



2.4 Transition [L.34.2.4]

GSA and Customer Agencies experience service continuity through a transition approach focused on managed risk, minimized down time and controlled costs.

The offeror shall describe its approach to conducting transition in accordance with the requirements in Section C.4, Transition. In the described approach, the offeror shall consider all services offered in response to Section C.2, Technical Requirements. The offeror shall describe its understanding of the Government's goals and objectives for transition to demonstrate that it will make an effective partner in making the Networx transition a success.

Agencies will experience and complete transition support as they move from FTS2001, Crossover, Federal Wireless and Federal Satellite to FTS Networx. Lessons learned from are incorporated into this transition, along with the knowledge of experienced personnel and a proven transition methodology complete with risk management plans. Agency transitions follow detailed plans completed in a timely manner and support current contract expirations. Outlined in Section C.2, Technical Requirements. The are depicted in

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GSA derives added value from a strategic business partner who understands the criticality of transition and has knowledge of implementing successful transitions such as:

Agencies benefit from an experienced team successful in the previous performance of multiple Government and Commercial transitions, large and small, multi-service and single service. Our team has a wealth of experience to draw upon and a proven track record of what works within a variety of transition scenarios. The Government can have confidence dealing with a transition team that possesses the knowledge, empowerment, and infrastructure required to meet and manage risk inherent to change.

Each component of the solution provides its own strength, but it is the whole of the committed Networx Team, under the direction of a dedicated Contractor's Program Organization (CPO) that provides exceptional value to GSA.



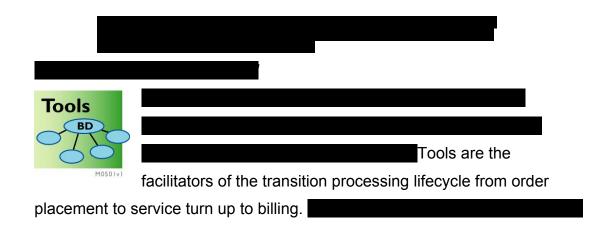
Transition, by definition, is for the purposes of Networx transition, is driven by the expiration of current GSA contracts, which end during the Networx contract period. These services must be moved to Networx prior to expiration

of existing contracts. In order to prevent disruption of daily activities, changes need to be properly managed, and reflect a between AT&T



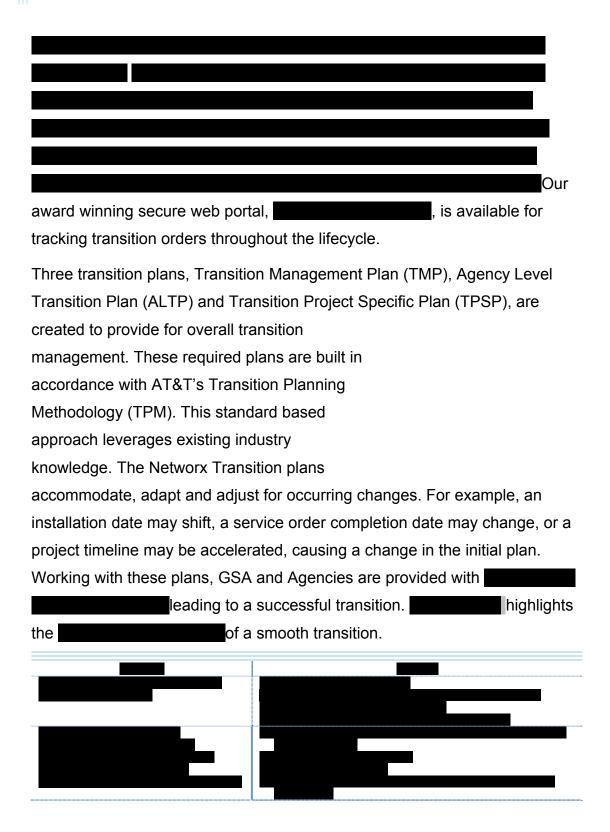


and the Agencies. A proven process, versed in GSA and Agency
requirements and timelines, is required to manage the risks of disruption and
error.
This methodology will be
used in the development of transition plans, and in managing transitions.
The Government's goal of Service Continuity is supported by
highlights the foundation for a successful
transition.













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Preliminary Transition Management Plan (PTMP) Approach

The offeror shall describe its approach to transition in the Preliminary Transition Management Plan (PTMP) containing the content specified in Section C.4.4.2.1, Transition Management Plan (TMP). The PTMP shall focus on the following services that are representative of the Service Type groupings cited in C.2.2.1, Organization of Networx Services:

- Voice Service
- Toll-Free Service
- Asynchronous Transfer Mode Service
- Network-Based IP VPN Service
- Voice over IP Transport Service
- IP Telephony Service

- Managed Network Service
- Call Center/Customer Contact Center Service
- Managed Tiered Security Service
- Cellular/PCS

In preparing the PTMP, the offeror shall consider the traffic and locations cited in Attachment J.3, Pricing and Traffic Model, for the services cited above and describe how the offeror would effectively transition up to 50 percent of the described workload.

The approach, tasks, and schedules to successfully transition for the above services can be found in the Preliminary Transition Management Plan (PTMP) located in Appendix H.

The offeror shall describe its expertise gained through past experience in conducting service transitions of a size and complexity similar to that it expects to provide with Networx. The offeror shall address the following at a minimum:

Our successful transitions, implementations, and migrations in	nclude AT&T's
	, such as:





(a) Quantity and types of services transitioned	
(b) Network(s) from which the services were moved	
(c) Network(s) onto which the services were moved	
(d) Time required	





(e) Any innovative approaches or techniques used to reduce service interval or ensure continuity of service	
AT&T as an innovative approach to project	ect
management. This	
helping reduce	
service intervals and ensuring continuity of service.	
(f) Tools (including databases) and procedures used by the offeror for project management of service transition	n
(g) Approach to coordinating with incumbents and other service providers to effect a successful transition.	

The offeror shall structure its transition proposal and the PTMP around the following areas:





The Transition Proposal and the PTMP (Appendix H) are structured around (a) Planning and Management A successful transition must include thorough planning, in other words . Using a proven , the transition activities are planned by creating accurate and consistent plans for: Risk Identification and Mitigation **Quality Assurance** Schedule and Resource Management Scope/Change Management Communications and Reporting Plans For a comprehensive plan to be successful, full agreement on the project scope, objectives, and success criteria is critical. Once finalized, The PTMP (Appendix H) details these planning activities.





These plans are explained in detail in the PTMP (Appendix
H).
In preparation for a transition effort of the magnitude expected with the
Networx contract, AT&T
AT&T has identified many risks and potential impacts and the action needed to mitigate those risks. These risks are incorporated into our transition plans and
the execution of process and are applicable to Networx Transition and Migration.
Any transition, implementation, or migration, in the magnitude of Networx, has
its share of risks.





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(b) Transition Cutover

Transition Cutover success begins with the accurate exchange of existing inventory information. The works with Government personnel to verify the information is accurate and is inclusive of existing services at each site. Site surveys are conducted, whether on site or telephonic, and assist in mitigation of issues that may arise. is provided to personnel prior to site surveys, and requirements for the survey are documented relative to required information and process for reporting. Transition orders are closely monitored and controlled after being issued. are enacted to track progress and resolve jeopardy. Once the service components are deemed ready for service, and the cutover has been scheduled (based on customer request date), the established In addition to detailing the





	. In these
instances,	
This would be documented as	
and used as	
(c) Transition Inventory	
Upon Notice to Proceed, the process for obtaining inventories for	or transition,
implementation, and migration begins. As transition inventory in	formation
provided may be based solely on information provided by the G	overnment,
For migration activities, the provides current inventory da	
Government, within the required time frames outlined in the RFI	7 .
Data for transition, implementation, and migration is provided el	ectronically,
courier or Postal Service, in MS Word 97 through MS Word 200	3 format, as
required. If requested, data in other formats can be provided, as	mutually
agreed upon between GSA and AT&T.	
(d) Communication and Reporting During Transition	
	. The TMP
developed by the contains a	
detailing the transfer of information between	l
organizations. Among the specifications are instructions regarding	g frequency of
communication, the recipient of communication and other commu	unication
details, and the distribution of information. Other details involve s	cheduling
status meetings, the participants and distribution for meeting min	utes, and
reports. An effective provides all transition	team
members the current status of the transition, both past and current	nt
performance, issues and status of resolution, and upcoming sche	edules.



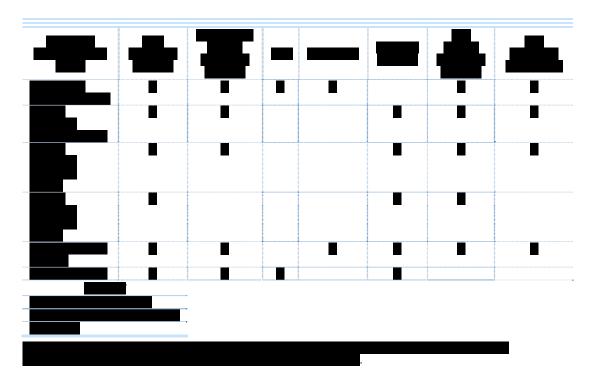


Reporting mechanisms or media used are determined by GSA or Agency requirements.

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detailing							
				. Trai	nsition co	ommunic	ation is
negotiated ba	sed on G	SA and Ag	ency	requireme	ents.		
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2.4.1 Planning and Management [L.34.2.4.1, C.4.2.1,

C.4.2.2, C.4.2.3, C.4.2.4]

The offeror shall describe its approach to provide planning and management of transition activities. The offeror shall address the following at a minimum:

(a) Transition organization, roles, responsibilities, authority, relationships, and key personnel.

All transition activities are the responsibility of the	





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The Networx has respons	sibility for planning, staffing, executing
and controlling all aspects of transition se	rvice implementations and transition
projects. The Networx	sures that all transition activities adhere
to the requirements in Section C.3.2 and t	hat all transition projects are supported
by Transition Project Specific Plans (TPS	P), as required. The Networx
is fully responsible for the perfor	mance of the Transition Team.











All Transition Plans personnel and thei information such as	r respectiv	e positions, as	posted abov	e. Contact
Along with the area responsibilitie		the following	g two positior	s have functional





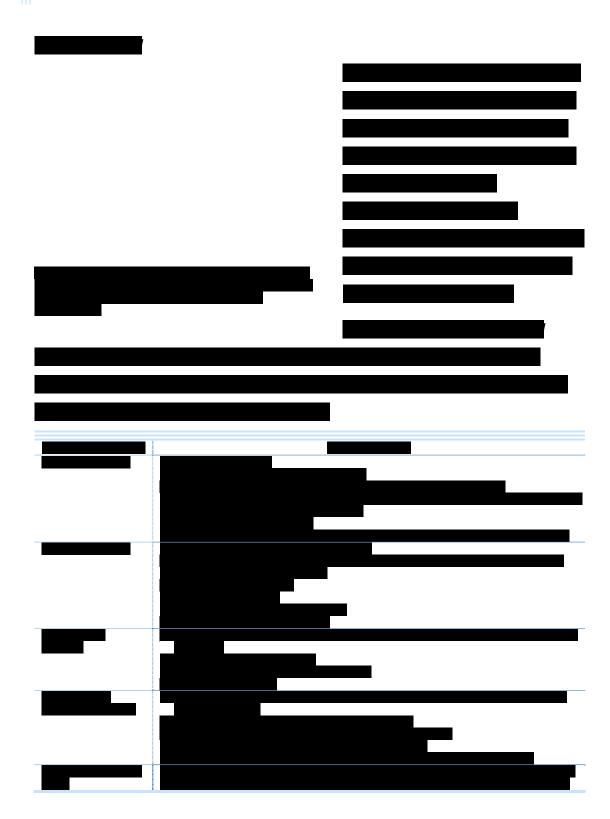
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(b) Transition scheduling approach

GSA and the Agencies understand the importance of coordinated scheduling. The restricted timeline available per transition dictates the need for clearly focused scheduling, and a predictable pattern in order to expedite the process as transition opportunities arise. AT&T coordinates the schedule required to execute transition orders.

Scheduling involves consideration from various areas, including:

- GSA
- Agency
- Incumbent

- AT&T
- AT&T subcontractors and suppliers

The TMP, ALTP, and TPSP, as requested, contain detailed outlines of transition steps. Each step has an identified owner. As coordinator of transition, AT&T interfaces with each deliverable owner to ensure scheduling of the interdependencies within the transition timeline.







Neither GSA nor the Agencies anticipate or welcome a long transition. To accomplish a timely transition, realistic schedules are set with the incumbents, subcontractors and suppliers.
(c) Planning process Of primary importance for planning issues are





Once these three elements are completed, the detailed steps are developed to transition the Agency services from the incumbent to the AT&T Networx contract.

(d) Scope and size of transition effort

GSA provided offerors with volumes for services to be transitioned. As per the RFP, the offeror's PTMP and transition response assumes 50% of the volumes. These volumes have been reviewed for the ten services listed, and the project scope of services to be delivered has been developed. Once the scope of services was established, these were further defined by order volumes, which equate to actual work. Service intervals were applied to established volumes and assumptions made as to the timeframe for Agencies' request of services, and what the volume request might be over the course of the transition. This information is used for sizing, providing for the resources





necessary to successfully transition and for schedule development. The scope, size and schedule for transition are fully detailed in Attachment H, the PTMP.

(e) Diversity of Government organizations and stakeholders

Successful transition to the Networx contract involves interaction between many



will introduce each of the nine sections detailed in C.4.1.2 Transition Process Steps, and the relationship to Planning and Management, Transition Cutover, Transition Inventory or Communications and Reporting.





2.4.1.1 Initiate Transition Planning [C.4.2.1]

The contractor shall comply with the provisions of Section C.4, Transition in its entirety with regard to planning, notifying the Government, executing, and reporting to the Government all transition activities. [C.4.2.1]
GSA and the Agencies experience excellent service working with a partner
who consistently exceeds the level of transition support requested in Section
C.4, Transition.
These are
detailed in all transition planning documents negotiated and approved as the
olueprint for project success. The
The contractor shall designate a person of sufficient authority and project management experience within its Contractor Program Organization (CPO) to have overall responsibility for all Networx transition project management activities. [C.4.2.1]
On-time, quality transition services are provided to GSA and the Agencies
through the





The contractor shall provide management, planning, and field personnel sufficient in number and qualifications to ensure that transition activities are completed as ordered. [C.4.2.1]
The size of to support the level
of transition activities throughout the life of the Networx contract. This
provides
Required field personnel are allocated as scope and schedules are
formulated, based on throughput required to consistently exceed GSA and
Agency requirements.













The contractor shall coordinate and exchange information on transition activities as required by this Contract with GSA and the Agencies, bearing in mind that since many Government organizations are decentralized, multiple entities within a Department or an independent agency may perform the responsibilities of an "Agency." [C.4.2.1]
The Networx contract offers a broad range of services to a wide user base
within the Government. Such a large undertaking requires Government
involvement at multiple levels:
As the Networx contractor, AT&T has the responsibility to





2.4.1.2 Create Transition Management Plan (TMP) [C.4.2.2]

The contractor shall develop and provide a Transition Management Plan (TMP) that shall include the project management of all transition activities for all services, provisioned and non-provisioned, provided by the contractor. [C.4.2.2]
In coordination with GSA and Agency-driven timelines and requirements,
These are detailed in the TMP for all services, provisioned and non-
provisioned, reviewed with GSA, modified to exceed requirements, and used to
manage the transition. The TMP contains all required Information Elements
identified in Section C4.4.2.1.4,
The TMP, which is an evolution of the PTMP, addresses AT&T's approach to





The TMP will not be final until approved by GSA.
The TMP includes details required to transition Government services to the Networx contract. The AT&T TMP will exceed the requirements of RFP Section C.4.2.2.
Transition of Networx services for GSA and the Agencies requires
The development of the TMP is a collaborative process between GSA and AT&T. The initial plan is provided, discussed and reviewed with GSA and amended until it meets the exact requirements and GSA is fully confident of the plan. highlights the conversational process through which the final TMP will be determined.
Within the plan, GSA will find details on the
vvitilit the plant, CO/t will find details on the





	To meet the
ggressive schedule set forth by GSA, the TMP ac	Idresses transition
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T&T works with GSA and Agonolog to	
T&T works with GSA and Agencies to	





The TMP is a dynamic document that grows and adapts as new services are offered on the Networx contract and as important lessons are learned in the field. As a baseline, a Preliminary Transition Management Plan is included in Appendix H.

The contractor shall identify any special technical requirements such as those described in the narrative below this table. [C.4.2.2]

The TMP identifies all special technical requirements as described in the RFP to provide both quality and continuity as services are transitioned, implemented, or migrated. Since the requirements are almost identical to transition, the response for transition, implementation, migration and requirements will follow the same paths and processes. If special attention is required or additional processes are necessary, AT&T will implement the required actions.

2.4.1.3 Create Agency-Level Transition Plan (ALTP) [C.4.2.3]

When requested by an Agency, the contractor shall develop and provide an Agency-Level Transition Plan (ALTP) that shall include the project management of all transition activities pertinent to a particular Agency for all Transition Orders the Agency has placed with the contractor. [C.4.2.3]





During a transition,
. The ALTP identifies the
Agency-
specific Networx transition requirements. Included will be
The ALTP will be designed similar to the TMP, but will
contain additional information elements, specific to the Agency needs.
The purpose of the ALTP is to document required on an
Agency basis, unless waived by the Government, to deploy AT&T services to
the Networx contract end-users. ALTPs include all detail specific to the Agency
sites being transitioned and is based upon the processes detailed in the TMP.
The ALTPs will consistently exceed the requirements of RFP Section C.4.2.3.
The content of the ALTP is an extension of the TMP and is developed via
iterative discussions between the Agency and AT&T providing Agency needs
to be accurately captured as shown below in
In addition to plans and processes included in the TMP, the ALTP includes,
but is not limited to the following:







Just as the TMP is the roadmap between GSA and AT&T, the ALTP is the blueprint used for transitioning Agencies. It is a dynamic document, adjusted as needed, and approved by the Agencies to accommodate changes encountered during transition. The ALTP provides the Agency a clear understanding of the impact of Transition to its sites.

The ALTP is similar to the TMP in concept and addresses agency-specific content as detailed in Section C.4.3.3.2.1 of the RFP.

In the event of transition jeopardy, the Agencies are

The contractor shall describe plans to meet special technical requirements such as a) direct station-to-station dialing

The ALTP documents contain information related to special technical requirements and how they are managed and transitioned to the network.

Direct station-to-station dialing is used in today.

This allows dial off-net if not on-net to any station in the North American Numbering Plan (NANP).

b) private dialing plans [C.4.2.3]

Private dialing plans are based on GSA and Agencies needs and are designed to avoid conflict with another Agency plan or with the constraints of the Customer Agencies 700 numbering plan. This can include establishing





gateways between service providers, or the use of access provider features to route calls efficiently and effectively.

2.4.1.4 Create Transition Project Specific Plans (TPSP) [C.4.2.4]

The contractor shall develop and provide, at no cost to the Government, a Transition Project Specific Plan (TPSP) for all transition activities that are required by an Agency to be managed as a Transition Project unless the TPSP requirement is waived or changed by the Agency in writing. [C.4.2.4]

The scope, scale or sensitivity of an Agency service transition may lead to the necessity of a TPSP, requested by the Agency. The TPSP outlines project

management processes, procedures, and tools necessary in support of special Transition projects. Roles, responsibilities, anticipated schedules, and critical paths are included.

GSA and Agencies may need to designate certain transitions as mission critical or otherwise set apart from the other transition activities. For this purpose, GSA has asked the Networx contractor to provide TPSPs, when requested. TPSPs will consistently exceed the requirements of RFP Section C.4.2.4.





In addition to elements captured in the TMP and ALTP, the
The TPSP will clarify how plans may deviate from or work in conjunction with plans developed for the Customer Agencies ALTP. The TPSP is finalized
through joint discussions between AT&T and the Agency, as depicted in
Agencies benefit from AT&T's





GSA and Agencies have specific data fields, which are included in the TPSP, when developed. The AT&T TPSP components will consistently exceed the requirements of RFP Section C.4.2.4

The contractor shall describe plans to meet special technical requirements such as a) direct station-to-station dialing

The TPSP documents contain information related to special technical requirements and how they are managed and transitioned to the network.

Direct station-to-station dialing is used in ______ offerings today. This allows dial off-net if not on-net to any station in the North American Numbering Plan (NANP).

b) private dialing plans [C.4.2.4]

Private dialing plans are based on GSA and Agencies needs and are designed to avoid conflict with another Agency plan or with the constraints of the Customer Agencies 700 numbering plan. This can include establishing gateways between service providers, or the use of access provider features to route calls efficiently and effectively.