I3P Business Office Summit

Logtown Conference Room
Stennis Space Center, MS

April 24 – 25, 2012

Agenda

- Opening Remarks

- I3P Business Office Overview

- Budgeting / Forecasting (PPBE Process)

- Funding I3P Contracts

- Invoice Reconciliation

- ACES Bulk Order Templates / Reconciliations / CMDB Data

- FCaRT / CMDB / Web Services

- NICS Processes and Work Packages in FCaRT

- Metrics and Utilization Reporting

- ACES Retainage Pool

- FCaRT Dashboard and Analytics Training

- Communications

- Closing Remarks

I3P Business Office Overview

Pam Wolfe
Manager, I3P Business Office

April 24 – 25, 2012

Background

- All Currently awarded I3P Contracts are managed within the I3P Business Office

  - ACES: Nov 1, 2011

  - EAST: Nov 1, 2011

  - NICS: Apr 1, 2012

  - WEST: TBD

- Technical oversight and direction for each contract is provided by each Service Office all located at MSFC

- All contracts are unique in the type of contract, how they are funded, how services are requested and fulfilled

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I3P Business Office vs. Service Offices

Services related to Contract Administration, funding, invoice reconciliation, and performance monitoring and reporting across the cross function I3P areas

Services related to technical service delivery, specific contract performance monitoring, operations of service area components

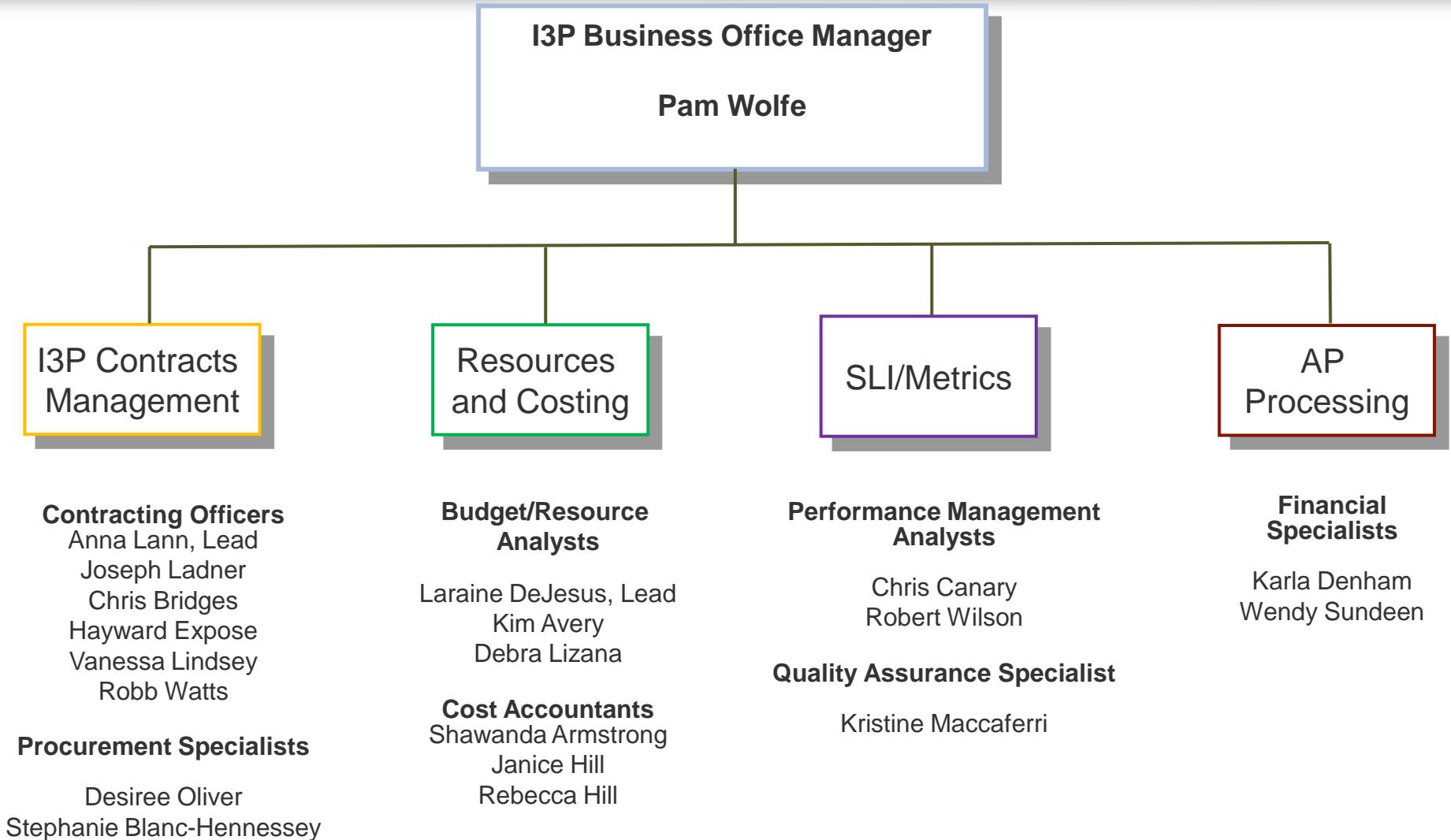| I3P Business Office Functions	I3P Service Office Functions
• Contract Administration • Resources Management / IPAC Processing • Contract Funding • Monthly Invoice Reconciliation • Center Billing • Contract Costing • Monthly / Annual Utilization Coordination and Reporting Cross Functional Performance and Utilization Coordination / Reporting • PPBE Budget Processing • Survey Administration, Analysis, and Reporting • SLA Administrative Support • Property Administration	• Contract Technical Management • Service Integration Support • IT Security Oversight and Compliance Monitoring • Specific Service Performance Monitoring • Operations / Service Element Oversight • Enterprise Architecture Management • Customer Relationship Support • Line of Sight Support Functions • Contract PEB Support • SLA Monitoring and Management • Service Catalog Management

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I3P Business Office Organization Chart

I3P Business Office Manager

Pam Wolfe

I3P Contracts Management	Resources and Costing	SLI/Metrics	AP Processing

Contracting Officers
Anna Lann, Lead
Joseph Ladner
Chris Bridges
Hayward Expose
Vanessa Lindsey
Robb Watts

Procurement Specialists

Desiree Oliver
Stephanie Blanc-Hennessey

Budget/Resource Analysts

Laraine DeJesus, Lead
Kim Avery
Debra Lizana

Cost Accountants
Shawanda Armstrong
Janice Hill
Rebecca Hill

Performance Management Analysts

Chris Canary
Robert Wilson

Quality Assurance Specialist

Kristine Maccaferri

Financial Specialists

Karla Denham
Wendy Sundeen

PPBE14 Schedule

- **Oct** - **Data call package distributed to Centers / MDs with final prior year values**

- **Nov** - **All Center submits due to the NSSC**

- Nov - Consolidated utilization sent to Functional Managers

- Dec - Functional Managers complete validation and submit to Ops & Budget

- Dec   - Final/validated data sent back to Centers/MDs for review and comment
      - Formal PPBE Data Call to SP for PPBE14 estimate

- Dec - SP estimate to support validated utilization submitted to Ops & Budget

- Jan - Service rates and resulting chargebacks completed

- Jan - NSSC management decisions on final rates and chargebacks

- Feb - Host Chargeback Review

- **Mar-Apr** - **Finalize PPBE14**
      - NSSC Budget Rollout VITS
      - Update MAX website and N2

- **Mar-Aug** - **Support Agency budget formulation activities**

PPBE I3P Contract Data – West Contract and ACES Contract

- Initial PPBE data will be forwarded to Centers/MDs annually

  – Projections are by Center/MD by Contract

- WEST Contract

  – Projected to start in FY14 – funding requirements provided by HQ OCIO

- ACES Contract

  – ACES projections for PPBE14 were compiled based on actual invoices or BOTS

  – CLIN counts and annual contract prices were used to project cost

  – CLIN counts were adjusted annually based on the change in N2 workforce

  – Miscellaneous charges such as international calling were not projected and should be considered in each Center's validation

PPBE I3P Contract Data – ACES Contract (continued)

- ACES Annual Projections

  - The CLIN count for FY12 is based on actual values on the HP CLIN report ; FY13-FY18 were calculated using the N2 workforce numbers

  - Projections from year to year are adjusted based on changes in N2 workforce and applicable annual contract prices

N2	FY12	FY13	FY14	FY15	FY16	FY17	FY18
DFRC	1,107.0	1,109.9	1,087.2	1,061.8	1,061.5	1,059.0	1,059.0

Percentage change applied to CLIN counts; cost calculated based on contract price

CLIN Count	FY12	FY13	FY14	FY15	FY16	FY17	FY18
B-1	197	198	193	189	189	188	188
B-2	332	333	326	318	318	318	318

CLIN Prices	FY12	FY13	FY14	FY15	FY16	FY17	FY18
B-1	$12,042.22	$11,786.02	$12,101.95	$11,792.76	$11,037.60	$9,999.58	$9,973.20
B-2	$24,289.45	$24,088.85	$25,057.85	$24,144.43	$22,896.03	$21,015.88	$19,936.02

NASA Shared Services Center

RELEASED - Printed documents may be obsolete; validate prior to use.

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PPBE I3P Contract Data – EAST Contract

- EAST Contract Base cost is based on current contract value.; $360K is allocated annually to the Centers for TFTI Infrastructure*. The remainder of the annual cost is split between HQ OCIO (90%) and the HQ Office of Protective Services in support of ICAM (10%)

  *Two-Factor Token Infrastructure (TFTI) – cost for server, sysadmin, network, and professional services support

FY12 TFTI Infrastructure Cost

	ARC	DFRC	GRC	GSFC	HQ	JSC	KSC	LARC	MSFC	NSSC	SSC	TOTAL
% Distribution	8.2%	2.6%	6.6%	22.5%	6.1%	21.1%	7.9%	9.4%	12.7%	0.8%	2.1%	100%
Allocated Costs *	ARC	DFRC	GRC	GSFC	HQ	JSC	KSC	LARC	MSFC	NSSC	SSC	TOTAL
TFTI	$ 24,643	$ 7,831	$ 19,944	$ 67,411	$ 18,306	$ 63,373	$ 23,756	$ 28,065	$ 38,024	$ 2,309	$ 6,337	$ 300,000

*for December 2011 through September 2012 — 12-mo TFTI Cost $ 360,000

Notes:

TFTI Costs will be funded by Center IPACs to the NSSC I3P Business Office which will obligate the funding on the I3P EAST Contract.

PPBE I3P Contract Data – EAST Contract (continued)

		PPBE14 CENTER TFTI INFRASTRUCTURE COST						
Center	**%**	**FY12 (10 mos)**	**FY13 (12 mos)**	**FY14 (12 mos)**	**FY15 (12 mos)**	**FY16 (12 mos)**	**FY17 (12 mos)**	**FY18 (12 mos)**
ARC	8.2%	$24,643	$29,572	$29,572	$29,572	$29,572	$29,572	$29,572
DFRC	2.6%	$7,831	$9,397	$9,397	$9,397	$9,397	$9,397	$9,397
GRC	6.6%	$19,944	$23,933	$23,933	$23,933	$23,933	$23,933	$23,933
GSFC	22.5%	$67,411	$80,893	$80,893	$80,893	$80,893	$80,893	$80,893
HQ	6.1%	$18,306	$21,967	$21,967	$21,967	$21,967	$21,967	$21,967
JSC	21.1%	$63,373	$76,048	$76,048	$76,048	$76,048	$76,048	$76,048
KSC	7.9%	$23,756	$28,507	$28,507	$28,507	$28,507	$28,507	$28,507
LaRC	9.4%	$28,065	$33,678	$33,678	$33,678	$33,678	$33,678	$33,678
MSFC	12.7%	$38,024	$45,629	$45,629	$45,629	$45,629	$45,629	$45,629
NSSC	0.8%	$2,309	$2,770	$2,770	$2,770	$2,770	$2,770	$2,770
SSC	2.1%	$6,337	$7,605	$7,605	$7,605	$7,605	$7,605	$7,605
	100.0%	$300,000	$360,000	$360,000	$360,000	$360,000	$360,000	$360,000

PPBE I3P Contract Data – EAST Contract (continued)

- EAST ID/IQs (Indefinite Delivery/Indefinite Quantity) requirements are added to the Base contract as Task Orders

- PPBE14 projections were based on current known requirements by the COTR

- Centers/MDs are required to project any additional EAST ID/IQ requirements

PPBE I3P Contract Data – NICS Contract

- NICS projections were provided by the NICS Service Office at MSFC, based on current Spend Plan and PSLA data

Center	WP#	WP Title	FY12	FY13	FY14	FY15	FY16	FY17	FY18	REMARKS
ARC	401	ARC - AMES Center Services	$1,892,043	$2,269,177	$2,241,933	$2,289,182	$2,339,446	$2,391,246	$2,443,853	
	710	ARC - AMES Center Services	$1,944,947	$2,424,323	$2,390,051	$2,449,268	$2,512,263	$2,577,183	$2,633,881	
	393*	Collaboration Management and Monitoring - Customer	$76,180	$93,822	$93,722	$96,271	$99,018	$101,924	$103,962	*Multi-Center Funded WP
Total ARC:			$3,913,170	$4,787,323	$4,725,706	$4,834,721	$4,950,728	$5,070,353	$5,181,697	
DFRC	730	DFRC - Dryden Center Services	$1,230,089	$1,288,542	$1,271,615	$1,297,964	$1,325,993	$1,354,880	$1,384,687	
	393*	Collaboration Management and Monitoring - Customer	$160,042	$197,106	$196,895	$202,251	$208,022	$214,126	$218,408	*Multi-Center Funded WP
Total DFRC:			$1,390,131	$1,485,648	$1,468,510	$1,500,214	$1,534,015	$1,569,005	$1,603,095	
GRC	403	GRC - Glenn Center Services	$889,129	$1,173,971	$1,157,423	$1,183,302	$1,210,833	$1,239,205	$1,266,467	
	770	GRC - Glenn Center Services	$1,777,133	$1,876,635	$1,853,174	$1,892,519	$1,934,375	$1,977,510	$2,021,015	
	393*	Collaboration Management and Monitoring - Customer	$80,864	$99,591	$99,485	$102,191	$105,107	$108,191	$110,355	*Multi-Center Funded WP
Total GRC:			$2,747,126	$3,150,198	$3,110,082	$3,178,012	$3,250,315	$3,324,905	$3,397,837	
GSFC	753*	GSFC - Goddard Center Program Services	$948,621	$1,010,045	$992,322	$1,018,557	$1,046,376	$1,075,024	$1,107,275	16% of WP 753 is funded by SCAN (HEO) from MSFC
	754	GSFC Corporate LAN	$2,112,299	$2,584,368	$2,671,512	$2,842,547	$3,035,590	$3,252,239	$3,317,284	
	755	GSFC Corporate Security	$1,427,963	$1,527,313	$1,502,640	$1,544,654	$1,589,348	$1,635,408	$1,668,117	
	367*	Non-GSA Circuits - Customer	$594,107	$570,674	$570,674	$570,674	$570,674	$570,674	$570,674	*Multi-Center Funded WP
	393*	Collaboration Management and Monitoring - Customer	$193,007	$237,705	$237,451	$243,910	$250,870	$258,231	$263,395	*Multi-Center Funded WP. Includes IV&V and WFF.
Total GSFC:			$4,327,376	$4,920,060	$4,982,277	$5,201,785	$5,446,482	$5,716,552	$5,819,470	

PPBE Contract Data – GSA Networx Contracts

- Projections were provided by the NICS Service Office at MSFC, based on current PSLA data

- The GSA Networx contracts will be managed outside of the ESRS

Center	FY12 Bill	FY13 Bill	FY14 Bill	FY15 Estimate	FY16 Estimate	FY17 Estimate	FY18 Estimate	Project Name	Contract	Funding POC	Technical POC
HQ	$40,010	$40,010	$40,010	$40,010	$40,010	$40,010	$40,010	HQ	NNM09AA00I/Verizon	Deborah Martin-Edwards	Dennis Groth
	$44,102	$44,102	$44,102	$44,102	$44,102	$44,102	$44,102	Switched Services	NNM08AA551/Qwest		*
Total	$84,112	$84,112	$84,112	$84,112	$84,112	$84,112	$84,112				
LaRC	$19,064	$19,064	$19,064	$19,064	$19,064	$19,064	$19,064	LaRC	NNM09AA00I/Verizon	Denise Lentz/John Evans	Kenneth Voss
	$16,064	$18,480	$18,480	$18,480	$18,480	$18,480	$18,480	STI	NNM09AA25I/Verizon	Laurie Johansen	Calvin Mackey
	$20,097	$19,722	$19,722	$19,722	$19,722	$19,722	$19,722	Switched Svcs	NNM08AA551/Qwest		*
Total	$55,225	$57,266	$57,266	$57,266	$57,266	$57,266	$57,266				
ARC	$17,292	$17,292	$17,292	$17,292	$17,292	$17,292	$17,292	ARC	NNM09AA00I-Verizon	Rafael Medina	Kevin Jones
	$3,639	$3,639	$3,639	$3,639	$3,639	$3,639	$3,639	ASRS	NNM08AA55I/Qwest	Rafael Medina	Lester Gong
	$2,579	$2,579	$2,579	$2,579	$2,579	$2,579	$2,579	IRIS	NNM09AA25I-Verizon	Kaitlyn Hemingway	Brian Johnson
	$2,617	$0	$0	$0	$0	$0	$0	MMOC	NNM10AA01I-AT&T	Yensen Wu	David Hunt
	$27,746	$27,746	$27,746	$27,746	$27,746	$27,746	$27,746	Switched Svcs	NNM08AA551/Qwest		*
Total	$53,873	$51,256	$51,256	$51,256	$51,256	$51,256	$51,256				
DFRC	$24,260	$32,184	$32,184	$32,184	$32,184	$32,184	$32,184	DFRC	NNM08AA55I/Qwest	Connie Hines	Greg Coggins
	$36,189	$36,189	$36,189	$36,189	$36,189	$36,189	$36,189	DFRC	NNM08AA54I-AT&T	Connie Hines	Greg Coggins
	$30,820	$30,820	$30,820	$30,820	$30,820	$30,820	$30,820	DFRC	NNM09AA00I-Verizon	Connie Hines	Greg Coggins
	$49,721	$43,721	$43,721	$43,721	$43,721	$43,721	$43,721	Switched Svcs	NNM08AA551/Qwest		*
Total	$140,990	$142,914	$142,914	$142,914	$142,914	$142,914	$142,914				
GRC	$18,355	$18,355	$18,355	$18,355	$18,355	$18,355	$18,355	GRC	NNM09AA00I-Verizon	Emily Doglio/Deanna Gullett	Michael Heryak
	$4,380	$4,639	$4,639	$4,639	$4,639	$4,639	$4,639	GRC-Code F	NNM08AA54I-AT&T	Patti Daws	Michael Heryak
	$5,320	$5,320	$5,320	$5,320	$5,320	$5,320	$5,320	GRC-Code F	NNM08AA55I-Qwest	Patti Daws	Michael Heryak
	$25,327	$25,327	$25,327	$25,327	$25,327	$25,327	$25,327	Switched Svcs	NNM08AA551/Qwest		*
Total	$53,382	$53,641	$53,641	$53,641	$53,641	$53,641	$53,641				

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PPBE I3P Process

- The I3P Business Office (I3PBO) originally intended to use WCF for both Direct Appropriation and Reimbursable funding

- The OCFO limited Center funding of I3P contracts to Direct Appropriation only

- Concerns were raised by Centers, resulting in the OCFO re-considering that limitation

- On January 18, 2012 the Agency determined that Centers could fund I3P requirements using Reimbursable funding, but must use the PR process, outside the I3PBO Working Capital Fund

- Due to that decision, funding for the I3P contracts must be identified as Direct vs. Reimbursable

- Direct funding projected will be used as the basis for the annual I3PBO Working Capital Fund Spend Authority submission to Congress

- Total funding projected will be the basis for the Center SLA with the NSSC for funding the I3P contracts and services

PPBE Process (continued)

| Customer: | **Ames Research Center** | POC Name: | | |
| Year: | **FY13 - FY18** | Phone No: | | |

On this sheet, please provide totals per year for FY14 through FY18 only (FY13 should be phased by month on your Center FY13 tab).

PPBE14 Plan (Direct Appropriation)

Functional Area	Service	Item per Year	FY12	FY13 (Linked)	FY14	FY15	FY16	FY17	FY18	Comments/Explanations
Agency Business Services	$ of I3P Purchases	I3P Procurement $	$0	$0	$0	$0	$0	$0	$0	
		ACES Demand Services Procurement $		$0						
		EAST Base Contract Procurement $		$0						EAST Base funding requirements are for TFTI infrastructure costs.
		EAST ID/IQs (Task Orders) Procurement $	$0	$0	$0	$0	$0	$0	$0	No EAST ID/IQ funding requirements projected for ARC.
		NICS Procurement $		$0						
		GSA Networx Procurement $		$0						
		WEST Procurement $	$0	$0	$0	$0	$0	$0	$0	No WEST funding requirements projected for ARC.

PPBE14 Plan (Reimbursable Authority)

Functional Area	Service	Item per Year	FY12	FY13 (Linked)	FY14	FY15	FY16	FY17	FY18	Comments/Explanations
Agency Business Services	$ of I3P Purchases	I3P Procurement $	$0	$0	$0	$0	$0	$0	$0	
		ACES Demand Services Procurement $		$0						
		EAST Base Contract Procurement $		$0						EAST Base funding requirements are for TFTI infrastructure costs.
		EAST ID/IQs (Task Orders) Procurement $	$0	$0	$0	$0	$0	$0	$0	No EAST ID/IQ funding requirements projected for ARC.
		NICS Procurement $		$0						
		GSA Networx Procurement $		$0						
		West Procurement $	$0	$0	$0	$0	$0	$0	$0	No WEST funding requirements projected for ARC.

			FY12	FY13	FY14	FY15	FY16	FY17	FY18	
	Total Program (Direct & Reimbursable):	*ACES DEMAND SERVICES:	$1,727,528	$3,016,169	$3,095,826	$2,986,591	$2,857,654	$2,670,191	$2,572,584	The projected funding requirements provided in this section should be spread between the Direct and Reimbursable funding sections provided above for each year (with the exception of FY13). FY13 numbers are linked to populate as the phased plan on the FY13 tab provided for each Center/MD is completed. If no Reimbursable funding will be utilized for your I3P requirements, only the Direct Appropriation section will be completed. If you have a change in any of the projected funding requirements, please make the change and provide an explanation.
		**EAST BASE:	$24,643	$29,572	$29,572	$29,572	$29,572	$29,572	$29,572	
		***EAST ID/IQs (TASK ORDERS):	$0	$0	$0	$0	$0	$0	$0	
		****NICS:	$3,913,170	$4,787,323	$4,725,706	$4,834,721	$4,950,728	$5,070,353	$5,181,697	
		*****GSA NETWORX:	$53,873	$51,256	$51,256	$51,256	$51,256	$51,256	$51,256	
		******WEST:	$0	$0	$0	$0	$0	$0	$0	

**EAST BASE: TFTI infrastructure costs were not provided in the original FY12 I3P funding schedule. As reflected above, this is an annual requirement.

NASA Shared Services Center

PPBE Process (continued)

Customer:	Ames Research Center		POC Name:		
Year:	FY13 Phased Plan		Phone No:		

Please phase estimated FY13 cost by month.

Functional Area	Service	Item per Year	FY13 Program	OCT FY13 Plan		NOV FY13 Plan		DEC FY13 Plan		JAN FY13 Plan		FEB FY13 Plan		MAR FY13 Plan		APR FY13 Plan		MAY FY13 Plan		JUN FY13 Plan		JUL FY13 Plan		AUG FY13 Plan		SEP FY13 Plan		TOTAL FY13 Plan	
				Direct	Reimb.	Direct	Reimb.	Direct	Reimb.	Direct	Reimb.	Direct	Reimb.	Direct	Reimb.	Direct	Reimb.	Direct	Reimb.	Direct	Reimb.	Direct	Reimb.	Direct	Reimb.	Direct	Reimb.	Direct	Reimb.
Agency Business Services	$ of I3P Purchases	I3P Procurement $	$7,884,320																										$0	$0
		ACES Demand Services Procurement $	$3,016,169																										$0	$0
		EAST Procurement $	$29,572	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		EAST ID/IQs (Task Orders) Procurement $	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		NICS Procurement $	$4,787,323																										$0	$0
		GSA Networx Procurement $	$51,256																										$0	$0
		WEST Procurement $	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

National Aeronautics and Space Administration

Funding I3P Contracts

Shawanda Armstrong
Cost Accountant, I3P Business Office

April 24 – 25, 2012

Funding I3P Contracts

- Direct Funds submitted via Funds Commitment Document (FCD) in SAP

- Reimbursable Funds must be submitted via Procurement Request in SAP

    - Upon transition of the ACES contract, the Centers raised concerns over using Reimbursable Funds to support a portion of their I3P services

    - The Agency determined that Centers could use Reimbursable funding but must do so outside of the WCF

    - On January 18, 2012, OCFO approved using Reimbursable Funds for I3P contracts

Direct Funding

- Creating a FCD in SAP

  - One line must be created for each Cost Center, Fund, and WBS combination

  - FCD must be **posted**, not parked, in SAP before the NSSC can proceed with processing

  - Include description of I3P service in the Doc Text field

  - Do not include Reimbursable Funding

  - FCD can be exported into Excel and attached as supporting documentation to Form 76 (preferred method)

  - Required GL Account

    » I3P Services – 6100.2572 - IT Operation and Maintenance of Equipment

  - Required Vendor Number

    » 157375

Direct Funding

- Changing a Funds Commitment Document in SAP

  - Detailed instructions for changing the FCD in SAP can be found in the Enterprise Performance Support System (EPSS).

  - Refer to the "FMZ2 – Change Funds Commitment Document" Job Aid at the following path in EPSS: https://epss.nasa.gov/gm/folder-1.11.6723?mode=EU

  - Erroneous FCD:

    » When a FCD is created in error

      - Include "INVALID" at the beginning of the Doc Text field

      - Line item amounts **MUST** be set to zero

  - Common Errors

    » Incorrect G/L Account

    » Incorrect Vendor Number

    » Duplicate funding

      - Same cost center, WBS, fund, and amounts but different FCDs

    » Reimbursable funds

WCF Advance Payment Request - NSSC Form 76

- One NSSC Form 76 should be submitted for each FCD per contract (8XXXXXXXX)

- FCD can be exported into Excel from SAP and attached as supporting documentation (preferred method)

  - Total amount of FCD should be entered on Form 76 for the specific I3P service

  - Eliminates errors between Form 76 and SAP data

- For each FCD, email or fax Form 76 **one time only**. An NSSC Service Request is created each time a form is emailed or faxed

WCF Advance Payment Request - NSSC Form 76 (continued)

- When a form is rejected, the I3PBO will notify the POC identified on the form. The Form 76 must be resubmitted by email or fax

  - Reasons for rejection:

    » Two FCDs on Form 76

    » Line item numbers, amounts, and WBSs on form do not match line item numbers, amounts, and WBSs in SAP

    » Duplicate/Multiple Forms 76

    » Reimbursable funding

- Form 76 is accessible on the NSSC Accounts Payable website under "Forms" at
  https://www.nssc.nasa.gov/portal/site/customerservice

- Form 76 can be submitted to NSSC by:

  - Email to NSSC-nssc@nasa.gov

  - Fax to 866-209-5415

WCF Advance Payment Request - NSSC Form 76 (continued)

WCF Advance Payment Request

National Aeronautics and Space Administration
NASA Shared Services Center
Stennis Space Center, MS 39529-6000

Send completed form by email or fax to NSSC - nssc@nasa.gov or 1-866-779-6772

Clear
Print Form

Pages: 1 of 1	NASA Center: LARC - Langley	Funds Commitment Document Date:	February 22, 2012
Sender Name:	Heather Price	Funds Commitment Document Number:	800002199
Sender Email: Heather.L.Price@nasa.gov	Sender Phone: (757) 864-7214	Funds Commitment Document Total:	$433,225.40

FCD Line Item #	Funding Distributions						Accounting Classification					
	NSSC Services	NSSC Training Purchases	ACES	EAST	NICS	WEST	G/L Account Number	Cost Center	Internal Order (Function Code)	WBS	Fund	Fund Center
			$433,225.40									
Total:			$433,225.40									

I hereby certify and approve the attached Funds Commitment Document for processing by the NSSC from the Resources Funds provided above.

Additional Information

See attached FCD details from SAP.

| Approval for Payment Name/Title | Approval for Payment Signature | Approval Date |

NSSC Form 0076 Basic version1.1   08/2011   All previous versions are obsolete   (Adobe 8.2)

WCF Advance Payment Request - NSSC Form 76 (continued)

- FCD exported from SAP

Doc. No.	Itm	Text	Amount	Open amt	Document Header Text	Doc. Date	G/L acct	Funds Ctr	WBS Element	Cost Ctr	Fund
800002199	1	I3P - ACES DSA Services	101,493.36	101,493.36	I3P - ACES DSA Services	2/22/2012	6100.2572	23	679591.05.07	23AH	CASX12012D
800002199	2	I3P - ACES DSA Services	533.02	533.02	I3P - ACES DSA Services	2/22/2012	6100.2572	23	062285.01.02.07	23A1	SCEX22011D
800002199	3	I3P - ACES DSA Services	1,412.89	1,412.89	I3P - ACES DSA Services	2/22/2012	6100.2572	23	153351.01.04.01	23A1	SCEX22011D
800002199	4	I3P - ACES DSA Services	31,991.64	31,991.64	I3P - ACES DSA Services	2/22/2012	6100.2572	23	393204.01.07	23A1	SCEX22011D
800002199	5	I3P - ACES DSA Services	10,414.44	10,414.44	I3P - ACES DSA Services	2/22/2012	6100.2572	23	920760.01.02.01	23A1	SCEX22011D
800002199	6	I3P - ACES DSA Services	61,960.00	61,960.00	I3P - ACES DSA Services	2/22/2012	6100.2572	23	736466.07.02.07.44.99	23D4	CASX12012D
800002199	7	I3P - ACES DSA Services	54,216.05	54,216.05	I3P - ACES DSA Services	2/22/2012	6100.2572	23	736466.07.02.07.32.99	23C2	CASX12012D
800002199	8	I3P - ACES DSA Services	88,522.00	88,522.00	I3P - ACES DSA Services	2/22/2012	6100.2572	23	736466.07.02.07.45.99.02	23D5	CASX12012D
800002199	9	I3P - ACES DSA Services	22,000.00	22,000.00	I3P - ACES DSA Services	2/22/2012	6100.2572	23	304326.07.14.04	23D2	CASX12012D
800002199	10	I3P - ACES DSA Services	30,000.00	30,000.00	I3P - ACES DSA Services	2/22/2012	6100.2572	23	304326.07.14.04	23D2	SPTX22012D
800002199	11	I3P - ACES DSA Services	30,682.00	30,682.00	I3P - ACES DSA Services	2/22/2012	6100.2572	23	304326.07.14.04	23D2	AERX22012D

Exporting FCD from SAP

- Using T-code FMZ3 – Display Funds Commitment Document

- Highlight FCD column and Ctrl + F5

- Type FCD in Earmarked Funds and click green check

- FCD and line items are displayed

- Select local file or Ctrl + Shift + F9
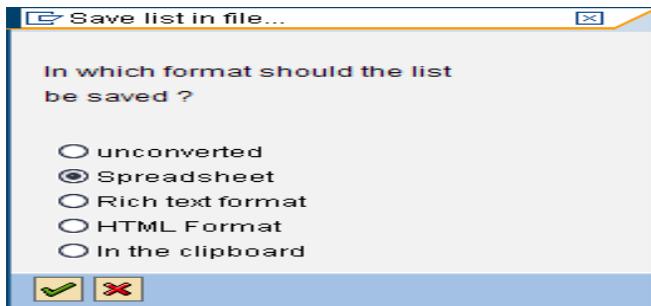
- Select spreadsheet and click green check

- Name file and select directory to save file

- Click generate

Reimbursable Process

- Reimbursable funds are submitted by the Center Resource Analysts via Procurement Request in SAP to the Contracting Officer (CO) for approval

- The CO modifies the contract to incorporate the additional funding

- CO notifies the I3PBO of the reimbursable funding

- The increased funding will be reflected in the SAP/BW consolidated FCaRT upload file

FCaRT Funding Integration and Upload

- I3PBO extracts FCD data from SAP and PO/PR data from BW for consolidation into the funding file to be uploaded into FCaRT

- All invalid and/or erroneous FCDs need to be appropriately identified so they will not be included in the FCaRT upload file.

  - Include "INVALID" at the beginning of the Doc Text field
  - Line item amounts must be set to zero

- When updating the funding allocation methodology in FCaRT both direct and reimbursable funds will be reflected by cost center

FCaRT Funding Integration and Upload

- FCaRT Sample Upload file

FCD/PO ALI	Line Item #	Text	Amount	Open amt	Document Header Text	Document Date	G/L Account	Funds Center	WBS Element	Cost Center	Fund	Order	Vendor
800002239	1	NICS WP 306	$ 1,169,976.00	0	MSFC NICS FY12 Services	3/22/2012	6100.2572	62	361065.07.02.01	62NICSSCAN	EXCX22012D	FC000000	157375
800002239	2	NICS WP 309	$ 471,846.00	0	MSFC NICS FY12 Services	3/22/2012	6100.2572	62	361065.07.02.01	62NICSSCAN	EXCX22012D	FC000000	157375
800002239	3	NICS WP 312	$ 477,348.00	0	MSFC NICS FY12 Services	3/22/2012	6100.2572	62	361065.07.02.01	62NICSSCAN	EXCX22012D	FC000000	157375
800002239	4	NICS WP 313	$ 211,360.00	0	MSFC NICS FY12 Services	3/22/2012	6100.2572	62	361065.07.02.01	62NICSSCAN	EXCX22012D	FC000000	157375
800002136	1	NSSC IPAC ACES	$ 250,000.00	0		12/13/2011	6100.2572	64	736466.07.02.09	64RA40	CASX12012D	FC000000	157375
800002136	2	NSSC IPAC ACES	$ 6,000.00	0		12/13/2011	6100.2572	64	736466.06.03.09.01	64AMM0	CASX12012D	FC000000	157375
800002136	3	NSSC IPAC ACES	$ 5,206.00	0		12/13/2011	6100.2572	64	432938.08.01.09	64TE00	CASX12012D	FC000000	157375
800002136	4	NSSC IPAC ACES	$ 100.00	0		12/13/2011	6100.2572	64	359615.04.02.09	64PA00	EXPX22012D	FC000000	157375
4600005237/1/1	1	NSSC-IT Operations &	$ 14,143.00	0		12/29/2011	6100.2572	10	384161.03.04.03.02	10XD030	WCNX04546	FC000000	157375
4600005260/6/1	6	NSSC-ACES Exec Ofc	$ 7,015.00	0		01/06/2012	6100.2572	10	384161.11.02.01	10XA000	WCNX04546	FC000000	157375
4600005260/7/1	7	NSSC-ACES B&A Ofc	$ 19,559.00	0		01/06/2012	6100.2572	10	384161.11.02.02	10XB000	WCNX04546	FC000000	157375
4600005260/8/1	8	NSSC-ACES B&A I3P	$ 2,132.00	0		01/06/2012	6100.2572	10	384161.11.02.03	10XB011	WCNX04546	FC000000	157375

FCaRT Funding Allocation Method

- Once funding data is uploaded, Center Resource Analysts will define the method of liquidating funds in FCaRT based on the FCD and PO/PR

- Only those cost centers that have multiple WBS require an allocation.

- Funding can be liquidated by the following methods:

  – Sequential order

  – Percentage (must equal 100%)

- Once the current period is processed and locked, no further allocation adjustments will be made

- Allocation adjustments can not be made for prior periods

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FCaRT Funding Allocation Method (continued)

- Expiring funds should be depleted prior to liquidating two year funds

  - I3PBO will override allocation methods when expiring funds are not depleted prior to using two year funds for the same cost center and WBS

- As different WBSs are added for a cost center, allocation methods will need to be identified

  - WBSs not identified in the allocation method will not be used for costing/liquidating funds unless all other available funding has been exhausted

- Center Resource Analysts should monitor and/or update the allocation methods during the monthly validation process

NEACC Concerns

- Initiated as a result of a Center request to return funds for one line item on a FCD

  – SAP limitations

  » Volume of transactions from the Centers

  » Causing performance problems and impacts to the system

  – Impact to I3PBO

  » Greater risk of posting errors

  – OCFO

  » Forthcoming guidance for Centers to provide funding at a higher level (project level)

  » Implementing around last quarter of FY12 and fully implemented in FY13

  » Reduces the number of accounting lines on the funding submissions

  » Centers can also increase the funding amounts and provide quarterly funding

Invoice Validation and Reconciliation

Kim Avery and Shawanda Armstrong
I3P Business Office

April 24 – 25, 2012

EAST Contract Invoice Validation and Reconciliation

- Invoices are submitted through AWMS to the NSSC

- Invoices are provided to the COTR who reconciles, validates charges, approves for payment and notifies the CO via email

- CO provides invoice approval notification to NSSC AP through SAP workflow

- I3PBO records cost in SAP for the approved amount

- I3PBO notifies NSSC AP through AWMS that costing is complete

- NSSC AP receives the approval notification from the CO through SAP workflow and the cost complete notification in AWMS from the I3PBO; pays the invoices

NICS Contract Invoice Validation and Reconciliation

- 533 and supporting documentation will be submitted by the vendor to the Contracting Officer, Service Office, and the I3PBO

- CO provides 533/invoice payment approval notification to NSSC AP through SAP workflow

- I3PBO will format 533 supporting documentation and load into FCaRT

- I3PBO will provide costing and liquidation data to Center/MD POCs for validation

- Upon validation, I3PBO will record cost in SAP

- I3PBO notifies NSSC AP through AWMS that costing is complete

- NSSC AP receives the approval notification from the CO through SAP workflow and the cost complete notification in AWMS from the I3PBO; pays the invoice

GSA Networx Contract Invoice Validation and Reconciliation

– Invoice is submitted to the NICS vendor (SAIC) by GSA which provides a summary of all purchases made through the various GSA vendors

– SAIC reconciles the GSA invoice, requests any required credits and adjustments from GSA, reformats charges by Center and submits to the CO and the I3PBO

– CO will review invoice data provided by SAIC and approve payment to NSSC AP through SAP workflow

– I3PBO will provide costing and liquidation data to Center/MD POCs for validation

– Upon validation, I3PBO will record cost in SAP

– I3PBO notifies NSSC AP through AWMS that costing is complete

– NSSC AP receives the approval notification from the CO through SAP workflow and the cost complete notification in AWMS from the I3PBO; pays the invoices

ACES Invoice Validation and Reconciliation

- **I3P Vendor**

  – Submits monthly electronic invoice, including supporting documentation - invoice is typically due to the NSSC by the 15th of the month (i.e. May 2012 invoice received June 15, 2012)

  – Invoice is also submitted directly to center SMEs from HP

- **NSSC Document Imaging**

  – Invoice and supporting documents received electronically

  – Agency Accounts Payable (AP) approval process initiated
    » Invoice sent to AP via Agency Workflow Management System (AWMS)

- **NSSC Accounts Payable**

  – Initiates the invoice approval process

  – Routes invoice and supporting documents to Contracting Officer (CO) for approval via SAP Workflow

  – Routes to I3PBO for cost via AWMS

ACES Invoice Validation and Reconciliation (continued)

- CO/COTR

  - Review invoices

  - Recommends adjustments

  - Approves invoice for appropriate amount in SAP Workflow

- I3PBO Current Process

  - Org codes (from the NED) are added to the invoice details

  - Cost center change requests are reviewed, and updates are made as needed

  - Create monthly BOTs vs FCDs workbooks for each Center

    » **Funding summary tab** – includes total funding received, current invoice and accrual information and cumulative liquidation by cost centers. Initially direct funds and reimbursable funds were shown separately in the workbook, however direct/reimbursable funding is consolidated for a single cost center in FCaRT. Therefore, the funding summary and validation tabs have been revised for cost centers with both types of funding.

ACES Invoice Validation and Reconciliation (continued)

» **Invoice details tab** – includes current invoice details by user. Columns are inserted for comments/remarks and credits/adjustments – all issues must be addressed on this tab

» **Pivot table tab** – used to determine the total by cost center for the funding summary and provides an abbreviated version of the invoice details

» **IUPs tab** – if applicable, includes a detailed breakdown of your Center's infrastructure upgrades. Future invoices may include IUPs as part of the invoice details.

» **Validation tab** - includes the total funds received, the prior month liquidation and the current month liquidation. If multiple WBS's are used for a cost center, the allocation methodology will need to be identified as "sequential" or "percentage"

Sample Funding Summary Tab

	BOT Summary Total	FCDs/PRs	HP February Invoice	Reverse February Accrual	March Accrual**	Total April Liquidation	Adjustments	Adjusted April Liquidation	Cumulative Liquidation	Funding Balance	Remarks	Funds Commitment Document/Advance Payment Request Form 76 In Submission (Provide FCD #)	Alternative: Indicate which funded Cost Center can be used to liquidate the Total Current Month Liquidation
Grand Total:	$414,295.15	$3,140,676.08	$11,875.80	($6,340.00)	$375,433.76	$380,969.56	($176.10)	$380,793.46	$405,283.46	$2,735,392.62			
23A	$3,757.78	$16,295.00	$63.40	($63.40)	$3,382.00	$3,382.00		$3,382.00	$3,699.00	$12,596.00			
23A1	$1,769.60	$49,457.99	$63.40	($63.40)	$1,592.64	$1,592.64	($70.44)	$1,522.20	$1,744.10	$47,713.89	Adjustment for January Liquidation which was funded by cost center 23B7		
23A2	$702.19	$2,296.00	$31.70	($31.70)	$631.97	$631.97		$631.97	$758.77	$1,537.23			
23A3	$1,562.93	$7,542.00	$158.50	($126.80)	$1,406.64	$1,438.34		$1,438.34	$1,913.84	$5,628.16			
23A5	$3,525.09	$9,997.00	$31.70	($31.70)	$3,172.58	$3,172.58		$3,172.58	$3,299.38	$6,697.62			
23AH	$5,082.43	$122,180.36	$95.10	($95.10)	$4,574.19	$4,574.19		$4,574.19	$4,954.59	$117,225.77			
23B1	$8,083.93	$50,460.00		$0.00	$7,275.54	$7,275.54		$7,275.54	$7,275.54	$43,184.46			
23B2	$1,448.39	$69,255.32	$31.70	($31.70)	$1,303.55	$1,303.55		$1,303.55	$1,430.35	$67,824.97			
23B3	$914.69	$4,230.00	$208.23	$0.00	$823.22	$1,031.45		$1,031.45	$1,031.45	$3,198.55			
23B4	$5,913.81	$39,031.00	$31.70	($31.70)	$5,322.43	$5,322.43		$5,322.43	$5,449.23	$33,581.77			
23B6	$9,842.76	$90,284.00	$63.40	($63.40)	$8,858.48	$8,858.48		$8,858.48	$9,112.08	$81,171.92			
23B7	$62,102.68	$174,522.00	$790.93	($760.80)	$55,892.41	$55,922.54	$369.21	$56,291.75	$59,179.95	$115,342.05	Received request to fund cost center 23E1A with 23B7. Adjustment includes January liquidation $70.44 from 23A1, and $246.50 from 23E1 and 23E1A, and reversal of December Accrual should have been adjusted ($176.10).		
23C1	$7,385.75	$131,907.36	$443.80	($443.80)	$6,647.18	$6,647.18		$6,647.18	$8,422.38	$123,484.99			
23C2	$6,560.78	$90,816.05		$0.00	$5,904.70	$5,904.70		$5,904.70	$5,904.70	$84,911.35			
23C4	$1,196.67	$6,016.00	$31.70	($31.70)	$1,077.00	$1,077.00		$1,077.00	$1,203.80	$4,812.20			
23D1	$5,055.61	$26,471.00	$63.40	($63.40)	$4,550.05	$4,550.05	($69.88)	$4,480.17	$4,733.77	$21,737.23	Adjustment for partial January liquidation $69.88, which was funded by cost center 23B7.		
23D2	$60,916.12	$403,810.00	$285.30	($285.30)	$54,824.51	$54,824.51		$54,824.51	$55,905.83	$347,904.17			
23D3	$102,783.44	$504,432.00	$1,651.28	($1,331.40)	$92,505.10	$92,824.98		$92,824.98	$98,111.84	$406,320.16			
23D4	$13,277.13	$143,005.00		$0.00	$11,949.42	$11,949.42		$11,949.42	$11,949.42	$131,055.58			
23D5	$13,645.60	$252,016.00	$31.70	($31.70)	$12,281.04	$12,281.04		$12,281.04	$12,407.84	$239,608.16			
23E1	$12,250.22	$ 21,106.00	$738.86	($634.00)	$11,025.20	$11,130.06	($246.50)	$10,883.56	$13,148.36	$7,957.64	Adjustment for partial January liquidation $246.50, which was funded by cost center 23B7. Consist of Direct/FCD & Reimbursable Funds.		

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Sample Invoice Details Tab

Line Item	Bill Month	Tower	Seat Type	Remedy Ticket Number	Cost Center	Org Codes	First Name	Last Name	Shoppin
1	Feb-12	VTS Seat	VTS Service	WO0000000002130	23E1	E1A	MARQUETTA	ALLEN	N/A
2	Feb-12	VTS Seat	VTS Service	WO0000002518684	23H1	H1	ROBERT	ALLEN	N/A
3	Feb-12	Compute Seat	S Seat	WO0000002518127	23E3	E3	KAREN	ALLSBROOK	N/A
4	Feb-12	Compute Seat	S Seat	WO0000002518127	23E3	E3	KAREN	ALLSBROOK	N/A
5	Feb-12	VTS Seat	VTS Service	WO0000000002133	23E3	E3	KAREN	ALLSBROOK	N/A
6	Feb-12	VTS Seat	VTS Service	WO0000000002136	23E6	E6	HEATHER	ALTIZER	N/A

Center	CLIN_P	Recurring F	Item Description	Installation Date	Associated Asset	Purchase Card Indicator	Monthly Price	Discounted Pr	Remarks/Comments	Credit/Adjustmer
LaRC	O-1	Monthly	Virtual Team Service	11/1/2011	mvallen	N/A	$ 35.22	$ 31.70		
LaRC	O-1	Monthly	Virtual Team Service	1/23/2012	rallen	N/A	$ 35.22	$ 31.70	Cost Center Updated from ESD Ticket	
LaRC	B-1	Monthly	Platform (MS) (Desktop)	2/14/2012	13701	N/A	$ 67.92	$ 61.13	Cost Center Updated from ESD Ticket	
LaRC	B-5	Monthly	Monitor (NASA-STD-2805x St	2/14/2012	13701	N/A	$ -	$ -	Cost Center Updated from ESD Ticket	
LaRC	O-1	Monthly	Virtual Team Service	11/1/2011	klivesay	N/A	$ 35.22	$ 31.70		
LaRC	O-1	Monthly	Virtual Team Service	11/1/2011	hmadison	N/A	$ 35.22	$ 31.70		

Sample Pivot Table Tab

RELEASED - Printed documents may be obsolete; validate prior to use.

Sample IUPs Tab

hp

ACES IUPs COMPLETED

IUP #	Cost Center	DESCRIPTION	Bill Month	MOD	CONTRACT PRICE
GRC IUP-EPO-0004	22I3P	IUP-EPO-0004 / Enhanced System Administration Services - HQ/ITCD	Feb-12	21	$5,073.86
		ESRS# REQ000000005738			
GRC IUP-EPO-0019	22I3P	IUP-EPO-0019 / Dedicated System Administration Services- GRC/R	Feb-12	21	$13,548.60
		ESRS# REQ000000005528			
GRC IUP-EPO-0020	22I3P	IUP-EPO-0020 / Dedicated System Administration Services- GRC/D	Feb-12	21	$12,686.92
		ESRS# REQ000000005230			
GRC IUP-EPO-0021	22I3P	IUP-EPO-0021 / Dedicated System Administration Services- GRC/BLDG 3	Feb-12	21	$11,065.22
		ESRS# REQ000000005231			
GRC IUP-EPO-0022	22I3P	IUP-EPO-0022 / Dedicated System Administration Services- GRC/FT	Feb-12	21	$12,686.92
		ESRS# REQ000000005232			
GRC IUP-EPO-0025	22I3P	IUP-EPO-0025 / Dedicated System Administration Services- GRC/H	Feb-12	21	$9,515.00
		ESRS# REQ000000005233			
GRC IUP-EPO-0026	22I3P	IUP-EPO-0026 / Dedicated System Administration Services - GRC/BLDG 14	Feb-12	21	$5,532.61
		ESRS# REQ000000005235			
TOTAL					$70,109.13

Sample Validation Report Tab

Cost Center	WBS Element	Fund	FCD Amount	January Liquidation	February Liquidation	March Liquidation	FCD Balance	April Liquidation	Funding Balance	Previous Allocation Method	New Allocation Method
23A	736466.07.02.07.15.99	CASX12012D	$ 322.00	$ 211.32	$ 105.66	$ 0.02	$ 5.00	$ 5.00	$ -	1	1
23A	736466.07.02.07.15.99	CASX12012D	$ 15,973.00	$ -	$ -	$ -	$ 15,973.00	$ 3,377.00	$ 12,596.00	2	1
23A1	393204.01.07	SCEX22011D	$ 31,991.64	$ -	$ -	$ -	$ 31,991.64	$ -	$ 31,991.64	5	5
23A1	062285.01.02.07	SCEX22012D	$ 5,000.00	$ -	$ -	$ 45.46	$ 4,954.54	$ -	$ 4,954.54	6	6
23A1	062285.01.02.07	SCEX22011D	$ 533.02	$ -	$ -	$ -	$ 533.02	$ 533.02	$ -	2	2
23A1	153351.01.04.01	SCEX22011D	$ 1,412.89	$ -	$ -	$ -	$ 1,412.89	$ 989.18	$ 423.71	3	3
23A1	920760.01.02.01	SCEX22011D	$ 10,414.44	$ -	$ -	$ -	$ 10,414.44	$ -	$ 10,414.44	4	4
23A1	736466.07.01.07.02.03	CASX12012D	$ 106.00	$ -	$ 105.66	$ 0.34	$ 0.00	$ -	$ 0.00	1	1
23A2	122711.03.06.07	AERX22012D	$ 144.00	$ 70.44	$ 35.22	$ 21.14	$ 17.20	$ 17.20	$ -	1	1
23A2	122711.03.06.07	AERX22012D	$ 2,152.00	$ -	$ -	$ -	$ 2,152.00	$ 614.77	$ 1,537.23	2	1
23A3	344673.01.07.01	SPTX22012D	$ 106.00	$ -	$ -	$ 51.50	$ 54.50	$ 54.50	$ -		2
23A3	344673.01.07.01	SPTX22012D	$ 7,012.00	$ -	$ -	$ -	$ 7,012.00	$ 1,383.84	$ 5,628.16	2	2
23A3	821281.01.07.01	EXCX22011D	$ 424.00	$ 211.32	$ 176.10	$ 36.58	$ -	$ -	$ -	1	1
23A5	144598.01.03	SCEX22011D	$ 144.00	$ 70.44	$ 35.22	$ 21.14	$ 17.20	$ 17.20	$ -	1	1
23A5	144598.01.03	SCEX22011D	$ 9,853.00	$ -	$ -	$ -	$ 9,853.00	$ 3,155.38	$ 6,697.62	2	1
23AH	679591.05.07	CASX12012D	$ 20,119.00	$ -	$ -	$ -	$ 20,119.00	$ -	$ 20,119.00		2
23AH	679591.05.07	CASX12012D	$ 101,493.36	$ -	$ -	$ -	$ 101,493.36	$ 4,386.59	$ 97,106.77	2	2
23AH	736466.07.01.07.02.03	CASX12012D	$ 568.00	$ 211.32	$ 105.66	$ 63.42	$ 187.60	$ 187.60	$ -	1	1
23B1	736466.07.02.07.21.99	CASX12012D	$ 50,460.00	$ -	$ -	$ -	$ 50,460.00	$ 7,275.54	$ 43,184.46		1
23B2	736466.07.02.07.22.99	CASX12012D	$ 144.00	$ 70.44	$ 35.22	$ 21.14	$ 17.20	$ 17.20	$ -		1
23B2	736466.07.02.07.22.99	CASX12012D	$ 18,817.00	$ -	$ -	$ -	$ 18,817.00	$ 1,286.35	$ 17,530.65		1
23B2	736466.07.02.07.22.99	CASX12012D	$ 50,294.32	$ -	$ -	$ -	$ 50,294.32	$ -	$ 50,294.32		1
23B3	736466.07.02.07.23.99	CASX12012D	$ 4,230.00	$ -	$ -	$ -	$ 4,230.00	$ 1,031.45	$ 3,198.55	1	1

ACES Invoice Disbursement

- I3PBO
  - Provides/routes invoice reconciliation report (BOTs vs FCDs workbook) to the Center for review and validation
    - » Center reviews reconciliation report and provides concurrence and approval of Center invoice
    - » I3PBO makes adjustments if requested by the Center until there is concurrence and approval
  - Records costs in SAP for the approved amount of the Liquidation Report
  - NSSC AP is notified through AWMS that costing is complete

- NSSC AP
  - AP receives the approval notification from the CO through SAP workflow and the cost complete notification through AWMS from the I3PBO
  - Pays the invoice

ACES Invoice Reconciliation in FCaRT

- Due to many factors, no historical data will be in FCaRT – i.e., Nov, Dec, Jan

- FCaRT data effective asof Feb

  – FCaRT funding based on Feb beginning balances with accruals reversed

- Due to CMDB data issues, reconciliation in FCaRT will require rework

  – Working to get data cleaned up, which includes finalizing BOTs and reconciliation files still outstanding

ACES Invoice Reconciliation in FCaRT (continued)

- New monthly process

  - Data loaded into system

  - I3PBO runs accruals – generates reports

  - Notify center of validation window (dates to complete validation)

  - I3PBO processes funding, updates FCaRT, makes adjustments, finalizes period, completes costing

  - AP liquidates funds

- Centers will have the ability to generate reports using dashboard & analytics

  - To access the Analytics Application website, navigate to https://esd-test.nssc.nasa.gov

  - Select **ESD Metrics** from the left menu (if not available user completes a NAMS request)

  - Select **Analytics**
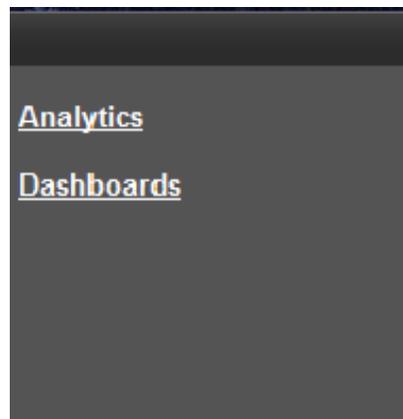
ACES Invoice Reconciliation in FCaRT (continued)

- Log on using *User Name* and *Password*. Your user name is your AUID. The first time you log on to analytics you will use the password *nssc1234* (all lowercase no spaces). You will be prompted to change your password and will need to use the newly created password for all future log on attempts.

- After successfully logged in, user is taken to the *Analytics Application* start page

- After selecting *Document List* the following tree panel displays

ACES Invoice Reconciliation in FCaRT (continued)

- Creating a new ad hoc report:

    - Select the *New* button above the tree panel
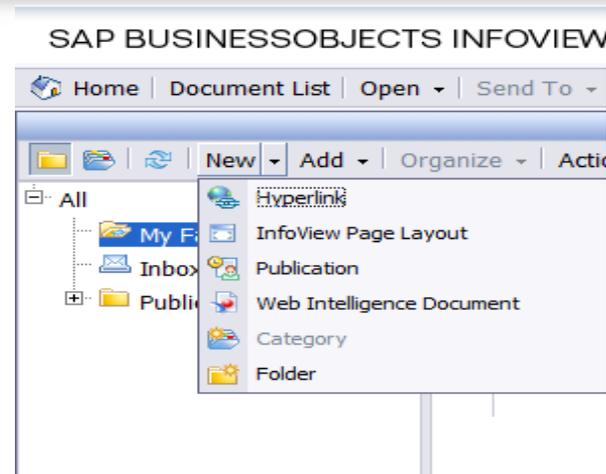
    - Select the *Web Intelligence Document* from the *New* dropdown menu

    - Select the *I3PBO Universe*
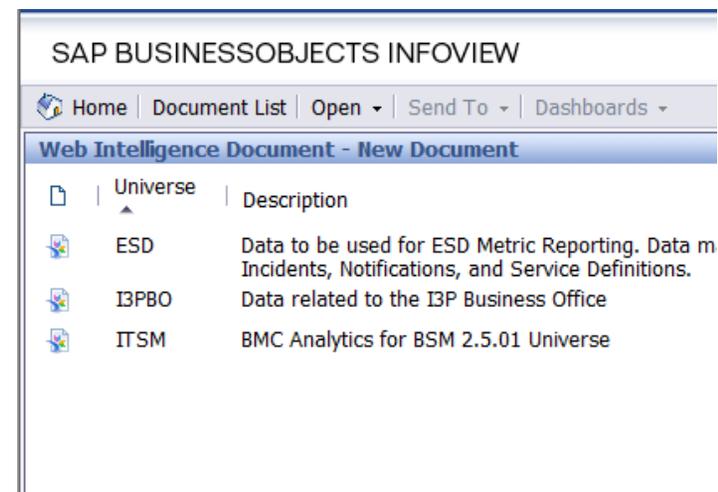
ACES Invoice Reconciliation in FCaRT (continued)

– Expand the *FCaRT Universe*

ACES Invoice Reconciliation in FCaRT (continued)

- This is an example of the invoice details report created in the analytics application. This provides the invoice details by a selected contract number and invoice number

Invoice Details

NNX11AA01C

Invoice Line Item	Invoice Period Start	Work Order Id	Cost Center	NASA Org Code	Customer First Name	Customer Last Name	Customer UUPIC	Center Id	Clin Pn	R
1	2/1/12	WO0000000003744	24PIT	K	AMBER	ABEL	387374166	24	E-3	M
2	2/1/12	WO0000002519359	24PIT	K	AMBER	ABEL	387374166	24	C-15	M
3	2/1/12	WO0000002519359	24PIT	K	AMBER	ABEL	387374166	24	C-18	M
4	2/1/12	WO0000002519359	24PIT	K	AMBER	ABEL	387374166	24	C-2	M
5	2/1/12	WO0000002519359	24PIT	K	AMBER	ABEL	387374166	24	C-20	M
6	2/1/12	WO0000002519359	24PIT	K	AMBER	ABEL	387374166	24	C-25	M
7	2/1/12	WO0000002519359	24PIT	K	AMBER	ABEL	387374166	24	C-31	M
8	2/1/12	WO0000002519359	24PIT	K	AMBER	ABEL	387374166	24	C-32	M
9	2/1/12	WO0000002519359	24PIT	K	AMBER	ABEL	387374166	24	C-37	M
10	2/1/12	WO0000001818350	24PIT	MC	JIM	ABERCROMBY	476400716	24	B-2	M
11	2/1/12	WO0000001818350	24PIT	MC	JIM	ABERCROMBY	476400716	24	B-5	M
12	2/1/12	WO0000002549340	24PIT	MR	JASON	ABUEG	661602645	24	B-1	M
13	2/1/12	WO0000002549340	24PIT	MR	JASON	ABUEG	661602645	24	B-5	M
14	2/1/12	WO0000000003808	24PIT	MR	TRACY	ACKERET	495897111	24	G-5	M
15	2/1/12	WO0000001818511	24PIT	MR	TRACY	ACKERET	495897111	24	C-15	M
16	2/1/12	WO0000001818511	24PIT	MR	TRACY	ACKERET	495897111	24	C-18	M

Example of Invoice Details report in comparison to Invoice Details tab in BOT vs FCD workbook

ACES Invoice Reconciliation in FCaRT (continued)

- Additional reports are being created similar to the funding summary and validation report currently in your BOT vs FCD workbook

- Centers will have the capability to create customized reports, to suit individual needs

ACES Bulk Order Templates / Reconciliation Files / CMDB Data

Debbie Lizana
Management and Program Analyst, I3P Business Office

April 24 – 25, 2012

www.nasa.gov

Bulk Order Template / Reconciliation File Status

- Wave 1 & 2 reconciliation files are complete with the following exceptions:

    – HQ: Awaiting final portion of reconciliation file for mobility lines

    – GRC: Awaiting final portion of reconciliation file for disabled users, asset tag issues and mobility order issues

- Wave 3 bulk order templates (BOTs) are complete with the following exceptions:

    – JSC: Awaiting final compute seat order – consists of Part 1 and 2

        » Part 1 – Consist of approximately 9,800 seats

        » Part 2 – B seats which were removed from original order, awaiting determinations on how to handle these seats, discussion between CO & HP, order may be submitted as an IUP

- Wave 3 reconciliation files will be forwarded to Centers once received from HP

- Although reconciliations for some Centers appear to be complete, Centers are requesting additional BOTs for existing assets

Reconciliation Files

- Reconciliation of the BOTs are required when data is not complete. HP reviews all BOTs for issues such as:

  - No order ID/ODIN mapping – seat was not listed on a BOT. Possible reconciliation would be that the seat is cancelled, or it was missed when order was completed for a Center

  - Duplicate order ID – indicate which order is valid, and delete the duplicate

  - Missing phone number – provide correct desk phone or mobile phone number

  - Invalid or no AUID – provide valid AUID

  - Duplicate Asset Tag – indicate which is valid, and delete the duplicate

  - Missing CLINs – provide valid CLINs for the order

- Recon files include all records for a Center, the recon need column indicates what needs to be validated/corrected. If no issue, the recon need will indicate none, these records are provided as information only

- I3PBO staff has assisted Wave 1 and 2 Centers with the recon files whenever possible. Some of the issues we were able to complete were providing missing phone numbers, valid AUIDs, identifying duplicate asset tags, etc.

CMDB Data Impact Issues

- Lack of finalization of Center reconciliations and/or BOT submissions is causing considerable impacts and additional workload

  - Impacts CI/CMDB data loads

  - Impacts ability to use FCaRT

    » I3PBO required to manually manage funding, invoicing and reporting

  - Impacts billing

  - Causes retroactive adjustments resulting in additional workload

    » If adjustments result in credits then every transaction for that Funds/WBS/Cost Center must be reversed in SAP – cannot process credits

  - Impacts retainage pool

- Volume of data integration from BOTs to ESD/FCaRT is causing considerable efforts to validate and correct

ACES Details in ESRS

ACES details are by Work Order
- The work order is created off of the Bulk Order Templates (BOTs) or through orders created in ESRS

- Each work order is assigned to an individual and has the following attributes tied to the individual:
  - AUID
  - Phone number
  - UUPIC
  - Org Code
  - Cost center
  - CLIN
  - Asset description
  - Bldg and room number

- All of the above attributes can be queried in Analytics
- Standard reports will be similar to the spreadsheets currently provided to the Centers
- Centers will be able to create ad hoc reports based on their specific requirements

FCaRT, CMDB and Web Services

Robert Wilson
Performance Management Analyst, I3P Business Office

April 24 – 25, 2012

FCaRT

- Funds Check and Reconciliation Tool

- FCaRT can be used to Assign Cost Centers, Assign Funding Methods, Run Accruals, Run Reconciliations and View Reports.

- Workarounds have been created due to issues with the CMDB data and development of Web Services Interface

- Inputs: Funding, Work Orders, Invoices and Configuration Items

- Outputs: Accrual Reports, Reconciliation Reports, Service Order Reports, SAP Liquidation Report, SAP Data Report, Work Order Details and Invoice File Data

- Interacts with SAP, ESRS and CMDB

FCaRT Process

Funding

Work Orders

ESRS Funds Check Web Service Calls

Funding Data SAP Automated Load

Remedy

Remedy-to-FCaRT Web Service Calls

ESRS Order Data Automated Load

FCaRT

CMDB-to-FCaRT Web Service Calls

Invoice Data Automated Load

CMDB

CI Fulfillment Data Automated Load

Configuration Items

Invoices

Legend: Original Design – In Use | Original Design – Not In Use | Workaround Process – In Use | External System

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FCaRT Process

Funding

- Funding Data Full Set Spreadsheet
- Funding Data Partial Set Spreadsheet
- Temporary Funding Full Load Process
- Temporary Funding Partial Load Process
- ESRS Funds Check Web Service Calls

Work Orders

- Order Data Bulk Load Spreadsheet
- Order ID Correction Spreadsheet
- Temporary Order Bulk Load Process
- Order ID Correction Load Process
- Temporary Remedy-to-FCaRT Load Process
- Remedy
- ESRS Order Data Automated Load

FCaRT

Configuration Items

- Temporary CMDB-to-FCaRT Load Process
- CMDB
- Temporary CI Bulk Load Process
- CI Fulfillment Data Bulk Load Spreadsheet

Invoices

- Temporary Invoice Load Process
- ACES Invoice Data CSV
- NICS Invoice Data CSV
- Secure File Server

Legend:
- Original Design – In Use
- Original Design – Not In Use
- Workaround Process – In Use
- External System

ESD/ESRS to FCaRT Overview
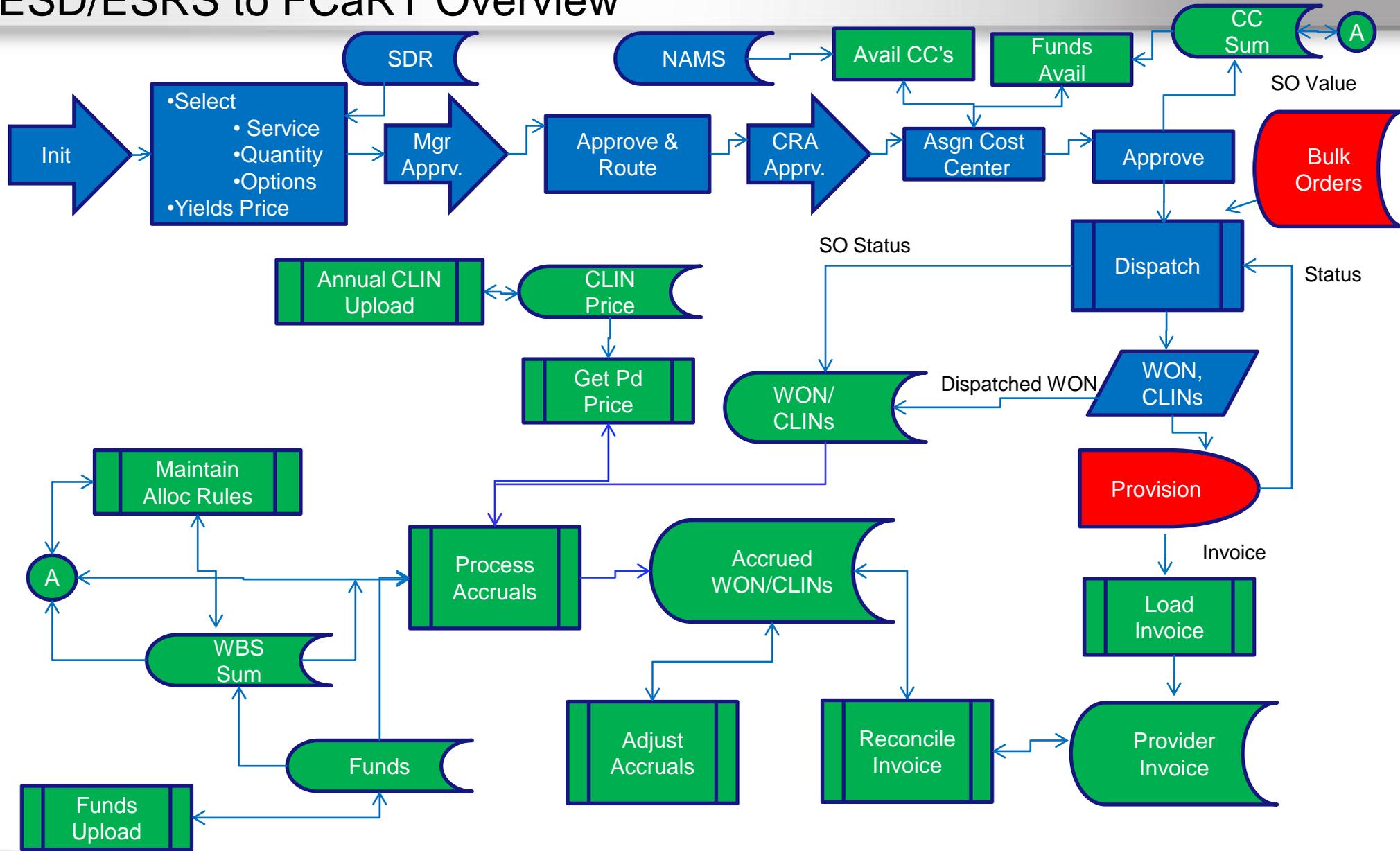
Funds Availability

Allocation Rules are available to the CRA to control how Cost Center Funds are consumed by order activity during the accrual process. Allocation Methods are stored in CC Sum and determine if sequential or percentage allocations are to be performed. Allocation Values determine the order of allocation or the percentage to allocate order values to cost center WBS and Fund combinations.

Maintain Alloc Rules

Allocation Method

CC Sum

WBS Sum

Allocation Value

Funds

Available Funds
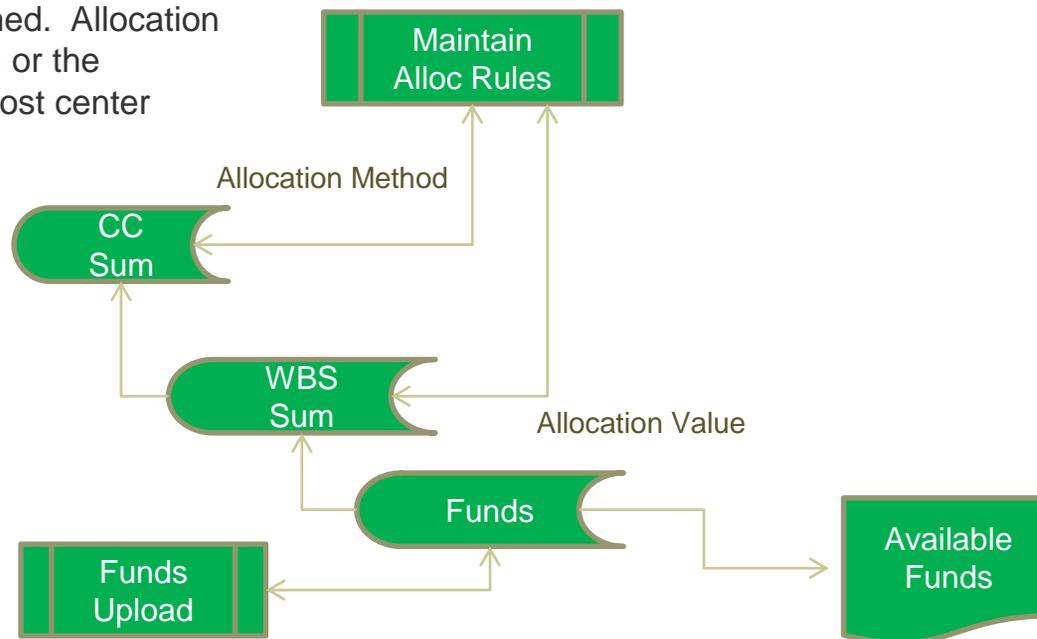
Funds Upload

Funds Upload processes the daily extract of I3P Working Capital Fund (WCF) SAP Extracts, inserting new Funding Document Line Items and updating changed Line Item Advance Amounts in Funds. Summaries at the Cost Center, WBS, and Funds are maintained for Advance Amount, Open Order Value, Accrued Value, and Invoiced Value.

Service Ordering (End State)

SDR defines Services (M Seat), Service options (Linux Desktop), Price, and associated Contract Line Item Numbers (CLIN i.e. C-1, C-13, C-15). The Price is the sum of the contract line item rates (not currently stored in ESRS).

NAMS Provides a list of user specific Accessible Cost Centers (CC). Available CC's is a list of Cost Centers that have had Funding Actions recorded in CC Sum.

NAMS

CC Sum

A

SO Value

Avail CC's

Funds Avail

SDR

•Select
   • Service
•Quantity
•Options
•Yields Price

Init

Mgr/ IT Appr.

Approve & Route

CRA Apprv.

Asgn Cost Center

Approve
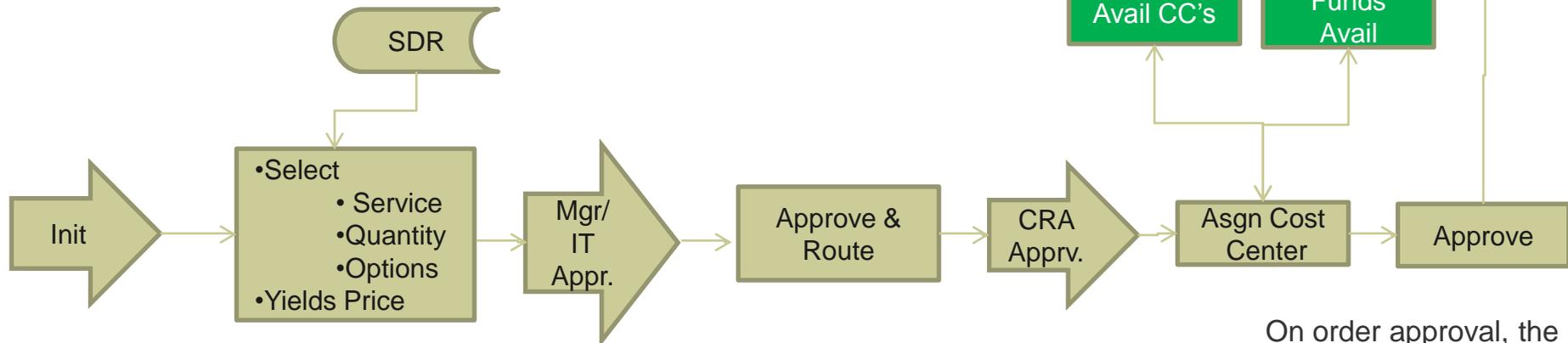
During this process the primary key of the order is the Service Order (SO). Values of the SO may be either SDR Services (see above) OR Cart contents from the ACES Product Catalog (identified by ACES Catalog part number).

On order approval, the service order value is added to Open Orders in CC Sum, effectively decrementing available funds.

Funds available is a message generated when the Center Resource Analyst (CRA) selects a Cost Center. CC SUM Contains the available funds (Funded – Open Orders – Accrued Costs). If available funds are over or under Service Order value then an appropriate message is generated.

Order Dispatch

ESRS notifies FCART on completion of the last WO for the Service Order. This establishes the billing start date for all WOs associated with the SO.

Bulk Orders

Approve

Dispatch

SO Status

Status

Dispatched WON

WON/CLINs

WON, CLINs

Provision

Note: CLINs may be Contract Line Items OR Catalog Part Numbers

Note: WON establishes a unique identifier for the product which is valid for its life cycle.
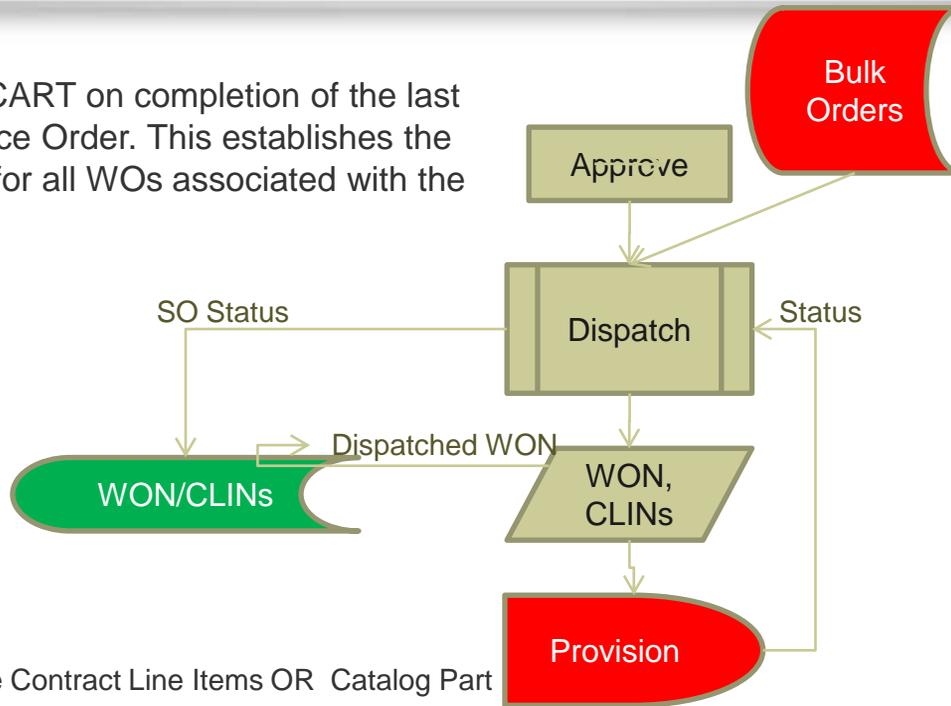
Bulk Orders supports the mass installation of hardware during contract transition and replaces the normal Service Order Approval process. Must provide similar information.

Dispatch is the ESRS process of issuing Work Orders(WOs) to I3P Providers. Primary Key is Work Order Number (WON). Each WO will contain a list of the CLINs/Part Numbers (PNs) to be provided. FCART is simultaneously notified of the dispatch and records the information in WON/CLINS.

Provider delivers the WO items and statuses ESRS.

Accrual Process

Accruals involve: 1) identifying WON/CLINS to be accrued, 2) determining the value of the WON/CLIN, 3) distributing the value of the WON/CLIN to Funding Document Lines (in Funds) using the Allocation Method and Allocation Values stored in CC Sum and WBS Sum. Process Accruals is initiated by an ESD screen controlled by the I3P Business Office. Results are stored in Accrued WON/CLINs and reported to CRAs via ESD reports. Issues are resolved between CRAs and I3PBO and adjustments are made via Adjust Accruals by I3PBO. I3PBO enters final accruals to SAP.

FCaRT Accrual Report

Reconcile Invoice

Invoice Reconciliation involves: 1) Uploading Provider invoices in a form and format that provides information necessary to compare to FCART accruals, 2) Matching FCART Accruals to Invoice Line Items identifying and flagging difference, 3) providing interactive screens for I3PBO personnel to disposition differences and or adjust Accrual values.
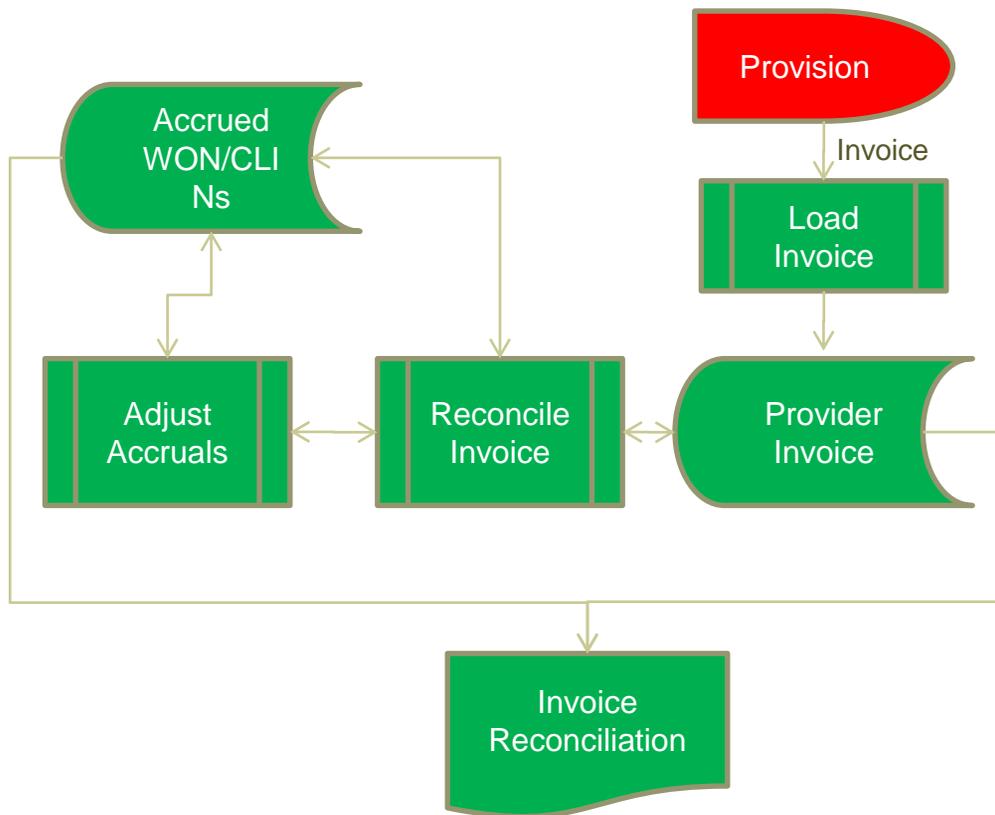
FCaRT Reconciliation Report

CMDB

- Configuration Management Data Base (CMDB)

- Where all Configuration Item (CI) data is stored, updated and changed

- Currently populated via CMDB load spreadsheets

- Will be populated via Web Services Interface in near future

- CMDB extract is currently being loaded into FCaRT manually

- CMDB data will be updated in FCaRT automatically once Web Services Interface is complete

CMDB (continued)

- Major cleanup effort of CMDB data is ongoing

  – Multiple users assigned to one Work Order

  – Required fields missing data

  – Work Orders with unauthorized CLINs

  – Fulfillment data not matching Work Order data

  – Required fields containing wrong data

  – Missing records

  – Cost Centers being associated with incorrect users

  – ACES Order IDs not lining up with Work Order Numbers

FCaRT/CMDB/Web Services

ACES Bulk Orders

- ACES provides Bulk Order Load spreadsheet(s)
- Aces provides fulfillment data via Bulk CMDB Load spreadsheet(s)
- Bypasses ESRS Ordering Process
- ESRS / CMDB Extract handling Commissions only
- updates to FCaRT are not "real time"
- **temporary solution till we reach "Steady State"**

Current

I3P (ACES)

ACES Work Order Import

CMDB Bulk Load

Create/Update Work Orders (no Service Requests)

Create/Update Configuration Items

ESRS
- Service Requests
- Work Orders

CMDB

Remedy

ESRS / CMDB Extract

-Commissions

FCaRT Web services

| Get Cost Centers | Funding Available | Place Service Request | Place Work Order | Update Service Request | Update Work Order | Add Item | Update Item |

FCaRT

| Cost Center Funding | Cost Centers | Service Requests | Work Order Master | Work Order Details |
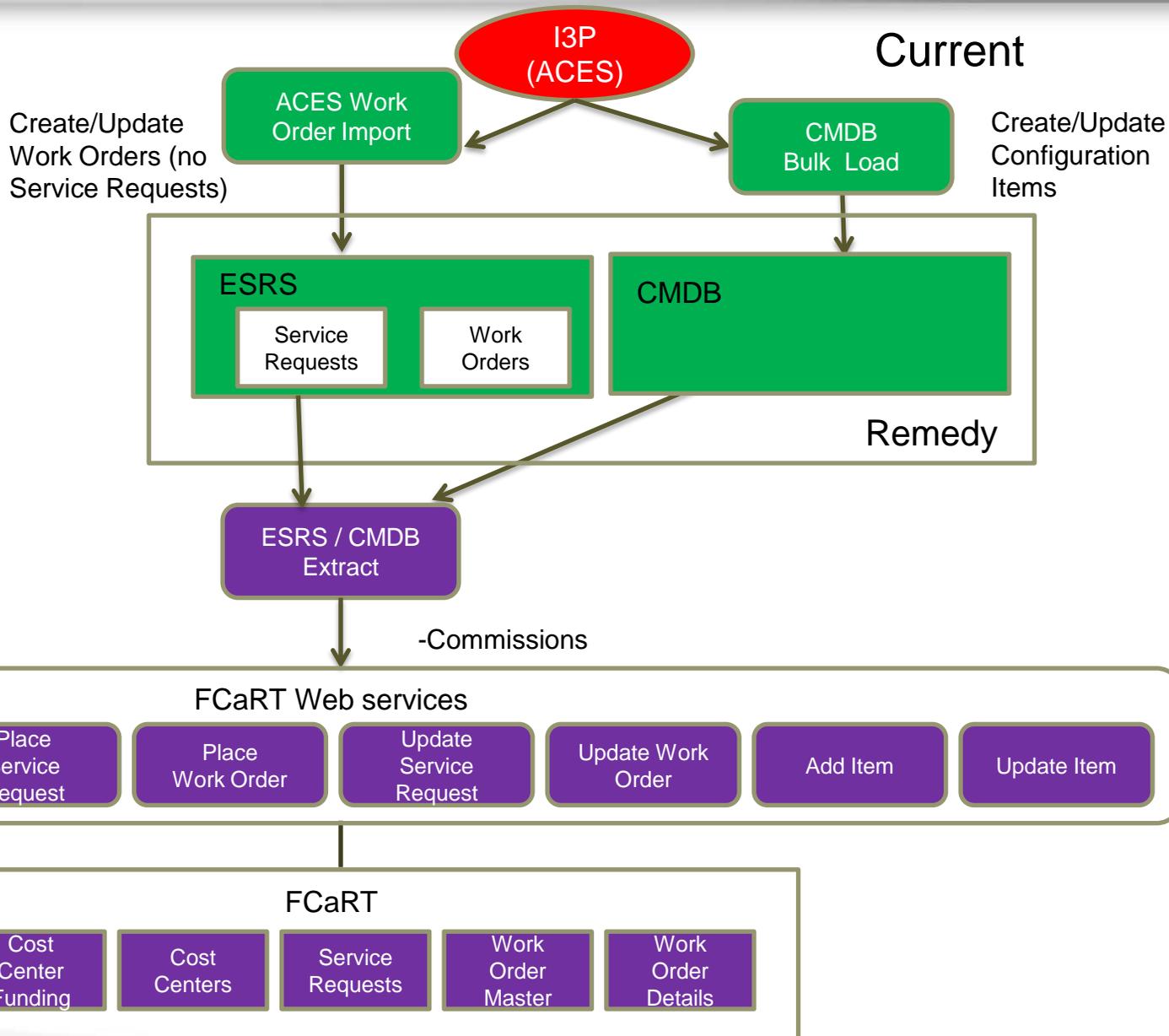
FCaRT/CMDB/Web Services

ACES Order Fulfillment

Current

- Uses ESRS Ordering Process
- ESRS / CMDB Extract handling Commissions only
- Updates to FCaRT are not "real time"
- **Temporary solution till we reach "Steady State"**

- Customer orders a service
- Service is approved and associated with a cost center
- Work order is created and dispatched to ACES

ACES provides fulfillment data via Bulk CMDB Load spreadsheet(s)
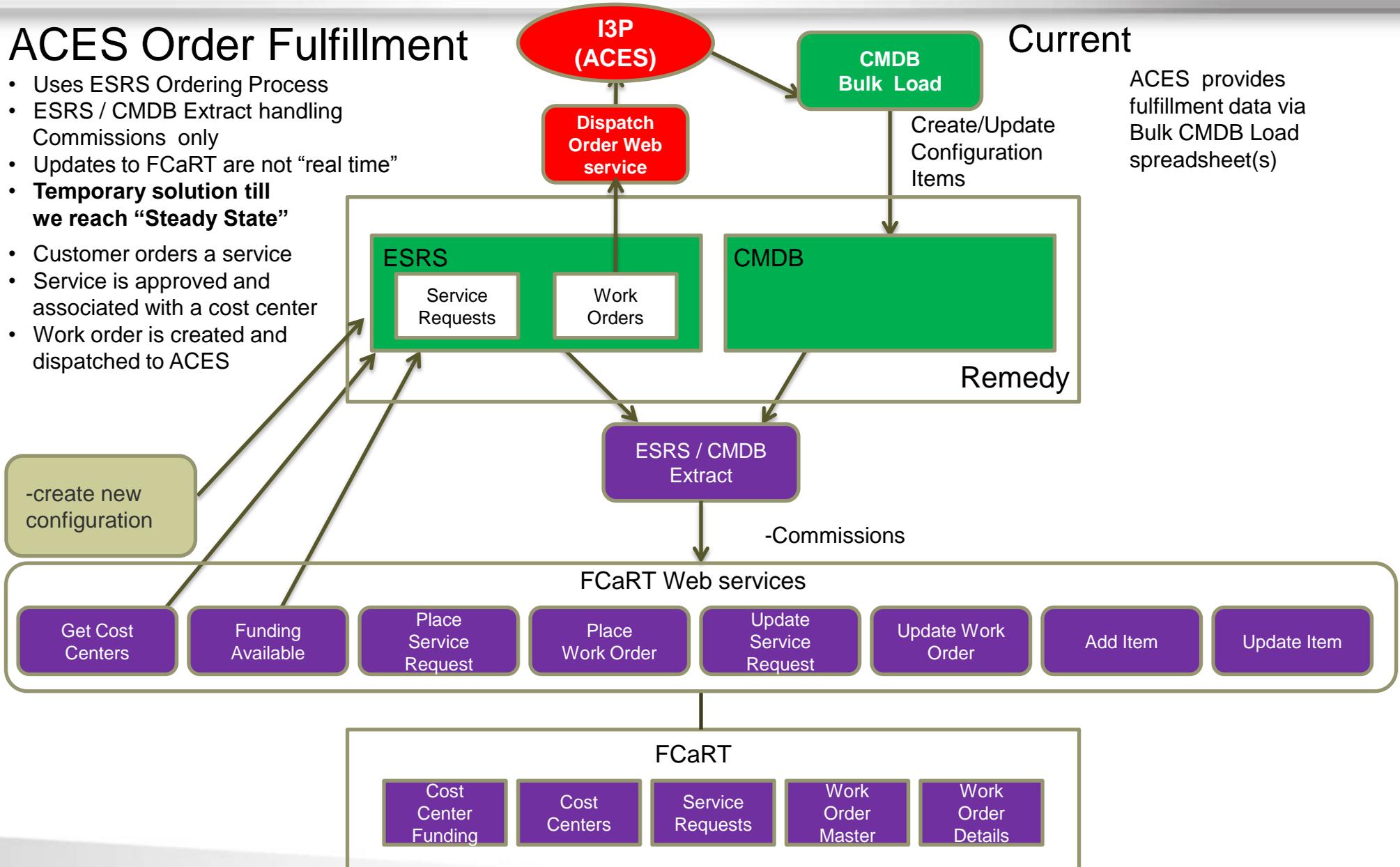
"Steady State"

Future

- Uses ESRS Ordering Process
- FCaRT updates are "real time"
- CMDB Changes resulting from ACES providing fulfillment data trigger updates in FCaRT

- Customer orders a service
- Service is approved and associated with a cost center
- Work order is created and dispatched to ACES

I3P (ACES)

Dispatch Order Web service

CMDB Bulk Load

Phase out

Create/Update Configuration Items

Create CI On Order Web Service

Modify CI On Order Web Service

RelateCI Web Service

UnRelateCI Web Service

-create new configuration
-add to existing configuration
-remove from configuration
-remove entire configuration
-transfer configuration owner

ESRS

Service Requests

Work Orders

CMDB

Remedy

-Commissions
-Augmentations
-De-Augmentations
-De-Commissions

FCaRT Web Services

| Get Cost Centers | Funding Available | Place Service Request | Place Work Order | Update Service Request | Update Work Order | Add Item | Update Item |

FCaRT

| Cost Center Funding | Cost Centers | Service Requests | Work Order Master | Work Order Details |

NICS Processes and Work Packages in ESRS

Laraine DeJesus
Management Analyst, I3P Business Office

April 24 – 25, 2012

NICS Processes and Work Packages in ESRS

- The NICS contract is unique as it is projected and invoiced by Work Package number in lieu of Work Order number. As with ESRS work orders, only one cost center may be used for each Work Package number; there is no limit to the number of project WBSs per cost center

- Multi-Center funded Work Packages will be loaded with a Center-unique designator

- NICS Work Packages are loaded into ESRS as non-orderable services, with the execution year spend plan identified as the monthly cost of the service

- Center funds received are loaded into FCaRT via SAP extract

- Vendor invoice will be formatted to load into FCaRT with prior month actuals and current month accruals by WP#, Cost Center and WBS

- The Spend Plans in ESRS will be adjusted by the I3PBO as additional requirements are approved and funded (NSR process)

National Aeronautics and Space Administration

NICS Work Packages in ESRS

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NICS Work Packages in ESRS (continued)

NICS Work Packages in ESRS (continued)

NICS Work Packages in ESRS (continued)

*Extended price captures the total FY Spend Plan loaded as a monthly cost for accruals

NICS Work Packages in ESRS (continued)

Double click on your request

NICS Work Packages in ESRS (continued)

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NICS NSR Process

Customer initiates Service Request in ESRS → SAIC utilizes NITSM to pull NSR from ESRS database → NITSM process flow initiated → Contractor completes Design, Cost Schedule (DCS) →

Contractor provides email with Cost or DCS to customer and I3PBO → If customer approves DCS, initiates new ESRS order →

No cost: Vendor fulfills against existing WP, no change to Spend Plan required

Cost: Funding request initiated by BO; FCD rec'd; authorization to proceed provided to Contractor by CSO in NICS; funding fed from SAP to FCaRT by BO → NICS Spend Plan in ESRS updated by I3PBO to reflect any one-time or recurring cost generated by an NSR

Status of request is provided by SAIC thru NITSM interface with ESRS; request is closed when complete

NICS Work Packages in ESRS (continued)

NICS Work Packages in ESRS (continued)

NICS NSRs in ESRS (continued)

NICS NSRs in ESRS

Performance Evaluation and Reporting

Chris Canary and Becky Smith
I3P Business Office

April 24 – 25, 2012

I3P Business Office Metrics

Service	Service Level Indicator
I3PBO - Working Capital Fund	95% of advances with complete funds commitment documents are processed within 4 business days.
I3PBO - Working Capital Fund	Process 95% of liquidation transactions with available funding by the end of the calendar month that the services are billed.
I3PBO - Procurement	Award 90% of contract funding modifications within 5 business days after receipt of released Purchase Request from WCF. (This SLI includes NIPRs)
I3PBO - Procurement	Issue 90% of Request for Proposals for proposed contract changes or new services within 10 business days of receipt of COTR's completed package. (This SLI includes Tail Circuits, Out of Bank Access, etc.)
I3PBO - Procurement	Prepare 90% of modifications to the appropriate Master Agreement / Delivery Order to add new services within 7 business days after of receipt of completed package.
I3PBO - Budget/Resources	Process 95% of advances within 5 business days upon notification from NSSC Accounts Payable.
I3PBO - Budget/Resources	Process 95% of Purchase Requests within 2 business days of posting of advance.
I3PBO - Budget/Resources	Validate and process 90% of reconciliations within 5 business days of invoice receipt and Funding Check and Reconciliation Tool report and submitted to Center Resource Analysts for analysis and any adjustments.
I3PBO - Budget/Resources	Post I3P Performance and Utilization Report by the 20th day of the following month.

Submission and Review of ACES Metric Reports

- Vendor will submit monthly metric data to the Contracting Officer and COTR with a "CC" to the I3P Business Office in accordance with contract DRD requirements

- The COTR will coordinate with the Center SMEs to validate the metric data for the month

  - ACES Surveillance Plan is being developed for specific Center guidance

  - Initial surveillance will look at a limited number of high-volume items

    » Reporting is in the works for more comprehensive surveillance

- The Center SMEs will reply to the COTR as to whether the data appears to be valid for their Centers

- Upon collection of responses from the Center SMEs, the COTR will email the CO the consolidated Center metric validation results

  - The COTR will advise the CO of any needed adjustments

- The CO will formally notify the contractor of the evaluation results

Metric Reporting

- Once the metric submission has been validated, the I3P Business office will post the monthly metric data to the Sharepoint site

  - Site includes:

    » Access to detailed metric information

    » Achieved monthly metric and trending data

- Metrics will also be reported in the monthly I3P Performance and Utilization Report

  - Report will be posted on the NSSC Metrics and Reporting web page

  - Report will be emailed to stakeholders throughout NASA

Review of Metric Postings

- Sharepoint Reporting

    - I3P Performance Management

        » Performance Reports

            - By contract

                » By month

    - Enterprise Service Performance Dashboard

        » Dashboard view of performance by contract for the last month

- I3P Performance and Utilization Report

    - High-level metric reporting by contract

    - Center utilization information by contract

Document Management Library (http://ocio.ndc.nasa.gov)

I3PBO Utilization Reporting

- **I3PBO Utilization Report:** Summarizes funding and utilization in two ways, by I3P Contract and by I3P Funding Method

    - **Contract Utilization:** Summarizes the Center's total funding and utilization for each of the I3P Contracts and includes both Direct funds brought into the Working Capital Fund and Reimbursable funds received via Purchase Request (PR).

    - **Funding Utilization:** Summarizes the Center's total funding and utilization by the method of funding - Funds Commitment Document/Advance Payment Request Form 76 for Direct funds brought into the Working Capital Fund and PRs for Reimbursable funding.

- The FY 2012 projections shown on the report are comprised of both Direct and Reimbursable funding, with no delineation. The PPBE14 data call currently being worked requires funding projections to be identified between Direct and Reimbursable.

- The I3P Utilization Reports are posted on the NSSC Customer Service website, under Metrics and Reporting, by the 20th of each month for the prior month's activity:

    https://www.nssc.nasa.gov/portal/site/customerservice/menuitem.abe1bf6264319694c89751104dd72749/

I3PBO Utilization Reporting

I3PBO GSFC Utilization Report

GSFC

	FY12 Projected Dollars	Current Month Actual Dollars	Year to Date Actual Dollars	Remaining Balance	% Dollars Remaining	Year to Date Prepayment Dollars	$ Remaining (Bill Prepayments)
Agency Consolidated End-User Services - Base	$ -	$ -	$ -	$ -	0.00%	$ -	$ -
Agency Consolidated End-User Services - Demand	$ 7,107,617.00	$ 517,086.71	$ 1,664,022.87	$ 5,443,594.13	76.59%	$ 4,766,479.91	$ 3,102,457.04
Enterprise Applications Service Technologies	$ -	$ -	$ -	$ -	0.00%	$ -	$ -
NASA Integrated Communications Services	$ 10,906,500.00	$ -	$ -	$ 10,906,500.00	100.00%	$ -	$ -
GSA Networx	$ -	$ -	$ -	$ -	0.00%	$ -	$ -
I3P Services	**$ 18,014,117.00**	**$ 517,086.71**	**$ 1,664,022.87**	**$ 16,350,094.13**	**90.76%**	**$ 4,766,479.91**	**$ 3,102,457.04**

GSFC

FY12 Funding Status	FY12 Projected Bill	Current Month Actual Dollars	Year to Date Actual Dollars	FCDs/PRs Submitted to Date	% Utilization of Funding Submitted to Date	Remaining FY12 Bill to be Funded	Remaining Balance of Funded Dollars
FCD/Form 76 (Direct Appropriation)		$ 474,350.66	$ 1,515,035.69	$ 4,372,359.34	34.65%		$ 2,857,323.65
PRs (Reimbursable Funds)		$ 42,736.05	$ 148,987.18	$ 394,120.57	37.80%		$ 245,133.39
I3P Services	**$ 18,014,117.00**	**$ 517,086.71**	**$ 1,664,022.87**	**$ 4,766,479.91**	**34.91%**	**$ 13,247,637.09**	**$ 3,102,457.04**

I3PBO Utilization Reporting

- ## Contract Utilization

GSFC

	FY12 Projected Dollars	Current Month Actual Dollars	Year to Date Actual Dollars	Remaining Balance	% Dollars Remaining	Year to Date Prepayment Dollars	$ Remaining (Bill Prepayments)
Agency Consolidated End-User Services - Base	$ -	$ -	$ -	$ -	0.00%	$ -	$ -
Agency Consolidated End-User Services - Demand	$ 7,107,617.00	$ 517,086.71	$ 1,664,022.87	$ 5,443,594.13	76.59%	$ 4,766,479.91	$ 3,102,457.04
Enterprise Applications Service Technologies	$ -	$ -	$ -	$ -	0.00%	$ -	$ -
NASA Integrated Communications Services	$ 10,906,500.00	$ -	$ -	$ 10,906,500.00	100.00%	$ -	$ -
GSA Networx	$ -	$ -	$ -	$ -	0.00%	$ -	$ -
I3P Services	**$ 18,014,117.00**	**$ 517,086.71**	**$ 1,664,022.87**	**$ 16,350,094.13**	**90.76%**	**$ 4,766,479.91**	**$ 3,102,457.04**

- **FY 12 Projected Dollars:** Comprised of both Direct and Reimbursable funding with no delineation.

- **Current Month Actual Dollars:** Funds liquidated against the contract during the current month.

- **Year to Date Actual Dollars:** The total funds liquidated during the fiscal year.

- **Remaining Balance:** The difference between FY12 projected dollars and the dollars liquidated YTD.

- **Percent Remaining:** The percentage of dollars left to be funded based on the FY projection through either WCF or via PR.

- **Year to Date Prepayment Dollars:** The total funding provided to date through either the WCF or via PR.

- **Dollars Remaining (Bill Prepayments):** The difference between total funding received and total liquidations to date for the current fiscal year.

I3PBO Utilization Reporting

- Funding Utilization

GSFC

FY12 Funding Status	FY12 Projected Bill	Current Month Actual Dollars	Year to Date Actual Dollars	FCDs/PRs Submitted to Date	% Utilization of Funding Submitted to Date	Remaining FY12 Bill to be Funded	Remaining Balance of Funded Dollars
FCD/Form 76 (Direct Appropriation)		$ 474,350.66	$ 1,515,035.69	$ 4,372,359.34	34.65%		$ 2,857,323.65
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I3P Services	$ 18,014,117.00	$ 517,086.71	$ 1,664,022.87	$ 4,766,479.91	34.91%	$ 13,247,637.09	$ 3,102,457.04

- **FY12 Projected Dollars:** Comprised of both Direct and Reimbursable funding with no delineation.

- **Current Month Actual Dollars:** Funds liquidated against the contract during the current month.

- **Year to Date Actual Dollars:** The total funds liquidated during the fiscal year.

- **FCDs/PRs Submitted to Date:** The total funding provided to date for FY12 through either the WCF FCD or PR.

- **% Utilization of Funding Submitted to Date:** The percentage of dollars liquidated versus dollars submitted to date.

- **Remaining FY12 Bill to be Funded:** The difference between the FY12 Projected Bill and FCDs/PRs submitted to date; because the FY12 projections did not differentiate between method of funding, this is in total only. *FY13 projections will separately identify Direct versus Reimbursable funding.*

- **Remaining Balance of Funded Dollars:** The difference between total funding received and total liquidations to date.

ACES Retainage Pools

Joseph Ladner
ACES Contracting Office, I3P Business Office

April 24 – 25, 2012

ACES Retainage Pools

- Description and Measurements are located within Attachment I-3, Retainage Pools and Performance Metrics

- Equate to nineteen (19) percent from the total monthly price payable to the Contractor (excluding any APC and IUP amounts)

- Four Pools:

  - Metrics Retainage Pool (MRP) - monthly

  - Performance Retainage Pool (PRP) – semiannual

  - Schedule Retainage Pool (SRP) - monthly

  - Small Business Utilization Pool (SBUP) - annual

- Retainage Pools are not retained; Deducted from the Contractor's invoice for the following month after the retainage determination has been made

- Award determination of any retainage pool by the Agency CIO or designee is final (non-contestable)

- NASA is to complete assessment and determination of MRP & SRP earned within 25 calendar days after the end of the evaluation period

- NASA is to complete assessment and determination of PRP & SBUP earned within 30 calendar days after the end of the evaluation period

- Each 1% of retainage is <u>estimated</u> to be $1M annually

ACES Retainage Pools

Critical Service Level Metrics	Performance Standard	Retainage
Metrics Retainage Pool (MRP)		**8.00%**
Service Delivery	96.00%	2.00%
Service Availability Non-Base Services	98.00%	0.50%
Service Availability Base Services	99.95%	0.50%
Customer Satisfaction	94.00%	1.50%
Incident Management	All four (4) targets met	1.50%
Security Management Services	All seven (7) targets met	1.50%
Service Asset and Configuration Management	98.50%	0.50%
Performance Retainage Pool (PRP)		**5.00%**
Relationship and Contract Management	discretionary	2.00%
Problem Management	discretionary	1.00%
Customer Experience	discretionary	2.00%
Schedule Retainage Pool (SRP)		**5.00%**
Legacy Refresh Schedule Adherence	97.00%	3.00%
Contract Compliance Schedule	100.00%	2.00%
Small Business Utilization Pool (SBUP)		**1.00%**
Ability to meet subcontracting goals in the Contractor's approved Subcontracting Plan	100.00%	1.00%
Total Standard Metrics Retainage Pool		**19.00%**

Metrics Retainage Pool (MRP)

- Service Delivery - MRP Measurements (Pool – 2%)

  - Measures the number of service requests successfully completed

  - Monitored at both Agency and Center-Levels

  - Standard performance level – 96%

  - If Agency-Level results do not meet the SLA, then the full retainage for that category will apply as a credit and Center-Level results are not measured

  - If Agency-Level results meet the SLA, Agency credit will equate to ½ (or 1%) for that category and Center-Level results are reviewed

  - If Center-Level results indicate all SLAs for one Center falls below performance standard, then the credit will equate to ¼ (or .50%) for that category

  - If Center-Level results indicate all SLAs for two Centers fall below performance standard, then the credit will equate to .75% for that category

  - If Center-Level results indicate all SLAs for three Centers or more fall below performance standard, then the credit will equate to ½ (or 1%) for that category

Metrics Retainage Pool (MRP)

- Service Availability Non-Base Services - MRP Measurements (Pool – .5%)

  – Measures the availability of services/systems

  – Monitored at both Agency and Center-Levels

  – Standard performance level – 98%

  – If Agency-Level results do not meet the SLA, then the full retainage for that category will apply as a credit and Center-Level results are not measured

  – If Agency-Level results meet the SLA, Agency credit will equate to ½ (or .25%) for that category and Center-Level results are reviewed

  – If Center-Level results indicate all SLAs for one Center falls below performance standard, then the credit will equate to ¼ (or .125%) for that category

  – If Center-Level results indicate all SLAs for two Centers fall below performance standard, then the credit will equate to .1875% for that category

  – If Center-Level results indicate all SLAs for three Centers or more fall below performance standard, then the credit will equate to ½ (or .25%) for that category

Metrics Retainage Pool (MRP)

- Service Availability Base Services - MRP Measurements (Pool – .5%)

  - Measures the hours that services are available

  - Monitored at the Agency Level

  - Standard performance level – 99.95%

  - If Agency-Level results do not meet the SLA, then the full retainage for that category will apply as a credit

Metrics Retainage Pool (MRP)

- Customer Satisfaction - MRP Measurements (Pool – 1.5%)

  - Measures the effectiveness in providing quality services and support to the end-users based on customer survey results

  - Monitored at both the Agency and Center Levels

  - Standard performance level – 94%

  - If Agency-Level results do not meet the SLA, then the full retainage for that category will apply as a credit

  - If Agency-Level results meet the SLA, Agency credit will equate to ½ (or .75%) for that category and Center-Level results are reviewed

  - If Center-Level results indicate all SLAs for one Center falls below performance standard, then the credit will equate to ¼ (or .375%) for that category

  - If Center-Level results indicate all SLAs for two Centers fall below performance standard, then the credit will equate to .562% for that category

  - If Center-Level results indicate all SLAs for three Centers or more fall below performance standard, then the credit will equate to ½ (or .75%) for that category

Metrics Retainage Pool (MRP)

- Incident Management - MRP Measurements (Pool – 1.5%)

  - Measures the effectiveness in managing incidents

  - Monitored at both the Agency and Center Levels

  - Standard performance level – (4 Metrics – varying % levels)

  - If Agency-Level results do not meet the SLA, then the full retainage for that category will apply as a credit

  - If Agency-Level results meet the SLA, Agency credit will equate to ½ (or .75%) for that category and Center-Level results are reviewed

  - If Center-Level results indicate all SLAs for one Center falls below performance standard, then the credit will equate to ¼ (or .375%) for that category

  - If Center-Level results indicate all SLAs for two Centers fall below performance standard, then the credit will equate to .562% for that category

  - If Center-Level results indicate all SLAs for three Centers or more fall below performance standard, then the credit will equate to ½ (or .75%) for that category

Metrics Retainage Pool (MRP)

- Security Management - MRP Measurements (Pool – 1.5%)

  – Measures the effectiveness in managing incidents

  – Monitored at the Agency Level

  – Standard performance level – (7 Metrics – varying % levels)

  – If Agency-Level results do not meet the SLA, then the full retainage for that category will apply as a credit

Metrics Retainage Pool (MRP)

- Service Asset and Configuration Management - MRP Measurements (Pool – .5%)

  – Measures the effectiveness in managing ACES service assets and configuration items

  – Monitored at the Agency Level

  – Standard performance level – 98.5%

  – If Agency-Level results do not meet the SLA, then the full retainage for that category will apply as a credit

Performance Retainage Pool (PRP)

- Relationship and Contract Management - PRP Measurements (Pool – 2.0%)

  – Measures the effectiveness and efficiency in maintaining successful working relationships with the Government and other contractors; and implementing contract management activities

- Problem Management – PRP Measurements (Pool – 1.0%)

  – Measures performance in managing problems through analysis of incidents

- Customer Experience – PRP Measurements (Pool – 2.0%)

  – Measures the performance in customer-focused behavior in the daily operation of delivering services

- Measured semi-annually at the Agency Level

Performance Retainage Pool (PRP)

SLA	ARC	DFRC	GSFC	GRC	HQ	JSC	KSC	LARC	MSFC	NSSC	SSC	CIO	EUSB	AVERAGE
1	10	9	0	10	9	10	9	10	9	9	10	10	9	8.769
2	8	9	-	9	8	8	8	9	8	8	8	9	7	8.250
3	10	9	-	9	10	9	8	7	8	10	10	9	9	9.000
4	10	10	10	9	9	10	8	8	7	8	8	9	10	8.923
5	8	9	10	8	9	10	9	8	10	8	9	10	8	8.923
6	7	7	7	7	8	9	10	7	7	8	8	0	7	7.077
7	0	8	8	8	0	7	9	10	8	7	0	7	8	6.154
8	10	8	7	8	7	10	8	7	9	9	10	8	8	8.385

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6		Average of 8 SLA Scores
8.185	8.450	8.564	8.602	8.612	8.789		8.185

Average of 6 Monthly Scores

8.534

If this were Customer Experience SLA Area – the 8.534 equates to 85.34%

As a result HPES will earn 85.34% of the 2% Retainage Pool = 1.70%

Schedule Retainage Pool

- Additional 5% retainage (SRP) established to monitor HPES' adherence to schedules

    - The two SLA subcategory areas within SRP are: Legacy Refresh Schedule Adherence (3.0%) and Contract Compliance Schedule (2.0%)

    - Applicable through the end of the initial ACES compute seat deployment

Small Business Retainage Pool

- The Small Business Retainage Pool (1%) will be reviewed and evaluated against the originally proposed Contractor Subcontracting Plan goals, and will be evaluated at the Small Business category goal and result level, not at the individual SB subcategories, provided that not more than one SB subcategory goal is missed by the Contractor during the annual review periods.

I3P Business Office Communications

Chris Canary
I3P Business Office

April 24 – 25, 2012

Current Communications

- Web presence (www.nssc.nasa.gov/i3pbo)

  – Documents (Communications Plan, Approved CONOPs, SDG, etc.)

  – Resources (assistance with I3P Business Office processes)

  – Reports (Performance and Utilization Reports)

  – Other communication channels

- Leverage existing NSSC communications methods

  – Newsletters

  – Web pages

  – Facebook

  – Twitter

Current Communications (continued)

- Dynamic FAQs

    – Provide feedback & interact

    – Subscribe to receive updates

- Contact Us / Suggestion Box / Voice of the Customer

- Leverage existing I3P meetings

    – Weekly meetings include:

        » ITMB, SIMWG, SIM/SE/SME/SOIL, I3P Program Management Review / I3P Risk Review

    – Monthly meetings include:

        » Business Managers Telecon

    – Other meetings include:

        » Transitions meetings, ORRs, BODs, I3P Road Show, Service Office discussions, Center Specific Reviews, etc.

I3P Business Office Liaisons

- Centers should review the list of liaisons to work with the I3P Business Office during the transition period

- The liaison should be knowledgeable in Center budget processes and procedures

- The liaison should establish working relationships with the Center Integration Lead (CIL)

- Please provide any updates to this list to Christopher.M.Canary@nasa.gov

ARC	Yutsuan Ku
	Rafael Medina
DFRC	Connie Hines
GRC	Emily Doglio
GSFC	David Baden
	Valda Jones
HQ	Debbi Martin-Edwards
	Michael Chatman
	Michael Breson
JSC	Kim Steele
KSC	Kim Carter
	Jean Householder
LaRC	Corinne Jones
	Denise Lentz
	Sue Lemon
	Rolla Brown
MSFC	Rhonda Simms
	Marie Malone
NSSC	Cindy Leitell
	Kim Bastidas
SSC	*INCOMPLETE*

Feedback / Suggestions for Improvement

- A survey will be available at the end of today's event

- The same survey is accessible on the I3P Business Office Web page and can be completed at any time