

Tools

www.gsa.gov/networx

Transition Training Handbook (TTH) — Provides one-stop shopping to easily locate reference material on a variety of topics critical to the success of transition, as well as ensuring that agencies complete transition with minimal frustration and confusion.

Taxonomy — Describes the detailed process and criteria for agencies to receive reimbursement of transition costs.

Transition Baseline Inventory (TBI) — Serves as the database of record for all agencies FTS2001 services against which disconnects are tracked.

Transition Strategy and Management Plan (TSMP) — Presents GSA's approach to successfully managing its role in the transition. It is intended to provide guidance and also serves as a planning reference to guide agencies through all phases of the transition.

Transition Management Plan for Smaller Agencies — Provides comprehensive guidance for agencies with less complex transition.

TWG Fair Opportunity Guidelines — Provides a process an agency may follow to perform a Fair Opportunity decision.

Transition Coordination Center (TCC) — Monitors transition progress and assists agencies with the movement of services from the expiring FTS2001 telecommunications contracts to Networx.

Transition Plan, Cutover, and Site Survey Templates — Provides a comprehensive collection of cutover checklists and site survey forms for planning and completing transition.

E-MORRIS — The Enhanced Monthly Online Records and Reports of Information-Technology Services (E-MORRIS) processes ordering, billing, and inventory data in support of the Networx program.

Transition Training

DAR Training — Each contractor offers a course that provides an introduction to its respective Networx services and highlights the benefits of subscribing to its contract. To register for training, please visit the contractors' Web site:

- **AT&T:**
www.corp.att.com/gov/networx/training_courses.html
- **Level 3:**
www.level3.com/wholesale/government/government_contract_vehicles/documents/Networx_Course_Catalog.pdf
- **Qwest:**
www.qwest.com/networx/training/
- **Sprint:**
networx.sprint.com/content/enterprise/training.html
- **Verizon Business:**
customertraining.verizonbusiness.com/networx/index.htm

Transition Manager 201 — A detailed course for transition managers on all aspects of transition including: current transition timeline, tracking your agency's progress using TIP, registering hierarchy codes, placing transition orders, disconnecting FTS2001 services, and the transition reimbursement process. *To schedule training, please email the Networx Help Desk at networx.support@gsa.gov or call, (866) 472-0274.*

Pricer Training — GSA provides one-on-one or group training for Unit Pricer (current and previous years pricing) and Agency Pricer (pricing for the life of the contract). *To schedule training, please contact the Networx Help Desk at networx.support@gsa.gov or call, (866) 472-0274.*

For More Information

Visit www.gsa.gov/networx. If you have questions call (866) 472-0274 or email networx.support@gsa.gov.

NETWORX Transition



One Country. One Mission. One Source.

“... is not just savings, but also security and interoperability of networks.”



Networkx Transition

Welcome to the world of transition. The transition of government agencies from FTS2001 to Networkx contracts (Universal and Enterprise) is the largest telecommunications services transition ever undertaken by the federal government. It involves more than 135 agencies, more than 50 services, and millions of voice and data circuits. The transition requires coordination between agencies, GSA, and a host of telecommunications contractors.

Transition Information

Transition is defined as the movement of services from the FTS2001 contracts to Networkx. Careful and comprehensive transition planning, execution, and management activities are critical to the success of the transition to Networkx to ensure agencies continue to have the services they need to perform their missions. Agencies using FTS2001 services have the primary responsibility for completing transition successfully.

Networkx offers:

- Service continuity
- Competitive prices
- High-quality service
- Full-service offerings
- Alternative sources

- Operations support
- Transition support
- Performance-based contracts

Networkx is intended to meet agency needs for the next-generation of telecommunications and related information technology (IT) services as well as ensuring continuity for the services provided by FTS2001.

Agency Transition Activities

Appoint Transition Manager — The agency's CIO appoints a government employee or contractor who is the central point of contact for the dissemination of information for transitioning an agency's FTS2001 services.

Validate Inventory — A valid inventory provides a baseline for measuring transition progress by identifying FTS2001 services to transition and be disconnected. It is also an input for Fair Opportunity planning and reimbursement of transition costs.

Appoint Designated Agency Representative (DAR) — Agencies designate individuals with authority to place orders under Networkx contracts for their agencies, consistent with the Fair Opportunity Decisions made by the agencies' contracting officers.

Conduct Fair Opportunity — United States Code (USC) §253 mandates Fair Opportunity and FAR Section 16.505 implements the statute to ensure agencies give

all contractors who offer a service a fair opportunity to provide that service.

Place Transition Orders — When the agency places transition orders, it is responsible for monitoring the provisioning of the services through completion of implementation and transition. An agency may place orders individually or group them into Transition Project Specific Plans. *To qualify for reimbursement of transition costs, agencies must meet the requirements of the Taxonomy, which established the deadline for submitting transition orders. GSA will not reimburse any costs for transition orders the agency places after this deadline; this includes orders placed for parallel operations.*

Disconnect Service — Agencies must disconnect services for FTS2001 contracts. Parallel operations allow agencies to keep FTS2001 service temporarily, as back-up for mission critical services.

Transition Information Portal (TIP)

TIP is a one-stop Web portal that provides information for agencies and GSA to track transition. Transition tracking information will include: FTS2001 disconnects; Networkx contractors' transition reports and notices; transition Service Order Completion Notice (SOCN); agency Fair Opportunity decisions; agency appointment of Designated Agency Representatives (DARs) and a DAR Administrator; and transition reimbursement accounting. Agency personnel can apply for an account at <https://transition.networkx.gov/networktip>.

