

Task Order 138 Common Services for Borrowers Vendor Library Status Report

4/30/2003

Tasks Accomplished

- Worked closely with Rich Galloway and other FSA personnel to identify and review potential material that could be presented to potential Vendors for the CSB initiative.
 - The following documents were identified and reviewed by integration partner as possible additions the vendor library:
 - CMDM Basic Training Guide
 - Configuration Management (CM) Process Guide
 - Current FMS Technical Architecture
 - EAI Architecture at FSA
 - EAI Enablement Guide
 - Enterprise Change Management (ECM) Process Guide
 - FSA CIO Information Technology Handbook
 - FSA Information Security and Privacy Policy Final Draft
 - FSA Quality Assurance Process Guide
 - FSA Solution Life Cycle
 - FSA System Integration and Testing Process Handbook
 - FSA System Security Process Guide
 - Information Technology Handbook
 - IT Investment Management Operating Procedures
 - Requirements Development and Management (RDM) Process Guide
 - Solution Acquisition Project Management Process Guide
 - Solution Life Cycle Appendix A
 - Technology Policy Standards and Products Guide
 - Transition To Support Process Guide
 - Doing Business with the Department of ED
 - Higher Education Act Title IV of 1965 for Student Assistance Programs
 - Records Disposition Schedules
 - PIC Final Schedule of Deliverables
 - PIC Quality Assurance Surveillance Plan
 - Public Inquiry Contract (PIC) Statement of Work
 - DLM Executive Summary
 - The following is a list of documents that were reviewed by integration partner and comments:
 - Total and Permanent Disability Statement of Objectives
 - DMCS documentation
 - CAWG Folder
 - CAWG Folder
 - CDIS Folder
 - CINT Folder
 - DACC Folder
 - DAUD Folder
 - DAWG Folder
 - DBIL Folder
 - DCAR Folder
 - DCBR Folder
 - DCOL Folder
 - DCS Security Policy
 - DDDD Folder
 - DDDP Folder
 - DDIR Folder
 - DFDP Folder
 - DFLM Folder
 - DHLP Folder
 - DICR Folder
 - DIRS Folder
 - DLET Folder
 - DMGT Folder
 - DNEW Folder
 - DPRE Folder
 - DRES Folder
 - DRHB Folder
 - DSKP Folder
 - FKEY Folder
 - GDEB Folder
 - GFSL Folder
 - GGSL Folder
 - GNPC Folder
 - GPRD Folder
 - GSCS Folder
 - GTAP Folder
 - GTGA Folder
 - LCLM Folder

- LINT Folder
- LSAL Folder
- NCLM Folder
- NMGT Folder
- NNDS Folder
- NSAL Folder
- NUTL Folder
- OOOO Folder
- OQCP Folder
- PSAL Folder
- SARC Folder
- SCMS Folder
- SCRМ Folder
- SFIS Folder
- SFND Folder
- SINV Folder
- SMGT Folder
- SNSL Folder
- SPSR Folder
- SQUA Folder
- SSBL Folder
- SUTL Folder
- SWHD Folder
- SWIR Folder
- DLC Business Processes
- DLC System Generated Letters
- DLC Table of Contents
- Loan Consolidation Data Dictionary
- Loan Consolidation Detailed Design Document
- Loan Consolidation Manual Procedures
- Credit Bureau Metro Format Layout
- Delinquency Report Layout SAIG
- Direct Exit Counseling Report Layout SAIG
- Direct Loan Repayment Business Rules
- Direct Loan Servicing System Forms, Correspondence, and Enclosures
- Disability Discharge Loan Servicing Center Transfer Layout
- DLS Website Functional Operations Document (TO87 and TO91 - updates)
- Entrance Counseling Report Layout SAIG
- NSLDS Data Provider Instructions for Direct Loans (DPI)
- Request for Income Data from the IRS
- Servicing To CМDM Borrower Demographics
- Servicing to CМDM Loan Data
- Servicing to DMCS Assignment Format
- Servicing to FMS Accounting Data Transfer File Layouts
- Servicing to National Student Clearinghouse Submission Layout
- CМDM Basic Training Guide
- Configuration Management (CM) Process Guide
- Current FMS Technical Architecture
- EAI Architecture at FSA
- EAI Enablement Guide
- Enterprise Change Management (ECM) Process Guide
- FSA CIO Information Technology Handbook
- FSA Information Security and Privacy Policy Final Draft
- FSA Quality Assurance Process Guide
- FSA Solution Life Cycle
- FSA System Integration and Testing Process Handbook
- FSA System Security Process Guide
- Information Technology Handbook
- IT Investment Management Operating Procedures
- Requirements Development and Management (RDM) Process Guide
- Solution Acquisition Project Management Process Guide
- Solution Life Cycle Appendix A
- Technology Policy Standards and Products Guide
- Transition To Support Process Guide
- "Doing Business with the Department of ED"
- Higher Education Act Title IV of 1965 for Student Assistance Programs
- Records Disposition Schedules
- PIC Final Schedule of Deliverables
- PIC Quality Assurance Surveillance Plan
- Public Inquiry Contract (PIC) Statement of Work
- DLM Executive Summary
- CDDTS Program Document 101.V02
- CDDTS Program Document 102.V01
- CDDTS Program Document 103.V01
- CDDTS Program Document 104.V02
- CDDTS Program Document 105.V02
- CDDTS Program Document 106.V02
- CDDTS Program Document 107.V01
- CDDTS Program Document 108.V01

- A Vendor Library tracking tool was created to document and track the contents in the Vendor Library as well as a record of Integration Partner reviews and feedback from the review.
- Provided feedback on possible mechanisms to provide potential vendors with Library Information.

Issues Requiring FSA Action

- The following documents have been identified and reviewed by Integration Partner for potential addition to the Vendor Library. FSA should evaluate these documents and post these documents to the Vendor Library website if deemed necessary
 - Located on CD given to Rich Galloway
 - CMDM Basic Training Guide
 - Configuration Management (CM) Process Guide
 - EAI Architecture at FSA
 - Enterprise Change Management (ECM) Process Guide
 - FSA Solution Life Cycle
 - Requirements Development and Management (RDM) Process Guide
 - Technology Policy Standards and Products Guide
 - "Doing Business with the Department of ED"
 - Records Disposition Schedules
 - Sent via e-mail to Rich Galloway
 - Total and Permanent Disability Statement of Objectives
 - DLM Executive Summary
- Action items from feedback stemming from Integration Partner's document review have not been are still being reviewed and worked by FSA.

Issues Requiring Integration Partner Attention

- The FSA Solution Life Cycle documents identified by Modernization Partner reference several other documents that were not reviewed by Integration Partner. These documents are owned by FSA and readable forms of the following documents were not furnished to Integration Partner for review as of 12:00PM on 4/30/2003. In addition, these documents have not been posted to the Vendor Library website:
 - FSA CIO Information Technology Handbook
 - FSA Quality Assurance Process Guide
 - FSA System Integration and Testing Process Handbook
 - FSA System Security Process Guide
 - Information Technology Handbook
 - IT Investment Management Operating Procedures
 - Solution Acquisition Project Management Process Guide
 - Solution Life Cycle Appendix A
 - Transition To Support Process Guide
- Integration Partner suggested noted sub-standard performance of the Vendor Library website while trying to download large documents. Several larger documents took several hours to download. Integration Partner identified prolonged download times as a risk for potential vendors adequately meet proposal deadlines.
- Integration Partner did not have any rights to the Vendor Library beyond visibility to documents that were posted. Integration Partner was unable to edit and add content or investigate performance issues.
- Integration Partner will work with FSA during the comment period to address the above concerns.