

Integrated Financial Management Support for Headquarters Implementation Description of Work

10.96 Integrated Financial Management Support for Headquarters Implementation

10.96.1 Purpose

The purpose of this statement of work is to describe the NASA Headquarters requirement for information technology services and related implementation support on behalf of the Agency's Integrated Financial Management (IFM) Program implementation at Headquarters and the Goddard Space Flight Center.

10.96.2 Definitions

For the purposes of this statement of work the following definitions apply:

"IFM budget formulation" and "IFM budget formulation application" means the budget management tool that NASA purchased from SAP America, Inc. (SAP). The IFM budget formulation application will be integrated with the IFM core financial application and IFM travel manager.

"IFM Travel Manager" and "IFM Travel Manager system" means Gelco's *Travel Manager Plus*, an automated Commercial Off-the-Shelf Software (COTS) application that provides the capability to electronically create and route for review/approval Travel Authorization and Travel Voucher documentation. Access to the TM module will be provided via the Web.

The authority that Agencies have to establish integrated financial management systems is documented in Office of Management and Budget Circular A-127, "Financial Management Systems." Circular A-127 is incorporated in this work statement by reference.

The "Integrated Financial Management Program Office (IFMPO)" means the Agency-level NASA component that manages the planning, development, scheduling, and related program-level activities necessary to achieve an Agency-wide integrated financial management system.

The Headquarters Business and Administrative Systems Organization (BASO) is the Headquarters component responsible for implementing the IFM suite of applications within the Headquarters installation. GSFC's IFM "Implementation Project Office" means the Goddard component responsible for managing the implementation of the IFM suite of applications at Goddard.

"Headquarters financial community" means employees of the NASA Headquarters installation, including employees whose duty station is at another physical location, and

whose primary professional function or duties include managing, using, analyzing, or working with financial or business information. Employees covered by this definition include remotely located functional employees of the Headquarters Office of Inspector General and the functional employees of the NASA Management Office located at the Jet Propulsion Lab.

"Headquarters casual user community" means, in addition to the functional employees identified above, all remaining Headquarters employees whose primary duties do not include managing, using, analyzing, or working with financial or business information.

The term "legacy" system(s) means all active financial systems, subsystems, or mixed systems that support financial functions, financial management responsibilities, or financial services needs of the NASA Headquarters or GSFC financial or end user communities.

10.96.3 General Statement of the System Development and Implementation Agenda

NASA Headquarters requires professional information technology and related services to support the implementation of designated applications during the performance period.

During the performance period the vendor shall provide services and support as indicated below to enable the implementation of the following IFM applications:

- (1) The Budget Formulation system at Headquarters; and
- (2) The e-payroll system at Headquarters.
- (3) Data conversion associated with GSFC's implementation of IFM's core financial application.

GSFC's IFM Implementation Project Office manager also requires system development and related support for electronic financial tools that facilitate Goddard's adoption of IFM systems, including support for the HQ data reconciliation warehouse (HQDRW) developed to support the Headquarters implementation of the IFM core financial application.

10.96.4 General Statement of Professional Services Required

Professional services required by this work statement are defined to mean the following:

- Project management;
- Project planning and control;
- Data cleanup support;
- Data conversion support, especially conversion programming support;
- Validation and quality assurance of legacy files in support of the loading of data into SAP
- Functional/user data configuration support;
- Development of Headquarters legacy system interfaces to or from IFM applications;

- Technical architecture support related to IFMPO-mandated information technology solutions;
- Production deployment and post-deployment support (through deployment's stabilization phase);
- Logistics support within the Headquarters installation for pre-deployment functional user testing and training.

The Headquarters Software Management Guide prescribes certain processes and procedures for professional services provided under this task. The Headquarters Software Management Guide is incorporated in this task by reference. Any additional requirements that it prescribes for software or system definition, design, development, configuration, testing, deployment, and acceptance governs work performed under this task.

10.96.5 Deliverables (General)

The vendor shall provide IFM-related critical deliverables on time during the task's period of performance. Timely or 'on time' performance shall be defined as the due date required to enable Headquarters and GSFC to meet the IFMPO's implementation schedule expectations for the Headquarters and GSFC installations. Headquarters and GSFC implementation project managers (i.e., the BASO manager and the GSFC Implementation Project Office manager) will negotiate with the vendor and agree on the delivery schedule for IFM-related critical deliverables to enable the vendor adequate time to perform under this task.

10.96.5.1 Critical IFM Deliverables

1. Coordinate/collaborate to deliver HQ IT support services for all IFM modules being implemented during the performance period. This includes the following areas:
 - Security – Review/validate security documentation from the IFM Program Office and/or IPO for each module implemented and provide recommendations for HQ specific deployment.
 - User Services – ODIN coordination, Account Administration, and Help Desk processes and procedures definition. Post 'go-live' Help Desk support will be provided under Task 10.53.
 - Engineering services – technical architecture, infrastructure, network connectivity support.
 - Change Management – support for IT training requirements, general IT support for change management efforts.
- a) Acceptance criteria: Support services provided under this activity are "enabling," meaning they occur in a fashion that permits local implementation project activities to conform to IFM program deadlines for overall application implementation within the field center/installation.

2. Applications Development – perform regression testing as needed resulting from required core load changes to support GSFC’s implementation of the core financials application.
 - a) Acceptance criteria: Assume that regression testing will occur continuously during the conversion activity associated with GSFC’s conversion to the IFM core financials application.
3. Deliver comprehensive interfaces from or to (as required) all affected Headquarters legacy systems in time for Headquarters to meet its interface development and implementation responsibilities as defined by the IFMPO for the budget formulation and e-payroll applications.
 - a. Acceptance Criteria: Interfaces available and acceptance testing complete in time to support IFM implementation dates at Headquarters as defined by the IFM Program Office.
4. Support the implementation of the IFM budget formulation application at Headquarters in compliance with the IFMPO’s schedule guidance.
 - a. Acceptance Criteria: Minimum number of users (as defined by the IFMPO) in all Headquarters Codes to have access to products by the implementation date.
5. Support the implementation of the IFM e-payroll application at Headquarters in compliance with the IFMPO’s schedule guidance.
 - a. Acceptance Criteria: Minimum number of users (as defined by the IFMPO) in all Headquarters Codes to have access to products by the implementation date.
6. Support the validation of legacy files in support of loading Goddard legacy data into SAP. Provide the following software engineering, analysis and project management support services required to augment the Goddard IFMP team.
 - A. Project Management:
 1. SAIC project team management
 2. Manage and schedule “bumps” per master IFMP schedule
 3. Risk management (identify risks and present mitigation strategies)
 4. Coordinate with other contractor program managers to ensure continuity and progress
 5. Attend and participate in status meetings and tagups
 6. Attend senior program management meetings
 - B. Validation – Analysis support
 1. Run the SAAR program as scheduled

2. Develop test plans (as needed) in coordination with technical working team members
3. Coordinate tests with subject matter experts (SMEs) and/or government leads (GLs) and legacy coordination team
4. Assist SMEs/GLs in finding errors derived from test runs
5. Run the COCD tool/reports as scheduled
6. Maintain change & configuration management
7. Manage the "bump" process
8. Assist NASA in identifying new derivation rules to support the file load process.
9. Document & track exception files

C. Quality assurance support

1. Provide quality assurance on pre-validated files
 2. Provide configuration control
 3. Educate the Goddard programming team on the validation & QA process
 4. Certification - Review and documentation of load files sent to Marshall
 5. Assist SMEs/GLs in the documentation effort by providing templates of expected documentation
 6. Work with the "process team" after loads are completed to resolve discrepancies
- a. Acceptance Criteria: Goddard's legacy data converted on time to support Headquarters implementation schedule as defined by the IFMPO.
 - b. Acceptance Criteria: Data conversion results will comply with conversion strategy and plan developed by the IFM core finance system's primary implementation contractor.

10.96.5.2 Cost Reporting Requirements

The Headquarters Implementation Program Office must have the ability to distinguish the costs incurred on behalf of specific activities associated with this work statement. Currently NASA's requirements for cost reporting are as follows: (1) IFM core finance implementation support services - GSFC; and (2) IFM application implementation at HQ (all). Accordingly NASA requires the vendor to maintain multiple charginelines consistent with this financial reporting structure. Provide the 10.96 task manager with a report of periodic cost accruals associated with these charginelines as the 10.96 task manager and the vendor mutually agree.

10.96.6 Metrics

The performance standards specified in paragraphs 10.3.3 and 10.3.4 are applicable to this task order.