Enterprise Business Modernization Capabilities Requirements Document

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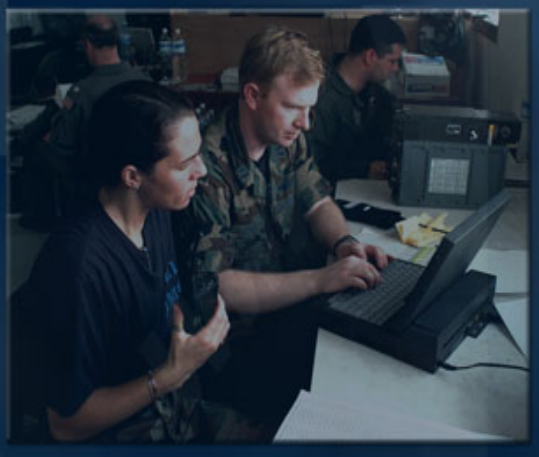

DITCO

DISA Procurement and Logistics

FINAL DRAFT

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EXECUTIVE SUMMARY

The Defense Information Technology Contracting Organization (DITCO) is a subordinate activity of the Procurement and Logistics (PL) Directorate of the Defense Information Systems Agency (DISA). PL/DITCO procures a wide spectrum of information technology (IT) and long-haul telecommunications products and services for the Department of Defense (DOD) and a number of numerous other federal agencies. PL/DITCO, which has been procuring IT and telecommunications products and services for 30 years, and has instituted a number of its streamlining initiatives into regulatory language mostly focused on telecommunications. These initiatives can be found in Defense Federal Acquisition Regulation (DFAR) part 239.

Issue: To successfully accomplish its procurement mission, PL/DITCO manages, operates, and in many cases, has often developed, a group of complex software applications across a wide range of computing environments, including client/server, mainframe, and Web. Current systems are a combination of multiple coding languages, platforms, and processes that have evolved during over the past 30 years. As is the case with many large enterprises, these applications have evolved independently over time and do not adhere to a consistent architecture. This inconsistency in system configuration leads to a number of numerous issues:

- Higher operations and maintenance (O&M) cost.;
- User dissatisfaction attributeddue to anthe inability to envisionsee an end-to-end picture of their the user's procurement process and multiple data entry.; and
- Inefficient use of IT resources to support business processes and to accommodate changes in requirements.

Discussion: In January 2003, PL/DITCO's Director and Executive Steering Committee decided to initiate the Enterprise Business Modernization (EBM) Programject in order to provide PL/DITCO with tools that better support the organization's core functional processes. The goals of the PL/DITCO EBM Project Program are as follows:to:

- Reduce total cost of ownership.
- Create a single integrated procurement solution that is uniformly implemented and readily accessible worldwide.
- Share consistent data, services, and processes across business functions and systems applying the tenets and principles of net-centricity.
- Provide accurate and easily retrievable information for all PL/DITCO contracting functions and associated external users.
- Reduce total cost of ownership by decreasing operational costs while increasing procurement efficiency.

EBM must be compliant with the Acquisition Domain and DISA architectures and will incorporate the mandated fFederal and ~~Department of Defense (~~DOD~~)~~ Acquisition Domain Interim State ~~Enterprise~~ Procurement Enterprise Systems (ADISPES) with a seamless information exchange. The EBM team has modeled a unified IT and telecom contracting business process for the tTo-bBe environment and identified key functional capabilities that are required to achieve that end state. The EBM team conducted an assessment of current commercially available systems that could meet these capabilities and sent out a formal Request for Information (RFI) to solicit ideas from industry. Based on the industry responses to the RFI and commercial system functionality, the EBM team defined a tTo-bBe EBM architecture that includes desired systems capabilities.

Conclusion: PL/DITCO needs a solution that leverages commercially available technical resources that enables the organization to achieve a unified IT and telecom contracting business process while being adaptable to accomplish unique aspects of the telecom contracting process, e.g., Inquiry-Quote-Order (IQO) process, tariff updates. The EBM solution must also conform to the tenets and principles of net-centricity, which allows for greater electronic management of data and collaboration between PL/DITCO stakeholders while reducing system costs.

This Capabilities Requirement Document (CRD) provides the high-level architecture and requirements that prospective Enterprise Business Modernization (EBM) contractors need to design the system. The CRD is organized in five sections and eleven appendices. The five sections discuss the Procurement and Logistics Directorate's Defense Information Technology Contracting Organization's (PL/DITCO) organizational context, ~~ to~~ including e~~ the~~ current environment's technical shortfalls and the goals of the EBM Program; an overview of the EBM Program and concept of operations (CONOPS); EBM capabilities and requirements; the transition plan~~ning~~; and test~~ing~~ and evaluation. The appendices provide the high-level architecture documentation that ~~, which~~ was developed using the Department of Defense (DOD) Architecture Framework, dated February 9, 2004.

1 ORGANIZATIONAL OVERVIEW

1.1 PL/DITCO BACKGROUND

PL/DITCO is the procurement arm of the Defense Information Systems Agency (DISA). PL/DITCO procures global, net-centric telecommunications and commercial iInformation ~~Technology~~ technology (IT) services and equipment required by DOD cComponents and other U.S. Government agencies. PL/DITCO employs about 300 contracting personnel who establish and administer contracts valued at more than $3.0 billion in financial transactions annually supporting buyers (customers) through innovative contracting and acquisition logistics. Although PL/DITCO contracts for both IT and tTelecommunications products and services, tTelecom requirements are ~~approximately~~ about 75 percent% by volume of PL/DITCO's business. PL/DITCO has a worldwide, tTheater operational presence with offices ~~located at~~in the following locations:~~:~~

- Scott Air Force Base, Illinois~~;~~
- Europe, Sembach Air Base, Germany~~;~~
- Bahrain, Southwest Asia~~; and~~
- Pacific, Pearl Harbor, Hawaii~~;~~
- Elmendorf Air Force Base, Alaska
- National Capital Region (NCR), Falls Church, Virginia

1.2 PL/DITCO MISSION

The mission of PL/DITCO is as follows:

"Procure global net-centric capabilities and support ~~customers~~ customers through innovative contracting and acquisition logistics."

Distributed across five operating locations, PL/DITCO faces the daily challenge of effectively and efficiently providing IT and telecommunications products and services that satisfy DOD (including the nation's warfighters) as well as other ~~Federal~~ federal ~~Agency~~ agency requirements. The IT and telecommunications products and services procured by PL/DITCO ~~procures~~ include networks, systems, point-to-point circuits, services, equipment and facilities, ~~as well as~~and computer technology requirements (e.g., ~~such as:~~ hardware, software, maintenance, and support services). The preponderance of PL/DITCO's workload, however, is to establish and administer contracts for telecommunications products and services on a global basis from regulated and non-~~-~~regulated service providers~~s~~. Contracting is ~~done~~ performed on behalf of the DOD and various other federal agencies for lease of telecommunications services and ancillary equipment at locations within the ~~48 Contiguous~~continental United States (CONUS), Hawaii, Alaska, U.S. tTerritories and ~~Possessions~~possessions, and international locations. PL/DITCO maintains the contracting ability to acquire goods and services of all categories to support its buyers (customers) with one-stop, cradle-to-grave acquisition support for IT and telecommunications business solutions. ~~The~~

following Ttable 1 identifies lists the types of products and services that bBuyers procure through PL/DITCO.

Table 1. Products and Services Procured for Buyers

Products and Services	Description of PL/DITCO Procurement Services
Telecommunication Pproducts and Sservices	PL/DITCO provides mechanisms for buyers to acquire a wide variety of telecommunication products and services. These include, but are not limited to, , including telecommunications equipment, systems and networks, support services, and circuits. Circuits maycan include local telephone service, satellite circuits, and long haul (e.g., circuits such as asynchronous transfer mode [ATM]).
Computer Hhardware and Ssoftware	PL/DITCO provides mechanisms for buyers to acquire computer hardware and software. Hardware includes , but is not limited to, personal computers, servers, mainframes, peripherals, printers, and Internet Protocol Routers (IPR). Software includes licenses for individual applications as well asand enterprise licenses.
Technical Support Services	PL/DITCO provides mechanisms for buyers to acquire a variety ofvarious support services, including: integration engineering, program management, information assurance (IA), software development, and modeling analysis.
Non-IT Products and Services	PL/DITCO provides mechanisms for buyers to acquire non-IT-related products and services. Historically, these mechanisms have occasionally included items such as janitorial and lawn care services, office furniture, carpet, automobiles, conferences, and physical security to name a few.

1.3 ENTERPRISE BUSINESS MODERNIZATION OBJECTIVES

In January 2003, the PL/DITCO's Director and Executive Steering Committee decided to initiate the EBM Program in order to provide PL/DITCO with tools that better support the organization's core functional processes.

The goals of the PL/DITCO EBM Program are as followsto:

- Create a single integrated procurement solution that is uniformly implemented and readily accessible worldwide.
- Share consistent data, services, and processes across business functions and systems applying the tenants and principles of net-centricity.
- Provide accurate and easily retrievable information for all PL/DITCO contracting functions and associated external users.
- Reduce operational costs while increasing procurement efficiency.

The EBM solution will incorporate the mandated federal/DOD e-Business Acquisition Domain Interim State Procurement Enterprise Systems (ADISPES), and it will solve the data exchange interoperability gap between these applications to improve information flow for PL/DITCO's procurement actions. The integrated solution will provide a single

source of authoritative data and maximize the exchange of information between these applications. The objective is an application tool suite that ~~utilizes~~ uses "business workflow" and net-centric movement of data between applications ~~in order~~ to reduce manual data entry while increasing data accuracy and integrity of procurement and financial information.

This COTS solution will address the legacy applications that support the unique telecommunications contracting mission and integrate the Acquisition Domain Interim State Procurement Enterprise Systems~~%~~. The solution should reduce the number of unique applications by ~~approximately~~ approximately 75 percent. These reductions will minimize the number of reconciliation problems that prevail between systems~~,~~ and will reduce ongoing operations and maintenance (O&M) costs. The new integrated solution will use data, triggers, and workflow to process common procurement and order functions while isolating unique tasks to independent applications. The procurement and management benefits that will be realized include reduction in the overall time required for~~to~~ training personnel on ~~operations and maintenance~~O&M of the new system, increased data access, increased ease of reporting, increased system sustainability, and enhanced scalability.

1.4 CURRENT PL/DITCO SYSTEM ENVIRONMENT

To successfully accomplish its procurement mission, PL/DITCO manages, operates, and ~~and in many cases,~~ has often developed~~,~~ a group of complex software applications across a wide range of computing environments, including client/server, mainframe, and the Web. As is the case with many large enterprises, these applications have evolved independently over time and do not adhere to a consistent architecture. This inconsistency in system configuration leads to ~~a number of~~numerous issues:

- Higher O&M costs ~~of operations and maintenance;~~
- User dissatisfaction attributed~~due~~ to an~~the~~ inability to envision~~see~~ an end-to-end picture of ~~their~~ the user's procurement fulfillment process~~; and~~
- Inefficient use of IT resources to support business processes and ~~to~~ accommodate changes in requirements.

Current systems are a combination of multiple coding languages, platforms, and processes that have evolved during ~~over~~ the past 30 years. As of 2nd quarter fiscal year 2004, the current systems environment encompasses 11 mainframe applications, 47 client server applications, and 7 W~~w~~eb applications running across 68 servers. The core applications supporting IT products and services contracting are a mix of independent non-~~-~~integrated mainframe, client server and W~~w~~eb-based applications. ~~It is important to~~ N~~n~~ote, that not all ~~of these~~ applications are present at each PL/DITCO location. ~~Approximately~~ Roughly ~~sixty-five~~65 government and contractor full-time equivalents (FTE)~~s~~ provide technical support for the systems currently in operation~~today~~. System changes are increasingly more difficult ~~due to~~as a result of legacy coding techniques. In addition, interaction with the system is ~~extremely~~ very complicated because~~since~~ the terminal screen application lacks any ease of use

functionality required for efficient navigation. The training requirement to achieve proficiency using the system exceeds ~~twelve months~~1 year.

~~Due to the~~Because of a lack of system interoperability, key data elements ~~such as the~~(e.g., customer's (heretofore referred to as "buyers") requirement number, the contract number, buyer contact information and vendor contact information) must be retyped ~~in order~~ for it to exist in the ~~different~~ various applications. This duplicative, laborious task provides many opportunities for errors and creates a~~the~~ need to reconcile system data. Overall, sustaining the status quo provides a short-term solution that does not assist the organization in meeting its strategic objectives. Although the cost for the status quo is abnormally high for the provided functionality, the underlying risk is associated with ~~the~~ lack of an integrated architecture to support a speedy recovery from a catastrophic application system failure or data loss.

2 CONCEPT OF OPERATIONS

2.1 OPERATIONAL CONCEPT

PL/DITCO is a “shared services” unit within DISA, which means that it is responsible to many ~~customers (or~~ buyers~~)~~ within the DOD and~~as well as~~ with other federal agencies worldwide. PL/DITCO provides global contracting to its buyers, ~~which~~ includ~~ing~~:~~e:~~

- Combatant c~~C~~ommands~~;~~
- Military d~~D~~epartments~~; and~~
- Defense and other f~~F~~ederal a~~A~~gencies

PL/DITCO provides ~~a number of~~ numerous contract vehicles and other services (e.g., contract administration and acquisition planning) to its buyers to facilitate the procurement of IT and telecommunications needs. PL/DITCO receives funded telecommunications and IT requirements and needs from its buyers. The organization leverages its functional alliances with accounting, computing, and policy partners to generate contracts and orders with IT and telecommunications providers in industry for the requisite products and services. PL/DITCO supports large contracting projects in support of the Defense Information System Network (DISN) and programs supporting DOD’s Global Information Grid (GIG).

Although each PL/DITCO operating location has a different buyer focus, they all work to achieve the common PL/DITCO mission. PL/DITCO Scott is responsible for ~~the~~ procur~~ing ement of~~ commercial t~~T~~elecommunications and IT products and services required by DOD agencies and other ~~U.S.~~ government agencies. The scope of PL/DITCO Scott's procurement responsibility is worldwide ~~in scope~~. PL/DITCO Scott is a Defense-Wide Working Capital Fund (DWCF) activity~~,~~ and therefore recovers its cost by assessing its buyers a nominal fee for the procurement services provided.

PL/DITCO Europe and its subordinate office in Bahrain are responsible for the acquisition, and reporting for commercial IT, facilities, equipment, and services for DOD and other authorized buyers within or between the European-African and Southwest Asia (SWA) a~~A~~reas of r~~R~~esponsibility (AOR). They execute and manage Indefinite Delivery/Indefinite Quantity (IDIQ) contracts such as the DISN for their AORs and the new Europe Enterprise Wireless contract for supporting requirements in Europe and SWA. PL/DITCO Europe and Bahrain are also DWCF activities. ~~,~~

PL/DITCO Pacific and its subordinate office in Alaska are responsible for ~~the~~ procur~~ingement of~~ communications, facilities, services, and equipment required for the support of DOD, US Pacific Command (USPACOM), and ~~such~~ other ~~US g~~G~~g~~overnment agencies as directed by competent authority within or between Pacific AOR. PL/DITCO Pacific and Alaska are DWCF activities.

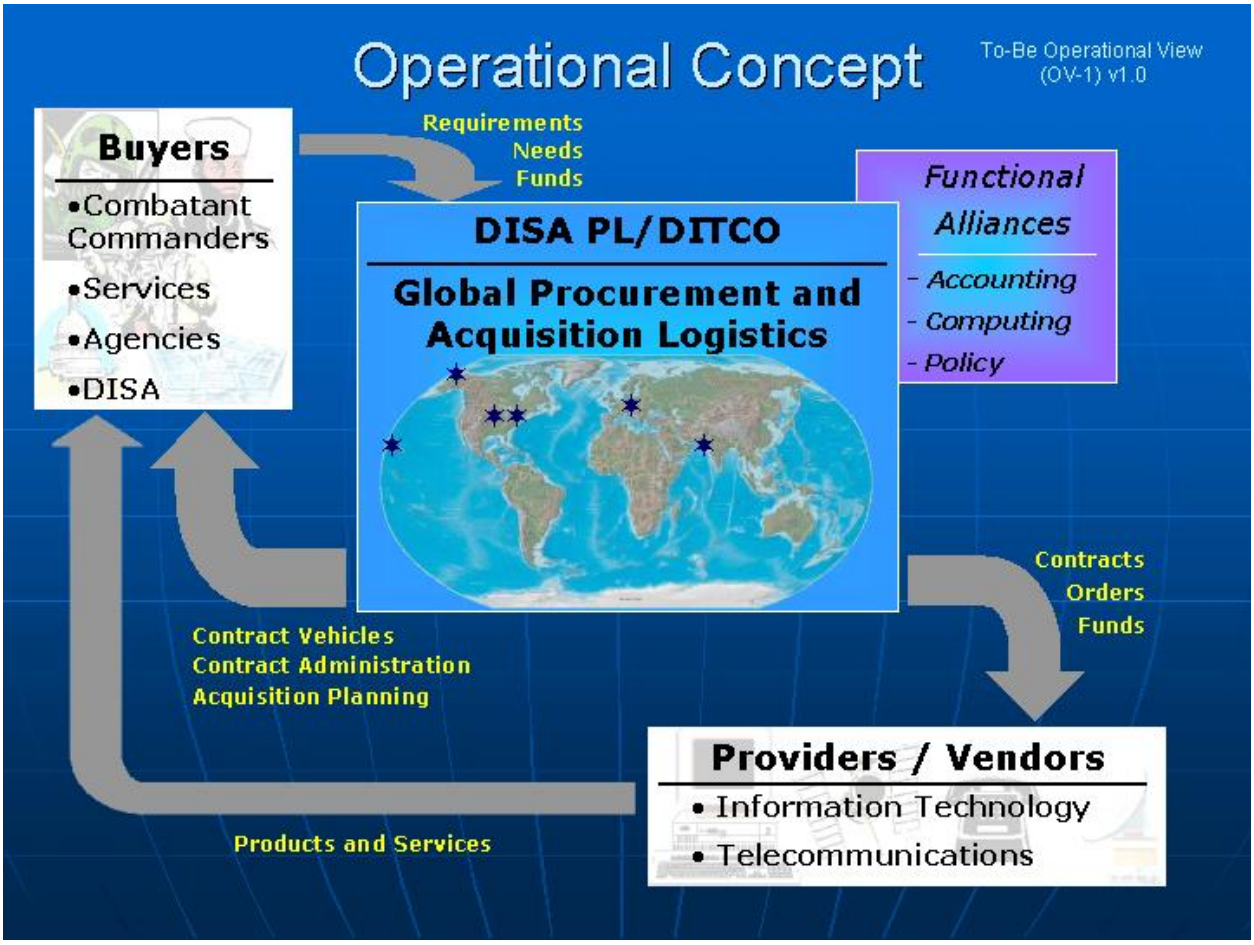
PL/DITCO ~~National Capital Region (~~NCR~~)~~ plans, awards, and administers contracts for goods and services that support DISA~~''~~s mission. NCR operates through appropriated funds, which are authorized and appropriated by Congress. PL/DITCO NCR awards and administers government-wide acquisition contracts (GWAC) including:

- Defense Information Infrastructure (DII)~~;~~
- Global Command and Control System (GCCS)~~;~~
- ~~Defense Information Systems Network (~~DISN~~);~~
- Electronic Commerce/ Electronic Data Interchange (EC/~~A~~EDI)~~;~~
- National Communications System (NCS)~~; and~~
- Other government agencies.

Through the EBM P~~p~~rogram, PL/DITCO is attempting to ~~trying to~~ improve ~~e~~ buyer support by thinking "outside of the box" ~~in terms of~~regarding how best to provide innovative, timely, and cost~~-~~effective contract support. The EBM solution should emphasize the use of consistent, streamlined, uniform processes across all PL/DITCO operating locations. As part of the integrated solution, all of the PL/DITCO sites will leverage data accessible through a single authoritative source. These processes ~~,~~ ~~which~~ will enhance the quality of contract information, ~~and~~ improve process efficiency, ~~while~~ and reduc~~e~~~~ing~~ system administration, training costs and eliminate the need to re-key data across operating locations. EBM will employ sophisticated technology systems to simplify the acquisition process for obtaining a wide range of ~~information technology~~IT assets~~, including~~ (e.g., hardware, software, networks, security products, ~~operations and maintenance~~O&M support, telecommunication and information services). The EBM solution will use contract management techniques to spur ~~more~~ additional innovation and improve efficiency.

The envisioned concept depicted in the OV-1, Operational Concept Diagram suggests an integrated environment where buyers, sellers (PL/DITCO), financial managers, and vendors are creating, accessing, or storing shared data via a universal user interface. Information will always be stored as structured data when possible and shared via common interfaces to support operating in a net centric environment.

Figure 1. OV-1, Operational Concept Diagram ~~Diagram~~



~~In general,~~ PL/DITCO receives funded requirements from a wide range of buyers, providing those buyers with ~~a number of~~numerous contract vehicles, acquisition planning, and contract administration services. PL/DITCO leverages alliances with the accounting and finance, computing, and the policy and legal functional areas to procure ~~the~~ buyer's requirements establishing contracts, orders, and funds with vendors. Those vendors then provide the required products and services to the buyers. PL/DITCO continues to administer the established contracts and orders facilitating payments to the vendors.

2.2 STAKEHOLDERS ~~-~~/OPERATIONAL NODES

PL/DITCO, a seller, depends on its ongoing relationships with buyers, vendors, and other key stakeholders to accomplish its daily mission. In commercial industry, typical vendors include commercial telecommunications companies such as regional operational bells, local exchange carriers, competitive local exchange carriers, and other information products and services companies to compete for contracts and orders to provide telecommunications services and IT products and services to DOD buyers.

International vendors are commonplace for PL/DITCO as many telecommunications contracts and orders are awarded and managed by the field offices in Europe and the Pacific.

To successfully support the procurement process and ensure the application of sound financial management practices throughout DOD, stakeholders such as DISA's Directorate of the Chief Financial Executive (DISA CFE) and DOD's Defense Finance and Accounting Service (DFAS) play key roles both in operations and information exchange. Through accurate and timely information exchange, DFAS ensures vendor payment in conjunction with the operations of DISA CFE and their supporting accounting system. DISA CFE in conjunction with PL/DITCO ensure that the operational revenues and expenses associated with DWCF activities are accounted for while providing commensurate billing information to the appropriate buyer.

Besides operational revenues and expenses, DISA and PL/DITCO senior managers require operational information regarding status of buyer requirements, contract administration and management information and all in a manner timely enough to enable effective decision-making. These informational requirements transcend all levels of management and operations within PL/DITCO in order to best serve our buyers throughout the contracting process.

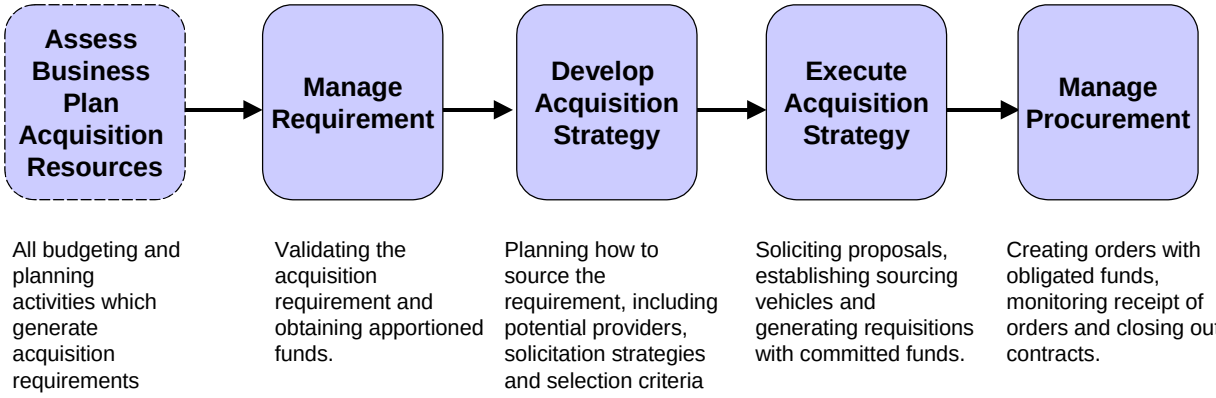
Finally, regulators throughout the Federal Government such as the Federal Communications Commission and Public Utilities Commission play key roles in affecting and influencing the administration and management of typical contracts awarded and administered by PL/DITCO. By changing telecommunications usage rates, tariffs, and surcharges, these regulators impose unique contract administration activities that require robust information systems support to successfully accomplish the PL/DITCO mission.

~~A depiction of the interaction between these stakeholders is found in the~~ The OV-2, Operational Node Connectivity Diagram, illustrates the interaction between the stakeholders ~~diagram below~~.

2.3 BUSINESS PROCESS DESCRIPTION

PL/DITCO, as with most federal contracting organizations, follows the Federal Acquisition Regulation (FAR) and its authorized supplements as the operational policy and guiding regulation for conducting contracting operations. In a~~A~~dditional~~ly~~, PL/DITCO is compliant with ~~both~~ the DISA and DoD BMMP Acquisition Domain EAs. ~~In general,~~ T~~t~~he PL/DITCO business process will follow the Acquisition Domain's "Conduct Sourcing" business process model shown in F~~f~~igure 2 ~~below~~. ~~It is important to~~ N~~n~~ote that the "Assess Business Plan Acquisition Resources" process is not encompassed within the EBM program.

Figure 2. Acquisition Domain General Conduct Sourcing Business Process Model



IT procurement requirements are submitted to PL/DITCO, which works with the buyer to develop the acquisition strategy. Upon receipt of a completed acquisition package from the buyer, the seller (e.g., PL/DITCO) ~~S~~transforms the requirement into a solicitation, which is offered to potential vendors. Vendors may have questions on solicitations, which are answered by the seller and can result in the seller issuing solicitation amendments. Vendors respond to solicitations with proposals. Vendor proposals are evaluated and may result in proposal revisions. Upon completion of proposal evaluations, the seller makes an award obligating funds and then administers the contract through close out. During administration, buyers may initiate orders and/or modifications against the contract. Also during administration, the vendor submits invoices to the buyer and accounting and finance, buyers issue acceptance notices to accounting and finance and accounting and finance pays the vendor and bills the customer.

Similar to IT contracting, the procurement of telecommunications services will continue to rely on the receipt of buyer requirements in a single standardized format, which are transformed into solicitations and ~~which~~ posted as potential opportunities for vendors. These solicitations include a wide spectrum of long-haul telecomm services: ~~such as:~~ business lines and dial tone services, local area access, ~~Intrastate~~ intrastate and i~~I~~nterstate point-to-point services, switched services, domestic and international long distance services, 800 s~~S~~ervices, f~~F~~rame r~~R~~elay s~~S~~ervices, ~~Asynchronous~~ asynchronous t~~T~~ransfer m~~M~~ode (ATM) services, p~~P~~acket s~~S~~witched d~~D~~ata s~~S~~ervices, video services, and Integrated Switched Digital Network (ISDN) services. Analog services are typically 3-k~~K~~H~~h~~z voice grade circuits, ~~while~~ whereas digital services range from 9.6 kilobytes per second (~~KBS~~kbs) (narrowband) to OC-N (wideband) circuits.

However, the uniqueness of telecom procurement for DOD and other federal agencies is demonstrated in several examples. First, telecom is a heavily regulated industry. Existing contracts can be unilaterally modified by the vendor by simply submitting a tariff change to the FCC. Once approved, DITCO must discover which of 100,000 contracts is affected by that change and modify those contracts accordingly (as well as the payable records). Often, this involves adjusting contracts for bill periods that have

already cleared, and sometimes in previous fiscal years. Second, the volume of running contracts (and invoices) makes positive receipt and acceptance for every invoice impossible. Further, DISA rules governing communications (DISAC 310-130-1) requires a disconnect order be issued before a service is disconnected, even if the service life on the order is expired. These, and many other challenges specific to telecom, make this process unique and very challenging.

The OV-6c Operational Event /Trace Description provides a ~~A~~ more detailed presentation of the PL/DITCO business process for both IT and Telecom contracting ~~is located in Appendix D~~.

2.4 EBM SOLUTION EXTERNAL INTERFACES

The EBM solution will replace many of the current PL/DITCO applications and must interface with the BMMP ADISPES ~~as well as a number of~~and numerous other external applications. Based on an assessment of similar telecommunications industry systems~~,~~ and on the similarity of the PL/DITCO requirements with the typical telecommunications Operational Support System (OSS) functionality, five components or functional areas of the EBM solution are identified ~~as~~:

- Buyer Management~~;~~
- Data and Reporting Management
- Financial Management
- Order Management
- Workflow and Document Management~~; and~~

These ~~nine~~ functional areas may have one or more external interfaces with BMMP ADISPES and/or external applications. The Data and Reporting Management ~~and Reporting~~ component of the system must establish many interfaces with external and BMMP ADISPES systems. According to DOD policy, the interim state defines the solution set that each m~~M~~ilitary ~~Department~~ department and d~~D~~efense a~~A~~gency will use to procure goods and services and conduct other procurement activities. The EBM solution will likely need to interface with 9 of the 13 ADISPES systems and be able to readily access the remaining 4 systems if necessary. In addition to the 13 ADISPES systems, ~~there are~~ two other external systems~~—~~, Electronic Document Access (EDA), and Excluded Parties Listing System (EPLS)~~—~~ ~~that~~ are noteworthy for the EBM solution. Table 2~~1~~, which ~~below~~ lists the external applications, ~~provides a description of~~describes the system functionality and ~~of each system and~~ summarizes the application that each of the 15 systems is expected to have on EBM.

Table ~~1~~2. EBM External System Application

DOD ADISPES System	Primary Procurement and Procurement-Related Capability	Application to PL/DITCO EBM Ssolution
Central Contractor Registration (CCR)	The primary vendor registration database for the ~~U.S.~~ Federal Government. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. C~~B~~both current and potential government vendors are required to register in CCR in order to be awarded contracts by the government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain active status. CCR validates the vendor's information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT). In a~~A~~dditional~~ally~~, CCR shares the data with government procurement and electronic business systems.	The PL/DITCO EBM solution will accept data from CCR to transmit data by accessing information from the comprehensive database on all registered vendors.
Online Representatives and Certifications Applications (ORCA)	Vendor submission of representations and certifications. ORCA is a f~~F~~ederal~~-~~-wide system that replaces many of the provisions placed in Section K of every solicitation with a centralized on-line application. Using this application, ~~where~~ vendors can provide that information once and update it as necessary. ~~and~~ C~~c~~ontracting officers also can review the information provided. The ~~, the~~ FAR is being updated to reflect this process.	The PL/DITCO EBM solution will exchange information with ORCA related to vendor representations and certifications.
Federal Registration (FedReg)	Government office registration. FedReg collects information about federal government offices that act as trading partners, using b~~B~~usiness p~~P~~artner n~~N~~etwork n~~N~~umbers/t~~T~~rading p~~P~~artner n~~N~~umbers as unique identifiers for individual federal locations. FedReg then sends this data to the exchange system~~,~~ so that information about each participant can be included with each transaction.	The PL/DITCO EBM solution will not be integrated with FedReg, but will be accessible as a lookup system serving as a primary source for federal trading partners.
Federal Business Opportunities, FedBizOpps~~,~~ (FBO)	Posting of business opportunities. http://www.fedbizopps.gov/ is the single ~~Government~~ government point-of-entry (GPE) for federal government procurement opportunities ~~over~~ exceeding $25,000. Government buyers ~~are able to~~can publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through a single portal, FedBizOpps commercial vendors seeking federal markets for their products and services can search, monitor, and retrieve opportunities solicited by the entire federal contracting community.	The PL/DITCO EBM solution will transmit data to FedBizOpps to provide a seamless capability to post solicitations online.

DOD ADISPES System	Primary Procurement and Procurement-Related Capability	Application to PL/DITCO EBM Ssolution
Federal Technical Data Solutions (FedTeDS)	Online posting of technical documents supporting procurement. FedTeDS is a Wweb application developed under eE-Government's Integrated Acquisition Environment. FedTeDS enables the distribution and dissemination of Sensitive But Unclassified (SBU) acquisition material related to solicitations found on FedBizOpps.gov. FedTeDS is designed to safeguard sensitive acquisition--related information during the solicitation phase of the procurement cycle.	The PL/DITCO EBM solution will transmit information to FedTeDS as required to post technical information supporting a solicitation also posted on FedBizOpps.
Interg-Governmental Transactions Exchange (IGTE)	Processing of inter-governmental transactions. OMB and the Integrated Acquisition Environment (IAE) team established basic requirements for processing and recording intragovernmental transactions for all agencies. An IGTE production pilot for rent and reimbursable IT services transactions began in October 2003. All departments and major agencies are expected to process rent and IT services transactions ~~over~~ exceeding $100,000~~K~~ through the IGTE by July 2004. It is envisioned that all intragovernmental transactions (excluding those paid via a credit card) will eventually be fed through the IGTE for processing and tracking.	The PL/DITCO EBM solution will accept data from IGTE to assist with the processing of inter-governmental financial transactions ~~both~~ in the certification of funding availability and in processing Accounts-Payable transactions. IGTE will when complete, support the MIPR process.
Federal Procurement Data System-Next Generation (FPDS-NG)	Reporting of contract award information. The central repository of statistical information on federal contracting. It contains detailed information on contract actions of more than $25,000 and summary data on procurements of less that $25,000. The new system, FPDS-NG, will integrate with every government procurement system in real time. This electronic interoperability will allow contracting agencies to reduce or eliminate some of the manual processes required to collect and summarize information about millions of smaller procurements.	The PL/DITCO EBM solution will transmit information to FPDS-NG to enable seamless reporting of required statistical information. FPDS-NG will be the authoritative reporting source for reporting of contract award information.
Past Performance Information Management System (PPIMS) / Past Performance Information Retrieval System (PPIRS)	Retrieval of past performance report cards. A Wweb-enabled, government-wide application that provides timely and pertinent contractor past performance information to the federal acquisition community for use in making source selection decisions. PPIRS assists federal acquisition officials in making source selections by serving as the single source for contractor past performance data. Confidence in a prospective contractor's ability to satisfactorily perform contract requirements is an important factor in making best--value decisions in the acquisition of goods and services.	The PL/DITCO EBM solution will transmit data to PPIMS/PPIRS.

DOD ADISPES System	Primary Procurement and Procurement-Related Capability	Application to PL/DITCO EBM Ssolution
Wage Determinations On-Line (WDOL)	Receiving wage determination data. WDOL is a fFederal--wide, Wweb-enabled system that will eliminate the longstanding paper process of requesting wage determinations from the Department of Labor using the Standard Form 98 (which could requiretake months) by an electronic retrieval of wage determinations accomplished with one Internet session.	The PL/DITCO EBM solution will not be integrated with WDOL, but will be accessible as a lookup system for wage determination information.
Interagency Contract Directory (ICD)	Reporting of Interagency contracting vehicles. ICD is a searchable directory of government-wide acquisition contracts (GWACs), multi--agency contracts, Federal Supply Schedule (FSS) contracts, or any other procurement instrument intended for use by multiple agencies, including Blanket Purchase Agreements (BPAs) against ~~Federal Supply Schedule~~FSS contracts.	The PL/DITCO EBM solution will not be integrated with ICD, but will be accessible as an online look-up system for acquisition contract information.
Standard Procurement System (SPS)-Procurement Desktop Defense (PD^2)	Contract writing and administration. The system supports the on-going data exchange between SPS commercially known as PD^2, and external systems that maintain functional communities such as Finance and Logistics. ~~Essentially,~~ SPS moves data created by other applications, such as requisition data, for loading into PD^2 or it moves data created by PD^2, such as contract award data, for loading into other dependent databases. The SPS extracts data from the PD^2 database to build outgoing interface files and inserts this data into the PD^2 database received via incoming interface files.	The PL/DITCO EBM solution will exchange data with the SPS PD^2 contract-writing tool. The EBM solution will address telecom contracts and orders.
Wide Area Workflow—Receipt and Acceptance (WAWF-RA)	Processing of invoices and receiving reports. Provides the baseline technology for government vendors and authorized DOD personnel to generate, capture, and process receipt and payment-related documentation, via interactive Web-based applications. Authorized agency users are notified of pending actions and are presented with a collection of documents required to process the contracting or financial action.	The PL/DITCO EBM solution will exchange contractual data with WAWF-RA for the receipt and routing of invoices that result from “standard” (non--telecom IQO) contracting.
DOD Electronic Mall (DOD EMALL)	Electronic ordering under non-GSA schedule vehicles. DOD EMALL is the single entry point for DOD and other fFederal buyers to find and acquire off-the-shelf, finished good items from the commercial marketplace.	The PL/DITCO EBM solution will not be integrated into DOD EMALL, but will be accessible online as a principal means to procure certain finished goods.

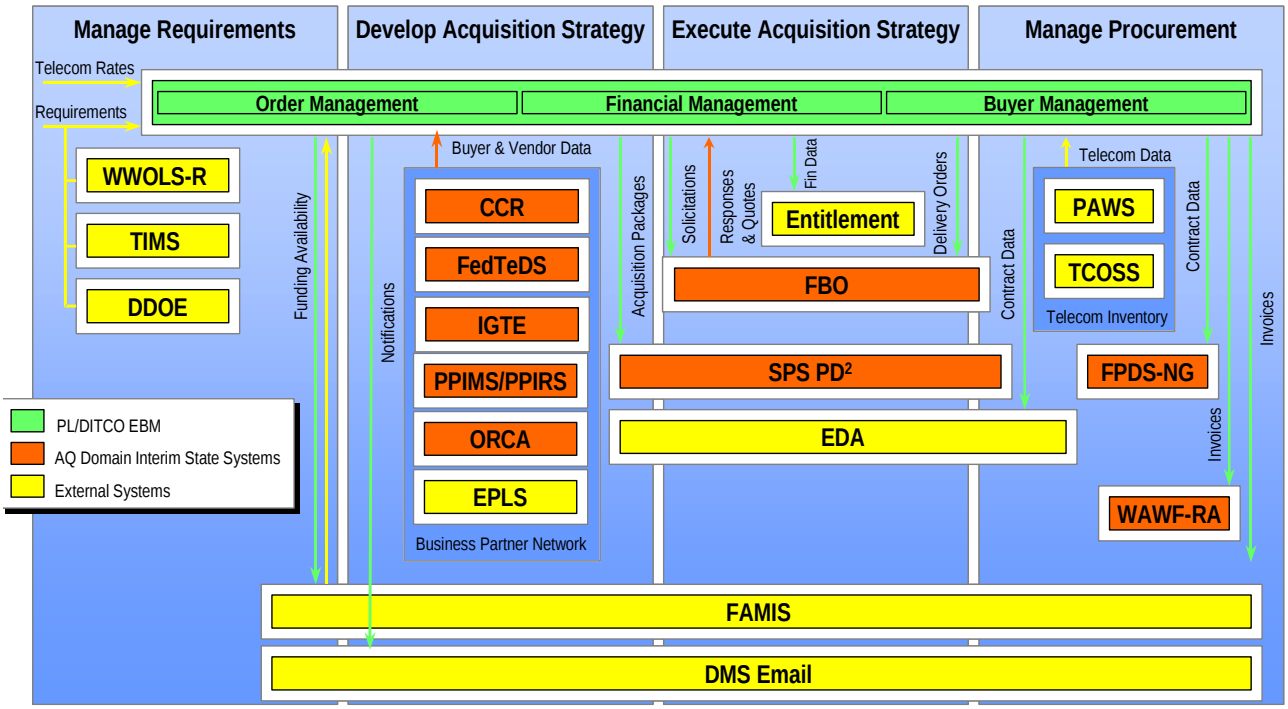
Other External Systems:

Additional Acquisition Domain Endorsed System	Primary Procurement and Procurement-Related Capability	Application to PL/DITCO EBM Solution
Electronic Document Access (EDA)	EDA provides a single, read-only "electronic file cabinet" that can be accessed by any authorized user, both within DOD and in the vendor community. Vendors may be authorized to view only contract documents that match their validated Data Universal Numbering System (DUNS) or commercial and government entity (CAGE) codes. The system provides storage and retrieval of post-award contracts, contract modifications, personal property and freight government bills of lading (GBLs), vouchers, Contract Deficiency Reports (1716s), Summaries of Voucher Line Data (110 Reports), Materiel Acceptance and Accounts Payable Reports (MAAPRS), and Army direct vendor deliveries (DVDs) in a compressed text format running on DOD's private network. EDA capitalizes on communication networks and commercial tools that are widely used today. EDA provides payment technicians at the Defense Finance and Accounting Service (DFAS), DOD contract officers, procurement officers, and transportation technicians with the ability to view and process documents without paper copies. Vendors have view-only capability of their contract documents only.	The PL/DITCO EBM solution will transmit information to EDA for filing contracts.
Excluded Parties Listing System (EPLS)	The electronic version of the Listing of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving fFederal contracts or certain subcontracts and from certain types of fFederal financial and non-financial assistance and benefits.	The PL/DITCO EBM solution will exchange data with EPLS related to excluded parties.

The Figure 3, identifies the system interfacegraphic below depictss necessary between the PL/DITCO EBM solutiion and key external systems in the tTo-bBe environment. The EBM solution is shown in green, ADISPES systems s are shown in orange, and other interfacing systems are shown in yellow. During the Manage Requirements phase, requirements and telecom rates are received from external systems, via e-mail or manually and acted upon to include certifying the availability of funds. During the Develop Acquisition Strategy phase, the solution shall validate buyer and vendor information with ADISPES systems. The solution shall engage the Standard Procurement System (SPS) system to write a contract. During the Execute Acquisition Strategy phase, the solution should post the solicitations to FedBizOpps and facilitate the ,receipt and evaluation of proposals. In addition, the solution should facilitate the

award of a contract to the winning vendor continuing to update the authoritative contract file in the Workflow and Document Management system. During the Manage Procurement phase, the solution monitors the receipt of orders, generates accounts payables and receivables, and supports the reporting requirements of ~~both~~ ADISPES and telecom systems.

Figure 3. To-Be SV-1, System Interface Description



3 REQUIREMENTS

This section of the document outlines the capability areas within which the requirements of the ~~Enterprise Business Modernization~~EBM Program align. High-level functional requirements can be found in the SV-4, Systems Functionality Description, and desired capabilities are located in the Fit Gap Matrix located in the Appendices.

3.1 SYSTEM FUNCTIONALITY

The capabilities and detailed system requirements are classified into the following functional categories:

- **Buyer Management**~~—~~Outlines the buyer's needs ~~of the buyer (customer)~~ in accessing EBM, ~~which~~ includinges ~~but is not limited to~~ entering and managing buyer information. Buyers also ~~have the ability to~~can access a limited amount of information, including submitted proposals and some online reports.
- **Data and~~&~~ Reporting Management**~~—~~Outlines the behaviors and requirements needed to enter, store, manipulate, and retrieve information~~. This includes~~, including tagging, warehousing, mining, and distributing ~~on of~~ data. Ensures easy discovery and access of structured and unstructured data. Information can be co-located in a single repository or distributed across accessible databases. Includes the standards and principles of reporting.
- **Financial Management**~~—~~Outlines the tasks and requirements for financial operations (e.g., ~~such as~~ general ledger, accounts payable, accounts receivable, payment processing, and administration of invoices~~), etc.~~
- **Infrastructure**~~—~~Outlines the technology foundation, standards, and considerations that must be taken into account when developing EBM. ~~-~~Includes the basic facilities, services, and installations needed for the functional operations.
- **Interfaces**~~—~~Outlines the specific needs related to system interfaces and information flows between ~~both~~ the EBM and the~~,~~ internal and external sources as appropriate.
- **Order Management**~~—~~Outlines the ability to enter information related to a purchase, including requirements, funding allocation, purchase requests, inquiry and order (IQO), IT and telecommunications orders. This module also enables the buyer and vendor to track requirement status.
- **Security Management**~~—~~Outlines the considerations and fundamentals necessary for~~to~~ ensuring~~e~~ secure access to online information and information exchanges~~. This includes~~, including the application program security~~,~~; roles~~-~~based access to information, and object~~-~~oriented database access controls.
- **System Administration**~~—~~Outlines the organizational and managerial functions and requirements that are necessary for overall software governance~~. Includes~~, including functions needed to configure user access to the system.

- **Workflow and~~&~~ Document Management**~~——~~Outlines the tasks and requirements ~~that are~~ needed for end-to-end process and document management, event detection, and response. Enables the monitoring and tracking of content as it moves through select business processes. Provides ready access to organized information so that decisions can be made based on the latest data.

4 TRANSITION PLAN

The EBM contractor shall develop a detailed EBM Transition Plan that demonstrates how the solution will transition current system functionality to the new EBM environment. The Transition Plan shall establish a phased approach for providing the functionality that will achieve the below stated factors in a lower risk approach. PL/DITCO will leverage its existing requirements management process during the implementation of the EBM system.

It is desired that any discovery period necessary be accomplished within 3 months following award. The transition plan will be structured accordingly with targeted IOC in 12 months and FOC in 24 months following award. The contractor will include a transition plan that at a minimum cites the milestones identified in Table 5 below.

Table 3. EBM High-level Transition Plan

Milestone	Sub Activities	Completion Date
Acceptance of Final Design	Discovery	90 DACA
	Review Preliminary Design	
	Revise Program Plan	
	Assess External Interface Requirements	
	Establish Phased Approach for Functionality	
	Review System Requirements	
	Validate EBM Design	
	Review Final or Critical Design	
	Revise TEMP Master Plan	
Initial Operating Capability	Integrate	360 DACA
	Test and Revise	
Full Operating Capability	Integrate	720 DACA
	Test and Revise	

The current PL/DITCO business and technology environment presents limitations to continued effective telecom and IT contracting. In addressing those current limitations, PL/DITCO established certain criteria that shall be considered in developing a lower risk, phased approach to transitioning to EBM. EBM development and implementation shall follow a phased approach that accommodates higher priority requirements first while assessing the impact on external stakeholders (those outside of PL/DITCO), and fulfilling more easily achieved requirements.

Contracting –

- Establish a graphical user interface solution for the receipt of buyer requirements
- Institute a solution for the electronic receipt of telecom transactions

- Establish interfaces with two key telecom requirements input systems: Worldwide Online System–Replacement (WWOLS-R) and Tactical Information Management System (TIMS)
- Create an interface to issue solicitations that populate FedBizOpps
- Establish an interface to populate PD2
- Provide a capability to issue contracts and orders from PD2
- Create the ability to issue an modification to an order
- Institute the capability to track requirements and obligations against a contract
- Establish the capability to identify buyer acceptance and receipt of goods and/or services

Financial Management –

- Establish the capability to record buyer information associated with funding authorization
- Develop and demonstrate a working interface with a JFMIP compliant general ledger system (currently Financial Accounting and Management Information System-FAMIS)
- Establish an interface to transfer buyer's financial information to the general ledger
- Institute the capability to request and receive certification for funds availability
- Establish an interface to transfer financial transactions for obligation to the general ledger
- Establish an interface to transfer modifications of financial transactions for obligations to the general ledger

Data and Reporting –

- Develop and implement a data migration strategy that accounts for 100,000 plus active records with access to at least 6 years 3 months of historical data from the point of contract closeout
- Establish a capability to retrieve logs and reconcile transmissions for each information exchange between system boundaries
- Provide the capability to access financial information associate with the contracting action
- Establish a capability to access all contracting information associated with a requirement
- Provide the capability to perform ad-hoc reporting on any data stored in the database

- Provide the ability to run a subset of standard reports

Technical –

- Provide the capability to administer user profiles for access and authority to system functions
- Ensure that the system is capable of running on DISANet
- Establish the capability to restrict user access to information based on roles and profiles in the system
- Establish a security capability that protects unclassified but sensitive (UBS) information through permissions-based access controls
- Establish open interfaces with external stakeholders that support the principles of the DOD's Net-Centric Data Strategy.

To achieve initial operating capability (IOC), the system shall meet the above-specified critical factors in the areas of contracting, financial management, data and reporting, and technical. In addition, current operational data must be migrated to the EBM system to maintain continuity of contracting operations. As with any system implementation, security is a primary concern to protect the data's integrity, limiting access to those authorized users based on their roles, while not inhibiting productivity or scalability.

5 TEST AND EVALUATION

The EBM contractor(s) shall will perform and provide configuration testing as needed. Configuration testing will be consistent with the objectives of the EBM Program and the technical risk adherent to the proposed solution and implementation plan. EBM is required to pass a Government government aAcceptance tTest, which consists of verifying and validating that the proposed solution satisfies the contract requirements. The gGovernment aAcceptance Test test includes , but is not limited to, an evaluation of proposed solution against the CRD, an iInstallation tTest, Information information aAssurance tTest, a sSecurity tTest and eEvaluation (ST&E), and an eEnd-to-eEnd System system iIntegration tTest.

The DISA Joint Interoperability Test Center (JITC) will perform iInteroperability tTesting on the EBM solution. EBM must receive an iInteroperability tTest cCertification and pass an Operational operational aAssessment tTest before implementation. The EBM contractor(s) shall will provide thethe Ggovernment copies copies of all test scenarios and test reports and /results that are associated with the selected solution at no additional cost to the Government.

The Test and Evaluation Master Plan (TEMP)P shall will provide a road-map for integrated EBM solution development and testing, to includinge the plans, schedules, and resource requirements necessary to for accomplishing testing and evaluation. The TEMP pPlan shall will be consistent with and supportive of the overall EBM concept of operationsCONOPS, and will provide information about risk assessment and mitigation. The TEMPP shall will identify empirical data to be used for validating each phase of system delivery and evaluating technical performance and system capabilities against the critical factors and desired system capabilities KPPs of this CRD. In addition, the TEMP shall detailed resources needed to support the system deployment phases.

The TEMP must include test events, scenario descriptions and resources to fully test requirements. Testing resource requirements will outline any tester or /user preparation needed and simulated data that align with use cases and test limitations that impact the system evaluation for each system deployment phase.

The TEMP will include iInformation aAssurance (IA) tTest and eEvaluation, which will be conducted based on tailored DOD Information Technology Security Certification and Accreditation Process (DITSCAP) (DOD 5200.40) to meet the needs of the nNet-cCentric Web sServices pPrinciples and aArchitecture. A tailored Service Security Authorization Agreement (SSAA) will be developed and a tType aAccreditation will be sought from the dDesignated aApproving aAuthority (DAA). Following security TEMP results, and positive recommendation to the DAA, an Authority tTo Operate (ATO) or Interim ATO (IATO) will be issued.

The EBM solution provider(s) shall be responsible for corrections required due to as a result of failure to successfully pass the gGovernment aAcceptance tTesting, iInteroperability tTest, and Operational operational aAssessment tTest at no additional cost to the Government.

APPENDIX A—OV-1 OPERATIONAL CONCEPT GRAPHIC

The Operational Concept Graphic (OV-1) provides the high-level notional graphic depiction of the Enterprise Business Modernization (EBM) architecture. This graphic highlights the mission, domain, scope, intent, and general business processes encompassed within EBM. In addition, this graphic identifies key organizations and interactions.

APPENDIX B—OV-2 OPERATIONAL NODE CONNECTIVITY DIAGRAM

The Operational Node Connectivity Description (OV-2) provides the operational nodes, connectivity, and information exchange need-lines between nodes. The Defense Information Technology Contracting Organization (DITCO) to-be OV-2 contains six nodes, which display the following:

- Buyer who has funded requirements for information technology (IT) and telecom products and services.
- Seller (or DITCO contracting specialist) who processes the buyer's funded requirement to establish a contract to fulfill the buyer's IT and/or telecom needs.
- Vendor who fulfills the buyer's IT or telecom requirements with a product or service.
- DITCO Financial Manager who manages the working capital fund (WCF) to reconcile vendor invoices with buyer funds.
- Accounting and Finance Manager who pays vendors from buyer accounts.
- External Agencies that receive reports on ongoing DITCO operations.

These nodes are connected by multiple need-lines. These need-lines display the type of information that is being exchanged by the operational nodes. The following are the need-lines expressed in the DITCO to-be OV-2:

From Buyer to Seller:

- Funding Information
- Receipt and Acceptance

From Buyer to Seller (for IT):

- Acquisition Packages

From Buyer to Seller (for Telecom):

- Telecommunication Service Requests (TSR's)
- Telecommunication Service Orders (TSO's)

From Seller to Buyer:

- Procurement Status Updates

From Vendor to Seller:

- Responses to RFIs and Solicitations
- Contract/Order Acceptance
- Completion Notice

From Vendor to Seller (for Telecom):

- Order Receipt
- Jeopardy Notice

From Seller to Vendor:

- RFI's and Solicitations
- Contract/Order

From Seller to External Organizations:

- Contract Reporting
- Past Performance

From Seller to External Organizations (for Telecom):

- Rates: Tariffs and Taxes

From Accounting and Finance to Vendor:

- Payment

From Vendor to Accounting and Finance:

- Invoice

From Seller to Financial Manager:

- Funds Available Certification Request
- Billing Actions (TSO)

From Seller to Financial Manager (IT):

- Buyer Funding Acceptance Request

From Financial Manager to Seller:

- Funds Available Certification Response
- Billing Information

From Financial Manager to Seller (IT):

- Buyer Funding Acceptance Response

From Financial Manager to Buyer:

- Buyer Billing Detail
- Funding Acceptance Response

From Buyer to Financial Manager:

- Funding Information

From Accounting and Finance to Buyer:

- Buyer Bill

From Buyer to Accounting and Finance:

- Receipt and Acceptance (Payment Process)
- Buyer Remittance

From Seller to Accounting and Finance:

- Contract/Order Information
- Billing Details for AR

From Vendor to Buyer:

- Invoice

APPENDIX C—OV-3 INFORMATION EXCHANGE MATRIX

The OV-3, Information Exchange Matrix, is a tabular product that provides details on the information flows defined in the OV-2, Operational Node Connectivity Diagram. The OV-3 serves five major purposes:

- To identify characteristics and performance required for information exchanges, particularly those that span organizational or system boundaries
- To support the identification of systems interfaces and development of system performance requirements
- To link the information flows of the OV-5 to the OV-7 Logical Data Model so that the two models may support and validate each other
- To capture demands made on communications links and support development of communications system requirements
- To support information assurance (IA) planning

Following are definitions of the column headings used in the Defense Information Technology Contracting Organization (DITCO) information exchange matrix.

Information Exchange Matrix Heading	Definition
Need-line Identifier	Reference title from the OV-2 that identifies the need-line that carries the information exchange.
Detailed Information Exchange Title	Reference title that identifies the information exchange—usually based on relevant operational/business context and should be unique for the architecture.
Information Exchange Description	Brief narrative description of the information exchange that captures the content, operational/business context, and purpose of the exchange.
Information Exchange Packet Size (maximum kilobytes)	The maximum size, in kilobytes, of electronic information exchange packets. (Typically information exchange packets vary in size, so the maximum size should be used to enhance future system performance.) If the information exchange is not electronic, state size in number of letter-sized sheets of paper.
Information Exchange Operational/Business Process Activity	The business process activity that produces the information.
Information Exchange Producer	The organizations or users that produce or initiate the information exchange.
Information Exchange Consumer(s)	The organizations or users that are authorized to consume or receive the information exchange.
Transaction Type	Description of the type of transaction, e.g., file transfer, data transfer, recurring, notification.
Transaction Format	The electronic format of the transaction, e.g., MIME message, SOAP message, IP.
Triggering Event	Brief description of the events (either human- or system-driven) that triggers or initiates the information exchange.

Information Exchange Matrix Heading	Definition
Periodicity	How often the information exchange occurs; may be an average or a worst case estimate and may include conditions based on the operational/business process; may include the frequency of the automated system follow-up and tracking actions.
Access Control	The class of mechanisms used to ensure that only those authorized can access the information.
Availability	The relative level of effort required to be expended to ensure that the system data can be accessed.
Confidentiality	The kind of protection required to protect the information from unintended disclosure, e.g., FOUO, proprietary.
Dissemination Control/Releasability	The kind of restrictions on receivers of the information based on the sensitivity or confidentiality of the information.

APPENDIX D—OV-5 OPERATIONAL ACTIVITY MODEL

The OV-5 is a table that defines the steps in a business process and may include definitions of the sequence and dependencies among steps, the information that flows between them, or both. Most OV-5s represent an iterative decomposition of activity within a process to a number of levels of indenture appropriate to the specific objectives of the model. The OV-5 is the primary product of mission analysis/process improvement and was produced by the process owners, which are the Procurement and Logistics/Defense Information Technology Contracting Organization (PL/DITCO) integrated project teams (IPT).

The OV-5 is a key product for describing capabilities and relating capabilities to mission accomplishment. The PL/DITCO OV-5 is used in conjunction with a process flow model (the Ov-6c) to describe the sequence and other attributes (e.g., timing) of the activities. The PL/DITCO process flow model further captures precedence and causality relations between activities as well as information flows. The PL/DITCO activity model is compliant with both the Defense Information Systems Agency (DISA) and the Business Management Modernization Program (BMMP) (Acquisition Domain) activity models providing a framework to show how the PL/DITCO process relates to other associated activities.

The PL/DITCO OV-5 is divided into the four phases of the contract life cycle from the BMMP “Conduct Sourcing” model:

- Manage Requirements
- Develop Acquisition Strategy
- Execute Acquisition Strategy
- Manage Procurement.

The lower level activities also follow the Conduct Sourcing model but show many of the unique activities performed by PL/DITCO contracting specialists supporting telecommunications requirements. A more detailed description of the activity model is found with the OV-6c, Operational Event/Trace Description.

APPENDIX E—OV-6C OPERATIONAL EVENT/TRACE DESCRIPTION

This appendix describes the Telecommunications and Information Technology (IT) Contracting Process, which contracts for telecommunications & IT services and products with commercial providers in support of the Department of Defense (DOD) mission and a wide variety of other federal government customers. This document is organized by the four functional areas that compose the contracting process. The fifth section is dedicated to describing the process by which buyers may procure services via the Remote Ordering Process.

I. Requirements Management
II. Acquisition Strategy Development
III. Acquisition Strategy Execution
IV. Procurement Management
V. Remote Ordering Process

Section I. Requirements Management

1.1. Discuss Need

This activity involves receiving and reviewing the buyer's requirement to verify its accuracy and completeness.

1.2. Assist Buyer with Market Research (if applicable)

This activity involves research of acquisition policy, guidance, industry capability, and procedures to guide development of the appropriate acquisition strategy to meet the buyer's requirements.

1.3. Provide Acquisition Recommendation (if applicable)

This activity provides the buyer with a recommended acquisition strategy given the buyer's unique requirement(s). Additional activities include responding to buyer requests for assistance by providing technical acquisition support to assist in the development of buyer technical requirements.

1.4. Submit Acquisition Package

This activity involves the completed acquisition package being submitted by the buyer.

1.5. Review and Process Requirements/Acquisition Package

This activity receives and analyzes requirements for technical factors and other related issues. This activity also determines if the acquisition package contains all required documents.

1.5.a. Establish Funding Information (as needed)

This activity establishes a buyer and the related funding (as necessary). This data is accessed to verify that an account is in place for received requirements.

1.5.b. Update General Ledger (GL) (as needed)

This activity records accounting transactions in the General Ledger, committing funds, and recording the commitment in appropriate budgetary accounts. This involves recording the commitment and budget information.

Section II. Acquisition Strategy Development

Is Existing Contract In Place?

This activity involves the determination of whether a contract is currently in place that may be utilized to meet the buyer's requirement.

Is Competition Required?

If an existing contract is in place, this activity involves determining whether competition is required. If competition is not required, the process may skip the steps associated with preparing and issuing a solicitation (and go directly to 'Issue Contract Action' (3.5)). If competition is required, the process of developing a solicitation must be followed.

2.1. Prepare Solicitation

This activity includes all tasks required in the preparation of the solicitation. Some examples include: determination of contract type, determination/coordination of socio-economic programs, development of the solicitation notice, creation of the source list, preparation of determinations and findings, and preparation of the solicitation.

Is Review Required?

This activity involves determining whether Policy & Legal must review the solicitation before issuance.

2.2. Perform Policy and Legal Review

This activity, performed by Policy and Legal, provides acquisition legal advice and guidance in response to requests for legal action. Policy and Legal assists in the formulation of all procurement policy initiatives and serve as legal advisors in formal source selections.

2.3. Issue Solicitation

This activity involves preparing and releasing the final solicitation.

2.4. Review Solicitation

This activity involves a review period during which the vendor examines the solicitation to formulate a response.

2.5. Submit Questions (if applicable)

This activity describes the vendor's questions regarding the solicitation.

2.6. Review Questions and Answer

This activity describes the process of providing clarification to vendor questions and determining if inquiry modifications are required.

Pre-Award Protest?

This activity involves determining whether there is a pre-award protest. If there is a protest, it must be processed before the contracting process may continue.

2.7. Process Pre-Award Protests

This activity reviews the protest document for understanding of its basis and content for pre-award.

2.8. Submit Response

This activity involves the submittal of a complete response to a solicitation.

Section III. Acquisition Strategy Execution

3.1. Evaluate Response

This activity performs the technical, contractual, and cost/price evaluation of the quote including preparing for and conducting evaluation panels and meetings.

3.2. Provide Evaluation Results/Select Awardee

This activity provides the evaluation results of the quote received from a vendor and related recommendations for award to the CO for review. This activity also involves the selection of the awardee(s).

3.3. Prepare Contract/Obtain Award Approvals

This activity prepares the contractual vehicle for further processing. Elements included may be Legal Review, Compliance Review, documenting the file with the evaluation results, or determining fair and reasonable pricing.

3.3.a. Perform Funds Certification

This activity provides assurance that funding is currently available in DWCF and has supporting buyer-funded requirements.

3.4. Notify External Stakeholders

This activity provides notification to all concerned parties as necessary, to include: Regrets to unsuccessful vendors, notification to the vendor of a contract award, and Congressional notification (as necessary).

3.5. Issue Contract Action

This activity encompasses a number of actions required subsequent to the issuance of a contract, such as: Providing debriefings for unsuccessful and successful vendors in large or complex contracts when required, processing of protests, processing of FOIA requests, and processing of invoices.

Section IV. Procurement Management

4.1. Perform Contract Action

This activity involves performance by the vendor against stated requirements in the contractual vehicle.

4.2. Send Completion Notice (if applicable)

This activity involves the acknowledgement on behalf of the vendor of completion of services.

4.3. Record Contract Obligation

This activity interfaces construction obligations information from FABS to FAMIS.

4.3.a. Reconcile Foreign Currency and Exchange Rate (as necessary)

This activity converts invoices in foreign currency to US Dollars.

4.3.b. Exchange with Buyer (as necessary)

This activity involves resolving currency conversion concerns with the buyer.

4.4. Track Requirement Against Contract Ceiling (if applicable)

This activity involves the monitoring of contract expenditures against the contract ceiling.

4.5. Complete Order (if applicable)

This activity involves completing the order after it has been finished.

4.6. Monitor Delivery

This activity involves the monitoring of timely and complete delivery of products and services per contractual obligations.

4.6.a. Monitor Vendor Compliance and Issues

This activity monitors contractor compliance with contract requirements for deliverable items, utilizing vendor status reports, buyer acceptance reports, status reports, and change requests. It involves setting up suspense system to alert of due dates, following up on missed dates and applying the appropriate contractual remedy; pursuing non-conformance of contract item, and applying appropriate contractual remedy; meeting with contractor and government to resolve non-conformance issues, providing approval letters, Delegation of Procurement Authority (DPA) report, and revised milestones.

4.6.b. Process Changes (as necessary)

This activity processes changes, discontinues, or terminations of the order.

Is Change Within Scope?

This activity involves determining the steps necessary to make requested changes. Under certain circumstances, a change request must return to the start of the process and pass through all steps to completion. Under other circumstances, a change request may only be required to return to ‘Issue Contract Action’ (3.5) and proceed forward.

4.7. Receive Acceptance

This activity involves receiving buyer acceptance of goods and/or services when necessary.

4.8. Perform Invoice Payment and Billing

This activity includes all sub-activities that comprise the invoicing, payment, and collection process.

4.8.a. Send Invoice

This activity performs billing of buyers through posting sales transactions, preparing and certifying buyer bills, and posting collections.

4.8.b. Receive Vendor Invoice(s)

This activity receives the vendor invoice submitted for services and/or products delivered under a contract. It includes receiving and reviewing vendor inquiries, invoices, checks, and credits.

4.8.c. Accept Goods and Services (as necessary)

This activity involves requesting and receiving buyer acceptance of goods and/or services when necessary.

4.8.d. Perform Invoice Certification

This activity matches vendor invoice against accounts payable in COPS/FAMIS. For FAMIS transactions, invoices are matched back to the contract.

4.8.e. Submit Payment Information

This activity involves submitting disbursement payments to vendors for services rendered.

4.8.f. Update General Ledger

This activity involves updating the Financial Accounting Management Information System (FAMIS) General Ledger subsystem.

4.8.g. Prepare Buyer Bill

This activity determines how the payment and buyer billing will be processed.

4.8.h. Reimburse Seller

This activity involves the receipt of funds from the buyer.

4.8.i. Update General Ledger

This activity involves updating the appropriate systems when submitting an invoice to the buyer, as well as receiving payments from buyers.

4.9. Process Close-Outs

This activity performs contract/order close out.

Section V. Remote Ordering

5.1. Obtain Order Control Number

This activity involves the creation or receipt of an order control number from the buyer for remote orders.

5.2. Perform Contract Action (for remote ordering)

This activity involves the establishment of a contract for services provided directly to a buyer via a vendor, without the use of established contractual processes.

5.3. Remit Check and Required Ordering Information

This activity involves the submittal by the buyer of a check to the vendor for services offered. The vendor then remits a check for 1% of the paid amount to PL/DITCO for use of the established contract vehicle. The vendor is required to provide supporting check documentation on an External Agency Ordering Spreadsheet report to PL/DITCO.

5.3. Record Accounts Receivable (Update General Ledger)

This activity involves updating the Financial Accounting Management Information System (FAMIS) General Ledger subsystem.

APPENDIX F—OV-7 DATA CLASS MODEL

The data class diagram documents the data requirements grouped into classes of information based on the operational context that supports the Enterprise Business Modernization (EBM) business model. The EBM OV-7 will be a high-level representation of the data classes and relationships needed to perform the information technology (IT) and telecommunications business processes. The EBM contractor will need to further define the data elements and entities as part of overall solution implementation.

APPENDIX G—SV-1 TO-BE SYSTEM INTERFACE DESCRIPTION

The SV-1, System Interface Description, inventories systems and shows interfaces between systems. As the system information matures, the system interfaces and connectivity will be added to the SV-1. The Defense Information Technology Contracting Organization (DITCO) Enterprise Business Management (EBM) solution's buyer, order, and financial management systems may have one or many external interfaces with the Business Management Modernization Program (BMMP) corporate applications and/or external applications. The data management component of the system must establish many interfaces with external and BMMP corporate applications.

APPENDIX H—TO-BE SV-4 SYSTEM FUNCTIONALITY DESCRIPTION

The To-Be SV-4, Systems Functionality Description, is a chart that describes the relationships among the System Functions and Capabilities. For purposes of the PL/DITCO enterprise architecture, a System Function as used in the SV-4 is defined as a system component, e.g., a functional module of the system, which implements a specific set of information technology (IT) functional requirements. System components can be expressed logically in terms of the required functionality, e.g., Accounts Receivable, or physically in terms of a specific technology, e.g., Finance and Controlling Module. The SV-4 identifies the integration points between the System Requirements aligned by Function and the Capabilities, which align to the function sets. The SV-4 supports systems integration, particularly for development of application systems.

This matrix is parsed by Functional Area. The Y-axis contains the System Requirements rolled up into Functional Areas. These two columns are paired against the To-Be Capabilities on the X-axis. Each Requirement is evaluated against the Capabilities and rated on how they correlate to one another. Correlations are annotated within the matrix using "X."

APPENDIX I—TO-BE TV-1 TECHNICAL ARCHITECTURE PROFILE

The following Technical Architecture Profile is a table extracting the technology standards that apply to the Enterprise Business Modernization (EBM) architecture. The technical view (TV-1) is a minimal set of rules governing the arrangement, interaction, and interdependence of system parts or elements. Its purpose is to ensure that a system satisfies a specified set of operational requirements. The TV provides the technical systems implementation guidelines upon which engineering specifications are based. Common building blocks are established, and product lines are developed. The TV includes a collection of the technical standards, implementation conventions, standard options, rules, and criteria organized into profiles that govern systems and system elements for a given architecture.

To successfully implement the EBM requirements, specific technical requirements must be met. These technical requirements are shown on the Y-axis of the TV-1 matrix. These requirements will allow the ability to evaluate the PL/DITCO capability requirements with the technical standards provided by the Joint Technical Architecture (JTA), which are shown on the X-axis. This evaluation will allow PL/DITCO to align its technical environment to the set of rules that governs the systems implementation and operations. The EBM TV-1 is derived from the Acquisition Domain TV-1 and is in compliance with Business Management Modernization Program (BMMP) requirements.

APPENDIX J—FIT GAP ANALYSIS MATRIX

The Fit Gap Analysis Matrix is a chart that provides the alignment and relationships between the system functional areas and the more detailed desired system capabilities. The desired capabilities are grouped by system component, which provides a set of IT functions. The right-most portion of the matrix enables prospective vendors to show alignment between their proposed solution and the desired capabilities. If the capability is satisfied by a commercial off the shelf product, it is important to annotate what the tool and/or module of the tool is being used to meet the stated capability.

This matrix is parsed by ~~F~~functional ~~A~~area. The Y-axis contains the ~~SF~~functional ~~A~~areas, and solution alignment. These columns are paired against the ~~T~~desired capabilities on the X-axis. Each ~~R~~requirement is evaluated against the ~~C~~capabilities and rated on how they correlate to one another. Correlations are annotated within the matrix using "X.~~"~~

APPENDIX K—SV-6 SYSTEMS DATA EXCHANGE MATRIX

The SV-6, System Data Exchange Matrix describes, in tabular format, data exchanges among systems (or system components) within the project and between those systems and systems that are external to the project. This matrix summarizes the interfaces and describes their characteristics in system-specific terms, covering such characteristics as specific protocols, and data formats. The characteristics contained in this matrix supports capacity planning, and identifying interoperability and security mechanisms for the exchanges.

***Note- The SV-6 is currently under development and will be included in the Capabilities Requirements Document in the next release.*