

**OFFICE OF CONTRACTING AND PROCUREMENT**  
**RFQ STATEMENT OF WORK**

**C.1 SCOPE:**

The Office of Contracting and Procurement (OCP), on behalf of Office of the Chief Technology Officer (OCTO), seeks a contractor to renew Atlassian Guard licenses.

**C.2 APPLICABLE DOCUMENTS**

N/A

**C.3 DEFINITIONS**

N/A

**C.4 BACKGROUND**

DC.Gov, managed by the Web Services team, is the District's public web portal, which contains over 100 District agency websites, sub portal sites and the DC.Gov home page. The portal serves as the official online source of District government services and information. The portal has over 200 online applications, more than 150 online forms and an estimated 90,000 pages of content and files. It is highly trafficked, with over 14 million visitors making 29 million visits to the portal over the past 12 months.

The Web Services team began using Atlassian's Jira ticketing system to track customer requests, improve efficiency, and measure performance. However, the system currently requires users to log-in every time they use and also create an account outside of the DC.gov network.

The goal of this procurement is to enhance both the security and user experience of the Atlassian Jira service-request portal.

**C.5 REQUIREMENTS**

The Contractor shall provide below:

Item NO.	Part No.	Description	Quantity
1	ATL-GUARD-1400R	Atlassian Guard ANNUAL Standard, up to 1400 users Organization: dcgovweb	1

## **C.6 Deliverables**

C.6.1 The Contractor shall perform the activities required to successfully complete the district's requirements and submit each deliverable to the Contract Administrator below.

<b>Item No.</b>	<b>Deliverable</b>	<b>Format/Method of Delivery</b>	<b>Due Date</b>
1	Software Licenses key	Email to teddy.kavaleri@dc.gov	Within 3 days of award

C.6.2 Contract Administrator:

Teddy Kavaleri  
teddy.kavaleri@dc.gov  
Office of the Chief Technology Officer  
202.550.2679