

# *Transition Manager's Meeting*

**AIA Boardroom**

**January 18, 2006**



# Meeting Topics & Agenda

- Introductions and Administrative Remarks
- Updates
- Planned Major Milestones
- Meeting Schedule
- Adjournment



# Introductions

- Transition Working Group (TWG)
  - Chairman Stan Wood, Nuclear Regulatory Commission
- GSA Network Transition Team
  - Maria Filios (Transition Team Lead)
  - Frederick Adams
  - Troy Wolfington \*
  - Jason Ji
  - David Hodge
  - Adam Lesser



# Updates

- TM Appointment Update
- Networx Schedule
- Fair Opportunity
- Security Considerations
- Baseline Inventory
- Credit Reimbursement
- TSMP
- Contracting Officer Workshop
- Checklists
- Other Activities



# TM Appointment Update

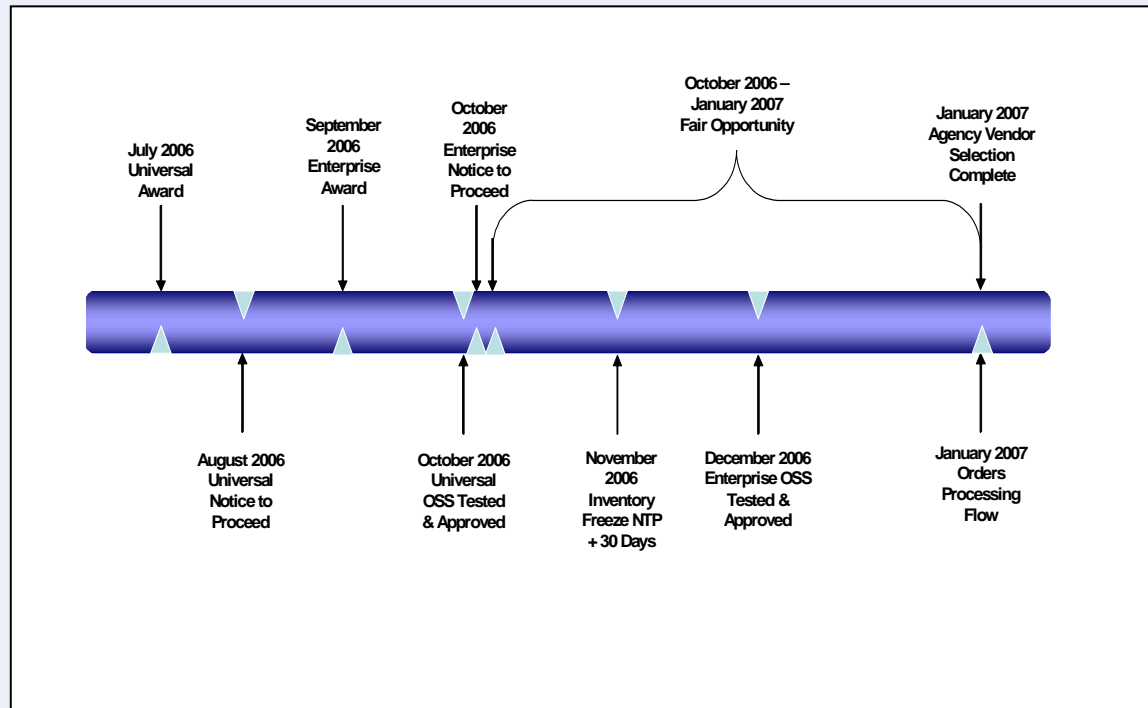
- GSA submitted second request for TM designation
- As of January 13<sup>th</sup>:
  - 87 Primary TMs appointed
  - Associated AB codes:

Total AB Codes	667
AB Codes Claimed	545
<b>AB Codes Not Claimed</b>	<b>122</b>

- 7 Remaining AB Codes Over .1/2%
  - UN\*, OPM\*, Fed Ret Thrift Investment Board, RR Ret Bd, Fed Credit Banks\*, Fed Land Banks\*, Corporation for National and Community Service

# Networkx Schedule

- The current Networkx transition timeline provides a 120 day period to support the 'fair opportunity' process for vendor selection
- This window begins October 2006
- As such, agencies are encourage to begin preparation for this effort as soon as possible





# Fair Opportunity - Roles and Responsibilities

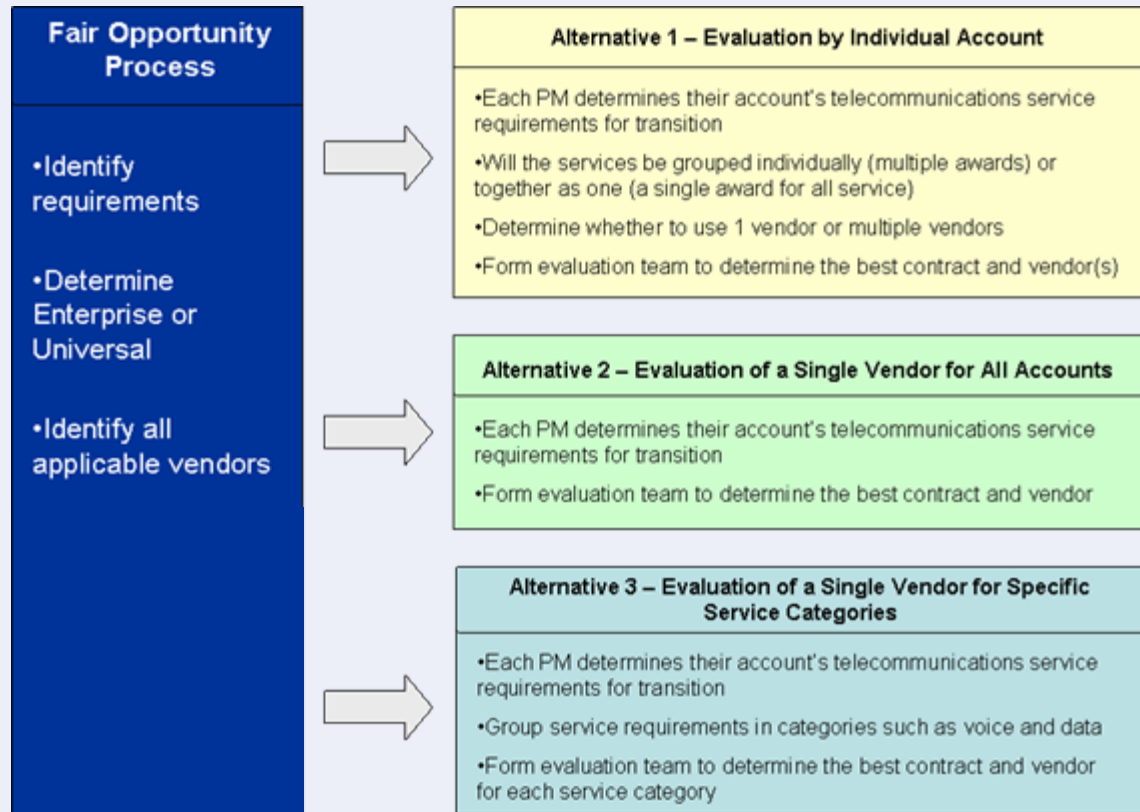
Compliance with Fair Opportunity requires stakeholders to be responsible for activities related to Agency Contractor Selection

GSA	Agency Contracting Officer	Agency	Contractor
<ul style="list-style-type: none"> <li>• Provide general FAR guidance</li> <li>• Communicate policy/regulatory requirements to Agencies</li> <li>• Clarify exceptions to FAR process</li> </ul>	<ul style="list-style-type: none"> <li>• Develop procedures to allow for Fair Opportunity</li> <li>• Leads negotiations with contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Establish fair opportunity compliance plan</li> <li>• Develop requirements</li> <li>• Designate Agency Contractor Selection team</li> <li>• Establish selection criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Provide proposals in compliance with Network RFP standards</li> <li>• Provide all information necessary for Agency's Fair Consideration</li> </ul>

# Sample Approaches

The Fair Opportunity process may be conducted using 3 sample alternative approaches:

- by individual account
- single contractor for all accounts
- single vendor for specific service categories







# Proposed Contractor Selection Process

- Identify the organizational level(s) that will make selection decision(s)
- Determine how to group the services to be transitioned
  - Service type
  - Network
  - Sub-Agency, Region, or Mission
- Identify operational requirements to be considered in addition to cost
- Once priorities have been established, Agency should agree on the order
  - Evaluations may run in parallel or serially
  - Should be clearly defined and communicated to involved resources
- Use pricing tools to forecast cost of services
- Agencies select the set of contracts to use for meeting their requirement(s), either Universal or Enterprise
- Evaluate available contractor offerings
- Conduct negotiations if desired
- Select and document Fair Opportunity Decision, place orders
- Agency regulations may place additional requirements on conducting the Fair Opportunity Process or for the use of an exception to the Fair Opportunity process



# Fair Opportunity - Next Steps

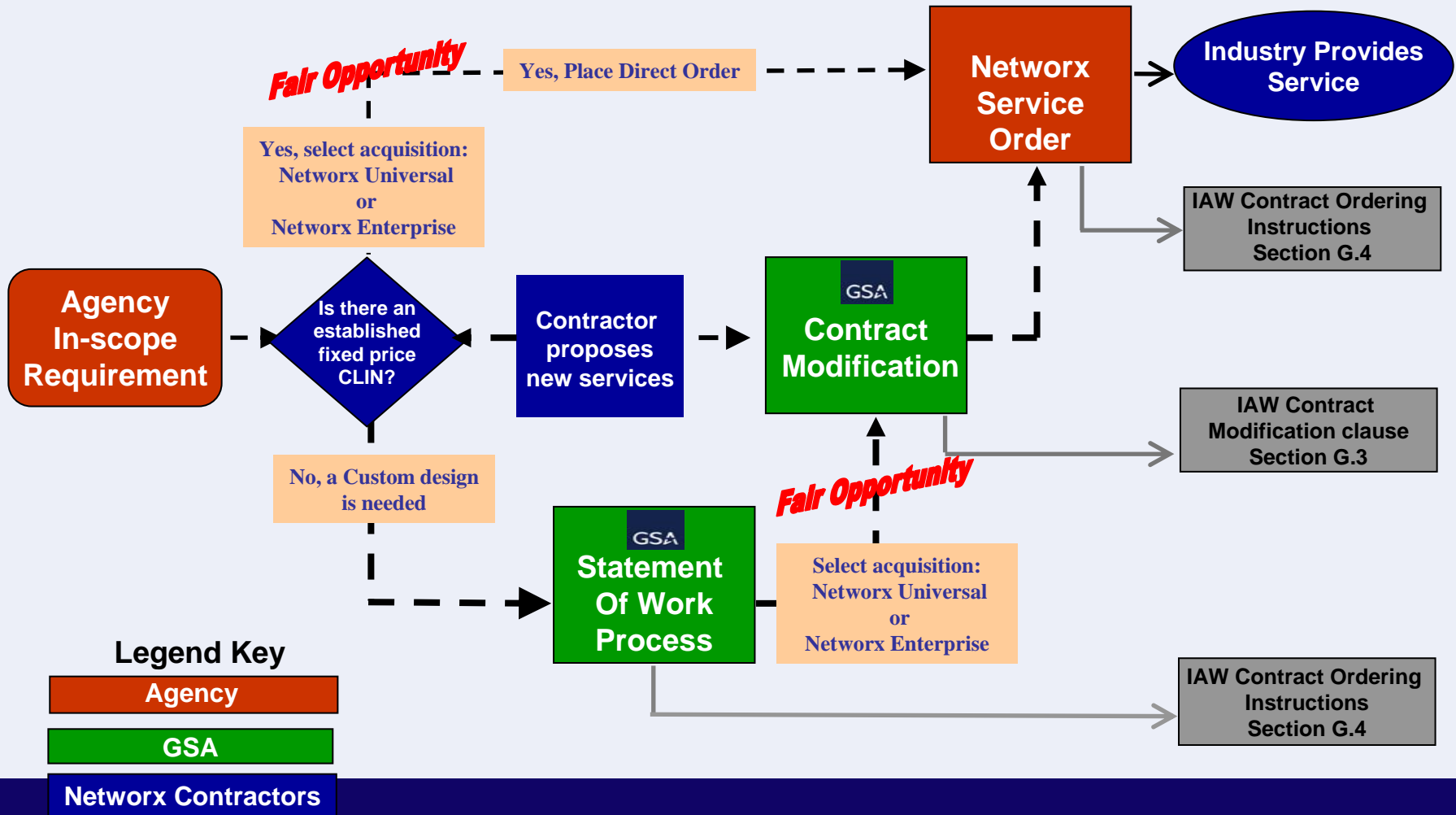
- Agencies should identify appropriate personnel to handle the Contractor Selection activities as soon as possible
- Prior to award, Agencies and their stakeholders should begin framing their requirements
  - Review RFPs to understand offerings
  - Identify how Fair opportunity decisions will be made
  - Document the Agency Fair Opportunity Process and develop a template for documenting the Fair Opportunity Decisions
- Agencies should begin development of a timeline of events pertaining to Agency Contractor Selection
  - Make selections for transitioning services at NTP +120 days

# Exceptions to Fair Opportunity

Exception Provided for by 41 USC §253j	Examples that Qualify as Exceptions
Unusual urgency that would lead to unacceptable delays	<ul style="list-style-type: none"> <li>• Natural disaster or other emergency</li> <li>• Military/mobilization</li> <li>• Immediate short-term need arising on short notice</li> </ul>
Only one capable contractor	<ul style="list-style-type: none"> <li>• Only one contractor offers service</li> <li>• Only one contractor offers service to locations needed</li> <li>• Only one contractor can demonstrate it is capable of providing service as required by user or to required locations</li> </ul>
Economy, efficiency, and logical follow-on to an order already issued under Fair Opportunity	<ul style="list-style-type: none"> <li>• Orders associated with any moves, additions, changes, or similar needs</li> <li>• Incremental orders for same or new service to locations where service already exists or has been ordered</li> <li>• Orders placed to minimize inefficiencies or additional costs that would result from introducing multiple maintenance, operations, training, network management, or other support systems</li> <li>• Orders placed to augment or maintain engineering and operational integrity of established telecommunications capability</li> </ul>



# Networkx- Agency Order Placement Decision Tree



# Security Considerations

The Network RFPs require contractors to provide secure services that comply with OMB Circular A-130 and NIST 800 guidelines

## SECURITY REQUIREMENTS IN NETWORK RFP'S



- Contractors will have provided a Security Plan, Risk Assessment Report and Disaster Recovery Plan by contract award
- Security documentation will be updated within 30 days of Notice to Proceed
- Upon GSA PMO approval, contractors will implement the Security Plan policies and procedures
- Contractors will provide evidence of security control implementations and incorporate new standards as identified
- Contractors will monitor security threats and update systems
- New technologies introduced by the contractor may require a new Security Plan
- Contractors will provide annually updated documents to support changes in the security environment

# Baseline Inventory

Background: Efforts to assemble baseline inventory from available sources led us to conclude that inventory data must be provided by Incumbents, compiled and validated

- Some agencies are unable/unwilling to provide complete inventory data
- CDDs have no associated inventory data
- Incumbent is the authoritative source for inventory information
- Discrepancies between vendor data, billing data and others needed to be resolved



# Baseline Inventory

## Approach:

- Identify requirements for FTS2001 inventory data and other incumbent transition support in contract information request to incumbents
- Develop process for compiling and validating data with agencies
- Define requirements for an automated support tool and develop (USDA)
- Receive data, load into tool, compile and validate
- USDA tool demonstration at TWG tomorrow

# Credit Reimbursement Process

- Taxonomy allows Agencies to qualify for Network Credits if milestones met :
  - Baseline Validated
  - Contractor Selection
  - Order Placement
  - Disconnect Placement
- Transition Team working with billing to define a process for issuing credits - Goal is to keep process as simple as possible
- Draft Concept
  - Agency's potential credit estimated on validated baseline & Network rates
  - Track disconnects then issue credits
  - Credits issued against Network bill and accumulated total tracked



# Transition Strategy and Mgmt Plan

- FTS's Program-level approach to transition management
- Outline Drafted, PMO approved
  - Introduction
  - Transition Overview
  - Pre-Award
  - Post-Award
  - Appendices
- Introduction and Overview PMO approved
- Majority (80%) of Pre-award module/Appendices drafted, in review
- Regional Services appendix outlined
- Post award requires definition of several processes
- Next Steps: - Complete review and PMO approve Pre-award
  - Additional focus on development of regional services plan
  - Finalize Pre-award module Feb 06

# Contracting Officer “Workshop”

- The Contracting Officer (CO) Workshop is intended to provide an overview, general information and discussion concerning the Networkx acquisitions
  - RFP Content
  - Fair Opportunity Considerations
  - Contract Use and Order Placement
- The workshop is intended to help align agency resources relative to Networkx transition
- Date/time is pending final approval and coordination by GSA



# Service Checklists

- Checklist is available on the 'Transition Manager's' website
- Agency's interested in providing feedback are encouraged to review
- Final checklists will be included as an appendix to the TSMP document

## Network Transition Strategy and Management Plan

Draft

Step	Action	Status
2.1.5	Include info on FTS2001 ser	
2.2	Submit Transition Order	
2.3	Receive Order Receipt Ackn	
2.4	Receive Service Order Confi	
2.5	If necessary, issue amended	
4	Coordination (in parallel w/	
4.1	Agency POC Reviews Facilit	
	If Agency requires the use of	
4.1.1	FTS2001 contractor is requ	
4.1.2	If not, a new install is requi	
4.2	Coordinate Agency schedule	
	contractors.	
4.3	If advised by the Network con	
	will be required, verify that N	
	Incumbent.	
4.4	Review SO Notices and transi	
	Agency needs; if necessary t	
4.5	Coordinate with Agency user	
	will be ready for cutover.	
4.6	Coordinate any special site a	
	as part of the order.	
8	Provisioning	
3.1	Receive Service Order Confi	
3.2	Receive Firm Order Commit	
3.3	Ensure FOC date complies w	
3.4	Negotiate alternative FOC da	
3.5	Ensure Agency sites are pre	
3.5.1	Review Site Readiness Ver	
3.5.1.1	Verify order type	
3.5.1.2	Verify compatibility	
3.5.1.3	Coordinate pre-testing su	
	Coordinate requirements to	
3.5.2	sites	
6	Traffic Cutover/Installation	
5.1	Go/No Go memo to finalize c	
5.2	Proceed with cutover	
5.2.a	Monitor project management	
	escalate any problems to GS	
5.3	Verify connectivity of ATM se	
5.4	Integration testing	
5.4.1	Ensure testing results com	
5.4.1.1	Av (PVC) > or = 99.925%	
	GoS (Max Cell Transfer)	
5.4.1.2	55 ms; VBRrnt < or = 60	

## Network Transition Strategy and Management Plan

Draft

ATM Transition Checklist		
Step	Action	Status
1	Gather Service Information	
1.1	Extract ATM Information From Agency Baseline Inventory	
1.1.1	Site Information	
1.1.1.x	Identify Local Government Contact (LGC)	
1.1.2	Applicable Technical Drawings	
1.1.3	Existing Equipment provided as part of service or other CPE	
1.1.4	Existing FTS2001 Service Information	
1.1.4.1	Circuit Name/Number	
1.1.4.2	Circuit Type	
1.1.4.3	Circuit Status (Ops, Standby/Backup, Out)	
1.1.4.4	Circuit Capacity	
1.1.4.5	Port Speed	
1.1.4.6	Number of PVCs/SVCs	
1.1.4.7	PVC Originating Location (Country, State, City, Zipcode)	
1.1.4.8	PVC Terminating Location (Country, State, City, Zipcode)	
1.1.4.9	Traffic flow	
1.1.4.10	Framing Protocol	
1.1.4.11	PVC/SVC Protocol	
1.1.4.12	PVC/SVC Speed	
1.1.4.13	Incumbent FTS2001 Vendor	
1.1.4.14	LD Circuit ID	
1.1.4.15	Local Access Carrier Circuit ID	
1.2	Additional Design/Order Questions:	
1.2.1	Determine whether ATMs provided over PVCs and/or SVCs	
1.2.2	Identify required GoS: CBR, VBRrnt, VBR, ABR, or UBR	
	Determine if access to be increased or decreased ("optimized")	
1.2.3	Determine if carrier to provide local access	
1.2.3.1	If needed, coordinate local access with LEC	
1.2.4	Determine if SNMP access needed to ATM edge devices	
	Symmetrical or asymmetrical PVCs; if asymmetrical determine bandwidth	
1.2.5	each direction	
1.2.6	Is Circuit Emulation Service (CES) or Dynamic Bandwidth CES (DBCES)	
1.2.7	Are disaster recovery PVCs required	
	Requirement for diversity (i.e., ATM switch diversity versus ATM POP	
1.2.8	diversity	
1.2.9	Are internetworking services required	
1.2.10	Is Inverse Multiplexing for ATM (IMA) required	
1.2.11	Is IP-enabled ATM required	
1.2.12	Are Point-to-Multipoint PVCs required	
1.2.13	What User-to-Network Interface (UNI) is required at the SDP	
	Is equipment to be provided by contractor; if so, who will program	
1.2.14	equipment	
1.2.15	What remote access requirements are needed	
2	Place Order	
2.0.5	Create Network order information to replace current FTS2001 service	
2.1	Enter ATM Order information into Order Form	

H-ATM

# Other Activities

- GAO audit
- Transition Tracking: Primary objective of transition is to “Zero Out” FTS2001
  - Disconnects:
    - Only Incumbents & Agencies can report disconnects
    - Reporting by Incumbents necessary for consistency
    - Incumbent reports to be shared with agencies
    - FTS2001 Contract MOD includes disconnect reporting
  - Implementation Tracking
    - Networx vendor transition reporting specified in RFP
    - Developing methodology and evaluating possible automated tool
- Transition Workshop

# Planned Major Milestones

- Networkx Schedule Update – Transition Schedule update 2/06
- Issue FTS2001 requests for Transition Information Support 1/06
- Finalize Inventory Validation Process and Tool Requirements 2/06
- Incumbent Input to Transition Processes 5/06
- Receipt, Compiling, and Loading of FTS2001 Inventory Data 5/06
- Inventory Validation 7/06
- Transition Forum/Workshop TBD

# TM Meeting Schedule for 2006

- The current meeting schedule for 2006 is noted below:

- March 22<sup>nd</sup>
- May 17<sup>th</sup>
- July 19<sup>th</sup>
- September 20<sup>th</sup>
- October 25<sup>th</sup>
- November 15<sup>th</sup>
- December 13<sup>th</sup>

January 2006							February 2006							March 2006						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31				

April 2006							May 2006							June 2006						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1							1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29	23	24	25	26	27	28	29
30							30							30						

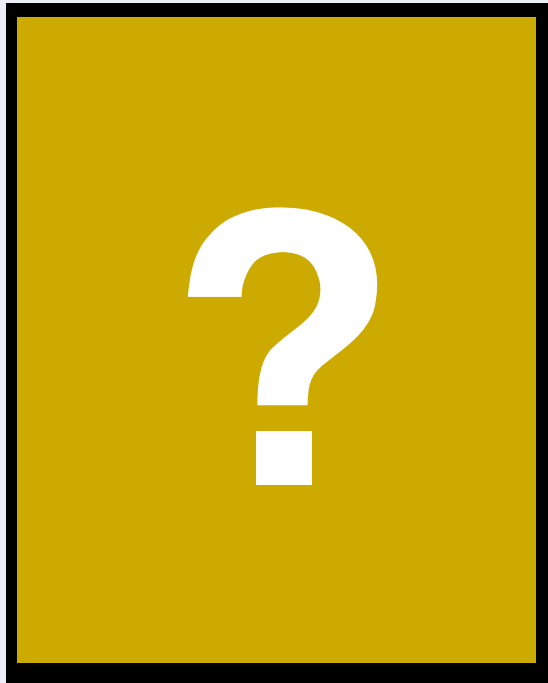
July 2006							August 2006							September 2006						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1							1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30	31						30	31					

October 2006							November 2006							December 2006						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1							1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30	31						30	31					

- Meetings will be held at the American Institute of Architects (AIA) building at 1735 New York Ave. (NW)
- Visit AIA's website for directions at [www.aia.org](http://www.aia.org) and click "Contact Us/Directions"
- Meetings are scheduled from 9:30am until noon

# *Questions?*



*Thank You for Attending!*

***Next Transition Manager Meeting***

***Wednesday, March 22, 2006***

***AIA Building, Washington, DC***