

Implementation Manager Meeting Minutes

Name of group holding the meeting: Implementation Managers

Who called the meeting: Bob Bair

Date: 11/13/03

Time: 11:00

Place: NOAA

Attendees:

Bob Bair (CSC)
Myrian Myer
John Sansing
Bill Starr
Theresa Coppelino (NIST)
Wende Wiles
Millie Ingels (NOAA)
Jim Aikman (Census)
Tanya Booth

Agenda:

1. Status of Technology Migration project
2. Status of Extended Trial Balance project
3. Report on NIST Implementation
4. Changes in CAMS Contract Administration
5. Accenture Recompete
6. CRR Approach/Status
7. Bureau Reports

Key issues or topics addressed:

Technology Migration: Contractor is working through phase II maintenance screens. The screens will be delivered on 11/17 if there are no problems; otherwise they will be delivered on 11/19. The CSC has established fixed price task for phase III. NIST will test using the Mercury tool to see impact in current environment.

The CSC will set up a meeting with bureaus to discuss what it means to web-enable CAMS:

- What is the goal?
- What is the cost?
- What are implications for bureaus?

Extended Trial Balance: The work being done includes core functionality. There is a walk-through on 11/18. The CSC expects to deliver the code in the first week of

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December and we will use for the 1st quarter submission to Hyperion. CSC is working with Census on a work around since ETB requires the implementation of AR conversion.

Phase II of this project will incorporate supplemental data elements, such as setting flags in the system that currently cannot be set. We will work on FACTS II, which needs flag definitions. We expect that FACTS II will use the same mechanical process as FACTS I.

NIST Implementation: NIST went live on 10/22. A reimbursable carryover issue was resolved by the CSC. The NIST help desk is getting about 250-300 calls per week and they are answering about 50% of the questions without referring them to a subject matter expert.

Central Contractor Registry: Bureaus need to go to the database to verify vendor is in the file. If a company is not in the file, bureaus should pay the contractor and notify contractor to get into the CCR. Some issues with CCR include:

- Provide common vendor numbers for conducting business
- Focus our efforts on core CFS
- Grants will have to go into the CCR – Not our worry
- We do not have a DOC-wide solution
- Use obligation interface
- Import CCR database into core CFS and link to CFS vendor file
- The CSC will have a requirements document by the end of November - Initial set-up – Reconciliation of vendor data to CCR and match to Dunn and Bradstreet to get Dunn #
- Nightly download of CCR to update CFS vendor file

Purchase Card Payment Date: The department will pay within 3 days and reconcile afterwards. Put transaction in as a suspense and sweep accounts after reconciliation.

Send John a contact name – John wants to know how each bureau will implement this.

Technology Migration: This activity is in the planning stage. The CSC has selected Kumeran as the migration tool and will demonstrate selected programs by the end of June. The CSC is doing a straight conversion and will not fix bugs that currently exist in the system. The CSC should have a clearer migration plan by the end of the summer. The CSC is documenting what it is learning and the documentation will be made available to the bureaus. It was noted that bureaus will have to cover the cost of migrating bureau-specific forms. Ken Pooton, the CSC lead, will start monthly status meetings.

Purchase Card: The June 16th delivery is on track. Navigator menu updates will be part of a second delivery. Census notified the group that it is not in a position to fund future enhancements.

Cross Bureau Meeting – Financial Management Review: The group is progressing well and the documentation is solid. The goals are: common practices and procedures across DOC; get information to optimize useful life of CAMS.

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CSTARS/CFS Interface: The statement of work for the balance of the functionality has been developed and provided to the Office of Acquisition Management. We are requesting cost estimates from both Accenture and CACI to do the programming of the following options:

- Requisitions originate in CSTARS
- Requisitions originate in CFS
- Requisitions originate in either system

In any case, phase II (business to business) must be programmed before this last phase can be developed.

Consolidated Reporting System (CRS): The CRS is being finalized by SAS. We have bureau and DOC users on the system. There still are some data issues that are being resolved between the CSC and the bureaus.

At an OMB demonstration of the CRS, OMB said they would like to merge financial and program performance data within the system.

FY 2004 Initiatives: Bob Bair will discuss new initiatives at the 11/24/03 Executive Board meeting.

Census: All feeder systems are on the Navigator menu. Purchase card funding is being exhausted and will be completely used by the end of December.

NOAA: NOAA is consolidating CAMS staff at 200 Perry Parkway and Germantown and working on a transition plan to move from development to maintenance.

Action Items

1. CSC will set up meeting to discuss web-enabling CAMS.
2. Bureaus will send John Sansing a contact name for how they will implement purchase card payment within 3 days.

Dates of Future CAMS Manager Meetings will be:

1/08 - EDA

2/12 - CSC