



Network Transition Update

May 16, 2008
Bulletin Five

Introduction

This bulletin provides transition guidance information, transition progress and status of issues related to the transition of services to the General Services Administration's (GSA) Federal Acquisition Service (FAS) Integrated Technology Services (ITS) Networkx contracts.

OSS C&A and OSS Validation Status Update – Verification of Level 3's and Sprint's Operational Support Systems (OSS) has concluded, as well as the required Certification & Accreditation (C&A). These prerequisites for processing orders on the Networkx (Universal and Enterprise) contracts by all of the Networkx service providers are now complete.

Verification Testing determined the Networkx service provider's OSS will deliver contractually specified functionality and products associated with ordering, notifications, inventory and billing prior to customer use. This effort substantially benefits our Agency customers, our service providers and GSA in our day-to-day use and management of the Networkx contracts.

GSA will continue to monitor changes to the Networkx service provider's OSS.

Transition Baseline Inventory (TBI) Validation Status – TBI is 100% validated. A TBI baseline "Snap Shot" was established on January 10, 2008. This baseline was imported into Networkx Agency Inventory Pricer tool on February 26, 2008, to assist agencies in Fair Opportunity decisions. The Inventory Pricer tool will allow an Agency to bulk price their inventory across multiple services and vendors during a specific date range.

Fair Opportunity Status - Agencies have made twenty-nine fair opportunity (FO) decisions and forecast over one hundred twenty decisions by September 2008. As FO decisions are made, GSA requests each Agency notify GSA, through a letter signed by the Agency Contracting Officer, of their Agency's selected Universal or Enterprise contractor. Notification can be sent to the following GSA contracting officers as follows: Universal: Jack.braun@gsa.gov or Enterprise: robert.abood@gsa.gov

The fair opportunity process is a vitally important step which ensures each Networkx contractor is given an opportunity to be considered. Once an acquisition vehicle (Universal or Enterprise) is chosen, an Agency should make a FO decision to select the Networkx provider to deliver the services. Since the FTS2001 Bridge/Crossover contracts expire in May/June of 2010, it is critical that each Agency complete this initial step as soon as possible in order to have sufficient time to conduct and complete the transition in the timeframe available.

To assist agencies with transition resource requirements, the GSA Transition Fund is available to reimburse agencies for transition related costs. Reimbursement for specific transition expenses will be credited to those agencies that meet Inter-Agency Management Council (IMC) Transition Working Group (TWG) prescribed milestones. These milestones are conservative, to ensure all agencies receive the transition reimbursement credits for which they qualify. Agencies must meet the following milestones to qualify for transition cost reimbursements:

1. Complete all Fair Opportunity decisions no later than September 2008
2. Submit all disconnect orders no later than April 2010

See TWG Fair Opportunity Guide at <http://www.gsa.gov/networkxtransition> for FO process details.

Statement of Work/Statement of Objectives (SOW/SOO) – Forty-nine SOW/SOOs are in various stages of GSA review and/or completed. Agencies surveyed have forecasted an additional twenty-five SOW/SOOs by September 2008. In reviewing the SOW/SOOs and based on feedback from Networkx contractors, the following comments and recommendations are provided to assist federal agencies during the Fair Opportunity process:

1. Agencies are strongly encouraged to make Fair Opportunity decisions using technical information and pricing available on the contracts as described in the “Networkx Fair Opportunity and SOW Guide,” see <http://gsa.gov/networkx>, Guides, Tools, and Resources. This process requires no GSA involvement, can involve discussions and clarifications with contractors, and can be done in a shorter period of time. Agencies need only inform GSA of the criteria for, and the results of, their selections;
2. All SOW/SOOs will be issued by a GSA contracting officer to the Networkx contractors after conducting an initial scope determination. (SOWs/SOOs issued by Agencies directly to Networkx contractors will be pulled back, causing Agency schedule delays);
3. Typical SOW/SOO awards are requiring up to sixty-nine working days to complete. Those that are more complex may require additional time. To meet the September 2008 Fair Opportunity decision deadline, Agencies should submit their SOW/SOOs to GSA before June 23rd to ensure sufficient processing time;
4. Use specific site addresses when available and provide as much information about the street address as possible to facilitate responses;
5. When the SOW or SOO process is used, best results are achieved when agencies follow the following suggestions:
 - A. Conduct market research before issuing the SOO or SOW (this may involve discussions with one or more Networkx contractors to understand services and prices as they are offered);
 - B. Avoid requesting changes to the Networkx contract terms and conditions and pricing structure (any changes to the basic contract causes delay in review time by GSA and response time for contractors);
 - C. Use Networkx nomenclature rather than nomenclature from FTS2001 or other Network Services contracts;

- D. Use Networkx CLINS to describe requirements to the extent possible for overall best prices and quicker turnaround of SOWs/SOOs;
- E. Avoid using brand names to describe requirements;
- F. Align pricing periods (Price-Start – Price-Stop) with the 10 year period of the Networkx contracts;
- G. Align pricing structure with Networkx contract price tables.

Additional SOW information is available at <http://gsa.gov/network> under Guides, Tools, Resources. See “Networkx Best Practices, Creating a Statement of Work”.

GSA Networkx SOW/SOO Processing Status as of May 5, 2008:

GSA 1st Review	Agency Revision Process	GSA Final In-scope	Pending Vendor Proposal	Under Agency Evaluation	Award Complete
6	19	3	11	1	9

E-MORRIS – Phase One development of E-MORRIS is complete. E-MORRIS (Enhanced Monthly On-line Records and Reports of Information Technology Services) provides centrally-billed customer agencies with billing and inventory reports for voice and data services on the Networkx contracts, via web portal. E-MORRIS consists of the following modules: Networkx Billing, Networkx Inventory Management (NIM), User Profile and Web Reporting.

The Networkx Billing module accepts central and direct Invoice, Adjustment and Detail Billing files from the Networkx contractors; balances the files to ensure there is detail for invoiced charges (before GSA pays the vendors for central billing); verifies the files to ensure compliance to the billing SLAs identified in the Networkx contracts; disputes discrepancies on behalf of centrally billed agencies; prepares a file so that GSA Finance can bill centralized agencies through the IPAC process; and provides reports and data for centralized Agency use.

The NIM module accepts Service Order Completion Notices (SOCNs) from the Networkx contractors, maintains an inventory database, and provides reports and data for Agency use.

The User Profile module provides the means for GSA and agencies DAR Administrators to manage user accounts for access to the website. Access requires a user ID and password and is restricted by Agency Hierarchy Code. Agency users must be approved by the Agency's Designated Agency Representative (DAR) Administrator.

Phase 2 will integrate Transition Credit Reimbursements into the billing process and Phase 3 will provide direct billed customers access to E-MORRIS billing reports. Phase 2 is targeted to be completed 3rd Qtr FY08. Phase 3 is targeted to be completed 4th QTR FY08.

GSA Fair Opportunity Decision Support - To assist agencies in market research and Fair Opportunity decisions, GSA has compiled overview documents and guides for Agency use. The chart below provides a listing and the web site location.

Document Name	Document Location	Note
1. Awarded Services by Networkx Contractors 2. Unit Pricer Training Guide	https://releasedprices.networkx.gov/	Site also contains first year contract prices
3. Networkx Fair Opportunity and SOW Guide	http://gsa.gov/Networkx	See <i>Guides, Tools, and Resources</i>
4. Networkx Services Key Performance Indicator Requirements 5. Universal/Enterprise Pricing Trends (Ten Year) 6. Universal/FTS Pricing Trends (Ten Year) 7. Universal/Enterprise/FTS Pricing Trends (Ten Year) 8. Inventory Pricer Training Guide	https://pricer.networkx.gov	Requires a Secure Login

Networkx Pricer Access - The urls listed above also contain Networkx Pricer tools to assist agencies in Fair Opportunity decisions. Procedures for secure login access are contained in the Networkx Document Library located at <http://www.gsa.gov/networkx>. Pricer training may be arranged by contacting your respective Technology Service Manager (TSM). A listing of TSMs can be found at <http://gsa.gov/gams>.

GSA's Transition Coordination Center (TCC) Support - The TCC has an existing task order under which Agencies can order contractor support dedicated to their specific transitions. This support is at the Agency's expense, and those interested in taking advantage of this should contact their TSMs or Networkx Help Desk. .

Networkx Help Desk - GSA's Networkx Help Desk assists agencies and contractors in resolving issues related to inventory validation, pricing, and other transition activities. The Help Desk can be reached at 866-472-0274 or e-mail at networkx.support@gsa.gov. Agencies may also contact their respective TSM.



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