



GSA Networkx Transition Update

December 2, 2009
Bulletin Eleven

Introduction

This bulletin provides critical guidance related to the transition of services to the General Services Administration's (GSA) Federal Acquisition Service (FAS) Integrated Technology Services (ITS) Networkx contracts. *It addresses several topics that have become issues and lessons learned. All Agency personnel involved in transition or ordering on the Networkx contracts should carefully read this bulletin and contact GSA with any questions.*

IMC Revises Transition Deadlines

The *Taxonomy and Allocation of Transition Costs*, version 4.6, available through www.gsa.gov/networkx, defines the criteria and process for reimbursement of transition costs. Section 2.0 of the *Taxonomy* states that to qualify for reimbursement, Agencies must

- 1) "[submit] all transition orders incurring charges for parallel operations by January 1, 2010" and
- 2) "[submit] all transition orders by April 1, 2010."

On November 9, the Interagency Management Council agreed to delete the separate deadline for parallel operations and revise the deadline for all orders to August 31, 2010.

The TWG will present the IMC with a revised *Taxonomy* that states "Agencies must submit all transition orders by August 31, 2010." *Taxonomy*, Attachment A, item 6 will further clarify that all Service Order Completion Notices (SOCNs) for transition orders must reflect a "receipt date" no later than that specified in the *Taxonomy* in order to qualify for transition reimbursement.

Fair Opportunity (FO) Price Evaluations

When evaluating prices for FO decisions, the Agency must include total cost to the Government, which includes any amounts GSA will reimburse to the Agency. The Agency cannot subtract the costs it expects GSA to reimburse, as they are still cost to the Government.

FO Notifications and Appointments of Designated Agency Representative (DAR) and DAR Administrator

For the simplified instructions, go to www.gsa.gov/networkx, Networkx Document Library, *DAR Appointment and FO Notification Handbook*. There are 3 separate and distinct notifications the Agency must make.

(1) According to *Fair Opportunity for Networkx* (see the document at www.gsa.gov/networkx, Networkx Transition, Networkx Transition Library), when an Agency selects its Networkx contractor(s), the Agency should provide the appropriate GSA Contracting Officer(s) with a

notification of the FO decision, using the template in the *Fair Opportunity for Networx* document.

(2) The Agency must notify the appropriate Networx contractors in accordance with the Federal Acquisition Regulation.

(3) Separately, according to the Networx contracts, the Agency must notify the selected contractors of the Agency's appointments of the DAR Administrator(s) and the DARs using the templates in the *DAR Guidelines* (see the document at www.gsa.gov/networx, Networx Document Library); the Agency should also provide GSA with copies of these letters.

GSA will record and store notifications of FO decisions and DAR and DAR Administrator appointments in the Transition Information Portal (TIP), to which all Agency Transition Managers have access (use the link on www.gsa.gov/networx, Networx Transition).

Reimbursement of Transition Costs

- a. Direct-Billed Agencies: Agencies must enter into a Memorandum of Understanding (MOU) with GSA to get reimbursed. Agencies should complete the template found at www.gsa.gov/networx, Networx Transition, Networx Transition Library, *Taxonomy Document v.4.6* and send it to networx.transition@gsa.gov.
- b. Primary Interexchange Carrier (PIC) charges: The Agency must submit a claim with all the telephone numbers for which it incurred charges. Agencies should complete the template found at www.gsa.gov/networx, Networx Transition, Networx Transition Library, *Taxonomy Document v.4.6* and send it to networx.transition@gsa.gov. It is an Agency's responsibility to request reimbursement for PIC charges, even when the service is behind a GSA Consolidated System. The Local Exchange Carrier will invoice GSA for PIC charges, and GSA will pass these charges to the end user Agency on the invoice for local service. The Agency must then apply for reimbursement by submitting to GSA the list of telephone numbers that incurred charges for the PIC change. The *Taxonomy Document v.4.6* describes this process in detail and includes a template for the reimbursement claim.
- c. Parallel Operations:
 - 1) The Agency must include "P_OPS" in the ASRN field on the order. If the Agency does not add this code, GSA cannot guarantee the Agency will receive its reimbursement.
 - 2) Agencies should note that parallel operations is not used to extend the time for acceptance of their Networx service; the Agency has 3 business days to notify the contractor that the Agency is rejecting the service, or the contractor will consider it accepted and begin billing the Agency. Parallel operations is intended to provide backup for circuits an Agency has a critical mission need to operate.

- 3) The Agency must honestly and responsibly identify orders for only those services that meet the intent in paragraph 2) above to avoid inappropriate expenditures for transition reimbursement. Marking orders as parallel operations when they do not meet this intent results in GSA paying the first month's charge for the services, which is not an authorized reimbursable expense. Further, reimbursement for parallel operations reduces the Agency's Transition Reserve amount, and the Agency may have to explain erroneous reimbursements to the Interagency Management Council (IMC).
- 4) "Change" orders to add the parallel operations designation are not eligible for reimbursement.

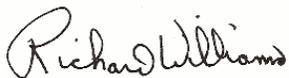
d. Service Enabling Devices (SEDs):

- 1) GSA will reimburse *only* the Device Non-Recurring Charge (DNRC). Agencies ordering SEDs on transition orders and selecting a Device Monthly Recurring Charge (DMRC) will *not* receive reimbursement and may pay higher prices.
- 2) All contractors have the capabilities in their ordering systems to include SEDs on the initial transition order, which is required for GSA to reimburse the Agency.

Correctly Ordering Voice, Video, and Data Services

In most cases the FTS2001 contracts do not require Agencies to order Voice, Video, and Data services separately; however, Networkx does. Consequently, the FO decision and the corresponding Networkx orders must specify both VS (voice service) and CSDS (circuit switched data service) for data and video. Failure to consider both services can result in an incomplete FO evaluation as well as the service not meeting the Agency's requirements after transition. Further, each Networkx contractor has different means of delivering both services, which affects how the Agency must place its orders. For a table of the ordering requirements for each contract, see the Attachment.

Note: Video Teleconferencing Services (VTS) is an application service for which CSDS is a transport option.



Richard Williams
Director, Networkx Transition Management
Integrated Technology Services
General Services Administration

ATTACHMENT
ORDERING VOICE, VIDEO, AND DATA SERVICES

Contractor	FTS 2001	Networx Universal	Networx Enterprise	Current per Minute Networx Transport Rates with Switched Access		Current per Minute Networx Transport Rates with Dedicated Access	
				Voice	CSDS	Voice	CSDS
Level 3	N/A	N/A	Not Offered	Not Offered	Not Offered	Not Offered	Not Offered
Sprint	Enabled all users behind GSA Consolidated Systems (Switched or Dedicated Access) to transport both Voice and Data/Video; Agencies not behind GSA Systems would simply inform Sprint they wanted the access enabled to carry both Voice and Data/Video. Usage rates are the same for both Voice and CSDS.	Not offered	Voice Only	\$0.01712 E	Not Offered	\$0.00906 E	Not Offered

ATTACHMENT
ORDERING VOICE, VIDEO, AND DATA SERVICES

Contractor	FTS 2001	Networx Universal	Networx Enterprise	Current per Minute Networx Transport Rates with Switched Access		Current per Minute Networx Transport Rates with Dedicated Access	
				Voice	CSDS	Voice	CSDS
Verizon	Agency orders dedicated PRI or PICs the switched service and could pass both Voice and Data/Video over the same facility. Usage rates are the same for both Voice and CSDS.	Agency orders dedicated PRI or PICs the switched service and can pass both Voice and Data/Video over the same facility. CSDS transport CLINs are auto-sold (automatically applied to order for Voice). Voice transport CLINs are auto-sold (automatically applied to order for CSDS) Transport CLIN prices are identical until Oct 1, 2011 and then diverge. Wide-band must be indicated on the dedicated access portion of the order if the end user video equipment establishes multi-channel calls.	Agency orders dedicated PRI or PICs the switched service and can pass both Voice and Data/Video over the same facility. CSDS transport CLINs are auto-sold (automatically applied to order for Voice). Voice transport CLINs are auto-sold (automatically applied to order for CSDS). Transport CLIN prices are identical until Oct 1, 2011 and then diverge. Wide-band must be indicated on the dedicated access portion of the order if the end user video equipment establishes multi-channel calls.	\$0.01358 U&E	\$0.01358 U \$0.01398 E	\$0.00899 U&E	\$0.00899 U&E

ATTACHMENT
ORDERING VOICE, VIDEO, AND DATA SERVICES

Contractor	FTS 2001	Networx Universal	Networx Enterprise	Current per Minute Networx Transport Rates with Switched Access		Current per Minute Networx Transport Rates with Dedicated Access	
				Voice / CSDS	Voice only	Voice / CSDS	Voice only
Qwest	N/A	Voice and Data combined - Agency orders dedicated PRI access arrangement (CLINs 760112 and 760312) and the voice/data transport, dedicated access origination (CLIN20150) or PICs the switched service and orders voice/data transport and switched access origination (CLIN 20050). The PIC selection (PIC Code 222) must be Verizon as Qwest is reselling Verizon CSDS service.	Voice only - Agency orders dedicated access and transport CLIN, 14002 (dedicated access origination) or PICs the switched service and orders transport CLIN, 14001 (switched access origination). The PIC selection (PIC Code 432) will be Qwest	\$0.01926 U only	\$0.01296 U only	\$0.01156 U only	\$0.00647 U only