



# Transition to EIS

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As of March 2016

Enterprise Infrastructure Solutions (EIS) is the replacement contract vehicle for Networx and all GSA's regional contracts and Local Service Agreements (LSAs). It is the first acquisition to be developed under GSA's [Network Services 2020 strategy](#). EIS is a comprehensive, solutions-based contract that addresses all aspects of federal agencies' global telecom and information technology infrastructure requirements.

Transition has begun and will be completed no later than May 2020. GSA successfully completed its initial transition inventory validation. This service instance inventory data became available to authorized users on January 29, 2016 and can be accessed using the Transition Inventory (TI) module in GSA's E-MORRIS application. Each agency is expected to **review** and **confirm** the validated transition inventory by October 2016. The current TI Quick Reference Guide and TI User Guide are available for download in the Resources section of the [GSA EIS website](#).

Agency transition planning is underway to include GSA and agency roles and responsibilities, agency action items, and transition timelines. Agencies should now concentrate on the following steps:

- Identify agency points of contact to retrieve the transition inventory
- Update or request/gain access to E-MORRIS and the TI module
- Retrieve and review the data to validate/confirm ongoing updates and changes
- Provide feedback to the GSA Transition Coordination Center (TCC)
- Confirm the transition inventory no later than October 2016.

We encourage each agency to get involved in transition planning now. Early and good transition planning will make agency transitions from Networx and local telecommunications faster and smoother with less agency operational impacts and costs. Contact your [GSA Technology Services Manager \(TSM\)](#) to discuss your agency's transition!

## KEY POINTS

GSA will help all agencies through transition. However, for direct-order agencies (agencies who make their own Fair Opportunity decisions and place their own orders), it is up to them to execute transition before the contracts expire.

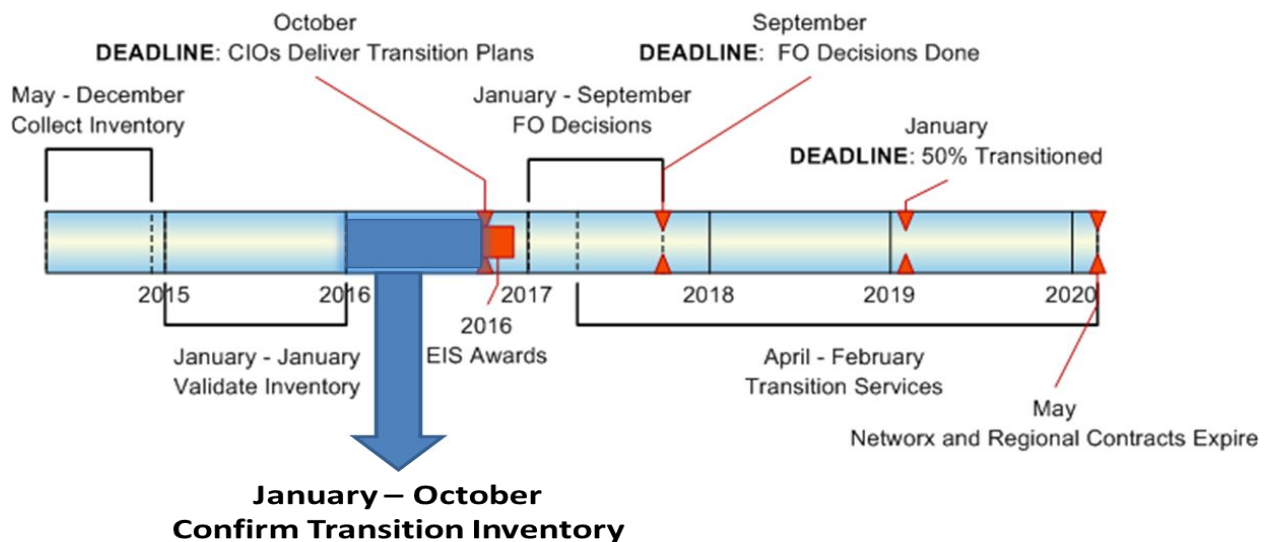
Transitioning means either ordering replacement services on EIS or justifying a sole-source action to move existing services from the current provider's expiring contract to their EIS contract--if such a contract is available. A "sole-source transition" is a high-visibility, labor-intensive activity subject to protest from other contractors and should be avoided. During transition, agencies should not expect to order new services on expiring contracts, but from EIS.

This approach includes Networkx and all regional contracts and Local Service Agreements (LSAs) that will expire by May 2020. Although GSA is extending the Networkx contracts and the expiring regional contracts, agencies must expect to complete transition within three years after EIS award to maximize savings from EIS prices and minimize additional costs of maintaining services on expiring contracts.

## TIMELINE

The timeline is shown below. Schedule highlights include:

- Transition sponsor delivers Agency Transition Plan to GSA-ITS – October 2016 (one year after release of EIS RFP)
- Agency completes all Fair Opportunity selections of EIS contractors – September 2017 (nine months after EIS notice to proceed)
- Agency transition is 50% complete – January 2019
- Agency transition is 100% complete – March 2020 (Networkx Universal) or May 2020 (all others).



## **AGENCY RESPONSIBILITIES**

Agencies should be actively planning for transition, including:

- Identifying key personnel, chiefly a senior Transition Sponsor, Lead Transition Manager, and Transition Ordering Contracting Officer
- Engaging expertise from CIOs, CAOs, and CFOs to build an integrated transition team of telecommunications managers, acquisition experts, and financial staff
- Developing a financial strategy and budget for transition costs beginning in FY17
- Analyzing and confirming the accuracy of the inventory of active services that must be transitioned
- Developing an Agency Transition Plan (see below) by October 2016 that describes the agency's technological goals, transition schedule, strategy for awarding task orders on EIS for transitioning services, and any constraints or risks
- Preparing solicitations for task orders to be released immediately upon award of EIS contracts.

## **GSA RESPONSIBILITIES**

GSA's support of the transition effort includes:

- Conducting government-wide strategy and project management
- Collecting and validating inventory of active services on all expiring contracts
- Providing tailored assistance to agencies for transition planning and help with contractor selection and ordering
- Tracking and reporting using metrics that convey the relative complexity and transition progress
- Providing customer support, training, and self-help tools and templates.

## **AGENCY TRANSITION PLAN OUTLINE**

Below is an outline for your agency's transition plan:

1. Responsible Contacts and Organization
  - Transition Manager(s) and Ordering COs
  - Senior Transition Sponsor and Escalation Path
  - Support Contractors
  - Agency Hierarchy Code structure
2. Strategy
  - Agency priorities and objectives during transition
    - Like for like, transformations, enhancements
    - Competing or complementary activities
  - FO decisions: approach (RFP, RFQ, price), quantity, content, criteria, staff quantity and skill level
  - GSA involvement: such as acquisition support, agreements for GSA-assisted, or self-help with GSA guidance

3. Schedule
4. Inventory Analysis and Confirmation
  - Summary by service type, quantities, locations
  - Equipment condition
  - Validation status
5. Mission Analysis
  - Constraints
  - Risks.