FM QSMO VENDOR GUIDANCE
SIN 518210FM

Financial Management Quality Service Management Office (FM QSMO) Core Financial Management (FM) Solutions and IT Professional Services

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Prepared by:
Financial Management Quality Service Management Office
Bureau of the Fiscal Service
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What is the FM QSMO IT SIN?

The Financial Management Quality Service Management Office (FM QSMO) Special Item Number (SIN) 518210FM, within the Information Technology (IT) Category of the General Services Administration (GSA) Multiple Award Schedule (MAS) contract vehicle, provides Federal agencies with access to commercial financial management solution/service offerings of the FM QSMO Marketplace and is the mechanism through which agencies procure these solutions/services. SIN 518210FM is comprised of four (4) subgroups, as follows:

1. Core Financial Management Solutions (Core FS)
2. Additional Financial Management (FM) Solutions
3. Financial Management (FM) Solution/Service Adoption and Transition Services
4. Financial Management (FM) Technology Operations Support Services

Why is the FM QSMO IT SIN of interest to vendors?

The FM QSMO Marketplace is the first stop for agencies looking to acquire FM solutions and services. OMB Memorandum 19-16, _Centralized Mission Support Capabilities for the Federal Government_, directs agencies to consult with the FM QSMO prior to developing plans and issuing solicitations for new or modernized FM technology. Non-utilization of the FM QSMO Marketplace requires agencies to obtain OMB approval.

To meet agency demand, participation of qualified vendors in the FM QSMO Marketplace is critical. Solutions/services offered by vendors awarded SIN 518210FM will be reflected in the FM QSMO Marketplace Catalog.

What do vendors need to know before they apply for the FM QSMO IT SIN?

The FM QSMO, in collaboration with federal and industry stakeholders, has developed the Financial Management Capability Framework (FMCF). The FMCF includes standards and capabilities that define baseline needs and requirements for solutions/services in the FM QSMO Marketplace.

The FMCF consists of nine (9) components, the details of which can be accessed on the FM QSMO's _FMCF web page_. Also available is the _Guide to the FM QSMO Marketplace_, which provides an overview of how the FM QSMO operates and how the FMCF applies to solutions/services in the FM QSMO Marketplace. Not all components of the FMCF apply to every solution/service offering in the FM QSMO Marketplace.

The FMCF serves as contractual requirements of the FM QSMO IT SIN. Vendors interested in providing commercial solutions/services in the FM QSMO Marketplace through SIN 518210FM are required to document, and for Core FS Solutions demonstrate, compliance with applicable components of the FMCF.

The FM QSMO conducts an evaluation of the technical elements of vendor submissions in response to SIN 518210FM to assess FMCF compliance at the FM QSMO Marketplace entry level.

How do vendors apply for the FM QSMO IT SIN?

Understanding the GSA MAS Program is essential to participating in the FM QSMO IT SIN. Information, guidance, and resources are available to both new offerors and existing MAS contract holders through the _GSA Vendor Support Center_.

1. Get Ready

Review SIN 518210FM to determine what solutions/services are within scope, and under which subgroups they are covered.

Review the Guide to the FM QSMO Marketplace, components of the FMCF, and related resources (e.g., _FMCF 101 Training_) to gain an understanding of the required standards and capabilities for commercial solutions/services under SIN 518210FM.

2. Prepare Submission Package

In addition to administrative, technical, and pricing offer submission elements required by the GSA _MAS solicitation_ and the IT Category attachment, vendors must be responsive to the additional instructions and technical submission elements of SIN 518210FM.

What's included in an FM QSMO IT SIN-specific submission package?

A complete and responsive vendor submission package for SIN 518210FM includes the following:

a. Documentation for proposed offerings using the _FM Solution/Service Definition Template_ (multiple offerings can be documented as individual tabs within a single copy of the template).

b. Technical narrative response addressing the FM QSMO Marketplace entry level evaluation criteria (i.e., self-evaluation/assessment and/or attestation) using the _Technical Narrative Response Template_.

c. Electronic volume of any supporting documentation referenced in the FM Solution/Service Definition Template, Technical Narrative Response Template, and Core FS Pre-Built BIE Response Template (if applicable), including a listing of the documentation provided (e.g., existing solution end-user documentation, existing vendor program/process documentation, evidence of independent evaluation of vendor operational security, evidence of solution FedRAMP status).

If applicable (submissions including Core FS Solutions):

d. Technical narrative response addressing the Core FS business information exchange (BIE) capabilities using the _Core FS Pre-Built BIE Response Template_.

e. Electronic volume of required reports and BIE files as indicated in the _Core FS OCD Execution Plan_, including a listing of the documentation provided.

Further instructions for completing the FM QSMO templates are provided in the respective documents.

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3. Submit Package

Vendors must submit offers and/or modification requests in response to SIN 518210FM using the _GSA eOffer/eMod_ online submission tool.

How are vendors evaluated under the FM QSMO IT SIN?

Like other SINs under the GSA MAS Program, and as outlined in the GSA MAS solicitation and the IT Category attachment, GSA's Federal Acquisition Service (FAS) evaluates the general administrative, technical, and pricing elements of vendor submissions.

The FM QSMO is responsible for evaluating technical elements of vendor submissions specific to SIN 518210FM. The _FM Solution/Service Evaluation Criteria_ component of the FMCF is used by the FM QSMO when evaluating vendors and offerings for compliance.

Vendors and offerings are not evaluated by the FM QSMO for all categories/criteria up front; only for those marked as being assessed at the FM QSMO Marketplace entry level. Not all evaluation categories/criteria apply to every solution/service offering (e.g., the Technology Design evaluation category does not apply to offerings that do not include technology).

For each evaluation category/criteria, vendor submissions are rated as "Acceptable" or "Unacceptable" based on review of documentation and/or demonstration of compliance with applicable components of the FMCF.

1. FM QSMO Technical Narrative Response Evaluation

<u>For all vendors and all proposed solutions/services</u>, the FM QSMO conducts an evaluation of the technical narrative response.

The FM QSMO evaluation of vendors' technical narrative response consists of review for up to five (5) criteria categories as follows:

a. **Business** – Evaluates the ability to achieve FM business outputs and outcomes using the FM solution/service

b. **Technology Design** – Evaluates the FM solution/service's technical architecture and design for servicing customers

c. **Technology Operation** – Evaluates the FM solution/service's ability to respond to user demand and changes needed in the FM solution/service

d. **Programmatic** – Evaluates a provider's strategy and management of service offerings and delivery

e. **Organizational** – Evaluates a provider's organizational ability to deliver quality FM solutions/services and ensure customer satisfaction

2. FM QSMO Core FS Operational Capability Demonstration (OCD) Evaluation

<u>For proposed Core FS Solutions</u>, the FM QSMO also conducts an OCD evaluation.

The FM QSMO uses a phased approach to evaluating Core FS Solutions wherein failure to obtain acceptable results during the technical narrative response evaluation results in a submission not moving on to the subsequent OCD evaluation.

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Upon determining acceptable results from the technical narrative response evaluation for a proposed Core FS Solution, the FM QSMO will contact the vendor to schedule the OCD.

The FM QSMO OCD evaluation of proposed Core FS Solutions consists of vendor demonstration of successfully executing six (6) business scenarios based on selected Federal Integrated Business Framework (FIBF) Federal Financial Management (FFM) use cases, functions and activities, and system requirements.

Core FS OCDs are conducted using vendor-maintained instances of the proposed solutions in vendor-provided cloud environments and are limited to not more than eight (8) hours during a single business day.

Vendors will use the sample data and correlation points provided in the Core FS OCD Execution Plan and follow the scenario outlines and use case steps to execute their Core FS OCDs.

The six (6) business scenarios are further detailed in the Core FS OCD Execution Plan and are as follows:

i. Purchase and Management of Equipment

ii. Grants Disbursement and Closeout

iii. Temporary Duty (TDY) Travel

iv. Federal-to-Federal Reimbursable Agreement

v. Government Sale of Post-paid Goods

vi. Reports and BIE Files

Agencies will satisfy fair opportunity and conduct further evaluation of vendors and solutions/services at the agency acquisition level.

Review the FM QSMO *Vendor Onboarding Training* to gain further understanding of how vendors and solutions/services are evaluated under SIN 518210FM.

The FM QSMO looks forward to continued collaboration with the vendor community and industry partners to ensure the initial population and the ongoing evolution, quality, and performance of its Marketplace!

For additional information and resources, please visit www.fiscal.treasury.gov/fmqsmo.

For questions regarding the FM QSMO Marketplace, the Financial Management Capability Framework (FMCF), or technical aspects of the onboarding/evaluation process for SIN 518210FM please email fmqsmo@fiscal.treasury.gov.

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