



Preparing for the HHS/IHS Network Transition

Mar 30, 2006

Overview

- **Network Transition Definition & Objectives**
- **Transition Management**
- **Transition Approach**
- **Transition Activities**
- **Summary**

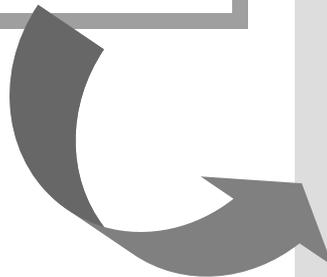
Transition is the movement of services from expiring FTS2001 contracts to Networx

Program Goals

- Service Continuity
- Highly Competitive Prices
- High Quality Service
- Full Service Providers
- Alternative Sources
- Operations Support
- Transition Assistance & Support
- Performance-Based Contracts

Networx Transition Goals

- Move all services from current contracts to Networx before they expire
- Expedite availability of enhanced service
- Ensure no loss of service
- Minimize transition expenses



Transition Management

- **GSA**
- **Industry Partner(s)**
- **IMC Transition Working Group (TWG)**
- **HHS**
- **IHS**

Transition Management--GSA

- **Provide Program Management and Contract Administration**
 - **Transition Strategy and Management Plan**
 - **Facilitate Agency-specific planning**
 - **Track Program Status and Cost**
 - **Manage Performance of Industry Partners**
 - **Mediate Issue Resolution**
 - **Report Status to Administrator, Congress, Agencies, OMB, GAO, etc**
- **Liaison Between Agencies and Industry Partners**

Transition Management -- Industry Partners

Networkx Contractor	Incumbent FTS Contractor
<ul style="list-style-type: none">– Develop program-level transition plan– Deliver Agency-level transition plans– Assist Agencies with site- or service-specific plans– Conduct service cutovers– Provide training	<ul style="list-style-type: none">– Work with Agency to develop detailed schedule for disconnects– Complete service removals

Transition Management -- IMC Transition Working Group (TWG)

- **Agency participation, facilitated by GSA, through the Interagency Management Council (IMC)**
- **Advises on Government-wide transition issues relating to Networx**
 - **Inventory sub-committee**
 - **Security sub-committee**
- **Developed TWG Pre-Award Transition Guide**

Transition Management—HHS/IHS

- **Appoint Agency Transition Manager**
- **Compile & Validate Transition Inventory**
- **Determine Goals and Define Requirements**
- **Prepare for Networx Contractor selection**
- **Allocate Resources**
- **Select Contractor and Place orders**
- **Project Manage Agency Transitions**
- **Track Transition Progress within Agency**
- **Maintain Accurate Inventory of Services**

Transition Approach - Sequence of Events

- **Transition Inventory Baseline Validation**
- **Network Contract Award**
- **Notice to Proceed (NTP) Issued**
- **Baseline 'Freeze' (NTP +30)**
- **OSS Verification**
- **Agency Contractor Selection (NTP +120)**

Transition Activities

Conducting an effective transition effort involves various activities



Inventory - Background

Transition Activities

Inventory

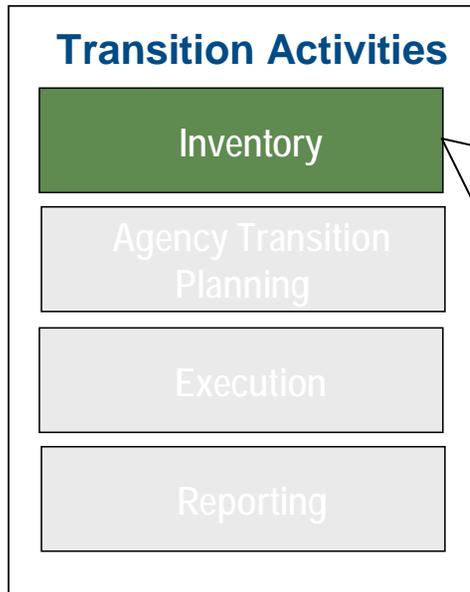
Agency Transition
Planning

Execution

Reporting

- **Baseline Inventory identified as key to transition success**
- **Baseline Inventory identified as foundation for Transition Reimbursements by IMC**
- **No single government-wide inventory of FTS2001 services exists**
- **Agency inventory accuracy and format varies widely**
- **FTS2001 Vendors vary in inventory data provided, format, & accuracy**

Inventory – Process Steps



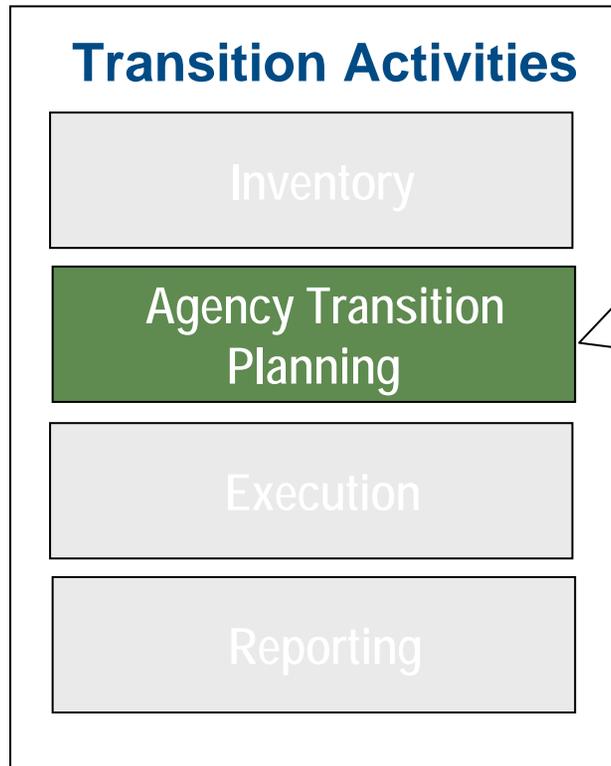
- 1. Validate dedicated service locations (Jan 05)**
- 2. Define data elements for baseline inventory**
- 3. Collect additional data needed for transition baseline**
- 4. Establish inventory baseline tool**
- 5. Compare and compile**
- 6. Request Agency validation**
- 7. Update to keep current**
- 8. Freeze baseline after Network award for common tracking and reporting of transition progress**

Agency Transition Planning



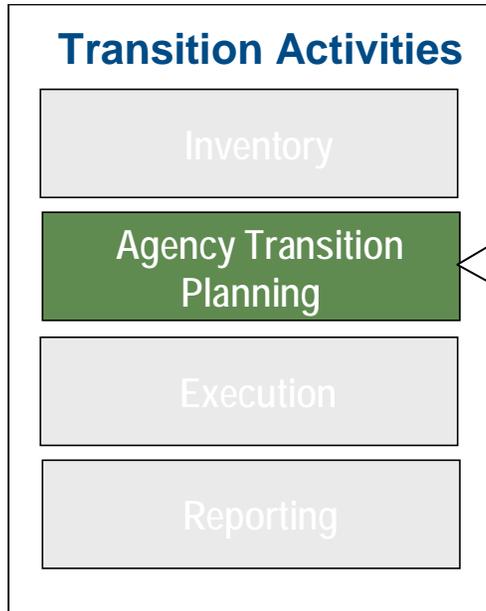
- **Identify Stakeholders**
- **Determine goals and define requirements**
- **ALTP/TPSP?**
- **Allocate resources**
- **Prepare for Network Contractor selection**
- **Create Agency Hierarchy Codes**
- **Agency transition communications plan**

Agency Transition Planning



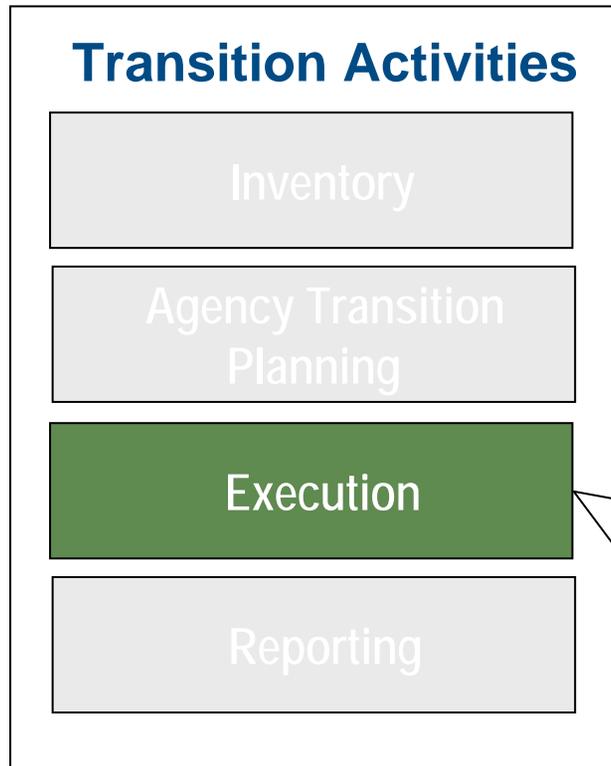
- **What do I plan to do with FTS2001 services?**
 - Does it need to transition?
 - Will my transition be like-for-like, upgrades, or technology refreshment?
 - Do I plan to group my services?
- **What are my operational constraints?**
 - Are all services equal, or is there a hierarchy stated or implied?
 - When can I transition? Are there times to be avoided?
 - What resources can I allocate for transition?
- **At what level will transition decisions be made?**

Agency Transition Planning – Site Transition Plans



- **Site Surveys, if needed**
- **Local government contacts (LGCs)**
- **Site preparation**
- **Gateways for private networks**
- **Local access**
- **CPE issues**
- **Parallel operations**
- **Facility access and security**
- **Cutover scheduling and test & acceptance**
- **Billing Verification**
- **Issue Resolution**

Execution



- **Contractor Selection**
 - **FAR 16.505 requires Fair Opportunity when selecting Contractor**
 - **Done at Agency level; GSA will provide guidance and support**
 - **Agencies must document Fair Opportunity process/decision**

Execution - Ordering

Transition Activities

Inventory

Agency Transition
Planning

Execution

Reporting

- Authorized personnel within each Agency will place all orders directly with Networx contractors
 - Agency Contracting Officers
 - Designated Agency Representatives (DAR)
- Networx contractors will provide automated ordering capabilities
 - Contractor OSSs must pass verification testing prior to order placement
 - All orders must include Agency Hierarchy Code (AHC) and CLIN
- Networx contractors issue acknowledgements via automated system

DAR or Agency
Contracting Officer
Places Order

Contractor Provides
Acknowledgements

Contractor Provides
SOCN

Contractor Provides
Status

Execution – Notices & Report

Transition Activities

Inventory

Agency Transition
Planning

Execution

Reporting

Networx RFP Section C.4 Transition

- **Networx Contractor provides Notices**
 - 60 Day Notice
 - Go/No Go Notice
- **Networx Contractor Provides Weekly Transition Planning Report**
 - Begins 1 week after first order accepted
 - Due 2nd business day after week ending on Sunday
 - Distro to GSA, Agency, Sub-Agency
- **Other Reporting required by ALTP/TPSP**

Execution – Test & Acceptance

Transition Activities

Inventory

Agency Transition
Planning

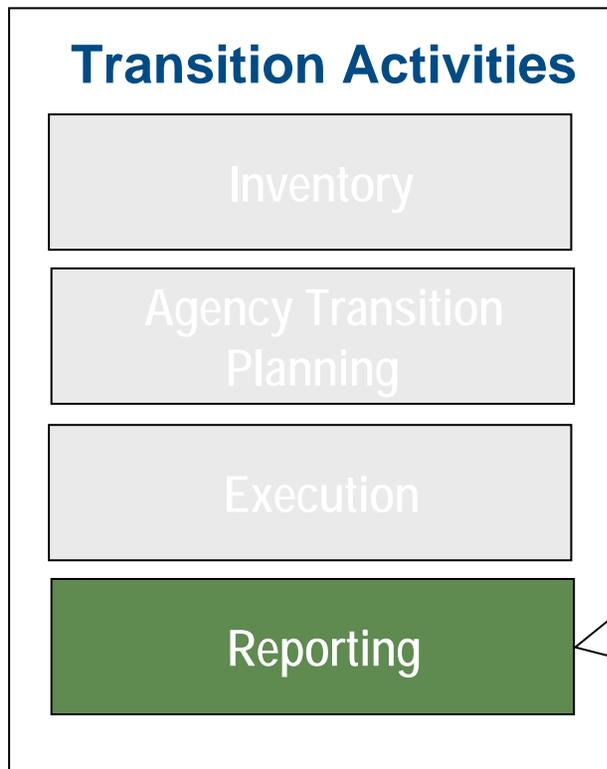
Execution

Reporting

Networx RFP Section E (Test & Acceptance)

- **Networx Contractor responsible for conducting verification testing to assure that services conform to RFP Section C.2 technical requirements**
 - **Networx Services Verification Test Plan**
- **Ordering Agency responsible for acceptance testing**
 - **Trouble ticket must be opened within 72 hours**
 - **If subsequent failure, government may request return to original service, request replacement service, or cancel the service without penalty**

Transition Reporting



- **Disconnect Tracking will be GSA's ultimate focus**
 - **Primary objective of transition is to “Zero Out” FTS2001**
- **Implementation Tracking**
 - **Network vendor transition reporting specified in RFP**
 - **GSA to define Government wide tracking process**
 - **Customer training required on validation**

Summary

- **Inventory, Inventory, Inventory**
- **Start Planning Now!**
 - **Goals and Requirements**
 - **Network Contractor Selection**
 - **Allocate Resources**
- **RFP Familiarization**