Federal Acquisition Service

Integrated Technology Service

Transition Manager's Meeting

GSA Office of Service Delivery
Transition Management

21 Feb 2007

Agenda

- Welcome and Administrative Remarks
- Transition Events
- Transition Preparedness Survey
- TWG Pre-Award Guide
- TBI Update
- TOPS Inventory
- Open Floor

Transition Events

- Inventory
- Transition Planning
  - Fair Opportunity Approach
  - Resource Allocation
- AWARDS & Notice to Proceed
- OSS Verification
- OSS C & A
- Agency Fair Opportunity Decision Announced
- Orders Placed
- Cutovers Scheduled & Executed
- Services Accepted
- Disconnects Requested

Transition Planning and Preparation Survey

- Survey will be distributed to all assigned Agency Transition Managers (TMs)
- TWG chair requests TM complete survey and return
- TWG recommends TM complete survey and post to file
- May be used as a transition preparedness checklist
- Cover letter drafted and in coordination
- Follow up surveys to be developed

Proposed Items to Assess Transition Preparation

- Has Agency identified Transition Manager
- Has Agency Identified Transition Support Team
- Has Agency Identified required transition support staffing Has Agency engaged Security Office and identified Security Requirements
- Has Agency collected & validated it's inventory
- Has Agency accomplished it's architectural assessment
- Has Agency identified the CO(s) for Fair Opportunity

Proposed Items to Assess Transition Preparation (cont)

- Has Agency Conducted Initial Transition Planning
  - Has Agency Identified any potential Orphans
  - Has Agency Identified services to be disconnected
  - Has Agency Identified services to be transitioned like for like
  - Has Agency Identified services to be transitioned to enhanced service types
  - Has Agency Identified services to be migrated from non-FTS contracts

Proposed Items to Assess Transition Preparation (cont)

- Has Agency developed overall Transition Schedule (priorities & constraints)
- Has Agency identified and developed any needed documentation
- Has Agency identified key personnel
- Has Agency identified transition resources
- Has Agency reviewed and revised, as necessary, its Agency Hierarchy Code (AHC) structure
- Has Agency developed evaluation and selection process and criteria

TWG Pre-Award Guide Update

- Revised guide available today
- Adds information regarding GAO principles
- Updated with additional information
- TWG (not GSA) suggested guidance
- Not intended to be definitive
- Agency guidelines take precedence

TWG Pre-Award Guide - contents

- Contract Definition
- Security Requirements
- FTS2001 Bridge/Crossover Inventory Collection and Validation
- Networx Inventory Preparation
- Architectural Assessment
- Services Availability
- Transition Planning and Project Management Considerations
- Risk Management
- Transition Progress Measurement
- Scheduling and Change / Configuration Management
- Documentation
- Roles and Responsibilities
- Resource Management
- Hierarchy Code Management
- Unique Billing Identifier
- Develop Evaluation and Selection Criteria for Vendor Selection

APPENDICES

A. Glossary
B. Acronyms
C. TWG Agency Members List
D. Taxonomy Document **DRAFT**
E. Cross Matrix of FTS2001 Bridge/Crossover & Networx Services
F. Service Definitions
G. Inventory Template
H. Fair Opportunity Process
I. Sample Agency Transition Timeline (*under revision*)
J. Lessons Learned Document
K. Risk Management Template
L. Change Management
M. Configuration Management
N. FISMA Document **DRAFT**
O. DAR Guidelines **DRAFT**

TBI Update

- **Accessing the Transition Baseline Inventory (TBI) Application**

- The following steps are required to permit a Transition Manager (TM) and their staff access to the TBI application:

- The TM should complete the TBI User Authorization Form, available on the TM website, for themselves and all users who need access to the TBI application.

- The completed form should be emailed to Networx.Support@gsa.gov.

- The local GSA Help Desk provides the User ID/Password to the authorized users via an email, along with instructions for access to the TBI application, and the Networx PMO Help Desk email address and phone number.

TBI Access Instructions

Please complete this form to indicate your approval for users in your agency to access the Transition Baseline Inventory (TBI) application in MORRIS.

Please include the information for
yourself as Transition Manager.

Please include ALL users that you authorize to access TBI, including current MORRIS users, under Authorized Baseline Inventory Users.

Email the completed form to
Networx.Support@gsa.gov

This form is for TBI access only. It
does not authorize MORRIS Billing
access.

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Access Permissions:

Agency Hierarchy Codes:	TBI access is limited to the Agency Hierarchy Codes (AHCs) listed on this form.
	A partial AHC means that a user gets access to all AHCs starting with those characters
	(e.g., an AHC of "47" means that a user gets access to all AHCs starting with 47).
	You must enter at least the first two characters. You may enter up to 28 characters.
	You may enter multiple AHCs for a user. Please enter each AHC on a separate line.
Edit/Validate:	Y to Edit/Validate indicates that a user can edit and/or validate the data for all of their hierarchies.
	This allows users to validate through an on-line form (record limit 50 per page).
Download/Upload:	Y to Download/Upload indicates that a user can download and upload the data for all of their hierarchies.
	This allows users to validate inventory off-line and upload a spreadsheet (current limit 200,000 records).
	"D-only" in this column indicates that a user can download data for off-line review, but can't upload a file.
View Only:	N to both indicates view only access.

Access form fields

User First Name	User Last Name	Email Address	Phone Number	Agency Name	Edit/ Validate ? Y or N	Download/Upload ? Y, N or D-only	Agency Hierarchy Codes to Access List all

TBI Access Request Example

John	*Doe*	john.doe@gsa.gov	*703-555-6000*	*GSA*	*N*	*Y*	*4700*
							4724
							47361000
Jim	*Doe*	jim.doe@gsa.gov	*703-555-7000*	*GSA*	*Y*	*Y*	*4700150014130000XXXXXX XXXXXX*
							47002014000000000000000 000000000

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Transition Baseline Inventory (TBI) Update
Adam Lesser
GSA Transition Team

February 21, 2007

TBI Enhancements

- January 10, 2007
  - Go-to page navigation
  - Batch unlock from Browse page
  - Differences Report and display differences check box
  - Four new fields: Comments1, Comments2, MCI Account #, SOCN – All but SOCN are editable
  - Help Page: Includes User Guide and services templates

TBI Enhancements (cont)

- February 6, 2007
  - Ability to query by phone number
  - Non-editable fields changed to dark grey
  - GSA UBI field displayed on the Edit/View screens
  - Four additional fields are now editable: C2 UBI, C4 AHC, C14 ASRN, C19 Circuit ID

Future TBI Enhancements

- Anticipated Delivery in March
  - Agency Owned Inventory
  - Not-Billed (NB) Status for records that are inactive month to month
    - Up to 3 months for data records
    - Up to 6 months for voice records
  - Variance Report to view changes made to records
  - Source Filter to filter data by Source type

TBI Training

- Beginning next Friday (March 2)
- Additional training classes
  – March 14
  – March 28
  – April 11

TOPS Inventory

- TWG Requested Information Concerning local services or TOPS inventory
- GSA FAS/TR-Regional Services produced CDs based upon 2 digit Agency Codes
- Includes FTS2001 inventory already added to TBI AND Non-FTS2001 inventory
- FOR INFORMATION ONLY
  - however questions about the data may be directed to the TOPS help desk at 1-877-944-8677 or tops.help@usda.gov
  - Issues and concerns should be addressed through your GAM
- TMs may request AB code extracts from networx.transtion@gsa.gov

Hierarchy tab

Agency Bureau Code	Hierarchy
3300	330000000000000000000000000
3301	330100000000000000000000000
3303	330300000000000000000000000
3324	332400000000000000000000000
3358	335800000000000000000000000

TOPS data (1 of 2)

System	Customer Number	AB Code	Sub agency Name	Worksite Address	City	State	Zip Code
37C	477	3358	WOODDROW WILSON CENTER FOR SCHOLARS	1300 PENNSYLVANIA AVE, NW	WASHINGTON	DC	20560
37C	477	3358	WOODDROW WILSON CENTER FOR SCHOLARS	1300 PENNSYLVANIA AVE, NW	WASHINGTON	DC	20560

TOPS data (2 of 2)

Network ID	Telephone Number	Circuit Number	Product Code/ CLIN	Product/CLIN Description	#
MCI Von	2022191105		SVS-01-0101	Centrex-Like Analog Line	1
MCI Von	2022191106		SVS-01-0101	Centrex-Like Analog Line	1

- *Open Discussion*

Thank You for Attending!

Next TM Meeting is

Wednesday

March 21st

AIA Bldg

Washington DC