

**PROPOSAL FOR INTEGRATED PEST MANAGEMENT
INFORMATION SYSTEM (IPMIS) VERSION 3.0.X TRAINING**

TODAY'S DATE

**SUBMITTED BY:
ENVIROSOFT, INC.
14566 LATTANY COURT
GAINESVILLE, VIRGINIA 20155
(703) 624-9144**

**SUBMITTED TO:
IN SUPPORT OF:
MR. JOHN A. DOE
PEST MANAGEMENT PROGRAM MANAGER
GENERIC LOCATION, USA
(555) 555-5555**

PROPOSAL FOR INTEGRATED PEST MANAGEMENT INFORMATION SYSTEM (IPMIS) TRAINING

I. Background

Restoring and maintaining environmental quality is an increasing concern to the people of the United States. Congress has made that concern explicit through legislation that requires both industrial and Federal installations to meet higher and higher environmental standards. The military is not exempt from these requirements, and the various services have initiated environmental activities at many of their sites. Monitoring the progress of these activities, measuring their success, and reporting project status to supervising agencies and legislators require gathering and managing a significant amount of data. Realizing that each of the Department of Defense (DoD) components were separately proceeding with the upgrade or creation of information systems to meet this need, the DoD decided to consolidate these activities into a single activity now under the guidance of the Defense Environmental Security Corporate Information Management (DESCIM) Program Management Office (PMO). The Automated Information Systems (AISs) systems aid Department of Defense (DoD) Components in the collection of environmental data used in the reporting of Measures of Merit (MoMs) and further assist the Office of the Deputy Under Secretary of Defense (Installations and Environment) (ODUSD(I&E)) in the preparation of annual reports to the United States Congress.

As an agent of the Deputy Under Secretary of Defense (Installations and Environment) (DUSD(I&E)), the Armed Forces Pest Management Board (AFPMB) designates the reporting of pest management MoMs. In response to the need of a system to collect pest management MoMs the development of the Pest Tracking and Management System (PTMS) was initiated in 1995. Version 1.0 of PTMS was released to the components for their review on March 15, 1997. Per the request of component-designated representatives and through the Configuration Management (CM) process as outlined in the Defense Environmental Security Corporate Information Management (DESCIM) Configuration Management Guide (CMG), the system went through subsequent changes and releases. In the process, and per the request of the AFPMB and designated component personnel, the system was modified and is currently known as the Integrated Pest Management Information System (IPMIS) Version 3.0.2.

The restructuring of OSD in 2001 aligned the DESCIM PMO (renamed Environmental Information Technology Management (EITM)) under the Deputy Under Secretary of Defense, Installations and Environment (DUSD (I&E)). In May 2001 the Under Secretary Of Defense, Acquisition, Technology & Logistics (USD(AT&L)), in coordination with the DUSD(I&E) designated the Army as the DOD Executive Agent for the EITM Program, which included the receipt of ten of the former DESCIM program systems. This action transferred to the Secretary of the Army the resources requisite for Operation and Maintenance (O&M) of the EITM's 10 multiple Component use systems plus development through 2005 for some of those systems. IPMIS was one of the major systems transferred in this action. The DoD wide support of IPMIS by the EITM office was discontinued due to budgetary constraints on February 13, 2005.

Support of IPMIS has continued on either an installation by installation basis or component wide support agreements. During this time, the development of an IPMIS Command Rollup Tool was

completed to facilitate the movement of data to the command level. Additionally, Envirosoft, Inc. released the IPMIS Handheld Version 1.0 for Palm and IPMIS Handheld Version 2.0 for Windows Mobile to allow the field user the ability to record tasks in the field.

For those installations without support agreements, the implementation of the IPMIS has been accomplished at a level that is dependent upon the computer expertise and time of the pest management supervisor and applicators at the installation. For most individuals, the necessity for additional support is required and necessary.

IPMIS is a software application used by installation pest managers and applicators to track information pertaining to the application of pesticides. The current version of IPMIS is 3.0.5.

IPMIS Command Rollup Tool is a software application used by the command level personnel to receive installation level data and produce reports for a variety of data requirements. The current version of the IPMIS Command Rollup Tool is 1.0.5.

IPMIS Handheld Version 1.0 for Palm is a software application used by pest management applicators to record task information in the field. The current version is 1.0.

IPMIS Handheld Version 2.0 for Windows Mobile is a software application used by pest management applicators to record task information in the field. The current version is 2.0.

In order to provide GENERIC LOCATION with the necessary support for the IPMIS, the following tasks have been proposed:

II. Task Descriptions

The following tasks will be performed at the government site unless otherwise stipulated in support of the training effort for the Integrated Pest Management System (IPMIS):

A. Training at GENERIC LOCATION

1. Objectives –The training of installation level personnel over a one-day period (8 Hours) in the use of the Integrated Pest Management Information System Version 3.0.x in the following areas:
 - Administrative Setup
 - ◆ System Administrator Establishment
 - ◆ Installation Information Setup
 - ◆ Contract Information Setup
 - ◆ Personnel Information Setup
 - ◆ Certification Information Setup

- ◆ Pest Management Plan Information Setup
 - Utilities
 - ◆ Pesticide Database Update
 - ◆ State Certification Update
 - ◆ Picklist Update
 - Performance of Daily Operations
 - ◆ Pesticide Inventory Setup and Recording
 - ◆ Pest Management Task Setup and Recording
 - ◆ Generation of System Reports
 - Performance of File Activities
 - ◆ Backup
 - ◆ Restore
 - ◆ Data Submission
 - Obtaining Technical and Functional Assistance
2. Personnel to be trained should have a basic knowledge in the use of Microsoft Windows 95, 98, NT, 2000, or XP.
 3. Benefits – Personnel trained in the use of the Integrated Pest Management Information System will be fully versed in the use of the system and be able to install and operate the system.
 4. Deliverables – A one-day (8 Hour) training class (includes up to 5 trainees)

III. Government Furnished Equipment (GFE) / Government Furnished Information (GFI)

GENERIC LOCATION will provide equipment for the performance of the task. In coordination with the GENERIC LOCATION Point of Contact (POC), contractor will have access to all relevant documentation provided by GENERIC LOCATION in order to complete all tasks.

IV. Required Personnel Resources

A. Labor Categories

The contractor shall provide skilled full and part time IT professionals for the following categories:

- ◆ Sr. Training Specialist/Instructor

B. Labor Category Description

- ◆ Sr. Training Specialist/Instructor – Develops and conducts technical training courses in computer use and applications, commercial/third party software or proprietary systems. Develops terminal learning objectives and prepares lesson plans and audio-visual aids from engineering documentation, field service requirements, or software documentation. Works with business process analysts, software engineers, applications developers, functional experts, or technical support to ensure that course materials reflect current and relevant applications features. Instructs participants in classroom and laboratory sessions. Develops training procedures for web use with a goal of improving content and communication. Provides concurrent management-level briefings, and overviews of specific programs of interest. Performs technical installation of computer systems hardware, network and/or software applications as required.

V. Milestones and Deliverables

The contractor shall provide deliverables in accordance with the following schedule:

<u>Milestone / Deliverable</u>	<u>Completion Date</u>
Training at GENERIC LOCATION	TBD

VI. Reimbursable Expenses

In the performance of these services any travel to other sites (government and/or government designated) or purchase of equipment / software will be at the direction of the GENERIC LOCATION POC. Any authorized expense for travel will be billed to the government at cost plus an administrative fee. Any authorized expenses incurred for purchases will be billed to the government at cost plus an administrative fee.

VII. Place of Performance

All training services to be performed by this proposal shall be accomplished at the offices of the GENERIC LOCATION POC unless otherwise directed and approved by the GENERIC

LOCATION POC. Preparation work will be performed at the offices of the contractor in Gainesville, Virginia. Any travel performed under this proposal will be at the direction and approval of the GENERIC LOCATION POC and will be cost reimbursable by the contractor.

VIII. Contract

Contract type is time and materials with a projected ceiling price of \$1,875.00 (includes up to 5 trainees, Additional Trainees No. 6 - 16: \$200 each/day of class)

IX. Term of Contract

This proposal is submitted for the purpose of providing training to GENERIC LOCATION in the use of the Integrated Pest Management Information System Version 3.0.x. Work under this proposal is expected to start as directed by GENERIC LOCATION's POC.

X. Contractor Point of Contact

Technical POC for this effort is Mr. John Bresnahan, Envirosoft, Inc., 14566 Lattany Court, Gainesville, Virginia 20155, phone (703) 624-9144. Contractual POC for this effort is Mr. John Bresnahan, Envirosoft, Inc., 14566 Lattany Court, Gainesville, Virginia 20155, phone (703) 624-9144. All payments under this contract are to be made to the following address: Envirosoft, Inc., 14566 Lattany Court, Gainesville, Virginia 20155.

XI. Term of Offer

This offer will remain valid for 30 days following receipt of the offer by the government.

XII. Cost Information

Cost has been derived from the following:

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SYSTEM (IPMIS) TRAINING
For Generic Location**

Period of Performance
1 Day - To Be Determined

<u>Labor Category</u>	<u>Period of Performance</u>	<u>Total</u>
Sr. Training Specialist/Instructor	TBD	\$ 1,500.00
Total Labor -		\$ 1,500.00
Other Direct Costs		
Materials		\$ 150.00
Travel		XXX.XX
Total ODC's		XXX.XX
Total Cost		XXX.XX