DEPARTMENT OF WAR EDUCATION ACTIVITY (DoWEA)
TASK ORDER #1
Foundational Services for Data and AI Division Standup

Task Order Number	TO-0001
Task Order Title	Foundational Services for Data and AI Division Standup
IDIQ Contract Number	
Contractor	
Issuing Office	Data and AI Division, DoWEA
COR	
Period of Performance	Approximately 6 months
Task Order Type	Firm-Fixed-Price
Classification	CUI//SP-SSEL

1.0 Background and Purpose

The DoWEA Data and AI Division leads enterprise data, analytics, and artificial intelligence functions across DoWEA, including data governance, data architecture, analytics, AI integration, data and AI literacy, and Student Information System (SIS) oversight. The Data and AI Division supports more than 67,000 students and approximately 15,000 staff across 160+ schools in 9 districts located in 11 foreign countries, 7 states, Guam, and Puerto Rico.

DoWEA is modernizing its enterprise data environment by transitioning to a cloud-based data Lakehouse. The Government has designated Microsoft Fabric and associated Microsoft services (including Power BI, Microsoft Purview, and Microsoft Entra ID) as the authorized enterprise analytics and data platform. The Ed-Fi Operational Data Store (ODS) serves as the standardized integration layer for education data, with separate governed pipelines for non-education data domains. DoWEA's current Student Information System is Follett Aspen, and SIS modernization is a component of the enterprise data modernization roadmap.

This is the first task order issued under the Data, Analytics, and AI Modernization Services IDIQ. CLINs under this task order are aligned to the seven IDIQ PWS objectives. The task order prioritizes foundational documentation and operational scaffolding and produces strong inputs for subsequent task orders. Heavy execution work, including full-scale Fabric migration and production dashboard build, is deliberately preserved for follow-on task orders that will draw on the planning deliverables produced under this task order.

2.0 Scope and Objectives

This task order spans all seven IDIQ PWS objectives. CLIN numbering directly mirrors PWS objective numbering for ease of reference.

Maps to IDIQ PWS Objective
Objective 1: Data Architecture and Engineering (PWS 2.1)
Objective 2: Analytics and Business Intelligence (PWS 2.2)
Objective 3: Data Governance (PWS 2.3)
Objective 4: AI Integration, Solutions, and Advisory (PWS 2.4)
Objective 5: Data and AI Literacy (PWS 2.5)
Objective 6: SIS Modernization Support (PWS 2.6)
Objective 7: Program Management, Coordination, and Transition Support (PWS 2.7)

This Task Order establishes the objectives, outcomes, performance standards, and deliverables required under the order. The objectives described below are not associated with specific labor categories. The Contractor shall determine the labor mix, level of effort, and staffing approach necessary to accomplish the requirements of this Task Order using the labor categories established in the parent IDIQ contract.

The objectives and supporting activities identified in this Task Order do not correspond to individual labor categories. The Contractor may utilize any combination of awarded labor categories necessary to perform the work, provided personnel meet the qualifications established in the parent IDIQ contract. The Government does not prescribe specific labor category assignments except where expressly identified within the Task Order.

2.1 CLIN 0001: Data Architecture and Engineering

IDIQ Reference: PWS 2.1

The objective is to validate the current-state and target-state DoWEA enterprise data architecture, develop a comprehensive Microsoft Fabric migration plan, and execute foundational (Phase 1) migration work that establishes baseline migration momentum within the period of performance. Heavy execution work and Phase 2 and later migration scope are reserved for subsequent task orders.

The supporting tasks identified within this Task Order are representative of the work anticipated. The Contractor shall perform all activities reasonably necessary to achieve the stated objectives and meet the associated performance standards and deliverables.

Supporting tasks may include:

1. Validate the current-state and target-state DoWEA enterprise data architecture.
2. Develop a comprehensive Microsoft Fabric migration plan.
3. Execute foundational (Phase 1) migration of designated data domains into the Fabric Lakehouse, using the Ed-Fi Operational Data Store as the education-data integration layer.
4. Establish infrastructure-as-code templates and a CI/CD framework for the environment.
5. Perform reconciliation and user acceptance testing prior to production promotion.
6. Provide knowledge-transfer materials supporting ongoing Government maintenance of the configured environment.

2.2 CLIN 0002: Analytics and Business Intelligence

IDIQ Reference: PWS 2.2

The objective is to sustain the existing enterprise dashboard portfolio while assessing and designing a consolidated, modern analytics capability. Prototype development validates design decisions and demonstrates stakeholder value prior to full production build in subsequent task orders.

The supporting tasks identified within this Task Order are representative of the work anticipated. The Contractor shall perform all activities reasonably necessary to achieve the stated objectives and meet the associated performance standards and deliverables.

Supporting tasks may include:

1. Maintain and support the existing portfolio of enterprise dashboards and cleanse supporting data to sustain operational continuity.
2. Assess the dashboard portfolio and develop a consolidation and migration strategy.
3. Design the dashboard portal.
4. Develop integrated dashboard prototypes to validate design and demonstrate stakeholder value.
5. Recommend production build scope and level of effort for follow-on task orders.

2.3 CLIN 0003: Data Governance

IDIQ Reference: PWS 2.3

The objective is to refine, finalize, and support operationalization of foundational governance documents, and to design and implement foundational data catalog capabilities, metadata standards, and tagging conventions in the Government-designated Microsoft Purview environment. The Government will provide existing draft governance documents at task order start.

The supporting tasks identified within this Task Order are representative of the work anticipated. The Contractor shall perform all activities reasonably necessary to achieve the stated objectives and meet the associated performance standards and deliverables.

Supporting tasks may include:

1. Refine, finalize, and support operationalization of foundational governance documents.
2. Develop the data steward plan and capacity-building approach, with Government staff as active co-developers.
3. Develop metadata standards, tagging conventions, and a business glossary.
4. Implement foundational data catalog capabilities in the Government-designated Microsoft Purview environment.
5. Provide adoption and operationalization materials.

2.4 CLIN 0004: AI Integration, Solutions, and Advisory

IDIQ Reference: PWS 2.4

The objective is to refine AI governance documents and develop a stakeholder engagement and communications approach, and to provide direct AI operations coaching, customized just-in-time professional learning for Operations staff, and use-case curation. This work scales a coaching model across DoWEA Operations divisions.

The supporting tasks identified within this Task Order are representative of the work anticipated. The Contractor shall perform all activities reasonably necessary to achieve the stated objectives and meet the associated performance standards and deliverables.

Supporting tasks may include:

1. Refine AI governance documents and develop a stakeholder engagement and communications approach.
2. Provide direct AI operations coaching and customized just-in-time professional learning for Operations staff.
3. Curate AI use cases and develop showcase content for the DoWEA AI Hub.
4. Identify cross-functional opportunities for systemic AI integration and provide recommendations.

2.5 CLIN 0005: Data and AI Literacy

IDIQ Reference: PWS 2.5

The objective is to validate, refine, and map the data literacy framework, including alignment to the DoWEA Data Maturity Rubric, and to develop and post an initial set of asynchronous training modules supporting Data and AI Division-owned data literacy. The Government will provide the existing literacy framework draft at task order start.

The supporting tasks identified within this Task Order are representative of the work anticipated. The Contractor shall perform all activities reasonably necessary to achieve the stated objectives and meet the associated performance standards and deliverables.

Supporting tasks may include:

1. Validate, refine, and map the data literacy framework, including alignment to the DoWEA Data Maturity Rubric.
2. Develop a literacy engagement strategy and a roles and responsibilities matrix.
3. Develop and post an initial set of asynchronous training modules.
4. Establish training assessment and feedback mechanisms.

2.6 CLIN 0006: SIS Modernization Support

IDIQ Reference: PWS 2.6

The objective is to provide Student Information System (SIS) modernization support within the DoWEA SIS environment, focused on customization of Ed-Fi exports and calculations, support to a parent-involvement strategy including the SIS mobile application, and rebranding of forward-facing SIS elements to DoWEA.

The supporting tasks identified within this Task Order are representative of the work anticipated. The Contractor shall perform all activities reasonably necessary to achieve the stated objectives and meet the associated performance standards and deliverables.
Supporting tasks may include:

1. Customize Ed-Fi data exports and calculations within the DoWEA SIS environment.
2. Build Ed-Fi data ingestion to the Operational Data Store and validate output against Ed-Fi standards and DoWEA requirements.
3. Support a parent-involvement strategy, including implementation of the SIS mobile application.
4. Rebrand forward-facing SIS elements to DoWEA.
5. Provide knowledge-transfer materials supporting ongoing Government maintenance of the configured exports and calculations.

2.7 CLIN 0007: Program Management, Coordination, and Transition Support

IDIQ Reference: PWS 2.7

The objective is to provide overall program management, quality control, and Government interface for all task order performance, and to design and build out Data and AI Division operations infrastructure that enables Division operational effectiveness and cross-CLIN coordination under this task order.

The supporting tasks identified within this Task Order are representative of the work anticipated. The Contractor shall perform all activities reasonably necessary to achieve the stated objectives and meet the associated performance standards and deliverables.
Supporting tasks may include:

1. Provide overall program management, quality control, and Government interface for all task order performance, including kickoff, Quality Control Plan, weekly status reporting, and closeout.
2. Establish and maintain a Division planning calendar and recurring planning-meeting cadence.
3. Build out Data and AI Division SharePoint sites and organize the OneNote playbook.
4. Develop the website migration plan and design.
5. Build the solution deployment workflow within Government-designated platforms.
6. Refine and catalog guidance documents and document operations infrastructure maintenance procedures.

3.0 Constraints

The Contractor shall comply with all applicable requirements, constraints, policies, standards, security provisions, and procedures established in the parent IDIQ contract and PWS. This Task Order supplements, and does not replace, the requirements of the parent contract except where expressly stated herein.

3.1 Key Personnel

The following labor categories are designated as Key Personnel for this task order, in addition to any IDIQ-level Key Personnel designations. Per the IDIQ PWS, the contractor shall provide the designated Key Personnel and shall not substitute Key Personnel without COR approval.

- Program Manager (CLIN 0007): single point of contact for the task order and primary point of contact for the COR.
- Senior Data Governance Specialist (CLIN 0003): accountable for governance document refinement, data steward plan development, and governance design decisions across the governance work.
- Data Architect (CLIN 0001): accountable for architecture validation and Fabric migration plan development, providing senior architectural oversight across the data architecture and engineering work.

3.2 Period of Performance

The period of performance for this task order shall commence on the date of the IDIQ contract award and continue for five months thereafter.

3.3 Place of Performance

Work under this task order shall be performed on-site at one of the following Government locations as the default, per the IDIQ PWS:

- DoWEA Headquarters, 4800 Mark Center Drive, Alexandria, VA 22350
- Americas Regional Office, Peachtree City, GA

Core business hours are Monday through Friday, 7:30 AM to 4:00 PM Eastern Time, excluding Federal holidays. Any remote or alternate work arrangements shall be as approved by the COR consistent with the IDIQ PWS.

3.4 Travel

No contractor travel is anticipated for this task order.

4.0 Government-Furnished Resources

4.1 Government-Furnished Property and Equipment

- Access to the Microsoft Fabric environment (Development and Production)
- Access to the Microsoft Purview environment
- Access to Power BI Service
- Access to Microsoft Entra ID
- Access to Microsoft Teams, SharePoint, and OneNote environments
- Access to the Ed-Fi Operational Data Store (Development and Production)
- Government-issued CAC/PIV credentials for all contractor personnel
- Government-furnished laptops or equivalent device access per DoWEA IT policy
- Workspace at DoWEA Headquarters and the Americas Regional Office for on-site personnel

4.2 Government-Furnished Information

- Existing Data and AI Division governance documents
- Existing AI governance materials
- Existing data and AI literacy framework draft
- Existing target-state architecture drafts and current-state documentation
- DoWEA Data Maturity and AI Maturity Rubrics
- Site map and information architecture for SharePoint sites
- OneNote playbook structure
- Source system documentation for assigned data domains
- Existing dashboard portfolio metadata and usage analytics

4.3 Security Requirements

All contractor personnel performing under this task order shall comply with the security requirements specified in the parent IDIQ PWS.

No task-order-specific security requirements beyond the IDIQ baseline are established.

4.4 Acceptance and Inspection

The COR shall review all deliverables for completeness, accuracy, and compliance with the performance standards referenced in Section 5.0. The COR shall provide written acceptance or rejection, with specific deficiencies for any rejection, within the timeframe established in the IDIQ PWS Quality Assurance Surveillance Plan. Rejected deliverables shall be corrected and resubmitted within the period specified by the COR.

Final acceptance of this task order is contingent upon COR confirmation that all deliverables under all funded CLINs have been accepted and all applicable performance standards have been met.

5.0 Task Order Deliverables Summary

All deliverables across all CLINs are consolidated in the table below for COR oversight. Formats are representative; the contractor may propose equivalent formats. CLIN 0006 deliverables are included; activation of any optional CLIN is at Government discretion.

CLIN	Deliverable	Format	Planned Delivery
0001	Current-State Architecture Assessment	Word, Visio	Week 5
0001	Target-State Architecture Validation Report	Word	Week 7
0001	Fabric Migration Plan	Word, MS Project, Excel	Week 11
0001	Infrastructure-as-Code Templates and CI/CD Framework	Code, Word	Week 12
0001	Phase 1 Migration Execution Plan	Word, Excel	Week 12
0001	Migrated Data Domains in Fabric Lakehouse (Phase 1)	Implemented in Fabric	Week 20
0001	UAT Results and Government Acceptance Documentation	Word	Week 20
0001	Phase 1 Migration Closeout Report	Word	Week 20
0002	Dashboard Maintenance and Development Operational Approach	Word	Week 2

CLIN	Deliverable	Format	Planned Delivery
0002	Monthly Dashboard Maintenance and Development Logs	Excel or Word	Monthly throughout PoP
0002	Dashboard Portfolio and Consolidation Strategy Assessment	Word, Excel, PowerPoint	Week 6
0002	Dashboard Portal Design	Word, design files	Week 8
0002	Integrated Dashboard Prototypes	Power BI or Fabric	Week 17
0002	Production Build Scope and Labor Estimate Recommendation	Word, Excel	Week 20
0002	Dashboard Maintenance Closeout Documentation	Word	Week 21
0003	Governance Document Gap Analysis	Word	Week 4
0003	Data Catalog Readiness Assessment	Word	Week 4
0003	Metadata Standards Documentation	Word	Week 7
0003	Tagging Conventions and Business Glossary	Word, Excel	Week 10
0003	Data Steward Plan	Word	Week 10
0003	Refined Governance Document Suite	Word	Week 12
0003	Initial Catalog Implementation in Microsoft Purview	Implemented in Purview	Week 15
0003	Steward Capacity-Building Approach and Onboarding Kit	Word, PowerPoint	Week 15
0003	Catalog Maintenance Operational Procedures	Word	Week 17
0003	Adoption and Operationalization Materials	Word, PowerPoint	Week 17
0004	AI Coaching Engagement Plan	Word	Week 2
0004	AI Governance Document Gap Analysis	Word	Week 4
0004	Refined AI Governance Document Suite	Word	Week 11
0004	AI Stakeholder Engagement and Communications Plan	Word, PowerPoint	Week 15
0004	Cross-Functional AI Integration Recommendations Report	Word	Week 15
0004	Customized Professional Learning Materials (Ongoing)	Various	Continuous through PoP

CLIN	Deliverable	Format	Planned Delivery
0004	AI Use Case Showcase Content for AI Hub	Web content, PowerPoint	Continuous; consolidated Week 17
0004	Final AI Operations Report	Word	Week 20
0005	Asynchronous Training Production Plan	Word	Week 4
0005	Literacy Framework Validation Report	Word	Week 5
0005	Existing Literacy Efforts Mapping	Word, Excel	Week 7
0005	Literacy Roles and Responsibilities Matrix	Word, Excel	Week 10
0005	Asynchronous Training Modules (4-6 modules)	Video, SCORM	Weeks 10-15 (continuous)
0005	Training Posted to SharePoint Site	SharePoint	Per module; final by Week 15
0005	Refined Literacy Framework Aligned to Data Maturity Rubric	Word	Week 12
0005	Training Assessment and Feedback Mechanisms	SharePoint, Forms	Week 15
0005	Literacy Engagement Strategy	Word, PowerPoint	Week 16
0006	Ed-Fi Export Customization Plan	Word	Week 2
0006	Configured Ed-Fi Exports in the DoWEA SIS	Implemented	Week 7
0006	Configured Calculations and Validation Results	Implemented, Word	Week 9
0006	Knowledge Transfer Materials	Word	Week 10
0007	Kickoff Meeting Materials and Minutes	PowerPoint, Word	Week 1
0007	Quality Control Plan	Word	Week 2
0007	Division Planning Calendar and Planning Meeting Cadence	Word, Excel, Outlook	Established Week 2; maintained throughout PoP
0007	Weekly Status Reports	Word or PowerPoint	Weekly throughout PoP
0007	SharePoint Site Build-Out	SharePoint	Week 10
0007	Organized OneNote Playbook	OneNote	Week 10
0007	Website Migration Plan and Design	Word, design files	Week 12

CLIN	Deliverable	Format	Planned Delivery
0007	Solution Deployment Workflow	SharePoint, Power Apps, Word	Week 15
0007	Refined and Catalogued Guidance Documents in Teams	Teams	Week 17
0007	Operations Infrastructure Maintenance Procedures	Word	Week 17
0007	Task Order Closeout Report	Word	Week 21

Total deliverables across this task order: 57. Acceptance procedures for all deliverables are described in IDIQ PWS Section 7.1 (Quality Assurance Surveillance Plan) and in Section 12.0 of this task order. Unless otherwise stated in this task order, the performance standards, AQLs, and surveillance methodology in the parent IDIQ PWS apply.

6.0 Definitions

No task-order-specific definitions are defined.

7.0 Performance Standards

All performance under this task order shall meet the IDIQ-level performance standards specified in the parent IDIQ PWS and its Performance Requirements Summary. The standards are not restated here; the table below maps each functional area to the applicable IDIQ PWS performance standards and the corresponding CLIN.

IDIQ PWS Standards	Functional Area	Applicable CLIN
PS 1.1–1.9	Data Architecture and Engineering	CLIN 0001
PS 2.1–2.7	Analytics and Business Intelligence	CLIN 0002
PS 3.1–3.6	Data Governance	CLIN 0003
PS 4.1–4.5	AI Integration, Solutions, and Advisory	CLIN 0004
PS 5.1–5.6	Data and AI Literacy	CLIN 0005
PS 6.1–6.4	SIS Modernization Support	CLIN 0006
PS 7.1–7.3	Program Management, Coordination, and Transition Support	CLIN 0007

Per IDIQ PWS Section 1.0, in the event of a conflict between IDIQ PWS requirements and task order requirements, task order requirements take precedence. No conflicts are introduced by this task order.