

NETL Site Support Task Management System

Concept and Scope Document

Revision History

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1. Executive Summary

The Site Support Task Management System (SSTM) will function as a management tool for planning, authorizing, tracking and control of all NETL site support contractor activities. The proposed system will streamline workflow processes associated with site support contracts – reducing paperwork, simplifying process steps and reducing manual effort and costs for the administration and management of site support tasks and subtasks. The proposed system will support key activities such as tracking contract modifications, initiating and approving task requests, issuing request for proposals, awarding task orders, monitoring contract and task deliverables, and rating task performance.

SSTM will be developed by following the Rapid Application Prototyping and Incremental Development (RAPID) methodology, whereby system functionality is developed incrementally. The system will be delivered in three releases (or increments) and roughly as follows:

Release	Key Features	Est. Delivery*
1	Foundational services, task requests/awards & workflow	Dec. '05
2	Invoice tracking, performance evaluation & online forms	Mar. '06
3	Analytical reporting and integration with other systems	June '06

**Note: The confidence level in est. delivery dates (prior to the development of the project plan) is 75%.*

2. Introduction

2.1. Purpose

The purpose of this document is to define the objectives and scope of requirements for the Site Support Task Management (SSTM) system. A mapping of in-scope requirements to each release of the system and estimated delivery dates are also provided.

2.2. Definitions

Site Support Contract: A contract through which effort is performed in direct support or performance of NETL's programmatic and operational functions. The place of performance is primarily at or adjacent to an NETL site.

Site Support Contractor: A legal business entity who has entered into a site support contract with NETL.

2.3. References

- NETL Intranet: Site Support Contract Services, <http://intranet/ssc/index.asp>
- Enterprise System Proposal For Input to Enterprise Architecture Investment Management Process, Title: Contract Database & Imaging System, NETL F 203.1-1, (12/2002) OPI=BL20
- Site Support Task Management Activity Diagrams, November 21, 2003

- NETL Contract Database Imaging System (CDIS) version 6.0
- SSTM Business Use-Case Model Survey, Issue 3.0, July 26, 2004
- Site Support Task Management Glossary, Version 4.0, Feb 9, 2004

3. Conceptual Model

This section describes the conceptual model in terms of business need, functions, process, information and infrastructure views of the Site Support Task Management System (SSTM)

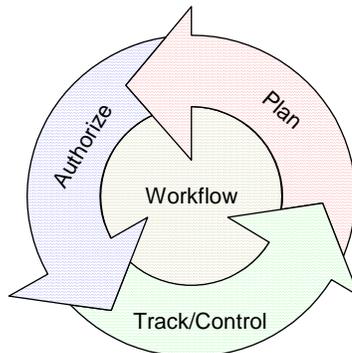
3.1. Business Need

Site support contracts constitute nearly 35% of the NETL institutional budget. The work that is performed under site support contracts is important to the mission of the organization. At present there is no automated system to organize, track, analyze and produce reports on task requests, task awards, work plans, procurement requests, contract modifications, deliverables, performance, etc. The information pertaining to each site support contract is maintained independently by various individuals such as the Contracting Officer (CO), Contracting Specialist (CS), Contracting Officer Representative (COR) and the task/subtask COR and the information is not always consistent or readily accessible. Although electronic forms exist in Word or Adobe PDF there is no automated workflow or database to store the data. The users rely on email exchanges and manual tracking to review documents and get approvals. This is time consuming and error-prone and because there is no central database the information has to be obtained from multiple sources and formats. As a result there is duplication of effort and redundant activities performed by federal and contractor employees.

NETL has an immediate business need to streamline the SSTM process and to implement an automated workflow system – reducing paperwork, simplifying process steps and establishing organization-wide standards.

3.2. Functional View

The proposed SSTM system will function as a management tool for planning, authorization, tracking/control of the NETL site support contract tasks and subtasks.



- **Planning:** The proposed system will allow government staff to prepare and submit requests for new tasks/subtasks and make revisions to existing tasks/subtasks. Authorized users will be able to prepare and submit statement of work, cost estimates, performance evaluation plans and request for proposals online. The system will also allow contractor staff to submit their work plans and cost estimates online. The proposed system will support the NETL institutional budgeting process by consolidating and providing site support contract financial data to external systems such as the NETL Planning & Management Reporting System (PMRS). Although the system will allow task/subtask requests to be submitted at any time the majority of the task/subtask requests are received in response to a data call in July so that the contractors' proposals and cost estimates can be submitted to the NETL institutional budgeting process by the end of August.
- **Authorization:** There will be many authorization steps, and at various levels in the organization, that are required during the execution of the SSTM process. The proposed system will notify the appropriate user depending on their role in the organization and in the sequence they are required to approve the artifact. The system will keep an audit trail of information such as the date and time of approval. In addition, the system will support approval of packages such as task/subtask request package, task/subtask award package and proposal package as well as specific artifacts such as contractor deliverables, invoices and performance fee awards.
- **Tracking/Control:** The proposed system will allow government and contractor staff to track contract modifications, task/subtask revisions, and workflow status. The system will track both planned and actual financial data at the contract level and at the task or subtask level. The proposed system will track work products such as statement of work, work plans and cost estimates to its respective task/subtask revision. The system will also track contract and task/subtask deliverables and their planned and actual delivery dates. When deadlines are missed the system will automatically inform the appropriate user and allow the delivery date to be revised. The system will provide automatic notification when a certain event has not occurred within the specified time period. For example, the system will notify the appropriate user if an award fee determination report was not submitted within a specified period of time after the last day of the performance rating period. Also, the system will allow the authorized user to submit a delinquency notice if a planned deliverable has not been submitted on time.
- **Workflow:** The proposed system will integrate across the functional roles and organizational boundaries that are responsible for planning, authorizing, tracking and controlling various task/subtask management activities.

Prepare and submit: All data or file-attachments submitted in the proposed system will be in two-phases. In the first phase the user will be able to create the form and/or file attachment and save it in draft mode. During the first phase the system will not keep versions of the record and the user will be able to delete a record and remove attached files or reattach new files. In the second-phase to submit the data or file-attachments the proposed system will provide a submit command. This feature will lock the record preventing any unauthorized changes to the record and its file attachments and pass control to the next step or functional role in the workflow.

Online and email interface: The system will provide the user with the option of receiving workflow notifications online, by email, or both. In email notifications, the system will provide a URL link to the specific action so that the user will be able to

login and execute the required action in the workflow. This feature would be especially useful for senior managers who may not be regular users of the system but will be required to make decisions for the continuation the workflow, for example, the Fee Determining Official (FDO), will have to approve the award fee at the end of each performance rating period.

State changes and routing: Workflow notifications in the system will be driven by the following events: (a) state changes e.g. a task request form state was changed from draft to submitted (b) calendar event e.g. system date matches a specified date or certain number of days has elapsed after a specified event.

Active and passive notification: Workflow notifications in the system will be of two-types: (a) Active notification, i.e., specific action or decision will be required by the user for the system to continue executing the workflow thread (b) Passive notification to inform the user of an event and where the user is not expected to take any action or decision.

Primary and alternate roles: All active notifications in the system will be routed to the user who is designated as the primary and to a second user who is designated as the alternate. If either user approves the workflow item, the system will proceed to the next step in the workflow. A user will have the option to not select an alternate, in which case, the approval item will not be routed to an alternate user.

In addition, the system will allow the SSC Coordinator to access any site support contract and view all active notifications that are pending for approval and sort the notifications by various roles. The system will allow the SSC Coordinator to approve any item that is pending and the system will continue to the next step in the workflow process.

3.3. Non-Functional View

Role-based permissions: The system will have role-based security that will be standard across all site support contracts. With the exception of the Site Support Contracts Coordinator and the Systems Administrator who will have system-wide privileges, the proposed system will allow users to be assigned one or more roles within a site support contract and across multiple site support contracts.

<u>Pre-defined contract-specific roles</u>	<u>Associations</u>
Task/Subtask Initiator (or Government user)	M (Multiple user per contract)
Contracting Officer Representative (COR)	S (Single user per contract)
Task/Subtask COR	M
Division Director/ Associate Director (DD/AD)	M
Contracting Officer (CO)	S
Contracting Specialist (CS)	S
PEB Member	S
PEB Board	M
PEB Chair	S
Fee Determining Official (FDO)	S
Contractor Manager	S
Contractor Administrator	S
<u>Pre-defined system-wide roles</u>	<u>Associations</u>
SSC Coordinator	S (Single system-wide user)
SSTM Systems Administrator	S

The proposed system will also have various permissions that will be pre-defined such as approve a task request, approve an invoice, view government cost estimates etc. The system will allow the administrator to assign permissions for each pre-defined role and will enforce security by allowing users to carry out only those actions that are permissible according to the roles they have been assigned in the system. For example, a contractor will not be able to view government cost estimates.

3.4. Process View

The proposed system will support the NETL site support task management process, which consists of the following key activities: contracts management, task requests, task awards, deliverable tracking & control, invoice tracking, and performance evaluation.



- **Contracts Tracking:** The proposed system will allow authorized users to create new contracts and enter basic administrative and financial data pertaining to the contract. The system will also allow the user to identify and attach contract documents for reference purposes. Thus, the user may attach the entire contract document or for purposes of easy access purposes, identify and attach each section of the contract separately. Subsequently, as contract modifications occur, the system will allow the user enter basic administrative and/or financial data pertaining to each modification. The proposed system will track financial modifications and provide a running total of the contract value before and after the modification. The system will automatically notify all users who are associated with the contract of any modifications.
- **Task/Subtask Requests:** A task (or subtask request) can be initiated by any authorized user in the system. The proposed system will require the user to select the contract under which the task/subtask is being requested. The user will be responsible for identifying whether it is a new task/subtask or a revision to an existing task/subtask. If it is a subtask, the system will require the user to identify the parent task under which the subtask work will be performed. If it is a new

task/subtask the user will be required to complete a standard online form and provide the required set of attachments. The system will also allow the user to identify and attach additional request documentation. If it is a revision to an existing task/subtask, the user will be able to reuse portions of the previous data and attachments and add or modify to it as necessary.

The proposed system will require the task/subtask initiator to select the task/subtask COR who will be responsible for approving the request. When the user submits the task/subtask request the system will lock the record preventing further modification and automatically send a notification to the task/subtask COR for approval, unless the originating user is the task/subtask COR, in which case, it will send the notification to the Division Director (DD/AD). Once the DD/AD approves the request the system will automatically notify the PEB member associated with the contract. Once the PEB member approves the request the system will automatically notify the COR. Once the COR approves the system will automatically notify the CO/CS. Once the CO/CS approves the system will send a Request for Proposal to the contractor manager. The contractor will be able to view only authorized portions and will at not be able to view any government cost estimate data.

Task/Subtask Numbering: The proposed system will automatically assign each task/subtask a unique number from a pool of numbers. The numbering scheme will be based on the organization where the task/subtask is originating from.

Non-approvals: If at anytime during the task request process, one of the approvers does not approve the request he or she will be required to enter the reason for not approving the request and the system will redirect the workflow to the beginning step in the task request process and notify the original user who requested the task/subtask. All other users who had previously approved the task request will receive a notification about the non-approval and the reason for the non-approval. The original user will then have the option to resubmit the task/subtask request or withdraw the request. If the user chooses to resubmit the task/subtask request the system will make a new copy of the entire record including attachments and allow the user to modify the copy. The state of the old copy will be marked as "not approved" and archived in the system. The user will be required to describe how the issue was resolved in the new copy and resubmit the task/subtask request. The system will then repeat each approval step all over again. The system will display that the task/subtask request is repeating the approval cycle and approvers will be able to view the issues that came-up in the previous cycle and how it was resolved.

- **Task/Subtask Awards:** The proposed system will send an electronic request for proposal to the contractor manager along with the necessary task/subtask materials including the government's statement of work. The system will automatically associate the contractor's response to the appropriate task/subtask record. The contractor manager will be able to respond to the RFP by completing an online form and providing attachments as required. The system will keep a copy of the government's original statement of work and allow the contractor to modify the original statement of work. The proposed system will allow the user to save the proposal package (online data and attachments) in draft state until it is ready to be submitted. Once the contractor manager submits the proposal the system will lock the proposal records and notify the appropriate task/subtask COR. The task/subtask COR can (a) not approve or (b) approve the proposal or (c) cancel the approval (prior to award).

Proposal not approved: If the proposal was not approved the task/subtask COR will enter the reason for non-approval and the system will notify the contractor manager. The contractor manager will have the option to resubmit the proposal. If the user chooses to resubmit the proposal, the system will make a new copy of the entire record including attachments and allow the user to modify the copy. The user will be required to enter how the proposal was changed. The state of the old copy will be marked as "not approved" and archived.

Proposal approved: When the task/subtask COR approves the proposal, the system will allow the task/subtask COR to prepare and submit a work plan/cost evaluation form and additional attachments for award. The proposed system will lock the records associated with the award package preventing further modification and notify the Division Director (DD/AD). When the DD/AD approves the award package the system will automatically notify the PEB member associated with the contract. When the PEB member approves the award package the system will automatically notify the COR. When the COR approves the award package, the system will automatically notify the CO/CS. Once the CO/CS approves the award, the system will allow the CO/CS to attach a task/subtask award letter. When the CO/CS submits the award letter the system will notify the contractor manager and all users associated with the contract about the award.

If at anytime during the task award process, one of the approvers does not approve the award package he or she will be required to enter the reason for not approving the award package and the system will notify the task/subtask COR. The task/subtask COR will then have the option to (a) cancel the task/subtask prior to award or (b) issue proposal change request to the contractor. If the contractor manager resubmits the proposal, the system will display that the award package is repeating the approval cycle. The system will repeat the approval steps all over again and approvers will be able to view the issues that came-up in the previous cycle and how it was resolved.

- **Task/Subtask Revisions:** Task/subtask Revisions are required for several reasons such as (a) beginning of new fiscal year or (b) changes in required work to be performed. The proposed system will allow any authorized government user to submit a task/subtask revision request. The user will be required to state the reason for the revision and identify the specific task/subtask that is to be revised. The system will make a copy of the entire original record including attachments and allow the user to modify the copy. When the task/subtask revision request is submitted the system will notify the associated task/subtask COR who will initiate the task/subtask request process. Except for differences mentioned in this paragraph the system will implement all the steps in the task/subtask request process and the task/subtask award process that were previously described.
- **Contractor Proposal Modification:** The contractor is required under contract agreement to submit a modified proposal whenever there is significant cost variance (defined as plus or minus 10%, which in future cannot be reconciled with the original estimate). The proposed system will allow the contractor (manager or administrator) to identify a task/subtask that needs to be revised and submit a revised proposal package. The user will be required to state the reason for revision and identify the specific task/subtask for which the revised proposal is being submitted. The system will make a copy of the entire record including attachments and allow the contractor to modify the copy. (Note the system will continue to maintain all business rules for data confidentiality and security and the contractor will not be able to view government cost estimates etc.) The contractor will be able to reuse data and documents that were previously available and submit a modified proposal package. When the revised proposal package is submitted the system

will notify the associated task/subtask COR. The system will now allow the task/subtask COR to (a) approve or (b) not approve the contractor's modified proposal.

If the task/subtask COR approves the contractor's modified proposal, the system will allow the task/subtask COR to submit a revised award package including revised government cost estimate and cost justification documents. From this point on the proposed system will follow the award authorization steps of the task/subtask award process.

Note: If the task/subtask COR does not approve the contractor's modified proposal, he or she may decide to change the scope of work. The task/subtask COR will be able to do change scope of work using the system's task/subtask revision process.

- **Task/Subtask Cancellations**

Cancellation Prior to Award: The proposed system will allow the task/subtask COR to withdraw a task/subtask request at any time prior to award and enter the reason for the withdrawal. When this option is exercised the system will mark the record as cancelled and remove any workflow items that are pending for action by other users. The system will notify all users that the task/subtask request has been cancelled.

Cancellation after Award: The proposed system will allow the user to cancel a task/subtask after it has been awarded by using the normal task/subtask request and task/subtask award process. That is, the task/subtask COR would have to submit a request to de-scope the task/subtask with intent to end work. The request package would be approved by the various roles in the system and submitted to the contractor as a request for proposal of the cost necessary to shut-down the task/subtask.

- **Deliverables Tracking:** The proposed system will maintain a list of required deliverables along with their planned delivery dates. The proposed system will track two types of deliverables (a) contract deliverables and (b) task/subtask deliverables. The system will allow the contractor (manager or administrator role) to submit required contract deliverables such as cost management reports and invoices and ad-hoc contract deliverables (i.e. not required to be submitted under formal agreement). The system will also allow the contractor to submit required and ad-hoc task/subtask deliverables. For required deliverables, the system will notify the contractor a specified number of days prior to the planned delivery date.

When the contractor submits a deliverable the system will track the actual date of delivery and notify the appropriate user. If the contractor does not submit a planned deliverable by the due date the system will notify the task/subtask COR, the COR and the CO/CS. CO/CS will be able to issue a delinquent notice to the contractor (manager and administrator).

The task/subtask COR will be notified of all task/subtask deliverable submissions. The COR will be notified of all contract deliverable submissions. The task/subtask COR and the COR be responsible for approving the task/subtask deliverable and contract deliverables respectively. The system will also provide the task/subtask COR and the COR the ability to identify and attach to a contract or task/subtask respectively any document that may be submitted via email or other electronic means.

If a task/subtask deliverable is not approved the proposed system will require the task/subtask COR to enter the reason for not approving the deliverable and provide the user with an option to create a revised delivery date. The system will notify the contractor and provide the reason for non-approval and the revised date for resubmitting the deliverable. The contractor will be able to respond to the notification and submit a revised deliverable.

- **Invoice tracking:** Invoices will be submitted by the contractor and will be tracked as a required contract deliverable in the system (see above). The system will allow the contractor to submit the summary and detail invoices as file attachments. When the contractor submits the invoice the system will notify all task/subtask CORs to approve their respective task/subtask invoice amount. The system will allow the task/subtask COR to view the contractor's invoice attachments and require the user to select one of three options: (a) approved in full (b) approved in part or (c) not approved in full. If the invoice amount is approved in part or the invoice is not approved in full, the system will require the task/subtask COR to enter the original amount of the invoice and the amount that is being approved and the reason (comment) for any portion of the invoice that is not being approved. The task/subtask COR will also be required to select one of the following options: (a) agree with the contractor's monthly work and performance summary report or (b) disagree with the contractor's monthly work and performance summary report; and provide additional comments about the contractor's monthly work and performance summary. In addition, the system will allow the task/subtask COR to attach additional documentation.

When a task/subtask COR submits their invoice decision, the system will notify the COR. The COR will be able to view all invoice attachments and decision history pertaining to the respective task/subtask. The system will require the COR to select one of two options: (a) concur or (b) not concur. If the COR does not concur then, the system will require the COR to enter the amount that is being approved and the reason for not concurring with the task/subtask COR.

When the COR submits their invoice decision, the system will notify the CO/CS. The CO/CS will be able to view all invoice attachments and decision history pertaining to the respective task/subtask. The system will require the CO/CS to select one of two options: (a) concur or (b) not concur. If the CO/CS does not concur then, the system will require the CO/CS to enter the amount that is being approved and the reason for not concurring with the COR.

Note: any steps that are required in the VIAS system will be independent from the proposed system and the proposed system will not be electronically integrated with the VIAS system.

The proposed system will allow authorized users to search and retrieve invoice decision history and amounts by month and task/subtask.

- **Performance Evaluations:** The proposed system will automatically notify the task/subtask CORs and contractor manager on the last date of the performance rating period. Contractor (manager or administrator) will be able to submit PEP documentation as file attachments. The submittal of PEP documentation is optional as it is applicable only for some contracts. Task/subtask CORs and other authorized users will be able to review the contractor's PEP documentation (if available).

Performance Ratings: The system will allow each task/subtask COR to submit their Performance Ratings (PR) as file attachments (In future the task/subtask COR will

be able to prepare and submit performance ratings through online forms). When a task/subtask COR submits their performance rating the system will notify the DD/AD. The DD/AD will be able to (a) approve or (b) not approve the performance rating.

If the DD/AD approves the performance rating the system will notify the PEB Member who will be able to (a) approve or (b) not approve the performance rating.

If either the DD/AD or the PEB Member does not approve the performance rating, the system will require the non-approving role to enter the reason for non-approval. The system will notify the appropriate task/subtask COR of non-approval of their PR. The task/subtask COR will then be able to make the required changes and resubmit their performance ratings. To facilitate this activity, the system will make a new copy of the entire record including attachments and allow the user to modify the copy. The state of the old copy will be marked as "not approved" and archived in the system. The user will be required to describe how the issue was resolved in the new copy and resubmit the performance rating. The system will then repeat each approval step all over again. The system will display that the performance rating is repeating the approval cycle and the approvers will be able to view the issues that came-up in the previous cycle and how it was resolved.

Draft Evaluation Package: Once the PEB Member approves the performance rating, the system will notify the COR who will be able to view the status and approved version of the performance ratings. When all PRs are approved the system will allow the COR to submit the draft evaluation package as a file attachment (In future the COR will be able to prepare and submit the draft evaluation package through online forms). The system will track the number of elapsed days from the last day of the rating period and send a reminder notice to the COR if the draft evaluation package has not been submitted within the specified time period.

When the draft evaluation package is submitted the system will notify the Site Support Coordinator (SSC). The SSC will be able to (a) approve or (b) not approve the draft evaluation package. If the SSC approves the system will notify the FDO who will be able to (a) approve or (b) not approve.

If either the SSC or FDO does not approve the draft evaluation package, the system will require the non-approving role to enter the reason for non-approval. The system will notify the COR of the non-approval and the COR will then be able to make the required changes and resubmit the draft evaluation package. To facilitate this activity, the system will make a new copy of the entire record including attachments and allow the user to modify the copy. The state of the old copy will be marked as "not approved" and archived in the system. The user will be required to describe how the issue was resolved in the new copy and resubmit the draft evaluation package. The system will then repeat each approval step all over again. The system will display that the draft evaluation package is repeating the approval cycle and the approvers will be able to view the issues that came-up in the previous cycle and how it was resolved.

Once the FDO approves the draft evaluation package, the system will notify the COR and the contractor. The contractor will then be able to view the draft evaluation package and submit their comments. If comments are not submitted within a specified time period, the system will automatically send a reminder notification to the contractor. When the contractor submits their comments the system will notify the COR.

Award Fee Determination Report: The proposed system will allow the COR to prepare and submit the award fee determination report. If the award fee report is not submitted within a specified time period the system will automatically send a reminder notice to the COR.

When the award fee report is submitted the system will notify the Site Support Coordinator (SSC). The SSC will be able to (a) approve or (b) not approve the draft evaluation package. If the SSC approves the system will notify the FDO who will be able to (a) approve or (b) not approve.

If either the SSC or FDO does not approve the award fee report, the system will require the non-approving role to enter the reason for non-approval. The system will notify the COR of the non-approval and the COR will then be able to make the required changes and resubmit the award fee report. To facilitate this activity, the system will make a new copy of the entire record including attachments and allow the user to modify the copy. The state of the old copy will be marked as "not approved" and archived in the system. The user will be required to describe how the issue was resolved in the new copy and resubmit the award fee report. The system will then repeat each approval step all over again. The system will display that the award fee report is repeating the approval cycle and the approvers will be able to view the issues that came-up in the previous cycle and how it was resolved.

Final Award Letter: When the FDO approves the award fee report, the system will notify the COR who will be able to prepare and submit the Final Award Letter. The system will notify the CO/CS. When the CO/CS acknowledges the final award letter the system will notify the contractor and all users associated with the contract of the final award letter.

3.5. End-user view

The proposed system will allow the user to login with a unique user identification and password. For most users the system will present a menu that is commensurate with their roles in the system. Since the role(s) and permissions of a user will depend on the specific site support contract, the user will have to explicitly select the contract they will be working on. When the user logs in to the system for the first time the system will require them to select the specific site support contract they will be working on and if they are authorized the system will provide them a menu of choices that is commensurate with their role(s) for that particular contract. During subsequent logins the system will remember the last contract the user was working on and automatically set the working contract to the last contract. If the user has permission to view multiple site support contracts they can switch between contracts by selecting a different contract. The proposed system will allow all users to work only on one site support contract at a time. Thus, once the user selects a working contract all activities they perform will pertain exclusively to that contract. Some roles such as the site support contracts coordinator will be able to obtain reports that cut-across and consolidate information from multiple contracts.

The proposed system will provide a workflow task-list for each user that will be displayed on the user's home page. The workflow task-list will allow user to view active and passive notifications sorted by the various roles the user has been assigned for the selected contract. The system will also allow the user to filter tasks by role and sort them on notification-types (request, award, invoice etc.) and date. The proposed system will also allow the user to view history of completed tasks. For active notifications, the user will be able to select a task to be performed and the system will

open a form where they will be able to complete the required action. The proposed system will automatically record their action, and if the action was completed successfully, mark the task as completed. For passive notifications, the user will be able to acknowledge that they have seen the notification and the system will record the status and the date of acknowledgement.

In addition the workflow task-list interface, the system will provide menu-based access to features such as reports, forms, documents, customization options and others.

3.6. Data Structures

The proposed system will support any number of site support contracts. All contract work is performed against an approved task or sub-task. There is a parent-child relationship between a task and sub-task and the system will support any number of tasks and subtasks within each task in a hierarchical structure. Tasks and subtasks are distinguished by where in the NETL organizational structure the work is being performed. Typically, a subtask is performed below the division level. For example, work performed at the division-level in OSTA will be a task and the work performed within a sub-division i.e. Research Group will be a subtask. There are four types of associations between work and task/sub-tasks: (1) Tasks that have no sub task or work associated with it, (2) Tasks that have work associated with it but do not have any sub tasks, (3) Task that don't have any work associated with it but have sub-tasks that have work associated with it, and (4) Tasks that have sub-tasks and where both tasks and sub-tasks have work associated with it.

Contracts can have many modifications and the proposed system will allow the user to record any number of modifications. In addition, a task/subtask will have revisions and the system will support the submission of any number of task/subtask requests as revisions to an existing task. The system will use a numbering scheme as follows: "0" will be the original task/subtask, "1" will be the first revision to the task/subtask, "2" will be the second revision and so on for subsequent revisions.

3.7. Input/Output Forms

The proposed system will allow the user to record data online or provide the data as attachments in common formats such as MS Word, Excel, PowerPoint and Adobe PDF. The sections below identify the current set of forms and how their proposed implementation.

3.7.1. Task/Subtask Request For Proposal Package

#	Form Identifier	Form Description	Proposed Method
1	NETL F 540.8-3	Statement of Work	Online
2 ^a	NETL F 540.8-1	Support Service Cost Estimate	Online
3	N/A	Government Cost Estimate	Attachment
4 ^b	One of the following: NETL F 540.8-8 NETL F 540.8-9 NETL F 540.8-10 NETL F 540.8-11 NETL F 540.8-12	Performance Measures: SOS RDS SAS TAMS ITES	Online Online Online Online Online
	N/A	Additional Performance	Attachment

5	NETL F 540.8-2	Support Services Task/Subtask request (Cover form and approvals)	Online
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^a This is a summary of the cost estimate that is contained in the government cost estimate attachment (Excel spreadsheet). This information is protected and should not be seen by the contractor.

^b Often the performance measure is attached as a separate sheet in addition to the standard form. The initiator uses the standard form to check basic information and attaches the detail sheet.

3.7.2. Task/Subtask Contractor Proposal Package

#	Form Identifier	Form Description	Proposed Method
1	NETL F 540.8-3	Statement of Work	Online
2	NETL F 540.8-4 NETL F 540.8-13 ^c	Support Services Work Plan TAMS Work Plan	Online Online
3	N/A	Contractor Cost Estimate	Attachment
4	N/A	Other documentation	Attachment

^c TAMS has a different support services work plan but this is going to be combined into a unified form that is common to all contracts by mid-July 05

3.7.3. Task/Subtask Proposal Award Package

#	Form Identifier	Form Description	Proposed Method
1	NETL F 540.8-3	Final Statement of Work	Online
2	NETL F 540.8-4 NETL F 540.8-13 ^d	Signed Support Service Work Plan TAMS Work Plan	Online
3	N/A	Final Contractor Cost Estimate	Attachment
4	One of the following: NETL F 540.8-8 NETL F 540.8-9 NETL F 540.8-10 NETL F 540.8-11 NETL F 540.8-12 N/A	Performance Measures: SOS RDS SAS TAMS ITES Additional Performance	Online Online Online Online Online Attachment
5	NETL F 540.8-5	Signed Work Plan / Cost Evaluation	Online
6	DOE F 4200.33	Procurement Request Authorization (implemented in PRATS)	Online (Key in partially) Attachment (PDF file)
7	N/A	Other documentation	Attachment

^d TAMS has a different support services work plan but this is going to be combined into a unified form that is common to all contracts by mid-July 05.

3.7.4. Contract Modification

#	Form Identifier	Form Description	Proposed Method
1	SF-30	Amendment of solicitation/modification of Contract	Online (Key in partially) Attachment (PDF file)
2	N/A	Other documentation	Attachment

3.7.5. Performance Evaluation

#	Form Identifier	Form Description	Proposed Method
1	N/A	Performance Ratings form(s)	Online
2	N/A	Performance Evaluation form(s)	Attachment
3	N/A	Other documentation	Attachment

3.8. Infrastructural View

The proposed system will support multiple programmatic structures and organizations located in multiple facilities and sites across the nation including Fairbanks (Alaska), Morgantown (West Virginia), Pittsburgh (Pennsylvania) and Tulsa (Oklahoma).

The system will conform to the latest NETL enterprise systems target architecture, and will be a web application that allows remote users from anywhere to access and use the system's functionality with a web browser and an internet connection.

The physical infrastructure will consist of a centralized back-office with database servers, web servers and application servers.

In addition to the standard security features such as login ids and passwords to access the application, the databases and the network, the system will provide data encryption to protect data that is transferred back-and-forth from the centralized back-office to the remote user using a public network.

4. In Scope Requirements

4.1. Contracts Tracking

ID	Label	Description
CTR-01	Create/modify contracts	Ability to create and modify contract information including attachments and basic administrative and financial data
CTR-02	Create/modify contract modifications	Ability to create and modify information on contract modifications (based on SF-30) including attachments and basic administrative and financial data
CTR-03	Contract modifications history	Maintain history of records for all contract modifications
CTR-04	Display contract value	Provide running total of the contract award value before and after each modification
CTR-05	Notify contract modifications	Notify all users associated with the contract of contract modifications in the system
CTR-06	Contract status report	Ability to search and view contract modifications and value by modification number and date

4.2. Task/Subtask Requests

ID	Label	Description
TSR-01	Submit task request - basic	Ability for any government user to prepare and submit new task/subtask request including attaching required documents and select the task/subtask COR
TSR-02	Submit task request - enhanced	Enhanced ability to submit task/subtask request using online forms
TSR-03	Submit task revision - basic	Ability for any government user to prepare and submit revision to task including modify data and attachments form the last submitted revision of the task/subtask
TSR-04	Submit task revision - enhanced	Enhanced ability to submit task/subtask revisions using online forms
TSR-05	Workflow for task request/revision	Notify users in sequence for the required approvals on task requests/revisions including bypass task/subtask COR approval when the task initiator and the approving task/subtask COR is the same individual
TSR-06	Approval of task request/revision	Ability for all identified approvers in the workflow sequence to approve or not approve task/subtask requests or revisions
TSR-07	Non-approval of task request/revision	Ability for any user in the workflow to not approve the evaluation package including entering a reason for not approving
TSR-08	Resubmit task request/revision - basic	Ability for task/subtask initiator to prepare and resubmit task/subtask request or revision package including comments of what changed

TSR-09	Resubmit task request/revision - enhanced	Enhanced ability to prepare and resubmit task/subtask request or revision package including comments of what changed
TSR-10	Task request/revision history	Maintain history of records for all approved and not-approved task/subtask request or revisions
TSR-11	Issue request for proposal	Ability to issue a request for proposal after the task/subtask request has been approved by the CO/CS
TSR-12	Task/subtask numbering	Automatically assign a unique task/subtask number from a pool of unique numbers per organization including task/subtask revision number for revisions
TSR-13	Cancel prior to award	Ability for task/subtask COR to check status of task/subtask request and withdraw provided it has not been awarded (system will not allow cancellation of awarded task/subtask)
TSR-14	Notify cancellation	Notify all government users associated with the contract that a task/subtask request (not awarded) is being cancelled
TSR-15	Task request status report	Ability to search and view task request status by task/subtask number, user-id, and date
TSR-16	Issue data call	Ability to issue site-support data call for annual budgeting
TSR-17	Export to PMRS	Ability to export site-support cost estimates for PMRS

4.3. Task/Subtask Awards

ID	Label	Description
TSA-01	Submit task proposal - basic	Ability for contractor to revise government's statement of work and submit required attachments for proposal package
TSA-02	Submit task proposal - enhanced	Enhanced ability to submit task/subtask proposal using online forms
TSA-03	Workflow for proposal	Notify users in sequence for the required approvals on contractor proposal
TSA-04	Approval of proposal	Ability for all identified approvers in the workflow sequence to approve or not approve contractor proposal package
TSA-05	Non-approval of proposal	Ability for any user in the workflow to not approve the proposal including entering a reason for not approving
TSA-06	Resubmit proposal - basic	Ability for contractor to prepare and resubmit proposal package including comments of what changed
TSA-07	Resubmit proposal - enhanced	Enhanced ability to prepare and submit proposal package using online forms including comments of what changed
TSA-08	Proposal history	Maintain history of records for all approved and not-approved contractor proposals

TSA-09	Submit task award - basic	Ability for task/subtask COR to prepare and submit task/subtask award package including attaching required documents
TSA-10	Submit task award - enhanced	Enhanced ability to prepare task/subtask award package using online forms
TSA-11	Workflow for task award	Notify users in sequence for the required approvals on task award
TSA-12	Approval of task award	Ability for all identified approvers in the workflow sequence to approve or not approve task award
TSA-13	Non-approval of task award	Ability for any user in the workflow to not approve the task award including entering a reason for not approving
TSA-14	Resubmit task award - basic	Ability for task/subtask COR to prepare and resubmit task award package including comments of what changed
TSA-15	Resubmit task award - enhanced	Enhanced ability to prepare and submit task award package using online forms including comments of what changed
TSA-16	Task award history	Maintain history of records for all approved and not-approved task award packages
TSA-17	Issue task award letter	Ability to issue task/subtask award letter after the task/subtask award has been approved by the CO/CS
TSA-18	Notify task award	Notify contractor manager and all users associated with the contract of the task/subtask award
TSA-19	Task award status report	Ability to search and view task award status by task/subtask number, user-id and date

4.4. Proposal Modification (After Award)

ID	Label	Description
PMD-01	Submit modified proposals - basic	Ability for contractor to prepare and submit modified data and attachments from the last submitted revision of the proposal including reason for modification (eg. Cost variance)
PMD-02	Submit modified proposals - enhanced	Enhanced ability to submit modified proposals using online forms
PMD-03	Workflow for modified proposals	Notify users in sequence for the required approvals on modified proposals
PMD-04	Approval of modified proposals	Ability for all identified approvers in the workflow sequence to approve or not approve the modified proposal package
PMD-05	Non-approval of modified proposals	Ability for any user in the workflow to not approve the modified proposal package including entering a reason for not approving
PMD-06	Proposal	Ability to search and view proposal modification by

modifications
 report task/subtask number and date

4.5. Deliverables

ID	Label	Description
DLV-01	Create/modify contract deliverables	Ability for COR or CO/CS to enter and modify required contract deliverables and their recurring delivery dates
DLV-02	Create/modify task deliverables	Ability for task/subtask COR to enter and modify required task/subtask deliverables and their recurring delivery dates
DLV-03	Submit required deliverables	Ability for contractor to submit required contract and task/subtask deliverable and track actual submission date
DLV-04	Submit ad-hoc deliverable	Ability for contractor to submit ad-hoc deliverable at the contract level or at the task/subtask level
DLV-05	Attach ad-hoc deliverable	Ability for task/subtask COR or COR to attach ad-hoc deliverable at the contract level or task/subtask level respectively
DLV-06	Notify planned deliverable	Notify contractor of planned deliverables <i>n</i> days prior to the actual due date
DLV-07	Workflow for deliverables	Notify users in sequence for the required approvals on contract and task/subtask deliverables
DLV-08	Approval of deliverables	Ability for all identified approvers to approve or not approve the deliverables - both contract and task/subtask level
DLV-09	Non-approval of deliverables	Ability for user to not approve a required deliverable including entering a reason for not approving and enter a revised delivery date
DLV-10	Notify non-approval of deliverable	Notify contractor of non-approval of deliverable including reason and revised delivery date
DLV-11	Notify missed deliverable	Automatically notify task/subtask COR (if applicable), COR, and CO/CS of missed deliverable i.e., failure to submit a required contract or task/subtask deliverable on planned date
DLV-12	Resubmit required deliverables	Ability for contractor to resubmit required contract and task/subtask deliverable due to non-approval of original submission
DLV-13	Issue delinquency notice	Ability for CO/CS to submit a delinquency notice to contractor when deliverables are missed
DLV-14	Deliverables history	Maintain history of records for all approved and not-approved contractor deliverables
DLV-15	Deliverable status report	Ability to search and view deliverable by name, type, task/subtask number, due date, or actual submission date

4.6. Invoice Tracking

ID	Label	Description
INV-01	Workflow for invoice	Notify users in sequence for the required invoice approvals
INV-02	First approval of invoices	Ability for task/subtask COR to (a) approve in full (b) approve partially or (c) not approve in full, including enter amount of invoice, approved amount, reason for deduction and provide attachment
INV-03	Concur on invoice approval	Ability for COR and CO/CS to (a) concur or (b) not concur with previous approver including enter amount of invoice, approved amount, reason for non-concurrence (if any)
INV-04	Invoice approval history	Maintain history of records for all approved and not-approved invoices
INV-05	Invoice status report	Search and retrieve invoice approvals history by month and task/subtask including invoice amount and deduction

4.7. Performance Evaluations

ID	Label	Description
PRF-01	Notify performance evaluation	Notify contractor and task/subtask COR on last date of performance rating period
PRF-02	Submit PEP documentation	Ability for contractor to submit PEP documentation as file attachment
PRF-03	Submit performance ratings - basic	Ability for task/subtask COR to prepare and submit their respective performance rating as file attachment
PRF-04	Submit performance ratings - enhanced	Ability for task/subtask COR to prepare and submit their respective performance rating online
PRF-05	Workflow for performance ratings	Notify users in sequence for the required approvals on performance rating
PRF-06	Approval of performance rating	Ability for DD/AD and PEB Member to approve performance ratings
PRF-07	Non-approval of performance rating	Ability for any user in the workflow to not approve the performance rating including entering a reason for not approving
PRF-08	Resubmit performance rating	Ability for task/subtask COR to prepare and resubmit performance rating including comments
PRF-09	Performance rating history	Maintain history of records for all approved and not-approved performance rating
PRF-10	Submit	Ability for COR to prepare and submit draft evaluation

	evaluation package - basic	package as file attachment
PRF-11	Submit evaluation package - enhanced	Ability for COR to prepare and submit draft evaluation package online
PRF-12	Workflow for evaluation package	Notify users in sequence for the required approvals on evaluation package
PRF-13	Approval of evaluation package	Ability for SSC and FDO to approve evaluation package
PRF-14	Non-approval of evaluation package	Ability for any user in the workflow to not approve the evaluation package including entering a reason for not approving
PRF-15	Resubmit evaluation package	Ability for COR to prepare and resubmit evaluation package including comments
PRF-16	Evaluation package history	Maintain history of records for all approved and not-approved evaluation package
PRF-17	Submit evaluation package comments	Ability for contractor to submit evaluation package comments as file attachment
PRF-18	Submit award fee report - basic	Ability for COR to prepare and submit award fee report as file attachment
PRF-19	Submit award fee report - enhanced	Ability for COR to prepare and submit award fee report online
PRF-20	Workflow for award fee report	Notify users in sequence for the required approvals on award fee report
PRF-21	Approval of award fee report	Ability for SSC and FDO to approve award fee report
PRF-22	Non-approval of award fee report	Ability for any user in the workflow to not approve the award fee report including entering a reason for not approving
PRF-23	Resubmit award fee report	Ability for COR to prepare and resubmit award fee report including comments
PRF-24	Award fee report history	Maintain history of records for all approved and not-approved award fee reports
PRF-25	Submit final award letter - basic	Ability for COR to prepare and submit final award letter as file attachment
PRF-26	Submit final award letter - enhanced	Ability for COR to prepare and submit final award letter online

PRF-27	Workflow for final award letter	Notify users in sequence for the approval and communication of final award letter
PRF-28	Issue final award letter	Ability for CO/CS to acknowledge and issue final award letter to contractor
PRF-29	Notify performance award	Notify contractor manager and all users associated with the contract of the performance award
PRF-30	Performance evaluation status report	Search and retrieve performance evaluation status by performance period and task/subtask

4.8. General Workflow

ID	Label	Description
GEN-01	Two-phase submit	Ability to prepare and save working draft of workflow item prior to submission
GEN-02	Locking workflow item	Ability to lock workflow items that are submitted for approval, preventing further changes after submission
GEN-03	Notification options	Provide users the option to select one out of three notification methods (a) online (b) email (c) both online and email
GEN-04	Passive notification	Ability to inform users of an event where the user is not expected to take any action
GEN-05	Routing to alternates	Option for user to route workflow item to an alternate role in the system
GEN-06	Override workflow approval	Option for site support coordinator to view pending approvals in the system for any role and perform approval.

4.9. Reports Flexibility

ID	Label	Description
RPT-01	Basic reports	Ability to produce basic reports pertaining to task/subtask requests, revisions, proposals, and awards
RPT-02	Output format	Ability to produce report in tabular format that can displayed online or in printed format
RPT-03	Data export	Ability to download reports as comma separated value (CSV) files for use in other applications such as Microsoft Excel
RPT-04	Report filters	Ability to specify one or more filters to restrict the output to a subset of the records in the system, for example, display only invoice items that have (not) been fully approved.
RPT-05	Display columns	Ability to select one or more columns (attributes) that should be displayed on the final report
RPT-06	Report grouping	Ability to group reports by selected attributes and provide group totals, for example, report of

		task/subtask revisions and planned values grouped by task/subtask
RPT-07	Report sorting	Ability to select one or more columns for sorting within reports, for example, sort by task/subtask number and award date
RPT-08	STARS data import	Ability to import STARS/IDW data into SSTM database
RPT-09	Advanced reports	Ability to produce advanced site support task management administration and financial reports
RPT-10	Global reports	Ability to sort, manipulate, and query contractor data across contracts

4.10. System Access and Security

ID	Label	Description
SAS-01	Contract-specific roles	Ability to assign users to a pre-defined set of roles that are applicable to each site support contract including specified government and contractor roles
SAS-02	System-wide role	Ability to assign one user (and one alternate) as the system-wide site support coordinator
SAS-03	Role-based security	Ability to restrict users access and permissions to system features based on the role that is assigned to the user
SAS-04	Supported users - basic	System will support 100-200 users
SAS-05	Supported users - enhanced	System will support up to 500 users
SAS-06	System admin	Ability to assign one user as the system administrator to manage user's accounts, security and access permissions
SAS-07	Web access	Ability to securely access the system with Internet Explorer web browser and broadband internet connection
SAS-08	Application security	Provide network, database, and application-level security
SAS-09	Data encryption	Ability to encrypt and transfer data securely over a public network

5. Out-of-Scope Requirements (For the initial releases)

- Integration with PRATS
- Integration with STARS
- Integration with PADS
- Integration with FITS

6. External System Dependencies

- Retrieve from CORE database user data such as name, email, and contact information.
- Retrieve from STARS/IDW actual financial data pertaining to site support task management activities.

7. Assumptions and Risks

- Site Support Task Management forms are in the process of being revised. Depending on the extent of changes some effort will be required to rework data elements and system input screens later on.
- Current SSTM activities are performed through email and manual activities. There will be need to retrain users in new processes and an automated workflow system.
- SSTM system is a schedule-driven project and it is assumed functionality can be delivered incrementally, starting with a core set of functions in the first release to advanced or enhanced functions in the second and third release.

8. Releases and Estimated Delivery

The proposed SSTM system will be developed by following the Rapid Application Prototyping and Incremental Development (RAPID) methodology, whereby system functionality is developed and delivered incrementally to the customer. The system will be delivered in three releases (or increments). The scope of the initial system (release-1) will be limited to foundational services, contract tracking, task/subtask requests & awards, deliverables and basic reports. Release-2 will provide improved data-awareness, invoice tracking, performance evaluation and enhanced reports. Release-3 will provide integration across PMRS and STARS/IDW systems, and advanced analytical and global reports across contracts.

The table below shows the estimated delivery date and the requirements that will be delivered for each release.

		Rel. 1	Rel. 2	Rel. 3
		<i>Dec-05</i>	<i>Mar-06</i>	<i>Jun-06</i>
		<i>Est. Delivery (Confidence Level: 75%)*</i>		
Contracts	CTR-01 Create/modify contracts	X		
	CTR-02 Create/modify contract modifications	X		
	CTR-03 Contract modifications history	X		
	CTR-04 Display contract value	X		
	CTR-05 Notify contract modifications	X		
	CTR-06 Contract status report	X		
Task/Subtask Requests	TSR-01 Submit task request - basic	X		
	TSR-02 Submit task request - enhanced		X	
	TSR-03 Submit task revision - basic	X		
	TSR-04 Submit task revision - enhanced		X	
	TSR-05 Workflow for task request/revision	X		
	TSR-06 Approval of task request/revision	X		
	TSR-07 Non-approval of task request/revision	X		
	TSR-08 Resubmit task request/revision - basic	X		
	TSR-09 Resubmit task request/rev - enhanced		X	
	TSR-10 Task request/revision history	X		
	TSR-11 Issue request for proposal	X		
	TSR-12 Task/subtask numbering	X		
	TSR-13 Cancel prior to award		X	
	TSR-14 Notify cancellation		X	
	TSR-15 Task request status report	X		
	TSR-16 Issue data call			X
	TSR-17 Export to PMRS			X

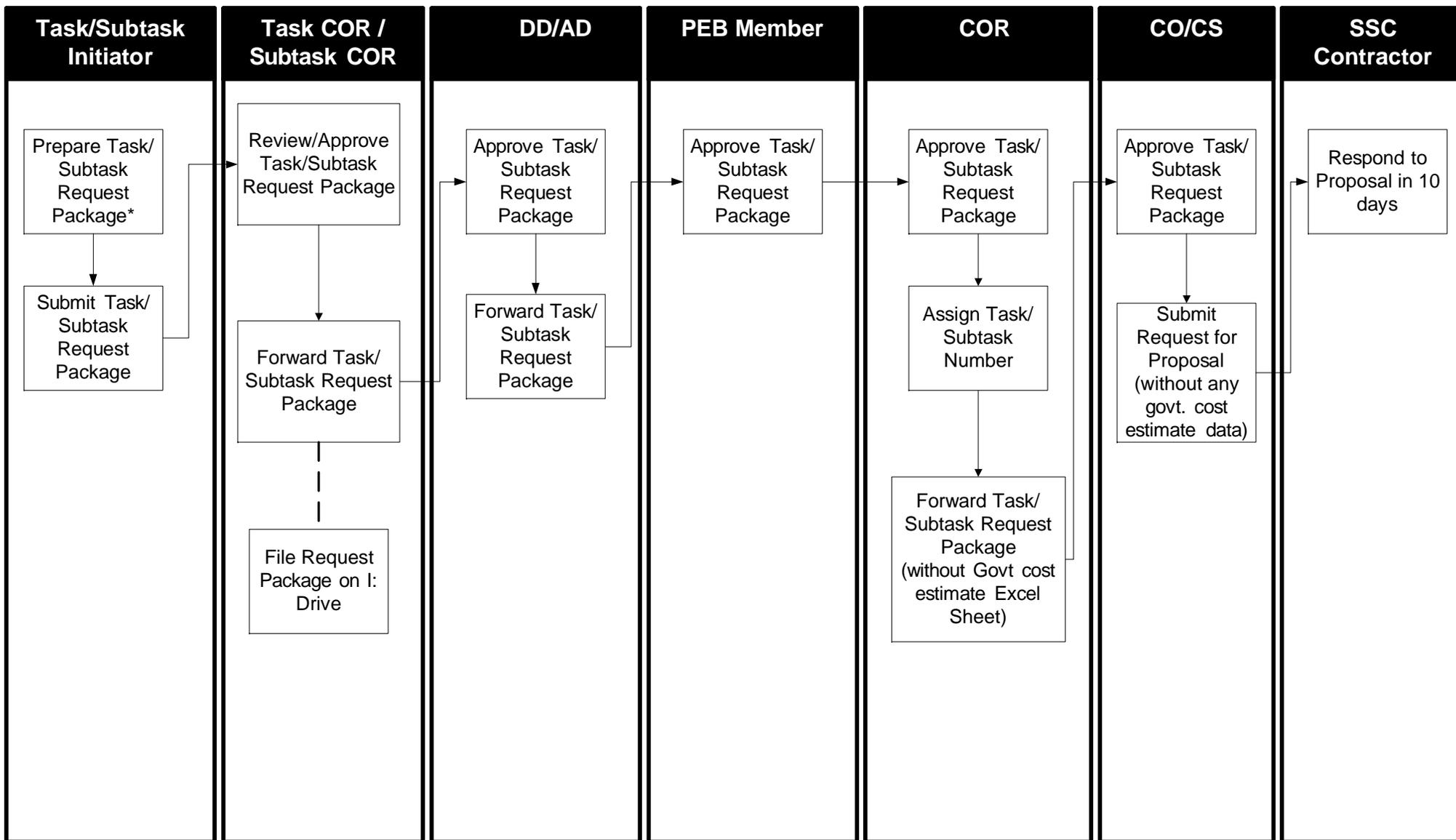
		Rel. 1	Rel. 2	Rel. 3
		<i>Dec-05</i>	<i>Mar-06</i>	<i>Jun-06</i>
		<i>Est. Delivery (Confidence Level: 75%)*</i>		
Task/Subtask Awards	TSA-01 Submit task proposal - basic	X		
	TSA-02 Submit task proposal - enhanced		X	
	TSA-03 Workflow for proposal	X		
	TSA-04 Approval of proposal	X		
	TSA-05 Non-approval of proposal	X		
	TSA-06 Resubmit proposal - basic	X		
	TSA-07 Resubmit proposal - enhanced		X	
	TSA-08 Proposal history	X		
	TSA-09 Submit task award - basic	X		
	TSA-10 Submit task award - enhanced		X	
	TSA-11 Workflow for task award	X		
	TSA-12 Approval of task award	X		
	TSA-13 Non-approval of task award	X		
	TSA-14 Resubmit task award - basic	X		
	TSA-15 Resubmit task award - enhanced		X	
	TSA-16 Task award history	X		
	TSA-17 Issue task award letter	X		
	TSA-18 Notify task award	X		
	TSA-19 Task award status report	X		
Proposal Mods	PMD-01 Submit modified proposals - basic	X		
	PMD-02 Submit modified proposals - enhanced		X	
	PMD-03 Workflow for modified proposals	X		
	PMD-04 Approval of modified proposals	X		
	PMD-05 Non-approval of modified proposals	X		
	PMD-06 Proposal modifications report	X		
Deliverables	DLV-01 Create/modify contract deliverables	X		
	DLV-02 Create/modify task deliverables	X		
	DLV-03 Submit required deliverables	X		
	DLV-04 Submit ad-hoc deliverable		X	
	DLV-05 Attach ad-hoc deliverable		X	
	DLV-06 Notify planned deliverable		X	
	DLV-07 Workflow for deliverables	X		
	DLV-08 Approval of deliverables	X		
	DLV-09 Non-approval of deliverables	X		
	DLV-10 Notify non-approval of deliverable	X		
	DLV-11 Notify missed deliverable	X		
	DLV-12 Resubmit required deliverables	X		
	DLV-13 Issue delinquency notice	X		
	DLV-14 Deliverables history	X		
	DLV-15 Deliverable status report	X		

		Rel. 1	Rel. 2	Rel. 3
		<i>Dec-05</i>	<i>Mar-06</i>	<i>Jun-06</i>
<i>Est. Delivery (Confidence Level: 75%)*</i>				
Invoice Tracking	INV-01 Workflow for invoices		X	
	INV-02 First approval of invoices		X	
	INV-03 Concur on invoice approval		X	
	INV-04 Invoice approval history		X	
	INV-05 Invoice status report		X	
Performance Evaluations	PRF-01 Notify performance evaluation		X	
	PRF-02 Submit PEP documentation		X	
	PRF-03 Submit performance ratings - basic		X	
	PRF-04 Submit performance ratings - enhanced			X
	PRF-05 Workflow for performance ratings		X	
	PRF-06 Approval of performance rating		X	
	PRF-07 Non-approval of performance rating		X	
	PRF-08 Resubmit performance rating		X	
	PRF-09 Performance rating history		X	
	PRF-10 Submit evaluation package - basic		X	
	PRF-11 Submit evaluation package - enhanced			X
	PRF-12 Workflow for evaluation package		X	
	PRF-13 Approval of evaluation package		X	
	PRF-14 Non-approval of evaluation package		X	
	PRF-15 Resubmit evaluation package		X	
	PRF-16 Evaluation package history		X	
	PRF-17 Submit evaluation package comments		X	
	PRF-18 Submit award fee report - basic		X	
	PRF-19 Submit award fee report - enhanced			X
	PRF-20 Workflow for award fee report		X	
	PRF-21 Approval of award fee report		X	
	PRF-22 Non-approval of award fee report		X	
	PRF-23 Resubmit award fee report		X	
	PRF-24 Award fee report history		X	
	PRF-25 Submit final award letter - basic		X	
	PRF-26 Submit final award letter - enhanced			X
	PRF-27 Workflow for final award letter		X	
	PRF-28 Issue final award letter		X	
	PRF-29 Notify performance award		X	
	PRF-30 Performance evaluation status report		X	

		Rel. 1	Rel. 2	Rel. 3
		<i>Dec-05</i>	<i>Mar-06</i>	<i>Jun-06</i>
<i>Est. Delivery (Confidence Level: 75%)*</i>				
General Workflow	GEN-01 Two-phase submit	X		
	GEN-02 Locking workflow item	X		
	GEN-03 Notification options	X		
	GEN-04 Passive notification	X		
	GEN-05 Routing to alternates	X		
	GEN-06 Override workflow approval		X	
Report Flexibility	RPT-01 Basic reports	X		
	RPT-02 Output format	X		
	RPT-03 Data export	X		
	RPT-04 Report filters		X	
	RPT-05 Display columns		X	
	RPT-06 Report grouping		X	
	RPT-07 Report sorting		X	
	RPT-08 STARS Import			X
	RPT-09 Advanced reports		X	
	RPT-10 Global reports			X
Access/Security	SAS-01 Contract-specific roles	X		
	SAS-02 System-wide role	X		
	SAS-03 Role-based security	X		
	SAS-04 Supported users - basic	X		
	SAS-05 Supported users - enhanced		X	
	SAS-06 System admin	X		
	SAS-07 Web access	X		
	SAS-08 Application security	X		
	SAS-09 Data encryption		X	

APPENDIX – SSTM PROCESS DIAGRAMS

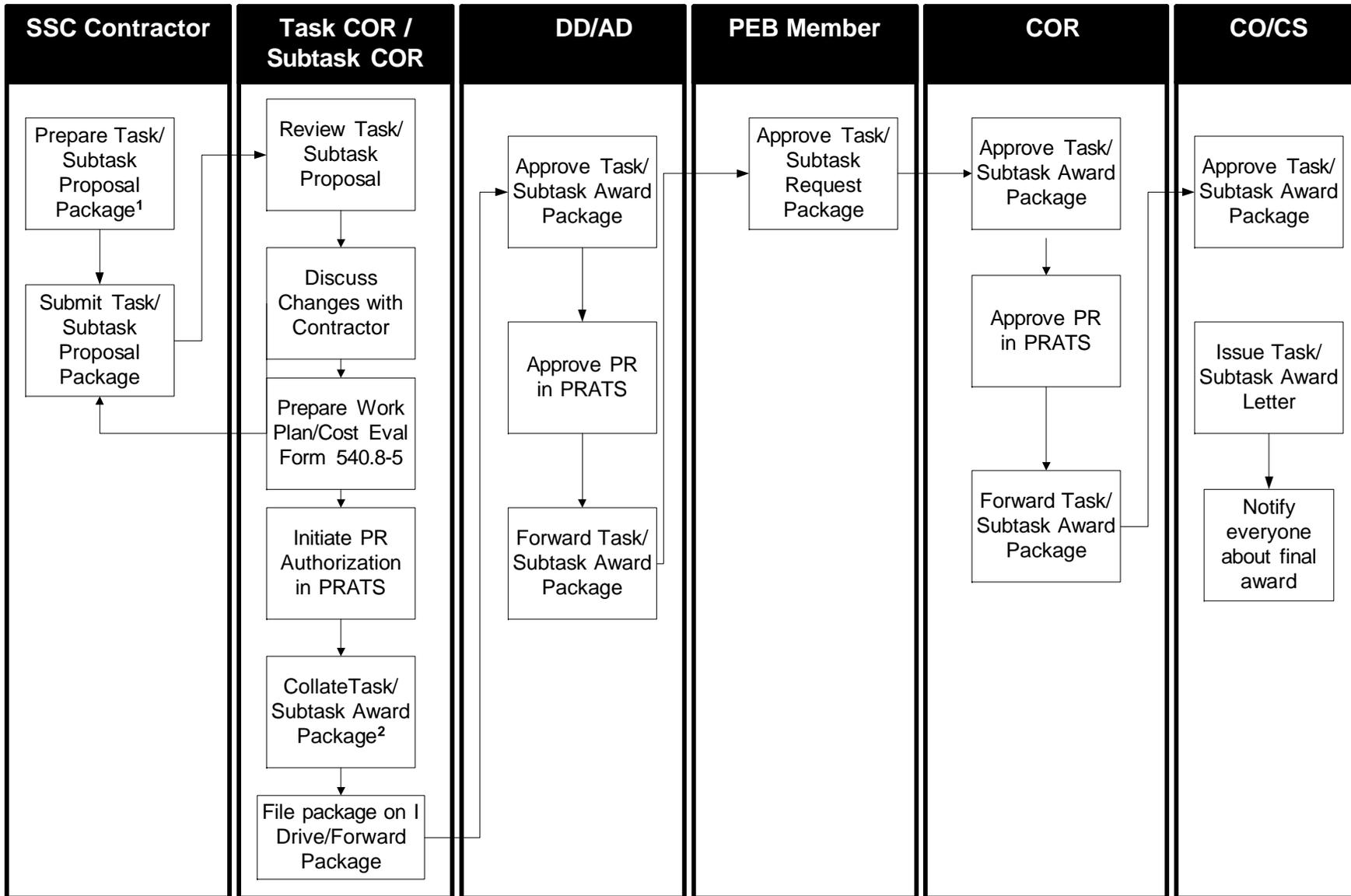
SSTM Task/Subtask Request Process



* Task/Subtask Request Package Consists of:

- Task/Subtask Request Form 540.8-2
- Statement of Work 540.8-3
- Support Services Cost Estimate 540.8-1
- Government Cost Estimate
- Appropriate Performance Measure Form 540.8-8 thru 540.8-12
- Additional Attachments

SSTM Task/Subtask Award Process



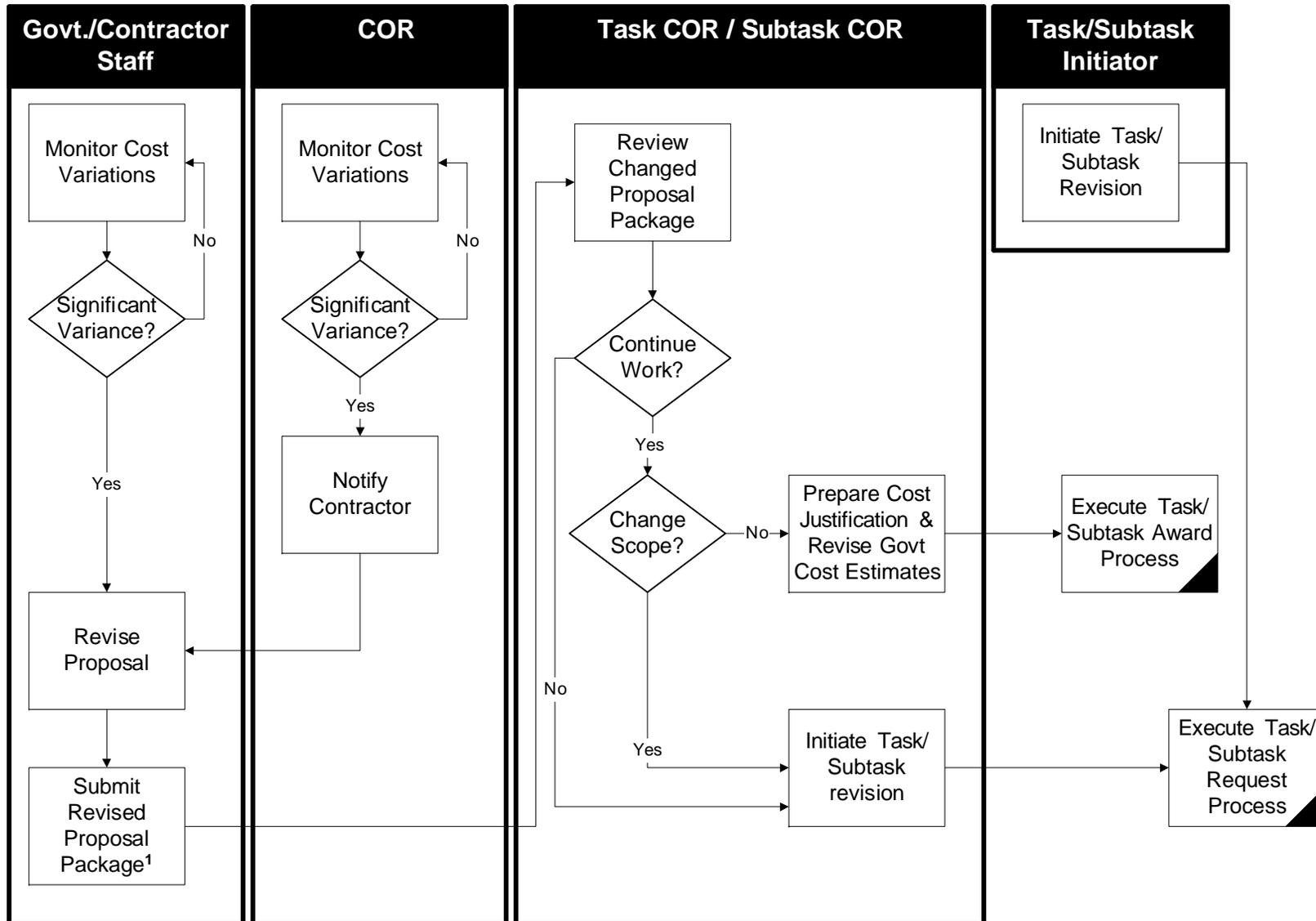
¹ Task/Subtask Proposal Package Consists of:

- Statement of Work 540.8-3
- Support Services WorkPlan 540.8-4 or TAMS Form 540.8-13
- Contractor Cost Estimate
- Additional Attachments

² Task/Subtask Award Package Consists of:

- Final Statement of Work 540.8-3
- Signed Support Services Work Plan 540.8-4
- Final Contractor Cost Estimate
- Appropriate Signed Perf. Measure Form 540.8-8 thru 540.8-12
- Signed Work Plan/Cost Evaluation 540.8-5

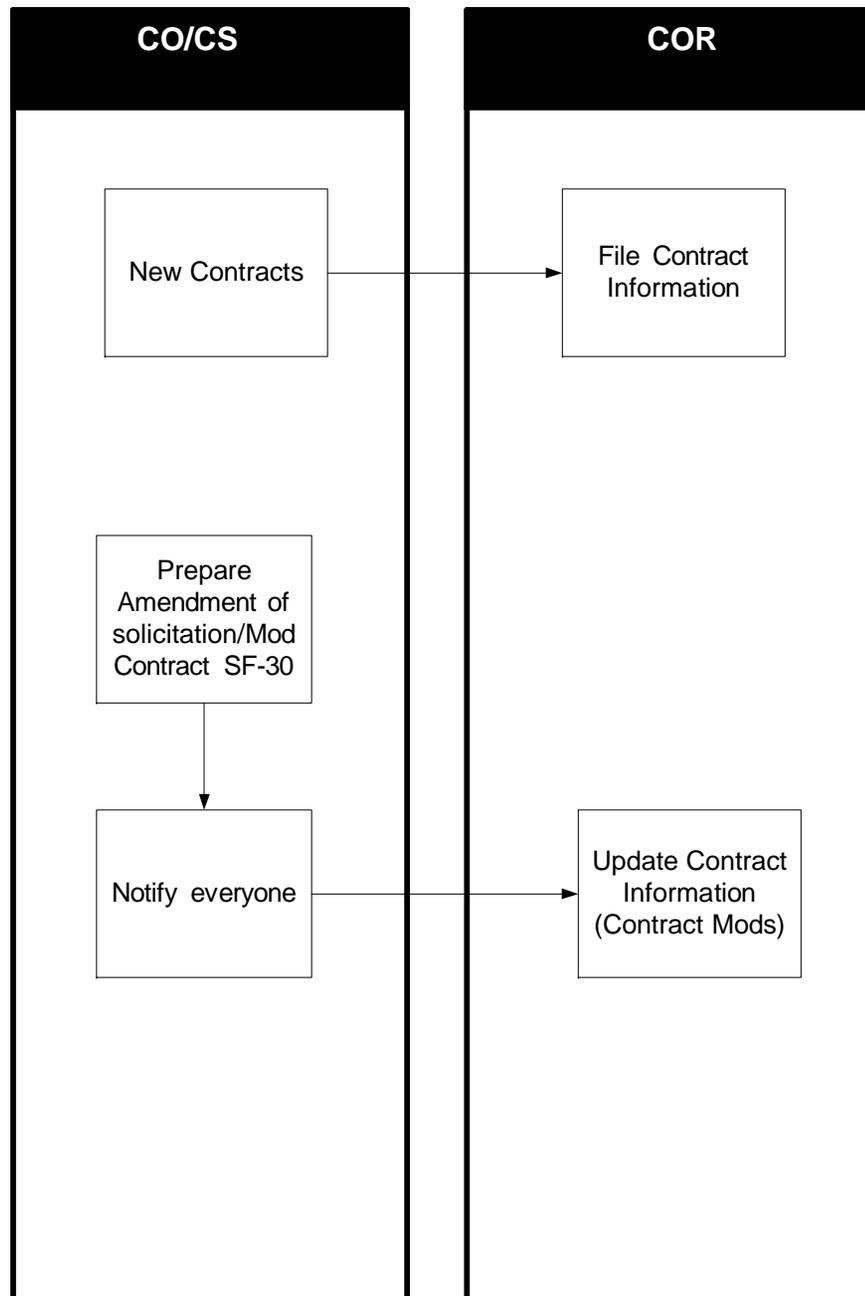
SSTM Task/Subtask Revision Process



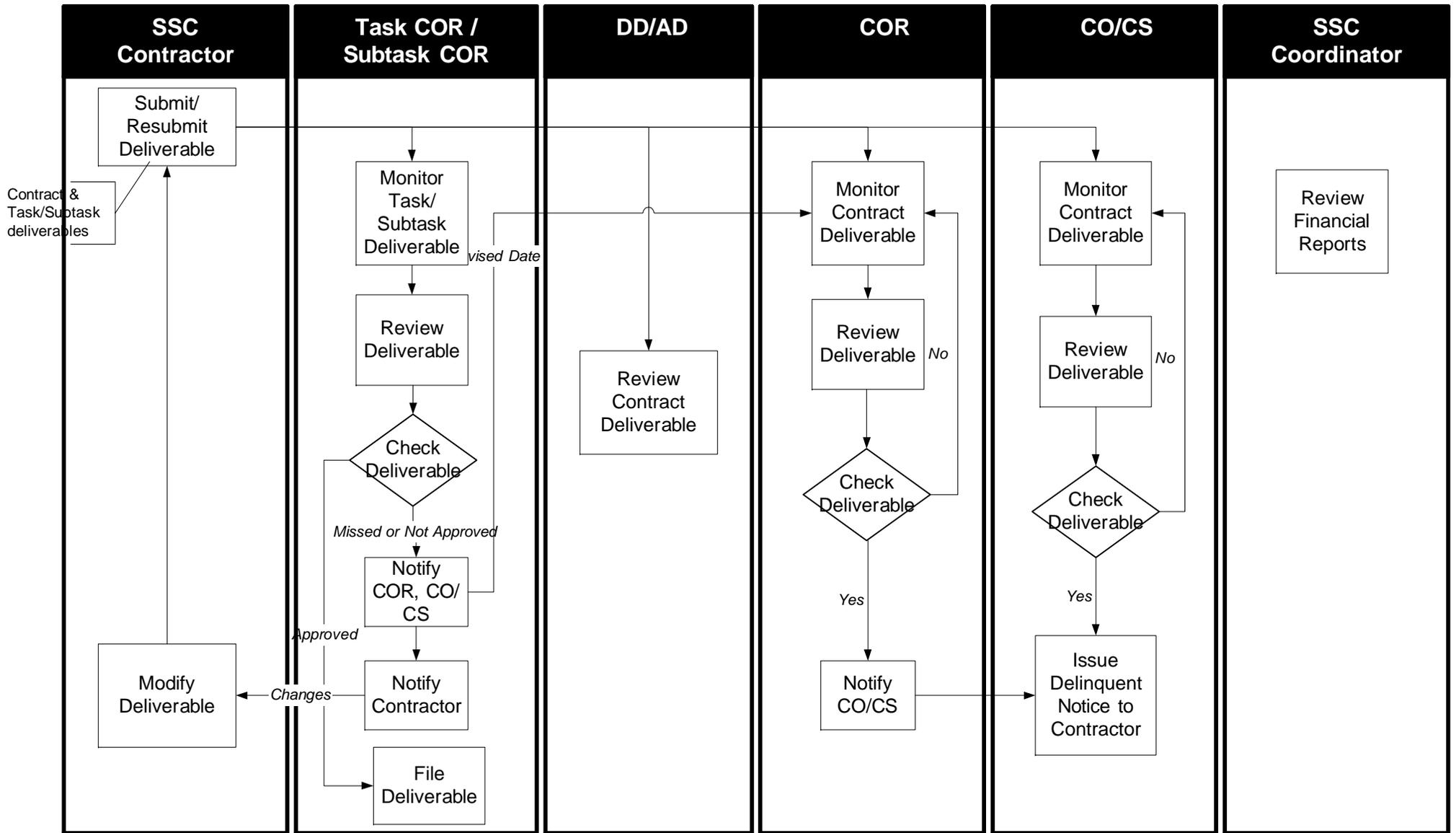
¹ Task/Subtask Proposal Package Consists of:

- Statement of Work 540.8-3
- Support Services WorkPlan 540.8-4 or TAMS Form 540.8-13
- Contractor Cost Estimate
- Additional Attachments

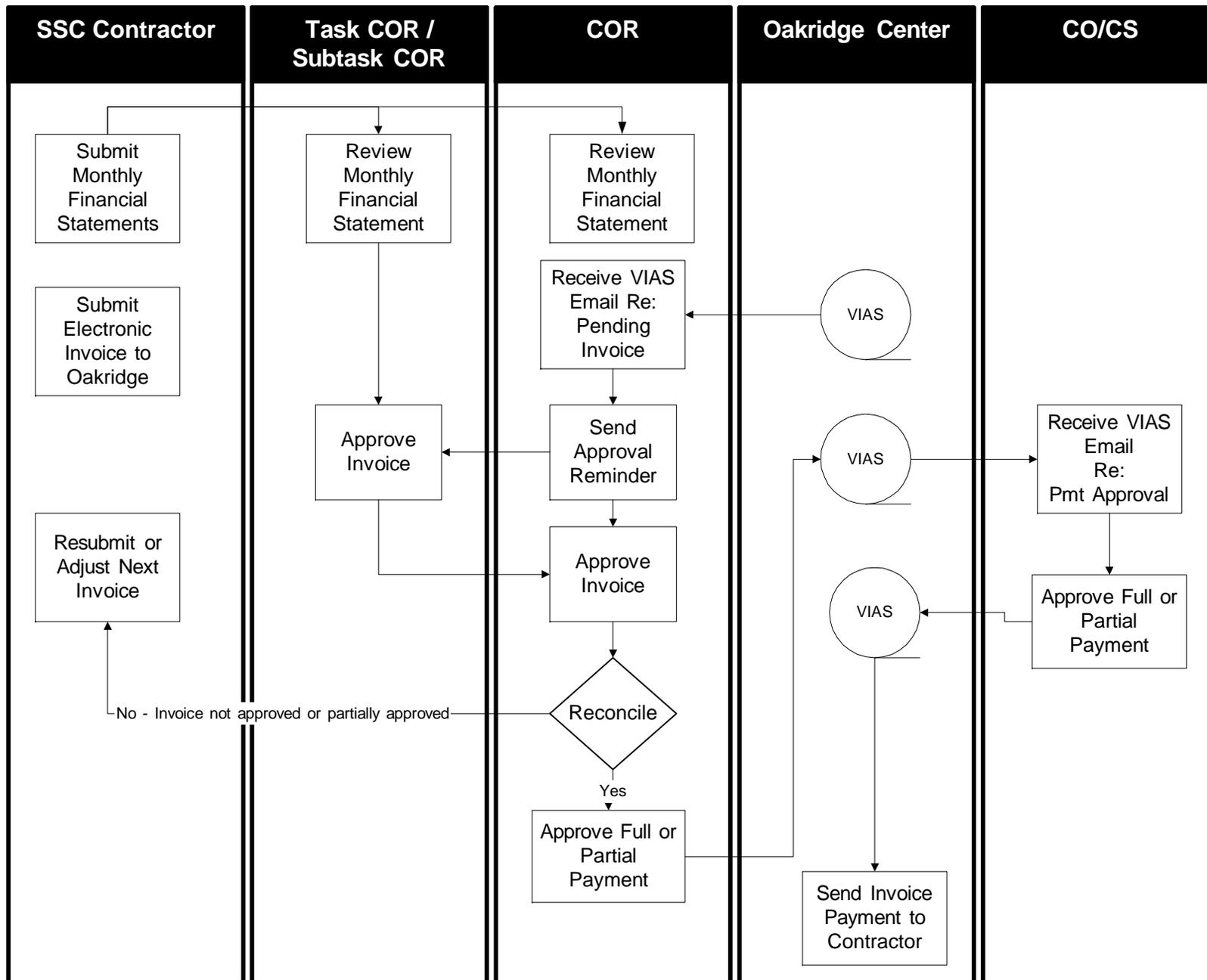
SSTM Contract Modification Process



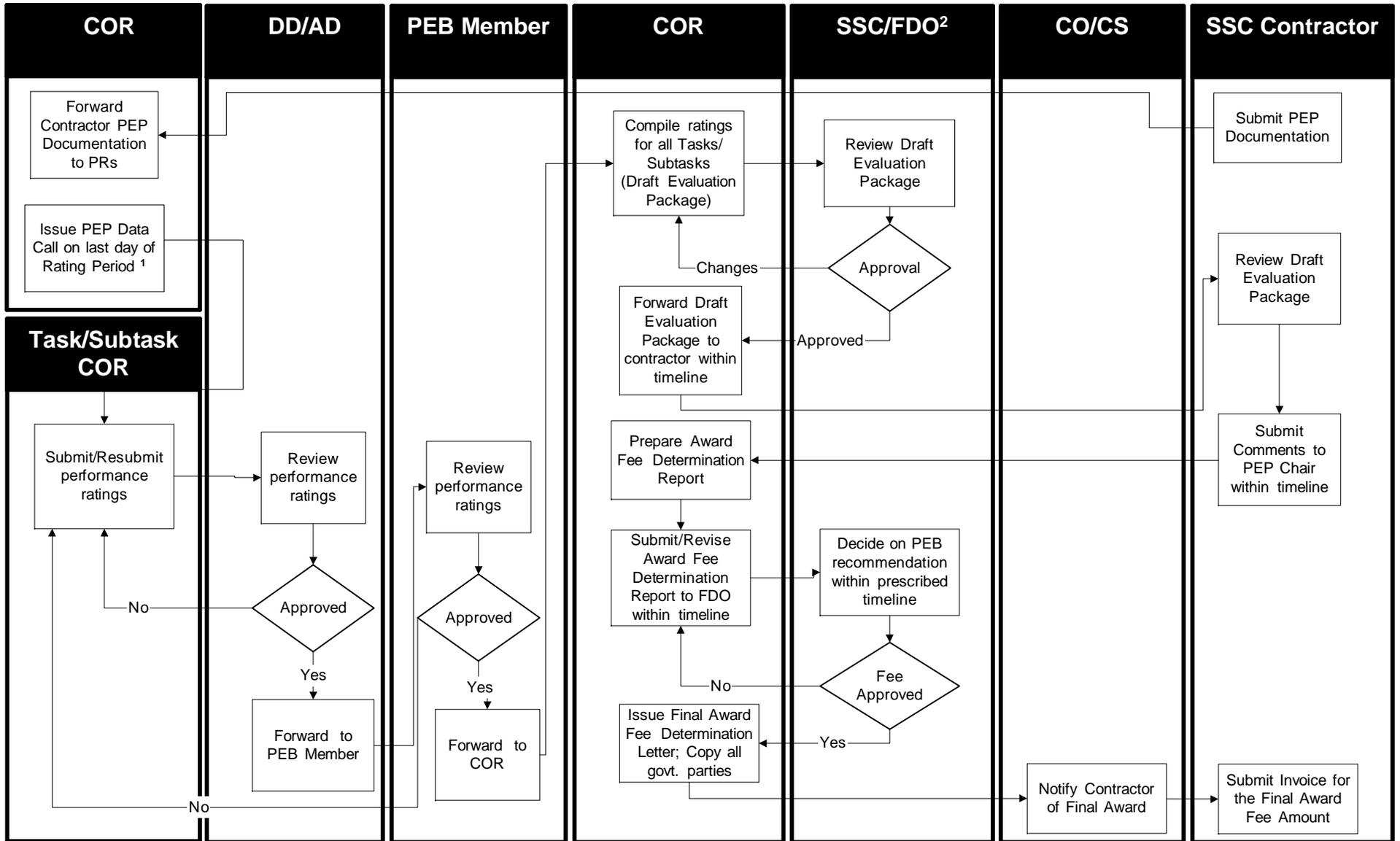
SSTM Deliverables Process



SSTM Invoice Tracking Process



SSTM Performance Evaluations Process



¹ Data Call Consists of:
 - Appropriate Performance Measure Form 540.8-8 thru 540.8-12
 - Timeline and procedures to use
 - Additional Attachments

² SSC/FDO
 This band represents the activities of the Site Support Coordinator (SSC) and the Fee Determining Official (FDO). They are separate activities that occur sequentially but have been combined due to space constraints. For example, the SSC will first approve the draft evaluation package and then it will be submitted to the FDO for approval.