

Transition Manager's Meeting

AIA Boardroom

October 19, 2005



Meeting Topics & Agenda

1. Welcome, Administrative Remarks, and AB Code Exercise Update
Troy Wolfington, GSA
2. Minutes from IMC Meeting
Robin Browder, GSA
3. Updates on Topics from Chicago TM Meeting
Designated Agency Representatives (DARs)
DAR Training
Networx Schedule
Fair Opportunity Process
Recommendation TWG Working Group
Renee Courtland, OMB
Maria Filios, GSA
Maria Filios, GSA
Stan Wood, ITWG Chair
4. Security considerations
Stan Wood, ITWG Chair
5. Sample 'Like-for-Like' Checklists – Request for Input
Maria Filios, GSA
6. Adjournment
Maria Filios, GSA

Introductions

- Transition Working Group (TWG)
 - Chairman Stan Wood, Nuclear Regulator Commission
- Office of Management & Budget (OMB)
 - Renée Courtland, Office of Federal Procurement Policy
- GSA Network Transition Team
 - Maria Filios (Transition Team Lead)
 - Frederick Adams
 - Troy Wolfington

TM Meeting Schedule for 2006

- The current meeting schedule for 2006 is noted below:

- January 18th
- March 22nd
- May 17th
- July 19th
- September 20th
- October 25th
- November 15th
- December 13th

January 2006							February 2006							March 2006							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	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	1	2	3	4	5	6	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	8	9	10	11	12	13	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14		
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April 2006							May 2006							June 2006							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	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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29	30						29	30	31				29	30	31				29	30	31					29	30	31					29	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 and click "Contact Us/Directions"
- Meetings are scheduled from 9:30am until noon

Contractor Support

- GSA does not intend to address Source Selection Sensitive Information (SSSI) at the Transition Manager's meetings
- Therefore, NDAs are not required for attendance

Question: Can a contractor be the Transition Manager/Alternate for an Agency?

Yes, contractors can serve as Agency Transition Manager/Alternate and access the Transition Website provided they are approved by the Network Contracting Officers

Contractor Approval Process

If an Agency wants a contractor to access the Transition Website or serve as Transition Manager/Alternate, here is the process

<p>1</p>	<p>Contractor's Company submits a letter (on Company letterhead) to the Networx Contracting Officers. The letter must include:</p> <ul style="list-style-type: none"> A. Identification of contractors/staff signing the NDA B. Confirmation Company and staff will NOT use the Networx information for any purposes other than for which it is provided C. Confirmation Company and staff will NOT disclose the Networx information to any other entities D. Confirmation Company and staff will safe-guard all Source Selection Sensitive Information E. Confirmation Company and staff will NOT work for or have any affiliations with entities which may bid on Networx Universal or Networx Enterprise as prime or subcontractor F. Confirmation Company and staff will NOT propose or subcontract on either of the Networx RFPs G. Signature by an Officer or someone with authority to bind the Company
<p>2</p>	<p>If the letter is approved, the Contracting Officers will notify the GSA TM Administrator (Troy Wolfington) who will send an NDA form for completion</p>
<p>3</p>	<p>Upon receipt of the completed NDA form a password will be assigned to access the Transition Website</p>

Note: Pages 3 and 4 of the NDA form must be signed, dated, and legible. Given the sensitivities of the acquisitions Agencies should limit access to an absolute minimum .



Contact Information

GSA Network Contracting Officers:

- I. Universal Acquisition: Mr. Jack Braun
(703) 306-6423
jack.braun@gsa.gov

- II. Enterprise Acquisition: Mr. Robert Abood
(703) 306-6461
robert.abood@gsa.gov

AB Code Exercise Update

- GSA submitted second request for TM designation
- Below notes current status as of October 7th:
 - Status of AB Codes:

Total AB Codes	667
AB Codes Claimed	467
AB Codes Not Claimed	200

- Status of TM Identification:

Total Agency/Sub-agency designated TMs/Alternates	75
Agency/Sub-agency Responded	61
Agency/Sub-agency Not Responded	14



IMC Minutes

Robin Browder



Networx Transition Status Overview

Networx Transition Manager's Meeting

October 19, 2005



Contents

- Introduction
- Discussion of DAR Role & Training
- Networkx Schedule
- Update on Fair Opportunity
- Security Considerations
- Service Checklist Request for Feedback
- Next Steps

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Introduction

- During the last Transition Manager's Meeting in Chicago several issues were noted for GSA follow-up:
 - Guidance reference DAR role
 - Fair Opportunity guidance
 - Security impacts
- This meeting is targeted to address the progress made in the subsequent weeks to these issues



Chicago, Illinois

August 18, 2005

- Introduction
- Discussion of DAR Role & Training
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OMB Guidance relative to the DAR role

- The role of the Designated Agency Representative (DAR) is critical to the Networx transition
- The Networx RFP specifically identifies the DAR role:

G.1.1.1.2 Designated Agency Representative

The Designated Agency Representative(s) (DAR) is (are) responsible for the administration of the orders issued under this contract and for accepting Networx services and SEDs on behalf of the Agency. The DAR(s) for each Agency will be identified by the Agency's DAR Administrator and will be subject to the rules, regulations, and conditions promulgated and enforced by that Agency and the terms and conditions of the contract. The specific authority granted to each DAR will be provided to the contractor in writing by the Agency's DAR Administrator through the DAR List and User Registration, in accordance with Section C.3.5.1, Direct Ordering.

- However, the responsibilities of the DAR vary by Agency

Thus, GSA has sought guidance from OMB regarding their roles relative to Networx



Support for DAR Training

- According to the Network RFP, contractors are required to provide structured training for the DAR
 - Overview of Networkx services
 - Operational Support Systems
 - Processes and procedures
 - Transition

- In addition, GSA/CAO plans to provide training
 - Audience: contracting officers and/or DARs
 - Guidelines for establishing DAR role
 - DAR processing of Networkx orders
 - Limitations on DAR authority

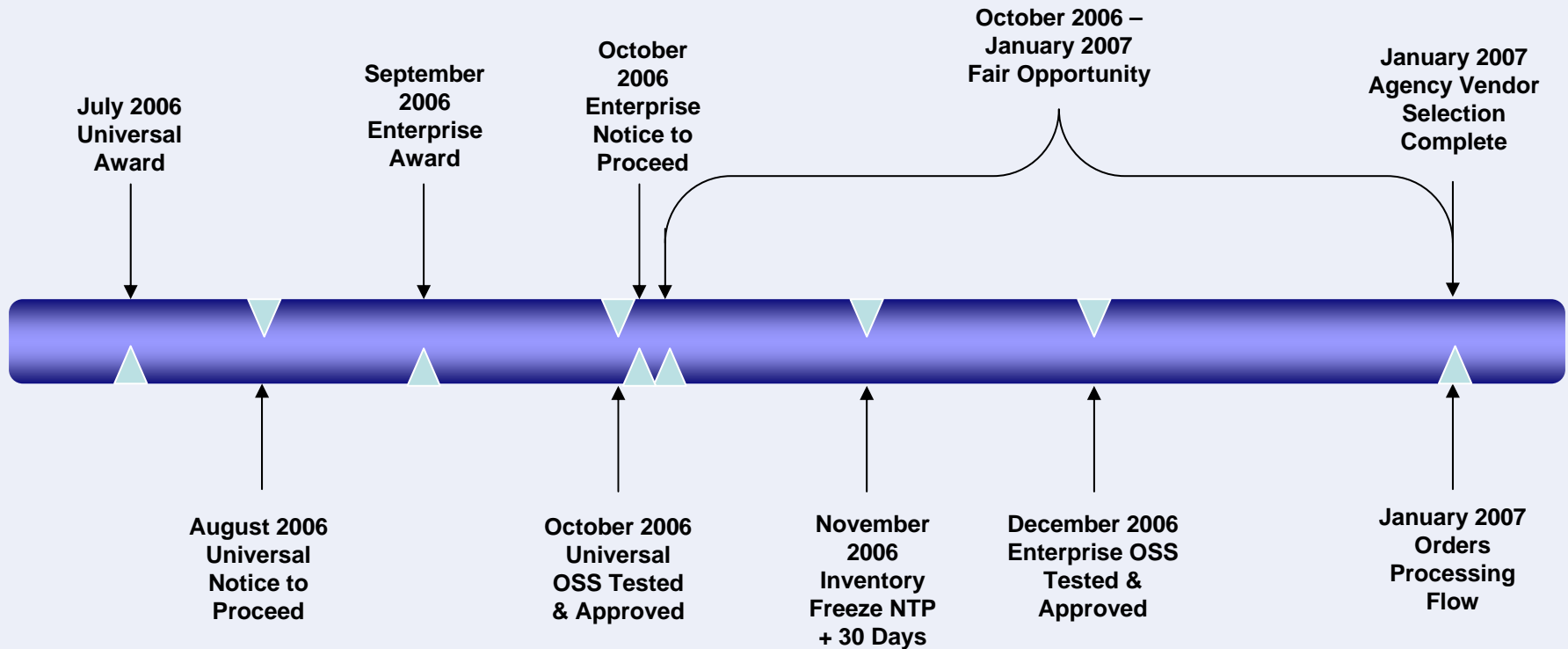
Network Universal RFP
TGC-JTB-05-0001

ID Number	Description
4	Group training for Executives shall be required, but not limited to, the following topics:
4.1	• Overview of Networkx
4.2	• Overview of Operational Support Systems
4.3	• Review of Transition Plan.
5	Group training for Designated Agency Representatives shall be required, but not limited to, the following topics:
5.1	• Overview of Network services, including, at a minimum, services and products, service features, security offerings, and Government roles and responsibilities
5.2	• Operations Support Systems, including, at a minimum, service order and tracking system, billing / dispute system, trouble and complaint handling system, and an overview of network management and monitoring systems
5.3	• Processes and procedures, including, at a minimum, placing and tracking orders, reporting and tracking troubles and complaints, escalation procedures for problem resolution, resolving billing disputes, obtaining credit adjustments, fraud prevention, including customer premises safeguards, proper service assistance methods, and coordinating with the contractor's Customer Service Office
5.4	• Transition, including, at a minimum, contractor and Government roles and responsibilities, preparation activities, ordering and tracking, terms, and contract execution that apply during transition.
6	Group training for Network Operators people shall include, but not be limited to, the following:
6.1	• Overview of Network Services, including, at a minimum, services and products, service features, security offerings, and Government roles and responsibilities

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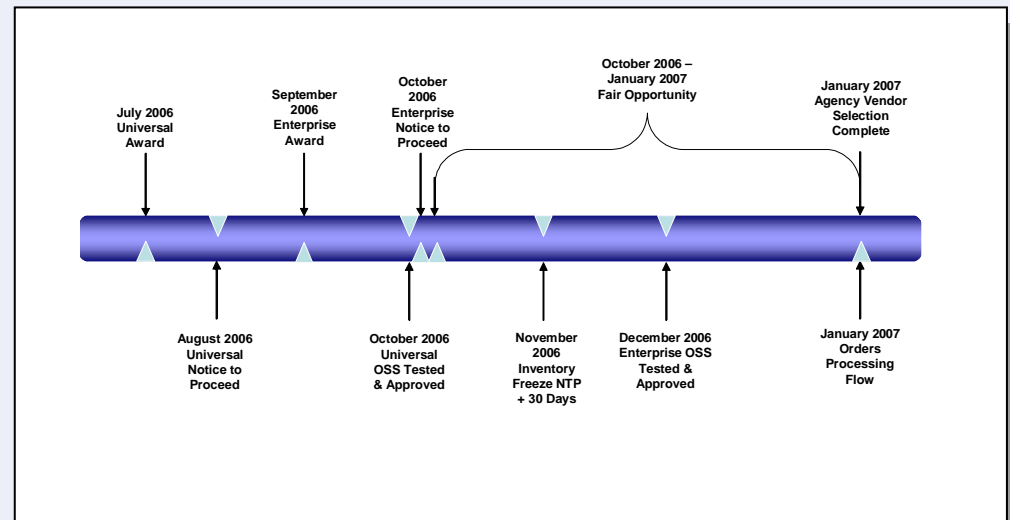
Networkx Schedule





Current Status

- Networkx Transition Guide (Pre-Award) released prior to 2005 NSC
- Inventory collection database is underway, and GSA is collecting existing inventory data from FTS2001 incumbents
- Transition Strategy & Management Plan scheduled for release in early 2006



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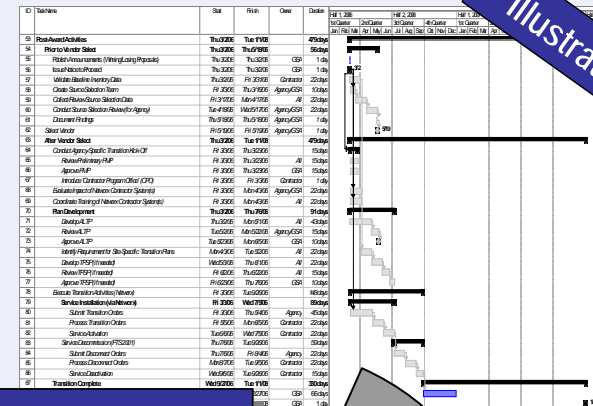
Update on Fair Opportunity

- The FAR mandates that contractors be provided a fair opportunity to be considered for all orders greater than \$2500
 - Agencies issuing orders under Networx must be in compliance with the FAR & Agency regulations
 - Involves documentation of the fair opportunity process and decision(s)
- An issue was identified regarding the lack of guidance provided TMs for ensuring 'Fair Opportunity' in vendor selection
- In response, the TWG decided to form a Fair Opportunity subcommittee led by Randy Clifton
 - Subcommittee will determine appropriate methodology to conduct the fair opportunity process
 - Subcommittee will examine Agency's concerns over 120 timeframe

Vendor Selection Process

In the meantime, Agencies should be prepared to begin the Fair Opportunity process following NTP

- Personnel should be identified for vendor selection committee
- Network requirements should be documented
- Process and decision criteria should be clearly articulated and communicated to all stakeholders



Sequence of Events



- Introduction
- Discussion of DAR Role & Training
- Networkx Schedule
- Update on Fair Opportunity
- Security Considerations
- Service Checklist Request for Feedback
- Next Steps

Security Considerations

- TWG has requested guidance concerning FISMA compliance and Networkx from OMB
 - Raises Agency concerns about their ability to C&A a leased network that they did not directly contract for
 - Raises Agency concerns about the logistics of multiple agencies performing C&A on the Networkx vendors
 - Requests clarification on the roles & responsibilities for ensuring contractor compliance with security standards
- However, The C&A Process is driven by the Agency's System Security Plan and overall information security program
 - Agencies should commence steps to prepare for security impacts from Networkx and consider forming a security evaluation team
 - Become familiar contractor information pertaining to FISMA and C&A activities

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Sample 'Like-for-Like' Checklist for ATM

- Designed to assist TMs in assuring technical steps are noted in transitioning ATM services
- Inserted as Appendix to TSMP (Appendix H)
- Divided into 7 categories
 - Gather Service Info
 - Place Order
 - Coordination
 - Provisioning
 - Cutover/Acceptance
 - Order Completion
 - Service Disconnect

Network Transition Strategy and Management Plan

Draft

Step	Action	Status
2.15	Include info on FTS2001 ser	
2.2	Submit Transition Order	
2.3	Receive Order Receipt Ackn	
2.4	Receive Service Order Confir	
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 cor	
	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 Confir	
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	
	Monitor project management	
5.2.a	escalate any problems to GS	
5.3	Verify connectivity of ATM se	
5.4	Integration testing	
5.4.1	Ensure testing results comp	
5.4.1.1	Av (PVC) > or = 99.925%	
5.4.1.2	GOS (Max Cell Transfer) >	
	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 QoS: 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

Sample 'Like-for-Like' Checklist for TF

- Designed to assist TMs in assuring technical steps are noted in transitioning Toll Free services
- Inserted as Appendix to TSMP (Appendix H)
- Divided into 7 categories
 - Gather Service Info
 - Place Order
 - Coordination
 - Provisioning
 - Cutover/Acceptance
 - Order Completion
 - Service Disconnect

Network Transition Strategy and Management Plan

Draft

Step	Action	Status
7	Disconnects	
7.1	Extract Toll Free Inform orders	
7.2	Site information	
7.3	Applicable Technical Di	
7.4	Existing Equipment	
7.5	Service Information	
7.5.1	Circuit Name/Number	
7.5.2	Circuit Type	
7.5.3	Circuit Status	
7.5.4	Circuit Capacity	
7.5.5	Port Speed	
7.5.6	800 Number	
7.5.10	Incumbent FTS2001v1	
7.5.11	LD Circuit ID	
7.5.12	Local Access Carrier C	
7.6	Determine disconnect	
7.6	Submit Disconnect Req	
7.7	Receive Disconnect Res	
7.8	Receive Service Order	
7.9	Agency Receives Firm C	
7.10	Negotiate alternative PC	
7.11	Coordinate requireme	
7.12	Contractor Disconnects	
7.13	Receive Service Order C	
7.14	Update transition Inve	
7.15	Verify Billing	

Step	Action	Status
2.4	Receive Service Order Confirmation or Order Rejection Notice from Contractor	
2.5	If necessary, issue a	

Network Transition Strategy and Management Plan

Draft

Toll Free Service (TFS) Transition Checklist		
Step	Action	Status
3	Prepare Service Information	
3.1	Extract TFS Information From Agency Baseline Inventory	
3.1.1	Site information	
3.1.1.x	Identify Local Government Contact (LGC)	
3.1.2	Applicable Technical Drawings	
3.1.3	Existing FTS2001 Equipment	
3.1.4	Service Information	
3.1.4.1	Circuit Name/Number	
3.1.4.2	Circuit Type	
3.1.4.3	Circuit Status	
3.1.4.4	Circuit Capacity	
3.1.4.5	800 Number	
3.1.4.8	800 Application Type	
3.1.4.9	Estimated Traffic	
3.1.4.10	Incumbent FTS2001 Vendor	
3.1.4.11	LD Circuit ID	
3.1.4.12	Local Access Carrier Circuit ID	
3.1.5	Terminating Numbers	
3.2	Additional Design/Order Questions:	
3.2.1	Determine whether access is switched or Dedicated	
3.2.1.1	If switched, is access analog or digital?	
3.2.1.2	If dedicated, what are the access facilities used?	
3.2.5	is ARS enabled?	
3.2.6	Determine type of routing options enabled (time of day/time interval, day of week, exchange, geographic/point of call, percentage allocation, day of year/holiday, call area selection/tailored call coverage)	
3.2.7	Determine CoS: Outbound/Inbound dialing capability	
3.2.8	is DNIS enabled?	
3.2.8.1	Identify DNIS trunk group ID(s)	
3.2.9	is Network Call Redirect (NCR) enabled?	
3.2.10	What is the NCR access facility? (Long distance, LEC, ISDN, non-ISDN)	
3.2.11	is Enhanced Call Routing (ECR) enabled?	
3.2.12	is Toll Free Service International?	
3.2.12.1	With International TFS service, are Universal International Freephone Numbers (UIFN) enabled?	
3.2.12.2	With International Toll Free service, is Global Business Line (GBL) enabled?	
3.2.13	is equipment to be provided by contractor and how and by whom will the equipment be interfaced?	
3.2.15	Include info on FTS2001 service being replaced in 'Special Instructions.'	
3.2	Submit Transition Order	
3.2.3	Receive Order Receipt Acknowledgement from Contractor	
4	Place Order	
4.0.5	Create Network order information to replace current FTS2001 service	
4.1	Enter TFS Order Information into Order Form	
5	Order Completion	
5.1	Receive Service Order	
5.2	Update transition Inve	
5.3	Verify Billing	

Checklist Request for Feedback

- Checklists intended for Transition Manager, Local Government Contact, Site Personnel use
- Please review and consider:
 - Is this approach useful, and how can we make it better?
 - If not useful, is there another approach that would be?
- Provide your input to GSA by Friday Nov 4th to troy.wolfington@gsa.gov
- Approach will be finalized at the 10 November TWG, and applied to all checklists
- Details for each like for like service transition will then be finalized

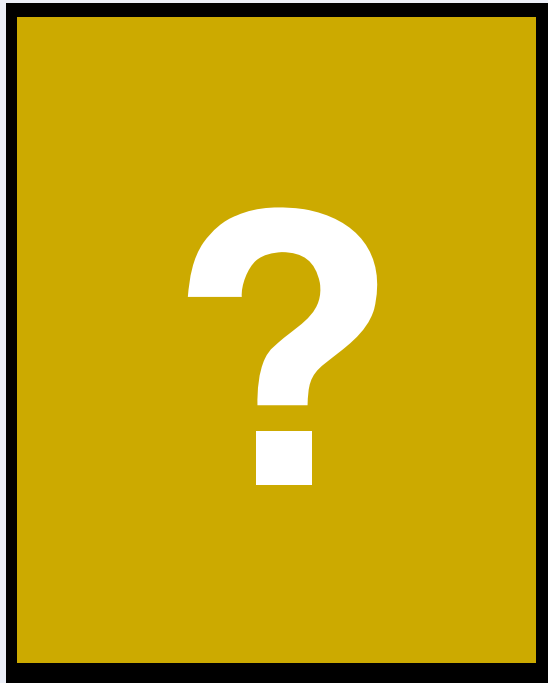
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Next Steps

- OMB to provide guidance to CAOs on DARs
- OMB to respond to TWG inquiry regarding security considerations
- Finalize approach on service checklists, and update each checklist
- TWG develops proposed approach to Fair Opportunity
- GSA to finalize Transition Support Mod to FTS2001
- GSA to continue build-out of strategic plans for Networx transition
 - TSMP Scheduled for release early 2006
 - Receive and compile baseline information
 - Conduct baseline validation
 - Determine methodology to report transition progress
- Finalize TWG meeting schedule for 2006

Questions?



Thank You for Attending

Next Transition Manager Meeting

Wednesday, January 18, 2006

AIA Building, Washington, DC

...Happy Holidays!