

It is highly recommended that all interested parties register with ASG-Procurement(684.699.1170) should there be any amendments made to this RFP that may require notification to all parties. Contact: Sapi M. Ena at sapi.asgprocurement@gmail.com or liz.asgprocurement@gmail.com

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**Office of Procurement
American Samoa Government
Pago Pago, AS 96799
REQUEST FOR PROPOSALS (RFP)
RFP-144-2011**

Issuance Date: September 27, 2011

**Closing Date: November 28, 2011
No later than 2:00 p.m. local time**

To be received at: Office of Procurement
American Samoa Government
Tafuna, American Samoa 96799
attn: Ivy V. Taufasau, CPO

The American Samoa Government (ASG), issues a Request For Proposals (RFP) from qualified individuals or firms for the:

***“Planning Consultant Services for the
American Samoa Nutrition Assistance Program’s Eligibility System”***

Questions regarding this RFP should be directed to:

Liz Puni or Sapi M. Ena
Office of Procurement – Contracts Division
American Samoa Government
Pago Pago, American Samoa 96799
Phone/Fax: (684) 699-1170/699-2387
Email: liz.asgprocurement@gmail.com or
sapi.asgprocurement@gmail.com

This Request For Proposals (RFP) describes the specifications for the services to be provided to permit full and open competition and which will allow the offeror to properly respond to the RFP.

This RFP is issued under the authority of the American Samoa Procurement Act of 1983 and the Procurement Rules promulgated therefore. Where there is a discrepancy between the provisions of the Act and the Rules, the law shall have precedence over the Rules.

Statement of Purpose

The American Samoa Nutrition Assistance Program (ASNAP), a division of the Department of Human and Social Services (DHSS), has been using the TALOFA System since the year 2000. However, since that time there has been no upgrades or enhancements done to the system. Over the years, the American Samoa Nutrition Assistance Program (ASNAP) has encountered a number of problems with the system; however, enhancing the current system is not an option.

The DHSS is looking for a consultant to assess the needs of this agency, analysis alternatives, and provide a recommendation for replacing the current eligibility systems, document the functional requirements for this new system, and assist in the preparation of procurement and planning documents. The hardware infrastructure will also need to be analyzed and recommendations be made on hardware upgrades.

The consultant that is hired will be precluded from bidding on the system development work.

Background Information

DHSS is responsible for administering the American Samoa Nutrition Assistance Program (ASNAP) that provides food coupon benefits to the low-income elderly, blind and disabled population in the Territory of American Samoa. The Program is authorized and operates by a Memorandum of Understanding (MOU) with the U.S. Department of Agriculture. It has selective eligibility criteria, and applicants must apply and be certified to receive benefits. A computer program developed in 1999 and implemented in August 2000 facilitates the business flow. It provides for an automated application to encompass operational/phases of the ASNAP that is in line with regulations of the MOU. Hardware infrastructure is in place and supports the major functional areas of the system.

Agencies and Programs That Will Use the System

ASNAP is not currently interfaced with other agencies or programs and none are being planned.

Major Objectives of the Proposed System

1. To provide effective and efficient client services and data quality levels.
2. To provide timely and accurate fiscal and management reports.
3. To provide documentation and staff user training.
4. To provide system controls and checks to reduce opportunities for fraud and abuse.

Hardware Overview

The ASNAP computer system consists of 15 workstations in a local area network (LAN) connected to a network server in the ASNAP building. The server configuration includes two HP ProLiant DL 380 G5 High Performance, 2 Quad Core Intel Xeon E5365 (3.0 GHZ, 1333MHZFSB, 2X4 MB 1.2) servers. One of the HP ProLiant DL 380 servers is the primary network server while the other server acts as the backup network server. The system supports automation of all ASNAP activities including paperless interview, case analysis and issuance window activities (ID card scanning, coupon creation and transition recording).

The core element of the system architecture is the two servers. The HP ProLiant DL 380 server is configured with 4-HP 146 GB Hot Plug 2.5 SAS 10,000 RPM RAID 5. Both servers are provided with HP 1000-W Redundant Hot-Plug Power Supply (UPS) for protection against power surges and outages. The network is made up of 12 and 24 port Dual Speed (10/100 Mbps) switches for the LAN. The servers and workstations are connected to the network switches with Category 5 high-speed plenum Ethernet cable.

The 15 workstations are made up of thirteen (13) high-end workstations and two (2) low-end workstations. The high-end workstations are HP T1545 PCs with 19” monitors and the low-end workstations are Celeron 400 MHz PCs with 19” monitors. Two systems are configured with 100 Mbps Ethernet cards, 64 MB memory, and Windows NT Workstation with Microsoft Office 2000. The 12 HP T1545 Thin Client are connected to Windows 2000 Server with Microsoft 2003 using the Terminal Server.

The ASNAP issuance windows are outfitted with two (2) hands-free bar code scanners (for scanning ID cards), two (2) HP 9050N printers (for coupon creation), and two (2) slitter/stapler systems (for manually creating the coupon books). An automatic ID card system with digital camera and ID software is also provided for creating client ID cards.

Current Processing Environment

The ASNAP TALOFA system provides full functional support of the business procedures for the following applications:

1. Security – necessary security safeguards and processes
2. Application process – initial step when a new client comes in to apply for benefits
3. Automatic calculation of eligibility
4. Reports and queries
5. Bar code reader
6. Issuance – the process of issuing food coupons to eligible recipients
7. Recertification – the process of recertifying clients whose eligibility has expired
8. Appeals – the process associated with a client’s appeal when benefits are denied
9. Claims and Collections – the process of entering claims against clients and documenting the collection of such claims
10. Retailer Certification – the process of certifying retailers to receive food coupons
11. Redemption and Reconciliation – the process of validating redeemed coupons and reconciling financial information
12. Financial – budget, appropriations, and expenditure reports associated with the Program.

A TALOFA System Administrator Plan manual that provides detailed functional support information on the above is available. Additionally, a copy of the flowchart for “Positive Business Flow for TALOFA” is attached.

Workload Data

The ASNAP serves the low-income elderly, disabled and blind population of approximately 3,900 individuals in the Territory each month. Eligible individuals are certified from 1 to 6 months and benefits are issued monthly. Business is conducted online from application to issuance of benefits. While most retail and redemption functions are conducted online there is a need to re-visit and reassess the current technical support capabilities. Workload is highest during the first week of each month with the lowest at the end.

As a result of terminations due to deaths, relocation or other changes, the number of participants remains constant at approximately 3,900.

New System Environment

- The new system should be able to provide effective and efficient client services and data quality levels. Example: We would expect to see a reduction in the time between caseworker and applicants by having an efficient way of entering clients into the system.
- The new system should be able to provide timely and accurate fiscal and management reports. Example: The ability to run canned reports from the system and also to be able to run ad hoc reports if system does not provide required reports (reports that MIS can write through the use of SQL or recommended language by vendor) possibly through ODBS connection or recommended DB Editor. Training provided to staff on these report solutions required.
- The new system should be able to provide a system of checks to reduce opportunities for fraud and abuse. Example: Provide a report that can be run by management to identify fraud or abuse. This report should have the capability to be run daily, weekly, and monthly.
- The new system should have a rules engine which will allow for easy changes in program rules, if needed.
- The new system should be able to reconcile the issued food stamp coupons and redeemed coupons from the bank.

Statement of Work (SOW)

The Contractor shall provide the following services:

1. Conduct a needs assessment based on both the current and planned changes to the business processes for ASNAP and map all these processes. At least one site visit will be required to the territory during this phase of the project.
2. Conduct an alternatives analysis of the various options for replacing the system considering the transfer of an existing system, a Custom COTS solution, or a ground up build and including a cost analysis.
3. Provide in writing a synopsis of the needs assessment and the alternatives analysis with sufficient detail to support the recommendation.
4. Prepare a detailed functional requirements document for the new system.
5. Assist with the preparation of the development Request for Proposals (RFP) including scope of work and the system performance requirements.
6. Assist with the preparation of the Implementation Advance Planning Document (IPAD). Information on the requirements of this document can be found at <http://www.fns.usda.gov/apd/>.
7. Assist with the evaluation of the proposals to replace the system.

Changes to the Statement of Work

The Contractor or ASG may propose changes to the SOW but decisions to make changes are at the sole discretion of ASG. There is a possibility that the SOW will be expanded at a later date to include a needs assessment for the Commonwealth of the Northern Mariana Islands' Nutrition Assistance Program (CNMI-NAP). This analysis may lead to a decision to integrate CNMI-NAP's requirements into the eligibility system being developed for ASNAP. The SOW and any additional Contractor charges for such work will be negotiated when a decision has been made to proceed in that direction.

Management Plan

ASNAP will be the contract manager and provide project oversight. Prior to the project start, the consultant must fully assess the current infrastructure and operating systems of the agency, provide a detailed plan of action or scope of work regarding the requested services listed herein, along with a corresponding project schedule.

Proposed Time Schedule

The consultant shall provide all of the contract deliverables within 6 months of the execution of the contract.

Type of Contract

Services provided by the successful offeror will be under a negotiated firm fixed price contract agreement. The successful offeror, as an independent contractor and not as an agent or employee of the American Samoa Government (ASG), shall furnish the necessary personnel, materials, insurance, licenses, equipment, surveying, ground and air transportation, required materials or services, and otherwise do all things necessary to perform the work and services specified in the Scope of Work, and to the satisfaction of the ASG, on a firm fixed price basis.

DATE/TIME/PLACE of Proposal Submission and Proposal Opening

Each offeror must submit their proposal in a sealed envelope addressed to the Chief Procurement Officer. An original and five (5) copies of the offeror's proposal must be received at the Office of Procurement no later than 2:00 p.m. (local time) on Monday, November 28, 2011. Proposals received late are not acceptable. Late submittals will not be opened or considered and will be determined as non-responsive. All offerors shall provide sufficient written and verifiable information that responds to the specifications of the RFP, and in accordance with the Scope of Work.

Proposals may also be e-mailed to liz.asgprocurement@gmail.com or sapi.asgprocurement@gmail.com, as an attachment in Word or pdf format with a confirming e-mail required to confirm receipt. The signed original and five copies shall follow, to be postmarked on or before November 28, 2011.

Any submission received after the aforementioned date and time will not be accepted under any circumstances. Late submittals will not be opened or considered and will be determined as non-responsive.

All questions pertaining to this RFP shall be submitted via phone, facsimile, or e-mail to the Office of Procurement – Contracts Division, American Samoa Government, Tafuna, American Samoa, attn: Liz Puni or Sapi M. Ena at phone (684) 699-1170, Fax: (684) 699-2387, or e-mail: liz.asgprocurement@gmail.com or sapi.asgprocurement@gmail.com.

Information submitted in response to the RFP will be held in the strictest confidence. No information shall be publicly disclosed until after award of the appropriate procurement documentation.

Conditions

This RFP does not commit the ASG to award a contract or to pay any cost incurred in the preparation of a proposal. The Chief Procurement Officer is the only individual who can act on behalf of the American Samoa Government for the procurement of these services or the expenditure of public funds.

The American Samoa Government reserves the right to:

1. Reject any and/or all proposals and reissue an amended RFP.
2. Request additional information from any offeror submitting a proposal.
3. Select a firm for award based on other than “least cost” (e.g. capability to complete work in a timely fashion or proven technical capabilities).
4. Negotiate a contract with the firm selected for award.
5. Waive any non-material violations of rules set up in this RFP.

Basis For Selection – Evaluation

Selection for contract award shall be that proposal that is most advantageous to the American Samoa Government considering evaluation criteria and that the offeror has met all the technical requirements set forth and contained in the Request For Proposals.

All proposals received in accordance with the deadline and other guidelines identified in this RFP, will be evaluated by a Source Evaluation Board (SEB) selected by the Chief Procurement Officer.

Proposals shall be used only by the SEB and the CPO in their evaluations. No information contained in the submitted proposals shall be disclosed to the public until after contract award. Proposals shall be protected so as to avoid disclosure of contents to competing offerors.

The results of the evaluation shall be documented and a determination shall be made by the SEB of those responsible offerors whose proposals are susceptible of being selected for award. The determination shall be included in the contract file.

Discussions shall be conducted by the SEB with those responsible offerors whose proposals are determined to have a reasonable chance of being selected for award. These discussions shall be conducted for the purpose of obtaining clarification from the offeror on its proposal to ensure full understanding of and responsiveness to the RFP requirements.

Discussions shall be conducted individually with each offeror and care shall be exercised to ensure that no information derived from competing offerors’ proposals is disclosed. All offerors with whom discussions are conducted shall be accorded the same opportunity to revise their proposals and submit a Best And Final Offer (BAFO) based on the discussions.

The results of the evaluation will be documented and a written documentation by the SEB will be sent to the CPO. The CPO, upon receiving the SEB’s written recommendations, shall make the final determination of which proposal is the most advantageous to ASG.

The ASG reserves the right to make the award to the offeror who submits the proposal, which meets the requirements set forth herein, and best meets the needs of the Territory, after taking into consideration the aforementioned factors. The ASG also reserves the right to select portions of a proposal, or to reject any and all proposals.

Preparation Instructions

The proposal must contain the following three (3) parts. Please prepare your proposal in detail accordingly. The response to this RFP shall include, but need not be limited to, the information described below. All information submitted shall pertain to the legal entity, subsidiary, or affiliate which will execute the contract.

1. *TECHNICAL* – Offeror must describe the approach used in addressing the Scope of Work. This is to include a delineation of specific tasks to be undertaken, in addition to related objectives and goals.
2. *PRIOR RELATED EXPERIENCE*– A description of the Firm’s related experience, background, past performance and credentials. This should include, but not be limited to the following:
 - a. Indicate the type of organization (a corporation, a joint venture, a partnership, or an individual) submitting a proposal;
 - b. Qualifications & statement of experience for principals and/or personnel of your organization;
 - c. Provide a complete list of recent, similar projects your organization has completed and any current ongoing work, outlining the following:
 - i. Project Description;
 - ii. Contract Amount;
 - iii. Contract Dates;
 - iv. Name & Phone Number of Owner.
 - d. Offeror should also be able to provide letters of references;
 - e. Copies of any other licenses, permits and certifications required to perform the work.
3. *CONTRACT PRICE* – Offeror’s price for services, including a breakdown of project costs (e.g. estimated costs for materials, cost for labor, etc.).

Evaluation Criteria

Offeror’s proposals will be evaluated and ranked by the Source Evaluation Board by the following point system:

Technical	0-40 points
Prior Related Experience	0-30 points
Contract Price	0-30 points
TOTAL	100 points (best possible score)

APPROVED FOR ISSUE:


Ivy V. Taufa'asau
Chief Procurement Officer

ATTACHMENT – REQUIRED CONTRACT CLAUSES
RFP-144-2011 “Planning Consultant Services for the ASNAP’s Eligibility System”

All bidders & offerors are advised that the following contract provisions and clauses shall be included in the resulting contract for the above solicitation as prescribed:

Clause	Required By A.S.A.C.*	Found In	Applies To
Termination For Convenience	10.0250(d)(1) 10.0260(a)	Appendix A	All contracts in excess of \$10,000
Termination For Default	10.0250(d)(2)	Appendix B1	All construction contracts exceeding \$10,000
Termination For Default	10.0260(b)	Appendix B2	All goods & services contracts in excess of \$10,000
Equal Opportunity	10.0250(d)(3) 10.0260(c)	Appendix C	All contracts in excess of \$10,000
Anti-Kickback Statute	10.0250(d)(4)	Appendix D	All construction contracts
Davis Bacon Act	10.0250(d)(5)	Appendix E	Construction contracts that exceed \$2,000 & when required by federal grant program legislation
Contract Work Hours and Safety Standards Act	10.0250(d)(6) 10.0260(d)	Appendix F	Construction contracts in excess of \$2,000 or contracts in excess of \$2,500 which involve employment of mechanics or laborers
Clean Air and Water	10.0250(d)(7) 10.0260(f)	Appendix G	All contracts over \$100,000 (unless requirement has been waived by EPA)
Examination of Records	10.0260(e)	Appendix I	Negotiated contracts
Patents	10.0260(g)	Appendix J	Contracts involving research, development, experimental or demonstration work
Prohibition Against Gratuities and Kickbacks	10.0250(d)(8) 10.0260(h)	10.0292(f)	All contracts
Prohibition Against Contingent Fees	10.0250(d)(9) 10.0260(i)	10.0292(g)	All contracts
Prohibition Against Collusion	10.0250(d)(10) 10.0260(j)	10.0292(i)	All contracts

*A.S.A.C. = American Samoa Administrative Code, Title 10 (Public Works and Contracts), Chapter 2 (Procurement)

APPENDIX A – FNS REQUIRED FEDERAL PROVISIONS

The successful contractor must comply with the following provisions:

1. ***Executive Order 11246, entitled “Equal Employment Opportunity,”*** as amended by Executive Order 11375, and as supplemented by the Department of Labor Regulations (41 CFR Part 60): The Executive Order prohibits federal contractors and federally-assisted construction contractors and subcontractors who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. The Executive Order also requires Government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.
2. ***The Clean Air Act, Section 306:***
 - a. No Federal agency may enter into any contract with any person who is convicted of any offense under section 113(c) for the procurement of goods, materials, and services to perform such contract at any facility at which the violation which gave rise to such conviction occurred if such facility is owned, leased, or supervised by such person. The prohibition in the preceding sentence shall continue until the Administrator certifies that the condition giving rise to such a conviction has been corrected. For convictions arising under section 113(c)(2), the condition giving rise to the conviction also shall be considered to include any substantive violation of this Act associated with the violation of 113(c)(2). The administrator may extend this prohibition to other facilities owned or operated by the convicted person.
 - b. The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purposes of subsection (a).
 - c. In order to implement the purposes and policy of this Act to protect and enhance the quality of the Nation’s air, the President shall, not more than 180 days after enactment of the Clean Air Amendments of 1970 cause to be issued an order (1) requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and (2) setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.
 - d. The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interest of the United States and he shall notify the Congress of such exemption.
 - e. The President shall annually report to the Congress on measures taken toward implementing the purpose and intent of this section, including but not limited to the progress and problems associated with implementation of this section. [42 U.S.C. 7606]
3. ***The Clean Water Act:***
 - a. No Federal agency may enter into any contract with any person who has been convicted of any offense under Section 309(c) of this Act for the procurement of goods, materials, and services if such contract is to be performed at any facility at which the violation which gave rise to such conviction occurred, and if such facility is owned, leased, or supervised by such person. The

prohibition in preceding sentences shall continue until the Administrator certifies that the condition giving rise to such conviction has been corrected.

- b. The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purposes of subsection (a) of this section.
- c. In order implement the purposes and policy of this Act to protect and enhance the quality of the Nation's water, the President shall, not more than 180 days after the enactment of this Act, cause to be issued an order.
 - (1) Requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and
 - (2) Setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.
- d. The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interest of the United States and he shall notify the congress of such exemption.
- e. The President shall annually report to the Congress on measures taken in compliance with the purpose and intent of this section, including, but not limited to, the progress and problems associated with such compliance.
- f. (1) No certification by a contractor, and no contract clause, may be required in the case of a contract for the acquisition of commercial items in order to implement a prohibition or requirement of this section or a prohibition or requirement issued in the implementation of this section.

(2)In paragraph (1), the term "commercial item: has the meaning given such term in section 4(12) of the Office of Federal Procurement Policy Act (41 U.S.C. 4039(12)).

- 4. ***The Anti-Lobbying Act:*** This Act prohibits the recipients of federal contracts, grants, and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific contract, grant, or loan. As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies that:
 - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
 - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in

connection with this federal grantor or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;

- c. The undersigned shall require that the language of this certification be include in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.
5. ***Americans with Disabilities Act:*** This Act (28 CFR Part 35, Title II, Subtitle A) prohibits discrimination on the basis of disability in all services, programs, and activities provided to the public by State and local governments, except public transportation services.
 6. ***Drug Free Workplace Statement:*** The Federal government implemented the Drug Free Workplace Act of 1988 in an attempt to address the problems of drug abuse on the job. It is a fact that employees who use drugs have less productivity, a lower quality of work, and a higher absenteeism, and are more likely to misappropriate funds or services. From this perspective, the drug abuser may endanger other employees, the public at large, or themselves. Damage to property, whether owned by this entity or not, could result from drug abuse on the job. All these actions might undermine public confidence in the services this entity provides. Therefore, in order to remain a responsible source for government contracts, the following guidelines have been adopted:
 - a. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place.
 - b. Violators may be terminated or requested to seek counseling from an approved rehabilitation service.
 - c. Employees must notify their employer of any conviction of a criminal drug statue no later than five days after such conviction.
 - d. Although alcohol is not a controlled substance, it is nonetheless a drug. It is the policy of the Arkansas Department of Health WIC Program that abuse of this drug will also not be tolerated in the workplace.
 - e. Contractors of federal agencies are required to certify that they will provide drug-free workplaces for their employees.
 7. ***Debarment, suspension, and other responsibility matters:*** As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85.105 and 85.110.
 - a. The applicant certifies that it and its principals:
 - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust

statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(4) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause of default.

b. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

8. The federal government reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal government purposes, the copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant or any rights of copyright to which a contractor purchases ownership.