and regulations governing all aspects of Title 5 and excepted service rules of the Code of Federal Regulations, enabling them to work independently with minor direction.
- Excellent verbal and written skills that will allow them to communicate with CFTC staff and the public as well as be persuasive when defending positions.
- Directly related classification experience, performing in a senior role in the HR arena.

C. Optional Additional Services

The Contracting Officer may exercise any optional contract line item (CLIN) for additional services by written notice (i.e., a modification to the task order) at any time during the period of performance of the task order, provided that the Contracting Officer shall give the Contractor preliminary notice of the Government's intention to exercise the option at least one (1) week in advance. The contractor shall expend no effort on the optional additional services without written direction of the Contracting Officer.

OPTIONAL TASK: Senior HR Specialist Staffing (Audit)

For the option periods of the task order, this optional subtask (associated with Annual Delegated Examining Unit (DEU) Audit Support tasks) includes a not-to-exceed (NTE) amount which is based on an estimated level of effort of 80 hours.

OPTIONAL TASK: Senior HR Specialist Staffing

The Contractor shall perform the following tasks:

Staffing:

- Perform the full range of staffing services such as drafting job postings, posting positions, rating and ranking applicants, issuing Certificates of Eligibles, preparing job offers, and pay setting in accordance with established CFTC guidelines.

Quality Review:

- Assist CFTC Human Resources Specialists in conducting quality review within 5 business days of issuance of certificates on Delegated Examining, Merit Promotion and Excepted Service.
- Assist Human Resources Specialists in auditing Certificates of Eligibles once a

selection has been made. The contractor shall make recommendations to the Chief, Talent Management on corrective actions, if applicable.

To successfully perform the tasks described in Staffing, the Commission requires the following qualifications:

Senior Human Resources Specialist

- Extensive knowledge at a senior level for the full range of Federal HRM programs and experience integrating the various specialty areas outlined in the SOW. Such experience is typically acquired in positions such as a Deputy HR Director or Supervisory HR Specialist of a Federal agency.
- Mastery of, and skill in applying, the full spectrum of advanced HRM principles, concepts, and practices, as well as seasoned consultative skills in the specialty areas outlined in the SOW.
- Thorough knowledge of the laws, statutes and regulations governing all aspects of Title 5 and excepted service rules of the Code of Federal Regulations, enabling them to work independently with minor direction.
- Excellent verbal and written skills that will allow them to communicate with CFTC staff and the public as well as be persuasive when defending positions.
- Directly related staffing experience, performing in a senior role in the HR arena.
- Must be currently DEU certified.

For each year of the task order, this optional subtask (associated with Staffing task) includes a not-to-exceed (NTE) amount which is based on an estimated level of effort of 1200 hours.

OPTIONAL TASK: HR Assistant –

For each year of the task order, this optional subtask (associated with Human Resources Operations, Administrative and Payroll/Time and Attendance Support and Benefits tasks) includes a not-to-exceed (NTE) amount which is based on an estimated level of effort of 1000 hours.

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PRICE SCHEDULE
HR Support Services

CLIN/Description	HOURS	HOURLY RATE	TOTAL	FUNDED AMOUNT
Base Period (9/24/2023 – 9/23/2024)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	\$	GOV USE
Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION – Sr. HR Specialist Staffing		\$	\$	GOV USE
OPTION – HR Assistant		\$	\$	GOV USE
Total – Base Period			\$	GOV USE
Option Period 1 (09/24/2024 – 09/23/2025)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	\$	GOV USE
OPTION -- Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		\$	\$	GOV USE
OPTION -- HR Assistant		\$	\$	GOV USE
Total – Option Period 1			\$	GOV USE
Option Period 2 (09/24/2025 – 09/23/2026)				
Sr. HR Assistant		\$	\$	GOV USE
Sr. Consultant		\$	\$	GOV USE
Project Manager		\$	\$	GOV USE
Performance & Compensation Analyst		\$	\$	GOV USE
Consultant		\$	\$	GOV USE
Sr. HR Specialist – Classification		\$	\$	GOV USE
OPTION -- Sr. HR Specialist – Staffing (Audit)		\$	\$	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		\$	\$	GOV USE
OPTION -- HR Assistant		\$	\$	GOV USE
Total – Option Period 2			\$	GOV USE

Option Period 3 (09/24/2026 – 09/23/2027)				
Sr. HR Assistant		S	\$	GOV USE
Sr. Consultant		S	\$	GOV USE
Project Manager		S	\$	GOV USE
Performance & Compensation Analyst		S	\$	GOV USE
Consultant		S	\$	GOV USE
Sr. HR Specialist Classification		S	\$	GOV USE
OPTION -- Sr. HR Specialist – Staffing (Audit)		S	\$	GOV USE
OPTION -- Sr. HR Specialist (Staffing)		S	\$	GOV USE
OPTION -- HR Assistant		S	\$	GOV USE
Total – Option Period 3			\$	GOV USE

From: [Short, Robert](#)
To: [Jones, Tamara](#)
Subject: RE: Technical Evaluation - HR Support Requirement
Date: Tuesday, August 29, 2023 12:23:11 PM
Attachments: image001.png
image002.png
image003.png
image004.png
image005.png

I have completed my review and subject to the response from pay/performance team on whether the workload supports full-time, I'm ok with the proposal.



Robert Short
Benefits Manager
Division of Administration
Office of Human Resources
Commodity Futures Trading Commission

(b)(6)

↓



From: Jones, Tamara <(b)(6)>
Sent: Tuesday, August 29, 2023 12:22 PM
To: Short, Robert <(b)(6)>
Subject: RE: Technical Evaluation - HR Support Requirement

Hi Bob,

I can ask this question. Once you've completed your review, you can provide me any questions or clarifications you may have and I'll pass them on.

Thanks,
Tammy



Tamara (Tammy) A. Jones
Contracting Officer
Business Operations Branch
Division of Administration
Commodity Futures Trading Commission

(b)(6)



From: Short, Robert <(b)(6)>
Sent: Tuesday, August 29, 2023 11:55 AM
To: Jones, Tamara <(b)(6)>
Subject: RE: Technical Evaluation - HR Support Requirement

Tammy,

I'm still in the process of reviewing, but, (b)(5)
hours.



Robert Short
Benefits Manager
Division of Administration
Office of Human Resources
Commodity Futures Trading Commission
(b)(6)



From: Hong, Susan <(b)(6)>
Sent: Thursday, August 24, 2023 3:23 PM
To: Short, Robert <(b)(6)>
Cc: Jones, Tamara
Subject: Technical Evaluation - HR Support Requirement

Bob,

Please review the attached files for technical acceptance against the SOW requirements. Note the price schedule was included for a level of effort assessment (proposed hours per labor category for each period). If it is not technically acceptable, please include the rationale for the determination.

Note: Due to the latest notification from the SBA on the 8a program there may be follow-on items that we need to resolve with the SBA prior to proceeding to award. However, please complete the evaluation in the interim.

This information is proprietary and procurement sensitive so please handle/safeguard accordingly.

Thanks,
-Susan



Susan Hong
Contracting Officer
Business Operations Branch
Division of Administration
Commodity Futures Trading Commission
(b)(6)



From: [Short, Robert](#)
To: [Jones, Tamara](#)
Subject: RE: [EXTERNAL] Re: Amendment 00001 to RFP CFTC Human Resources Support Services
Date: Thursday, August 31, 2023 3:27:11 PM
Attachments: image001.png
image002.png
image003.png
image004.png
image005.png
image007.png
image008.png
image009.png
image010.png
image011.png
image013.png
image014.png
image015.png
image016.png
image017.png

Yes. We can support the position being full-time.



Robert Short
Benefits Manager
Division of Administration
Office of Human Resources
Commodity Futures Trading Commission
(b)(6)



From: Jones, Tamara (b)(6)
Sent: Thursday, August 31, 2023 3:26 PM
To: Short, Robert (b)(6)
Subject: RE: [EXTERNAL] Re: Amendment 00001 to RFP CFTC Human Resources Support Services

Great, any update from pay/performance team on whether the workload supports full-time?

Thanks,
Tammy

From: Short, Robert (b)(6)
Sent: Thursday, August 31, 2023 2:22 PM
To: Jones, Tamara (b)(6)
Subject: RE: [EXTERNAL] Re: Amendment 00001 to RFP CFTC Human Resources Support Services

Thank you. Makes sense as far as the 1912 hours is concerned.



Robert Short
Benefits Manager
Division of Administration
Office of Human Resources
Commodity Futures Trading Commission
(b)(6)



From: Jones, Tamara <(b)(6)>

Sent: Thursday, August 31, 2023 1:41 PM

To: Short, Robert <(b)(6)>

Subject: FW: [EXTERNAL] Re: Amendment 00001 to RFP CFTC Human Resources Support Services

Bob,

Below Grey Street outlines the basis for the 1912 hours and labor rates. I'll review the cost portion in more detail but wanted to pass this along.

Thanks,
Tammy



Tamara (Tammy) A. Jones
Contracting Officer
Business Operations Branch
Division of Administration
Commodity Futures Trading Commission
(b)(6)



From: Ian Nuzzo <(b)(6)>

Sent: Thursday, August 31, 2023 1:23 PM

To: Jones, Tamara <(b)(6)>

Cc: Jessica Nuzzo <

Subject: Re: [EXTERNAL] Re: Amendment 00001 to RFP CFTC Human Resources Support Services

CAUTION: This email originated from outside of CFTC. DO NOT click links or open attachments unless you recognize and/or trust the sender. If you believe this is SPAM simply block sender and delete the email. If you suspect this to be a phishing attempt, please use the "Report Phishing" button on your Outlook menu bar.

Good afternoon, Tammy:

Below, in red, you will find response to the government's questions/clarification regarding our submission. Also, attached you will find our revised costs proposal per the government's request.

We look forward to working with you and your team on this contract, ma'am.

Respectfully,

~Ian

Ian David Nuzzo

Executive Vice President



Greystreet Consulting, Inc.

8(a) Certified, Small Disadvantaged Business (SDB)

Economically Disadvantaged, Women-Owned Small Business (EDWOSB/WOSB)

(b)(6)

Web: <http://greystreet-consulting.com>

**human capital management financial management acquisition
management management consulting services**

From: "Jones, Tamara" (b)(6)

Date: Wednesday, August 30, 2023 at 3:39 PM

To: Ian Nuzzo (b)(6)

Cc: Jessica Nuzzo (b)(6)

Subject: RE: [EXTERNAL] Re: Amendment 00001 to RFP CFTC Human Resources Support Services

Hi Ian & Jessica,

Upon review of the proposal, I have the following questions/clarifications regarding your submission:

(b)(4)

(b)(4)

Thanks,
Tammy



Tamara (Tammy) A. Jones
Contracting Officer
Business Operations Branch
Division of Administration
Commodity Futures Trading Commission
(b)(6)



From: Ian Nuzzo <(b)(6)>
Sent: Wednesday, August 23, 2023 10:03 AM
To: Hong, Susan (b)(6); Jones, Tamara (b)(6)

Cc: Jessica Nuzzo <(b)(6)>

Subject: [EXTERNAL] Re: Amendment 00001 to RFP CFTC Human Resources Support Services

Importance: High

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Good morning, Ms. Hong and Ms. Jones:

On behalf of Grey Street Consulting, LLC and our partners at Avantgarde, LLC we are pleased to submit the attached proposal in response to the subject solicitation. If possible, please confirm the timely receipt of this email and its contents.

Respectfully,

~Ian

Ian David Nuzzo

Executive Vice President



Grey Street Consulting, LLC

8(a) Certified, Small Disadvantaged Business (SDB)

Economically Disadvantaged, Women-Owned Small Business (EDWOSB/WOSB)

(b)(6)

Web: <http://greystreet-consulting.com>

**human capital management financial management acquisition
management management consulting services**

From: "Hong, Susan" <(b)(6)>

Date: Wednesday, August 16, 2023 at 12:59 PM

To: Ian Nuzzo <(b)(6)>

(b)(6)

Jessica Nuzzo <(b)(6)>

Cc: "Jones, Tamara" <(b)(6)>

Subject: Amendment 00001 to RFP CFTC Human Resources Support Services

Mr. Nuzzo,

The following is an amendment to Request for Proposal (RFP) – CFTC Human Resources Support Services to revise the Statement of Work and pricing table.

Note that the RFP deadline is not extended as a result of this amendment. The proposal is requested by 12:00pm (Local Time - Washington, DC), August 23, 2023.

Additionally, the previously provided Statement of Work and pricing table attachments are deleted and replaced in its entirety with the attached.

- Statement of Work – Comprehensive Human Resources Support, Dated 8/15/2023
- Price Schedule – HR Support Services, Dated 8/15/2023

All other terms and conditions of the RFQ shall remain unchanged.

Please confirm via email receipt of this RFQ Amendment 0001.

Sincerely,
-Susan



Susan Hong
Contracting Officer
Business Operations Branch
Division of Administration
Commodity Futures Trading Commission
(b)(6)



From: [Short, Robert](#)
To: [Jones, Tamara](#)
Subject: RE: [EXTERNAL] Re: Amendment 00001 to RFP CFTC Human Resources Support Services
Date: Friday, September 1, 2023 6:33:03 AM
Attachments: image001.png
image002.png
image003.png
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image017.png

Correct. None are needed.



Robert Short
Benefits Manager
Division of Administration
Office of Human Resources
Commodity Futures Trading Commission
(b)(6)



From: Jones, Tamara <(b)(6)>
Sent: Thursday, August 31, 2023 6:35 PM
To: Short, Robert <(b)(6)>
Subject: RE: [EXTERNAL] Re: Amendment 00001 to RFP CFTC Human Resources Support Services

Bob,

Even with them revisiting their proposal for cuts, they are over by (b)(4) if we did want to award the optional items. Can you confirm that none of the optional items, listed below, are needed for this period?

OPTION - Sr. HR Specialist - Staffing (Audit)
OPTION - Sr. HR Specialist - Staffing
OPTION - HR Assistant

Thanks,
Tammy