SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30	1. REQUISITION NUMBER		PAGE 1	OF 19	

2. CONTRACT NO. GS33Y0026	3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER D13PD00188	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL:	a. NAME Lori Hearns-Griffin	b. TELEPHONE NUMBER (No collect calls) 703-964-3605	8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY CODE D23

DOI, National Business Center, AQD
Division 2 /Branch 3
381 Elden St
Suite 4000
Herndon VA 20170

10. THIS ACQUISITION IS ☒ UNRESTRICTED OR ☐ SET ASIDE: _____ % FOR:

☐ SMALL BUSINESS
☐ HUBZONE SMALL BUSINESS
☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

WOMEN-OWNED SMALL BUSINESS
☐ (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
☐ EDWOSB
☐ 8(A)

NAICS: 481111
SIZE STANDARD: 1,500

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED ☐ SEE SCHEDULE	12. DISCOUNT TERMS ACCP	☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING	
			14. METHOD OF SOLICITATION ☐ RFQ ☐ IFB ☐ RFP	

15. DELIVER TO CODE 0008351415

DOI OFC OF FINANCIAL MGMT
1849 C St NW MS 5412
Washington DC 20240-0001

16. ADMINISTERED BY CODE D23

DOI, National Business Center, AQD
Suite 4000
Division 2 /Branch 3
381 Elden St
Herndon VA 20170

17a. CONTRACTOR/ OFFEROR CODE 0071332608 FACILITY CODE

CONCUR TECHNOLOGIES, INC.
Attn: ATTN GOVERNMENT POC
18400 NE UNION HILL RD
REDMOND WA 98052-3332

18a. PAYMENT WILL BE MADE BY CODE IPP INV

Invoice Processing Platform System
US Department of Treasury
http://www.ipp.gov

TELEPHONE NO.

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Suggested COR: RSMITH12 Account Assignment: K G/L Account: 6100.252R0 Business Area: D000 Commitment Item: 252R00 Cost Center: DS62200000 Functional Area: DWSN00000.000000 Fund: 13XD4523WS Fund Center: DS62200000 Project/WBS: DP.62205 PR Acct Assign Line: 01 Period of Performance: 01/15/2013 to 07/10/2014 Continued ...				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA 01	26. TOTAL AWARD AMOUNT (For Govt. Use Only) $800,000.00

☐ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED.
☒ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☒ ARE NOT ATTACHED.

☒ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.

☐ 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
30b. NAME AND TITLE OF SIGNER (Type or print) James Alcwr, SVP	30c. DATE SIGNED 1/15/13	31b. NAME OF CONTRACTING OFFICER (Type or print) Leonard Nadybal	31c. DATE SIGNED 1/15/2013

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012)
Prescribed by GSA - FAR (48 CFR) 53.212

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
00010	Travel Service Processing System Deployment				800,000.00
	Pursuant to contract terms and conditions in GSA Master Contract GS-33F-Y0026 (ETS2 contract), and the results of negotiations conducted on 10 January 2013, subsequent to the government's receipt of the contractor's quote from 07 January, 2013 (Attachment 1), the contractor shall deploy a travel service transaction system at the Department of the Interior within the scope of CLIN 0005AD (large agency deployment) of the Master Contract, to include the following:				
	a. Loading of up to 120,000 user profiles and ancillary services noted in (Attachment 1);				
	b. Training (a mix of train-the-trainer training, classroom and web based classes as described in Attachment 1) plus standard Quick Start guides.				
	c. Configuration of documents, workflows, databases and systems integration to the extent provided in the Master Contract at CLIN 0005AD, and as further detailed in Attachment 1.				
	This is a firm-fixed price order with a total value of $800,000.00 and is hereby fully funded.				
	This funding order does not provide funds to Continued ...				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED   ☐ INSPECTED   ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
☐ PARTIAL ☐ FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (Print)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	
		42b. RECEIVED AT (Location)
		42c. DATE REC'D (YY/MM/DD) 42d. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 2/2012) BACK

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

GS33Y0026/D13PD00188

PAGE	OF
3	19

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	support travel transactions (booking services or voucher processing) or post deployment maintenance or upgrades. This is considered within scope of this order and may be included with a subsequent modification as mutually agreed upon.				
	The total amount of award: $800,000.00. The obligation for this award is shown in box 26.				

SECTION 1 - INTRODUCTION

1.1 GENERAL

The Department of Interior (DOI) is participating in the government-wide ETS2 Travel Management Program.

This firm, fixed-price task order consists of the underlying terms and conditions of the GSA ETS2 schedule contract (GS33-FY-0026), the Contractor's quotation dated January 7, 2013 (See page 3 of Attachment 1) as further detailed in the mutually agreed points in pages 1 and 2 of Attachment 1. This will provide for the contractor's configuration, deployment of an end-to-end travel management system for the DOI, plus training on its operation.

Acquisition Services Directorate (AQD) will handle post award administration, including processing of contractor invoices through the Department of the Treasury Invoice Processing Platform (IPP) system (See Paragraph 3.5, Electronic Invoicing and Payment Requirements).

SECTION 2 – DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

2.1 Description.

2.1.1 ETS2. The ETS2 project is founded in the Strategic Sourcing initiative of the President of the United States and the subsequent commitment of the administration to employ the latest available technology over the next fifteen years to create a more efficient and cost effective administration of federal government travel. ETS2 is a collaborative inter-agency initiative. Cost savings and better service to the federal traveler are to be achieved through use of common systems and a unified approach to managing federal government travel functions across all agencies. However, "one size does not fit all"; this does not mean that each agency's peculiar needs are to be disregarded. In addition to implementation of ETS2 throughout DOI pursuant to the GSA master contract award, the task order details the special requirements DOI has that the contractor must also accommodate.

2.1.2 DOI travel needs in general. DOI has ten bureaus and five departmental office entities[1] that employ approximately 72,000 full and part time employees throughout the United States, its territories and in overseas areas. DOI's mission requires that employees travel domestically and

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[1] DOI's organizational chart may be found at: www.doi.gov/whoweare/orgchart.cfm

internationally. Generally, 50% percent of the employees travel in any fiscal year, and it will be necessary to manage an anticipated 95,000 user profiles. All modes of travel are used.

Currently, the DOI obligates approximately $195,000,000 per fiscal year to fund the purchase of travel related services. It is estimated that 230,000 travel authorizations as well as 257,000 vouchers will be created and processed per fiscal year. The DOI obligates approximately $2,000,000 per year for international travel.

Official travel is governed by the Federal Travel Regulations (FTR) as well as the DOI's internal travel policies, which can be found at: www.doi.gov/pfm.

2.2   EXISTING PROGRAM SPECIFICATIONS

The contractor shall be responsible for the migration/merging and complete coordination of its booking, reservation and billing systems with the DOI Financial Business Management System (FBMS). Technical descriptions of the FBMS system, its software components, database formats, definitions, acronyms and abbreviations used the network configuration on which it operates and other details are contained in Attachments 3 through 6 in this task order.

2.2.1 Interfaces

Standard Data Elements - Vouchers

The DOI expects to utilize the current ETS standards for authorization validations and voucher claim transactions. An explanation of the current interface scheme with specific elements is attached (See Attachment 4, Trip by Trip Vouchers). The contractor shall accommodate transmission of additional data elements that include, but are not to be limited to:

- Trip destination(s) - there can be multiple destinations per trip, create fields for 10 destinations.

- Centrally billed transactions associated with the travel voucher as well as the individually billed transactions. Similar to centrally billed expense tracking in the PCS module (ZPCS). Fields for: TAV Fee (211?), TMC (211B), Airfare (211C), Rail (211C), Miscellaneous (211I), Lodging (211D), Taxi (211T), Fuel (269F), Rental Vehicle (211R), Foreign TMC (212B), Foreign Airfare (212C), Foreign Rail (212C), Foreign Miscellaneous (212I), Foreign Lodging (212D), Foreign Taxi (212T), Foreign Rental Vehicle (212R).

- Charge card transaction number for centrally billed transactions.

- Conference tracking including: Conference Purpose, Conference ID, Conference Location, Conference State, Conference Country.

- First class or premium travel indicator.

- Interviewee indicator.

Each bureau and office within the DOI has a unique business area identifier (See Attachment 7 – The DOI Bureau Identifier List). The contractor shall use the first character of the business area for the bureau as the first character identifier for authorizations. The second character shall correspond with the last two digits of the Budget Fiscal year in which the authorization was created. The remainder of the document identifier shall be a randomly assigned alpha numeric filler not to exceed five characters. As an example, the DOI Office of the Secretary has a business area identifier of D000, and if the fiscal year is 2013, the document number would appear as D13xxxxx.

2.2.2 Administrative Roles

The administrative roles set up in the Contractor's system by the DOI will be set up in a hierarchical fashion and will be maintained and managed as such by designated system administrators within DOI.

End-user profiles are currently maintained by the TMC software.

2.2.3 Travel Management Center (TMC) Services

As of the date of award of this task order, DOI utilizes the services of SATO for travel services (as it's TMC). The contract with SATO is scheduled to expire on November, 11, 2013. This task order does not have within its scope, the actual utilization of a replacement TMC for reservations and ticketing. It will be necessary, nevertheless, to establish one or more TMC relationship as part of the ETS2 program development and deployment processes.

Within the period of performance of this order, but sufficiently early to provide for a uninterrupted transition from the use of SATO services to a new provider (the services of which will not begin under this task order), the contractor shall provide the contracting officer and the Contracting Officer's Representative at the FBMS/ETS2 Program Office (COR) the names of available choices of possible TMC subcontractors that are capable of meeting DOI's mission requirements. While both parties have right of refusal related to the selection of TMC service providers, DOI must have determined that the companies to be used are suitable based on past performance history. The Contractor shall provide the government with past performance surveys, if they exist, from current and past clients that have used services of their suggested

TMCs. The contractor shall also provide contact information about those clients, so that the contracting officer may obtain input from references.

The chosen TMCs shall utilize the existing profile data.

2.3   STATEMENT OF WORK (SOW)

2.3.1. Kick off meeting. Upon award, the contracting officer will hold a kick off meeting. Outcomes of the kick off meeting shall include:

a)   Introduction of both Contractor and Government personnel performing work under this Task Order.

b)   Both the DOI and the contractor designate a mutual Security POCs, who shall perform continual security oversight. (See Paragraph 2.3.3.)

c)   The contractor shall demonstrate confirmation of their understanding of the work to be accomplished under this SOW.

d)   Establishment of the timelines and milestones to be met. The milestones in the mutually agreed upon timelines shall form the basis for the percentage of the fixed price of this task order that the contractor may invoice and periodic payments that the government will make upon acceptance.

After the kick off meeting, the contactor is to proceed in such a manner which would allow the enabling of DOI's Bureau of Safety & Environmental Enforcement (BSEE) and the Bureau of Ocean Energy Management (BOEM) as system users of the contractor's system by August 5, 2013. Enabling use of the system by the Bureau of Land Management (BLM), the Bureau of Indian Affairs (BIA), the Fish and Wildlife Service (FWS), the National Park Service (NPS), the Office of Surface Mining (OSM), Departmental Offices and the US Geological Survey (USGS) bureaus is to be completed by October 24, 2013. Finally, BOR shall enabled as a system user no later than November 21, 2013. These dates in October and November are being proposed on a notional basis, in order to align the implementation of CGE with the final deployment of the DOI Financial Business Management System (FBMS).

2.3.2   Integration of Systems

Upon conclusion of the period of performance, the contractor shall have achieved systems compatibility and interoperability, so that under terms of a separate order, bookings may begin and all administrative and financial functions may be successfully performed in the future. The contractor shall construct its system of profiles, access, etc., using the standard organizational structure of the DOI as a basis. The organization shall be based on the DOI organization chart considering sub-organizational bureaus and further breakdowns to regions or program elements within the bureaus.

Due to the fact that the Office of the Inspector General (OIG), within the DOI, provides independent oversight over all DOI programs and sub-entities, the contractor shall insure that the OIG staff member's use of the travel system be processed distinctly and separately from other DOI transactions to allow the OIG to operate in a manner where it remains anonymous to other users and managers outside of the OIG. Service to the OIG is to be available alongside the entire DOI user base. However, the contractor shall insure that the OIG hierarchical structure and reporting is established separately and maintained separately. A hierarchical structure outside the structure that will be used for the rest of the DOI will allow the OIG to maintain the obscurity that is required for that office's staff to maintain oversight and perform inspections throughout the DOI without interference.

2.3.3. **System Access & Security.** The contractor shall ensure:

a. Security POCs named at the Kick Off meeting (or their successors) shall maintain oversight to insure security requirements below are continually met. (See Paragraph 2.3.1.)

b. Assignment of administrative roles in the systems to be used in performance of work under this order shall be locked to allow only a bureau level administrator the ability to assign users administrator roles.

c. Administrative rights may be assigned to individual organization or sub-organization levels, with administrative access being limited to only that organization which one is assigned.

d. For authorizations related to report production, see tracking and report related paragraphs, below.

e. User profile information will be configured to hide and protect personally identifiable information (PII) and allow its viewing solely by the user to whom it refers. User profiles shall be transferable between DOI bureau entities. Documentation for a user shall reside with the employee's employing organization within the DOI. If a user's profile is transferred to another organization or bureau, the user's old travel documentation shall remain with the losing organization. Profile edits shall be trackable, by either reports or administrative logs. Charge card information in the profile shall not be viewable only by the user to whom it belongs.

f. The Contracting Officer's Representative (COR) may designate employees the task of monitoring the system for changes to configuration and functionality. The contractor shall permit such monitoring. The DOI-specific version of the contractor's system shall not be modified prior to notification and consent from the Contracting Officer (represented by the COR). Any changes to configuration and functionality of the contractor's system shall be tested fully and documented prior to deployment. Documentation shall be provided to the contractor to the DOI COR for review and retention.

g. The contractor shall be FIPS 140-2 compliant, and it shall be FedRAMP certified prior to deployment to production.

2.3.4. DOI Financial Interfaces:

a. General.

The DOI currently operates two financial systems but by November, 2013, will have completed steps to convert to one integrated financial system.

The DOI FBMS has a unique process for account code structures. The entire account structure will vary between 50 and 70 alpha numeric characters long and be broken into five different elements: Fund, Funded Area, Functional Area, Cost Center, WBS Element. Not all elements of the account code may be needed to successfully interface with FBMS. Each bureau utilizes a different derivation schema that requires input of certain specific elements which will then cause a derivation of the remaining elements.

For voucher expense claim the contractor's system will accommodate further account code reporting through the derivation of the DOI Budget Object Code (BOC) by expense type, trip purpose and travel destination. (See Attachment 6- Interface Actions)

The contractor shall allow for the input of the DOI-specific Lines of Accounting to facilitate successful processing of travel documents upon interface with the DOI FBMS.

The following transactions performed between the DOI's financial system and the ETS2 vendor shall be accommodated via three separate interfaces. The interfaces are as follows:

- Lines of Accounting Validation (See Attachment 3 - Real Time Account Code Verification)

  o Line of Accounting Validation
  o Funds Availability Validation
  o Vendor Validation

- Payment Processing (See Attachment 4- Trip by Trip Vouchers)
- Advice of Payment (See Attachment 5- Disbursement Notification)

b. Modification of Lines of Accounting (LOA)

- Modification of LOA will not require interface.

- Modification of an LOA that has previously been paid is to trigger a warning message indicating that the change to previously paid expenses will not impact the DOI FBMS system

and that if changes to the LOA in the DOI FBMS are required the user will need to contact their bureau's budget division.

c. Validations

The contractor's system shall interface with the DOI FBMS in order to validate funds availability and vendor when the authorization is signed by the traveler or travel arranger and when an approval is done by the approving official on the authorization as well as on the voucher claim. This validation is required in near real time. (See Attachment 3 - Real Time Account Code Verification). The contractor's CGE vendor shall provide the contracting officer a detailed explanation of the solution it proposed to accomplish this DOI requirement.

- Multiple codes on one voucher / authorization (See Attachment 6 - Interface Actions)

- The contractor's system shall allow for the assignment of travel costs to multiple accounting codes for official business trip taken on one authorization and its corresponding voucher. The allocation of expense to these accounts will be based on:

  o Dates of travel;
  o Dollar amount;
  o Percentage, and;
  o Expense category

The contractor shall provide support in the preparation of CGE financial system interfaces with the DOI FBMS, using the interface with the DOIU's current ETS (Govtrip) provider as a template. The contractor shall provide standard data output files via XML formats with a SOAP wrapper via Secure File Transfer Protocol (SFTP) in near-real time as well as the capability to provide support interfaces to the DOI FBMS. (See Attachment 3 - Real Time Account Code Verification). The contractor's CGE supplier shall document its recommended interface solution; at which point the contracting officer will provide support through the COR that will complete the interface to the Agency's financial system. DOI will continue to work with the contractor until all CGE/FBMS interfaces are fully developed and tested.

d. Tracking and Reports: The contractor shall insure the system can track ongoing transactions and reports through the system tracking and reporting tools, that are to be made available to the government from the contractor's system, with reports to be delivered in Microsoft Excel ".xls" file format and Adobe Acrobat Portable Data File (PDF) file format. The contractor's price for deploying and maintaining a report generating system includes configuration and formatting of any ad-hoc reports not currently programmed.

(1) Reports. The authority to run reports may be assigned to an individual user without the need for the user to have administration rights. The organizational scope of the reports will be limited to the sub organizational level to which the reports user is allowed access.

Administrative actions shall be able to be tracked either by report or administrative log, which are accessible to DOI Agency and Bureau level administrators.

(2) Tracking: The contractor's system shall:

- Provide a means to track reservations that have not been fulfilled and ticketed. This will involve multiple processes, such as: tracking unapproved authorizations, tracking reservations for ticketing submission within the automated process.
- Track reservations made on non-government contract carriers and provide aging reports on those reservations.
- Provide for a reminder prompt for: un-ticketed air reservations that will be cancelled due to lack of approval of the travel authorization, or that will increase in cost due to changes in fare rules.
- Provide for the immediate ticketing of all non-government contract airfares at the time the authorization is approved.
- Shall not allow the purchase of Premium class air accommodations through the CGE system. Such reservations must be made through TMC services.
- Ensure that system administrators are notified when Premium class air accommodations are reserved and purchased through the TMC.
- For rail transportation: Show rail reservations that reserve or ticket premium class accommodations.

2.3.5. Training

The DOI will finalize with the contractor, a training schedule incorporating the required training methods after task order award.

SECTION 3 – GENERAL TASK ORDER TERMS AND CONDITIONS

3.1. Federal Acquisition Regulations (FAR) and Department of the Interior Acquisition Regulation (DIAR) Clauses

In addition to the Offeror's GSA contract terms and conditions, the following clauses and provisions from the Federal Acquisition Regulations (FAR) and Department of the Interior Acquisition Regulation (DIAR) are applicable to this requirement to the extent they do not conflict with GSA contract clauses:

3.2. DIAR 1452.203-70 RESTRICTION ON ENDORSEMENTS - DEPARTMENT OF THE INTERIOR (JUL 1996)

The Contractor shall not refer to contracts awarded by the Department of the Interior in commercial advertising, as defined in FAR 31.205-1, in a manner which states or implies that the product or service provided is approved or endorsed by the Government, or is considered by the

Government to be superior to other products or services. This restriction is intended to avoid the appearance of preference by the Government toward any product or service. The Contractor may request the Contracting Officer to make a determination as to the propriety of promotional material.

(End of clause)

3.3. DIAPR 2010-18 AUTHORITIES AND DELEGATIONS (INTERIM - MAY 2010)

(a) The Contracting Officer is the only individual authorized to enter into or terminate this contract, modify any term or condition of this contract, waive any requirement of this contract, or accept nonconforming work.

(b) The Contracting Officer will designate a Contracting Officer's Representative (COR) at time of award. The COR will be responsible for technical monitoring of the contractor's performance and deliveries. The COR will be appointed in writing, and a copy of the appointment will be furnished to the Contractor. Changes to this delegation will be made by written changes to the existing appointment or by issuance of a new appointment. The contractor shall be notified of the name and other contact information of the COR/COTR, once they are established.

(c) The COR is not authorized to perform, formally or informally, any of the following actions:
(1) Promise, award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change this contract;
(2) Waive or agree to modification of the delivery schedule;
(3) Make any final decision on any contract matter subject to the Disputes Clause;
(4) Terminate, for any reason, the Contractor's right to proceed;
(5) Obligate in any way, the payment of money by the Government.

(d) The Contractor shall comply with the written or oral direction of the Contracting Officer or authorized representative(s) acting within the scope and authority of the appointment memorandum. The Contractor need not proceed with direction that it considers to have been issued without proper authority. The Contractor shall notify the Contracting Officer in writing, with as much detail as possible, when the COR has taken an action or has issued direction (written or oral) that the Contractor considers to exceed the COR's appointment, within 3 days of the occurrence. Unless otherwise provided in this contract, the Contractor assumes all costs, risks, liabilities, and consequences of performing any work it is directed to perform that falls within any of the categories defined in paragraph (c) prior to receipt of the Contracting Officer's response issued under paragraph (e) of this clause.

(e) The Contracting Officer shall respond in writing within 30 days to any notice made under paragraph (d) of this clause. A failure of the parties to agree upon the nature of a direction, or upon the contract action to be taken with respect thereto, shall be subject to the provisions of the Disputes clause of this contract.

(f) The Contractor shall provide copies of all correspondence to the Contracting Officer and the COR.

(g) Any action(s) taken by the Contractor, in response to any direction given by any person acting on behalf of the Government or any Government official other than the Contracting Officer or the COR acting within his or her appointment, shall be at the Contractor's risk.

(End of notice)

3.4 Place(s) of Performance

All work will be performed at the contractor's site.

3.5 . Electronic Invoicing and Payment Requirements – Internet Payment Platform (IPP) (September 2011)

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Internet Payment Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions – Commercial Items included in commercial item contracts. The IPP website address is: https://www.ipp.gov.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice: See FAR 52.212-4 (g) for invoice requirements.

The Contractor must use the IPP website to register, access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in CCR) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) within 3 – 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email ippgroup@bos.frb.org or phone (866) 973-3131.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the contracting officer with its proposal or quotation.

(End of Local Clause)

3.6 Administrative Considerations

Notwithstanding the Contractor's responsibility for total management during the performance of this contract, administration of the contract will require maximum coordination between the

Government and the Contractor. The following information identifies the individuals responsible for this coordination.

3.6.1 Contract Specialist (CS) and Contracting Officer (CO)

A Contracting Officer, in accordance with Subpart 1.6 of the Federal Acquisition Regulation, is the only person authorized to make or approve any changes in any of the requirements of this contract, and notwithstanding any clauses contained elsewhere in this contract, the said authority remains solely with a Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than a Contracting Officer, the change will be considered to have been made without authority.   The Changes clause in the Master Contract shall govern changes.

U.S. Department of the Interior   U.S Department of the Interior
National Business Center   National Business Center
Acquisition Services Directorate   Acquisition Services Directorate
ATTN: Lori Griffin, Contract Specialist ATTN: Leonard Nadybal, Contracting Officer
Email lori_griffin@nbc.gov   Email: leonard_nadybal@nbc.gov

3.6.2 Contracting Officer's Representative (COR)

The contracting officer has appointed an authorized representative, referred to as the COR throughout the task order. The COR's authority over administration of this task order is detailed in a letter of appointment that the contracting officer will supply to the contractor upon award of the task order. The COR is:

Mr. Robert Smith
DOI/OS/PFM
MS 2557
1849 C Street, NW
Washington, DC, 20240
Tel. (office) 202-2085684; (mobile) 202-6791183   Email: Robert_smith@ios.doi.gov

3.6.3 Non interference

The Contractor and/or his subcontractors may be required as part of the performance of this effort to work with other contractors working for the Government. Such other contractors shall not direct this contractor and/or their subcontractors in any manner. Also, neither this contractor or its subcontractors shall direct the work of other contractors in any manner.

3.7   Section 508 Requirements

Any/all electronic and information technology (EIT) procured through this effort must meet the applicable accessibility standards at 36 CFR 1194. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at http://www.section508.gov.

The Standards apply to the following:
☑ Software Applications and Operating Systems
☑ Web-based Information or Applications
☑ Telecommunication Products
☑ Video and Multimedia Products
☑ Self Contained, Closed Products (e.g., Information Kiosks, Calculators, and Fax Machines)
☑ Desktop and Portable Computers

3.8.   Personnel Requirements

The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as subcontractor efforts used in performance of this effort. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in the statement of work.

3.9   Access to Government Property or Facilities [HSPD-12]

The contractor shall be allowed limited access to the Government's facilities, as specified below:

3.9.1.   Identification/Building Pass

(a)   The Contractor must make their personnel available for photo identification badges on a schedule to be determined by the Contracting Officer's Representative (COR). The badges will be made by the Government utilizing supplies, materials and equipment provided by the Government. Each Contractor employee must sign the appropriate badge at the time of photographing.

(b)   The Contractor is responsible for ensuring that each of his/her employees performing work under this task order display their photo-identification badges at all times they are present on-duty in the building. Refusal or repeated neglect to display the photo-identification may result in an unsuitability determination.

(c)   Upon termination, resignation or other event leading to a task order employee leaving duty under this task order, the Contractor is responsible for returning all Government identification, building passes, keys, and other Government property issued to that employee. Failure on the part of the Contractor may result in the Contractor's liability for all costs associated with

correcting the resultant breech in building security. The Contractor must notify the COR when the employee badges are lost. It will be the responsibility of the Contractor to pay for replacement badges at the current replacement cost per badge.

(d)   If applicable, the requirements of this clause are applicable to and must be flowed down to all subcontractors who will work at the Government (or name of client specific facility) facilities.

3.9.2   Permits and Licenses

In performance of work under this task order, the Contractor must, without additional expense to the Government, be responsible for obtaining any necessary licenses and permits, and for complying with any Federal, State, and municipal laws, codes, and regulations applicable to the performance of the work.

3.9.3   Standards of Conduct

a.   The contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity. The Contractor is also responsible for ensuring that its employees and those of its subcontractor(s) do not disturb papers on desks, open desk drawers or cabinets, use Government telephones, except as authorized, or otherwise jeopardize the security and the privacy of Government employees, its clientele, and the contents and property of the federal building(s) in which the task order work is performed. Each employee or supervisor of the Contractor is expected to adhere to standards of behavior that reflect credit on themselves, their employer, and the Federal Government.

b.   The contractor shall be responsible for taking such disciplinary action, including suspension without pay or removal from the worksite, with respect to its employees, as may be necessary to enforce those standards.

c.   Where applicable, the requirements of this clause must be expressly incorporated into subcontract(s) and must be applicable to all subcontractor employees who may perform recurring services or work at the federal building and grounds of this task order.

d.   The Government retains the right to permanently remove any employee of the Contractor from performing duties assigned under this task order at the federal building should the employee's performance so warrant. The Government will request the Contractor to immediately remove any employee of the Contractor from the federal building/work-site should it be determined by the Contracting Officer that the individual employee of the Contractor is "unsuitable" for security reasons or for otherwise being found to be unfit for performing his assigned duty at a federal building. The following areas (not all-inclusive) are considered justification for requesting the Contractor to immediately remove an employee from a federal building/work site:

(1)   Neglect of assigned duty and refusing to render assistance or cooperate in upholding the integrity of the security programs at the worksite;

(2)   Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records;

(3)   Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting; participation in disruptive activities which interfere with the normal and efficient operations of the Government;

(4)   Theft, vandalism, immoral conduct, or any other criminal actions;

(5)   Selling, consuming, or being under the influence of intoxicants, drugs, or controlled substances which produce similar effects;

(6)   Improper use of official authority or credentials, as a supervisor or employee of the Contractor;

(7)   Violation of agency and Contractor security procedures and regulations; and

(8)   Violation of the rules and regulations governing federal public buildings and grounds, set forth in 41 CFR Subpart 101-20.3 *Conduct on Federal Property*.

e.   Following a recommendation from an agency program official or security officer, the Contracting Officer will make all determinations regarding the removal of any employee of the Contractor from and denial/termination of clearance and access to the federal building worksite for non-performance, misconduct, or failure to abide by all laws and regulations. The Contracting Officer will verbally inform the Contractor about the employee, followed by a written confirmation or determination. Specific reasons for the removal of an employee will be provided to the Contractor in writing. In the event of a dispute, the Contracting Officer will make a final determination.

f.   Upon a determination of the Government that an employee of the Contractor be removed from or denied access to a federal building worksite, the employee's clearance and access to the federal building must be immediately revoked or otherwise terminated. Furthermore, if applicable, the building pass and/or other access device(s) previously given to the employee must be immediately surrendered, returned, or delivered to the security officer of the federal building.

3.10   Key Controls

The contractor shall establish and implement methods of making sure all keys issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the government. The contractor shall immediately report to the COR any occurrences of lost or duplicated keys.

In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the COR, to re-key or replace the affected lock or locks at no cost to the government. The government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. If a master key is lost or duplicated, the government must replace all locks and keys for that system and the total cost deducted from the monthly payment due the contractor.

The contractor must prohibit the use of keys issued by the government by any persons other than the contractor's employees for purposes of performance under this task order. Opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in performance of work requirements in those areas is prohibited.

3.11   Confidentiality

All information regarding the procedures developed under this task order must be regarded as sensitive information by the Contractor and not to be disclosed to anyone outside the Contractor's organization without the written permission of the Contracting Officer.

3.12   Post Award Evaluation of Contractor Performance

CPARS is used to assesses a contractor's performance and provide a record, both positive and negative, on a given contract during a specific period of time. The CPARS process is designed with a series of checks and balances to facilitate the objective and consistent evaluation of contractor performance. Both government and contractor program management perspectives are captured on the CPAR form and together make a complete CPAR. Once the Assessing Official completes the proposed assessment for the period of performance, the CPARS is released to the appropriate Government Contractor Representative for their review and comments. User ID and Password will be provided to the designated Government Contractor Representative upon issuance of a task order. The contractor has 30 days after the Government's evaluation is completed to comment on the evaluation. The Government Contractor Representative must either concur or non-concur to each CPAR. If the contractor concurs with the proposed assessment and the Reviewing Official does not wish to see the CPAR, the Assessing Official may close out the CPAR. Otherwise, they must forward the CPAR to the Reviewing Official for them to review, enter comments if appropriate, and close out. The Reviewing Official may at their option direct the Assessing Official to forward every CPAR to them for review.

3.13 North American Industry Classification System (NAICS) Code

The North American Industry Classification System (NAICS) code for this RFQ is 48111 (same as the GSA schedule NAICS Code), "Scheduled Passenger Air Transportation" and the small business size standard is $25.0 Million.

3.14. Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 14 days

(End of clause)

LIST OF ATTACHMENTS

Att No.   **Description**

Contract Related

1. Contractor's Revised Quote dated Monday, 7 January 2013
2. Negotiated Terms Supplementing the Revised Quote.

Program Related

3. Real Time Account Code Verification Functional Specification Document
4. Trip by Trip Voucher Functional Specification Document
5. Disbursement Notification Functional Specification Document
6. Interface Actions Spreadsheet
7. DOI Bureau Identifier List Spreadsheet

DOI Technical Evaluator Questions	Concur Response
In the **Executive Summary** section of the proposal - Concur states that "DOI will benefit from monthly software releases that incorporate new functions and features in a similar fashion to what Concur provides in the general marketplace". How will this happen? Will there be a release control board that informs clients of new functionality that may be adopted with an open option to adopt at no cost?	As described in the master contract, Concur releases software updates to CGE each month. Each release is accompanied by Release Notes documenting the changes in the release and the anticipated changes of the next two releases. The release if first put into the preview test and training environments. Then, after thirty days, it is migrated to the production environments. A given agency can choose which new features to adopt through configuration at no cost.
Section 2.1 – This states that "Nearly all aspects of official travel and travel management will be available online in a secure environment". What are the areas Concur sees as not being online?	There may be certain travel scenarios requiring the assistance of a travel agent. One example is complex international travel. The DOI may have other travel scenarios which require agent assistance to arrange and price appropriately.
Section 2.2 Concur states that "When the traveler returns from the trip, the voucher is typically already created and awaiting the traveler's review". What does "typically" mean in the context of this sentence? What circumstances would cause a voucher to not be created?	The automated voucher creation is an option that may be enabled by an agency. We anticipate most agencies to take advantage of this feature. The automated generation of the voucher is based on the receipt of applicable charge card transactions or mobile device expense transactions. If the traveler does not use the charge card or use a smart phone to enter expenses, no transaction is received to initiate the creation of the voucher.
Section 3.2.1, first paragraph "Any time beyond the 18 month duration will necessitate an amended Task Order with funding for hours under CLIN 0019." This statement should be clarified such that if there is a Concur issue either with the system, resources, scheduling, etc., this statement does not apply.	Agree, both Concur and DOI would need to agree on the root cause of any issue.
Section 3.2.1, second paragraph - There is the statement that, "The project scope, resource allocation, and timeline associated with Service Level D implementation will be strictly adhered to by both parties. In the event that DOI wants to increase the amount of time allotted for any project resource, it can request a task order amendment to authorize additional implementation assistance billable under CLIN 0019". What are the expected project scope, resources and time allotments for the standard implementation?	Concur will provide DOI with a project plan that outlines task durations and resource owners. The plan will be baselined on an agreed to schedule by both parties. Should task durations require excess resources or elongated durations that are unique to DOI then additional funding may be required.

Section 3.2.2 - "This is expected to take place fewer than four weeks from task order issuance…. Next, Concur will conduct a 3 day Kickoff meeting which will include: project team training, fit analysis, and design, and initial system walkthrough." Will these two tasks overlap or do they have to happen one after the other?	Concur will conduct a 2 hour kick-off/strategy session with DOI within 10 days or an agreed to timeline. This session can be done on-site, remotely or a combination. The outcome of this initial session is to introduce ourselves to each other and provide a high level overview of implementation. The 3 day session will be scheduled at a later date mutually agreed to and will dig into the details.
Section 3.2.2 - Will Concur provide a timeline table of the actions to occur once the task order is awarded? Is the kickoff meeting to occur after a formal project plan is developed? Please define what is meant by "fit analysis and design" and "initial system walkthrough".	Concur is prepared to provide DOI with the project plan template that includes all activities including the kick-off and 3 day session. It contains notional dates, durations and resources that will be finalized during the 3 day session. "Fit analysis and design" is the active gathering of requirements to ensure required business functions are met. "Initial system walkthrough" is a demonstration of Concur with the DOI configuration.
Section 3.2.2 - Table 3, Are the 120,000 profiles the limitation for upload with implementation or is it a hard stop on the number of profiles that any large agency may have in Concur CGE?	The Profile ranges for each service level were set by the GSA as part of the Master Contract Solicitation. It is not a Concur CGE system limitation
Section 3.2.2 - Table 3, Define what is meant by workflows and travel configurations in the context of this table and proposal. DOI has hundreds of organizations and thousands of routing lists in GovTrip that would have to be loaded in Concur CGE.	• Workflows, or Routing lists are used to automate the document approval process (dynamic routing). A routing list can contain multiple routing levels. Each routing level can contain one or more signatures (roles). Different routing lists can be set up for each document type or for individual documents. To reduce the number of routing lists required, you can use wild cards in place of signature names in routing lists. Each new, (not imported from ETS1) combination of sequence, signatures, and/or roles would constitute a unique Routing List. • Travel configurations control the travel settings on the site. Since multiple travel policies can be assigned to a configuration, a separate one may not be required for each sub-agency or department. A separate configuration would be required if a sub-group within the Agency needs the following: 1. A different TMC for fulfillment 2. Different Pseudo City Codes 3. Travel fulfilled out of a different country 4. Different branding or custom text requirements (there is some custom text that can be done at a travel policy level as well) 5. Different preferred vendors 6. Other configuration differences, i.e. different Direct Connect vendors.

Section 3.2.2, Sentence below Table 3 - Is this statement saying that user profile upload is dependent upon purchase and use of the upload tool identified with CLIN 0017? Is the purchase of this tool one time and is it usable by Interior during the entire term of the task order? As an example, what if DOI is reconfigured and adds another bureau, could this tool be used to load organization, routing list, profile data, etc...?	CLIN 0017 would be required for any integration setup requiring more than 24 hours of effort and/or for any integration extending beyond the 8 integrations included as part of the standard level "D" implementation offering.
Section 3.2.2.3 - Will the roles identified be assigned different people or could one person hold more than one role?	These are Concur roles and individuals. Each role identified is a person. In the 2 hour kick-off session Concur has DOI roles that we would like to have DOI provide pre-meeting. DOI may deem that one person may fulfill more than one role.
Section 3.3, paragraph 5 - Indicates that functions such as data lookups, calculated values, appending data, are not included as a part of the standard integration service. So anywhere where existing GovTrip interfaces perform such functions, would be an additional cost item for DOI to function the same way with CGE?	Correct these custom functions may have an additional cost which can be determined during the requirements phase of the integration project and a quote can be provided at that time upon request.
Section 3.3 - The configurability of the system integration and interfaces is limited based on the content of paragraphs 4 and 5; what would cause new code or programming changes? This section is open ended if there is no understanding of the configuration capabilities as the baseline.	Once again this can be determined during the requirements phase of the integration project and a quote can be provided at that time upon request. Concur's standard integration services will be explained during this process and the flexibilities with these services as part of the standard offering. Concur can discuss these services and configurations now if DOI requests.
Section 3.4 – "Help Desk will be open from 7:00am to 10:00pm, Eastern Time, Monday through Friday." Can these hours be modified at no cost to 8am to 11pm, Eastern Time, to accommodate users in Hawaii?	These hours are set within the Master Contract and cannot be modified.
Section 3.4 - Is the tier 2 and tier 3 help desk that is available via web an auto response help function tool or is it connected to a help desk person via an email interface Q&A function?	The Tier 2/3 help desk is a fully functional help desk staffed with live agents. The online help desk functionality will provide authorized users the ability to log an issue (case) and a live help desk person will respond within the case. Email notifications for case updates would be sent to the original person who opened the case and anyone else they copied when opening the case.
Section 3.4 - Can CLIN0012AC be ordered by a large agency?	CLIN0012AC can be ordered by any agency.

Section 3.6 - Please clarify the second paragraph. What is meant by this section? Does this mean DOI will be able to implement a second large ETMC if it chooses one small ETMC or does it mean that a second ETMC may be deployed if it is a small ETMC? The language states "at least one small ETMC", can DOI select two small ETMC's and will that allow for two or more large ETMC implementations? **DOI reserves the right to use as many ETMC's as are needed and define how reservations are to be fulfilled by each ETMC**	The base ETMC implementation includes a single Large Business TMC. Concur will also implement a secnd ETMC if it is a Small Business TMC. Should DOI desire to implement 2 Small Business ETMC's as an alternative to a Large Business TMC and a Small Business TMC, Concur would support this as part of the base implementation. ADDED 10Jan13: Parties will confer on Concur suggested TMC, and both parties will have a right of refusal of TMC deemed unacceptable for reasons each shall specify.
Section 3.7 – Regardless of the training option used, will the training curriculum be modified to address DOI specific configuration or is the training offered under implementation basic CGE training based on generic function?	The training with a standard implementation is based on the 7 user roles defined in the Master Contract. Should the DOI want to customize the training to their specific environment, there would be an additional charge to customize the material.
Section 3.7.1 - Is Concur proposing to deliver 72 instructor-led classes for each user role or 72 instructor – led classes total. So will FTA roles receive 72 instructor – led classes, FSTA role receive 72 instructor-led classes, FFTA role receive 72 instructor-led classes, and so on for each identified user role?	Under the full Service Level D Implementation, there are 72 instructor led classes for each of the 7 defined user roles for a total of 504 instructor led classed.
Section 3.7.1 - What is the duration time of each instructor-led class?	The length of the class will very based on the user role content which can range from a few hours (2-3) to 2 days.
Section 3.7.1 - There is mention of 1440 classes for "at least 36,000" users to be delivered in a combination of computer-based, web-based, instructor-led, and train-the-trainer courses. Please answer the following questions related to this section:	
Is 36,000 users a minimum limitation, can there be more users provided training than 36,000?	Yes, this will be based on the number of participants that the DOI supplied Webex tool can support.
Please define what computer-based, web-based, instructor-led and train-the-trainer mean for the purposes of these courses? Is it the methods of delivery, and if so please define those methods?	• **Computer-based and Web-based training provides** an interactive learning experience between a learner and a computer in which the computer provides the majority of the stimulus, the learner must respond, and the computer analyzes the response and provides feedback to the learner. The interactive simulations will provide this type of experience for all the most important tasks included with using the CGE system. • **Virtual Instructor-Led Training (VLIT) is also Web-based:** a

	trainer will instruct the participants on how to use the CGE system by web-conference tool. The sessions can be recorded for future use if the agency web-conference tool includes that functionality. • **Train the Trainer** - training sessions in which vendors train the organization's employees, called super-users, to become in-house trainers in order to improve training quality and reduce training expenses.
Who has the authority to determine what as yet undefined delivery method is to be used for the 1440 courses to be delivered?	This will be determined jointly between DOI and Concur during the implementation process.
How long in duration is each of the 1440 courses?	One to two hours depending on the audience.
How many users may attend each of the 1440 courses?	This is based on the number of participants that the DOI supplied WebEx tool can support per class
Does the agency define the number of courses from the 1440 for each user role in this training option?	Yes
Section 3.7.1.1 - What do the "quick start guides" provide for information?	Step-by-step instructions and screenshots of travel, routing and approval, and administrative functions and actions that federal users/travelers will encounter within the CGE applicable to the user role(s) being trained (in Word format for editing purposes).

Section 3.7.1.2 - Are the webcast sessions limited to just training trainers or end users? Can a combination of the two be selected, as an example 50 train-the-trainer sessions and 200 end-user sessions?	Webcast session can be focused on train the trainer or end users. DOI and Concur will work together during the implementation process to identify the appropriate number of sessions for end users and training the trainer (not to exceed the 1440 classes)
Section 3.7.1.2 - Are end-user sessions available for all system user roles?	Yes, end user sessions are available for the 7 user roles defined in the Master Contract
Section 3.7.1.2 - How long is each web cast session under this option?	Approximately one to two hours
Section 3.7.1.2 - Is Training preparation part of this proposed deliverable or is it an extra cost?	Training preparation is included with the purchase of the Base Training package in Service Level D as well as Training Options one and two.
Section 3.10 – There appear to be several items missing from this section. There is mention earlier in section 3, of both a detailed project plan and kickoff meeting, are they not supposed to be listed here as well?	The implementation plan is the project plan has been identified as a contractual deliverable. We do not identify the kick-off meeting in this section but contractually it will be held within 10 business days of task order acceptance
Appendix A, Concur Assumptions – Many assumptions are dependent upon "project" status or completion. What does Concur define as the "project"? When does Concur consider the project complete?	The implementation project is considered completed once Concur has fulfilled their post go-live support with either the agency being fully migrated or the implementation duration defined in the CLIN is met.
Appendix A, Concur Assumptions, number 2 – If "project completion" is considered the deployment of DOI under the CLIN 0005, then DOI must be able to implement several DOI specific requirement options prior to deployment of the Concur CGE system, as the task order is being done in a phased approach and the follow-on requirements cannot be delayed until project completion.	Concur will work with DOI to determine what specific requirements will be necessary for a complete go-live. Should these requirements cause the project to exceed the implementation CLIN duration additional funding may be required?
Appendix A, Concur Assumptions, number 5 – The assumption should be single project manager role; and what does Concur consider to be the definition of a "timely decision"?	Timely decisions would be defined as a any decision that is required to keep the project on schedule at a task and overall level.
Appendix A, Concur Assumptions, number 6 – This assumption can only be agreed too if it meets all PMI, and Federal Government project management standards.	Agree.

What is Concur's support of go live cutover and transition activities and immediate post production implementation go live support?	The Concur implementation team will support DOI for up to 6 months based on CLIN 0005AD. Support will be defined as any configuration activity in regards to the initial set up.
For example, will support be provided for 30 days after initial deployment as a part of implementation services?	The Concur implementation team will support DOI for up to 6 months based on CLIN 0005AD. Support will be defined as any configuration activity in regards to the initial set up.

The following items have been agreed upon in order to move forward with the award for the ETS2 order:

1. **120,0000 profiles which includes:**
   - Organization loads
   - Route Lists
   - Groups
   - The Automation Tool may only be needed for future profiles after the current implementation. The Government can make that determination at a later date. Also, the Government's systems administrative functions are not dependent on tool.

2. **Format for profile data**
   - Concur will provide their standard format/template for the profile data
   - This includes assistance from Concur to ensure structure of data is loadable
   - Government is responsible to validate data content

3. **Training includes the following:**
   - One (1), two (2) day session of train- the- trainer (25 people)
   - 24 session (6 days total) 2,400 people for VLT training
   - Government provided location at two sites - 1 Washington Metropolitan area and, 1 Denver
   - Standard embedded on-demand training link to pre-recorded self-paced training module

4. **Project Management/Implementation**
   - Standard implementation as included in the Master Contract and proposed for Service Level D Implementation.
   - Milestone goals remain in place without incentives

5. **Training Policies**
   - System configurations based on current DOI policies and include both hard and soft edits under the Dynamic document processes. For the sake of clarity, since this is under "training policies" Quick Start guides based on specific DOI policies are not included in Service Level D. Standard Quick Start guides are included.

6. **Dynamic Documents** (30) includes defining all configurable elements within a single document with up to 30 documents being configured

7. **Workflows** are configured templates to address different travel scenarios and discreet or conditional travel circumstances.

8. **TMC (Travel Management Center)**
   - Government wants right to "approve" Concur recommended TMC
   - Concur also must approve its subcontractors, specifically the embedded TMCs. Concur will gladly work in partnership with DOI to ensure the optimal service for DOI.
   - Open to discussions if Government has issues with Concur 's recommended TMC
   - No plans to use SATO (DOI's current TMC).
   - El Sol, Manassas and Omega are current recommendations; Robert Smith will verify and get approval for submission to Concur via Contracting Officer.

9. Integration
- Current offering includes all standard integration attachment provided does differentiation between standard and customized integrations.
- CLIN 0013 supports customization and is done via a Time and Materials (T&M) basis.
- DOI has provided current As-Is design specifications to Concur
    a. Concur will review the Government provided design specifications in order to identify what integration work elements are standard and what is custom based on Concur's contract definition and provide the DOI their interpretation no later than two calendar weeks after countersigned award is received by DOI.
    b. Government will ensure the potential To- Be list is separately identified for Concur to state what is considered Standard versus Custom ,which is to be provided to the DOI no later than two calendar weeks after countersigned award is received by DOI.
- Secure File Transfer Protocols (SFTP)
    a. Concur currently supports SFTP through a public key which is different than currently utilized for DOI/FMBS process.
    b. Web Service part of Concurs standard offering under CLIN 0019 via FFP
    c. DOI to verify if this is an acceptable approach via Concur's standard offering or if another negotiated process is required.
- Need time to review attachments received from Concur as it pertains to integration. DOI will discuss any issues with Concur regarding their documentation contained in the attachments.
- DOI will provide ready access to subject matter experts for answers to any integration questions posed by Concur.

BISON CONNECT

Fwd: Attachments to Task Order D13PD00188

10 messages

Nadybal, Leonard <leonard_nadybal@nbc.gov>   Mon, Jan 14, 2013 at 4:10 PM
To: Lala Ragimov <lala.ragimov@concur.com>, Robert Smith <robert_smith@ios.doi.gov>, Matt Gibbons
<Matt.Gibbons@concur.com>
Cc: Lori Hearns-Griffin <lori.griffin@aqd.nbc.gov>

Here are the 7 attachments to the ETS2 task order document.   Match the titles in the attachments to the
numbers on the last page of the order document to get the correct attachment numbers as they will apply to the
order and as I'll have them titled in headers I'll insert on each before I distribute the final signed document.
Regards
LN

--------- Forwarded message ---------
From: **Hearns-Griffin, Lori** <lori_griffin@nbc.gov>
Date: Mon, Jan 14, 2013 at 11:23 AM
Subject: Attachments
To: "Leonard Nadybal\"" <leonard_nadybal@nbc.gov>

Len,

here are the attachments per your request

📊 **Attachment 4- Interface Actions.xlsx**
29K

📊 **Attchment 5- DOI Bureau Identifier List.xlsx**
13K

📄 **ETS2 Short version ATT 2 - Negotiated Agreement Items w Concur inputs 20130111 2pps final.pdf**
37K

📄 **D13PD00188 ETS2 ATT 1 Revised Concur Offer - final pt.pdf**
128K

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7 attachments

📄 **Attachment 1- Real Time Acct Code Verification.docx**
725K

📄 **Attachment 2- Trip by Trip Voucher.docx**
2565K

📄 **Attachment 3- Disbursement Notification.docx**
753K

Interface Functional Specification Design
Department of the Interior
IF76 / Travel Voucher Interface

Interface Functional Specification Design

Title: FSD_IDD_IF76_Trip by Trip Voucher

Description: Travel Voucher Interface

The document describes the process to create travel vouchers from GovTrip and various positive and negative status messages returned.

FSD Number	IF76
Version	6.0
Creation Date	January 12, 2007
Author(s)	Tom McDonald
Last Update Date	02/07/2011
Last Updated By	Laura Lane

Interface Functional Specification Design
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Interface Functional Specification Design
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1.0 Overview

1.1 Purpose of Document

The purpose of this document is to describe the functional requirements of IF76. Intention is for a Request and Response in this interface between the Northrop Grumman (NG) 'GovTrip' system and FBMS. The purpose of each 'Request' (GovTrip to FBMS) is to provide the data necessary for FBMS to create Travel Vouchers (vendor invoices) related to travel reimbursement. GovTrip will send 'Requests' to FBMS, of any accumulated travel voucher transactions as they occur; FBMS will return a Response within five (5) minutes.

On the 'Response' side, FBMS will accumulate and pass back to GovTrip certain defined status messages related to either posting or return of inbound records. Posted records (Travel Vouchers successfully created in FBMS) will return a financial document number and status message indicating the document was 'posted' in the system. Certain returned GovTrip Requests will have both a user friendly status message plus, an appended system message – further indicating the cause of any issues encountered. Status messages could identify inconsistencies in master data (i.e. Vendor code, LOA elements) or, with obtaining a fully derived Line of Accounting (LOA) or, a funds availability issue related to a particular fully derived LOA or, a GovTrip Request/record with an outstanding advance.

A 'Response' is not considered complete until all records coming from the 'Request' are either posted or returned and confirmation in either case, complete. Each Request could contain multiple transaction records; each record, potentially, could have multiple lines with potentially varied lines of accounting and amounts. All lines from any given record will only make reference to one DOI Bureau.

The following sections below outline the process, mapping, test scenarios, details and steps for this object.

1.2 Intended Audience

- FBMS Business Process Team
- FBMS Application Development
- DOI Travel SME and Business Process Owners

1.3 Collaboration Team

Name	Organization
Shandra Weese	FBMS – DOI
Laura Lane	FBMS – DOI
Jackie Lynch	FBMS – DOI/PFM
Cindy Halbert	FBMS – DOI/BLM
Bernadette Herrera	FBMS – DOI/OSM
Robert Smith	FBMS – DOI/MMS
John Walbert	FBMS – DOI
Jeff Hartmann	FBMS – IBM

Interface Functional Specification Design
Department of the Interior
IF76 / Travel Voucher Interface

Tom McDonald	FBMS – IBM

1.4 Review Team

Name	Role	Contact Information	Approved Date
Shandra Weese	FBMS – SME	Shandra_Weese@fbms.doi.gov (303-202-4034)	
Laura Lane	FBMS – SME	Laura_A_Lane@fbms.doi.gov (720-951-1209)	
John Walbert	FBMS – PMO	John_Walbert@fbms.doi.gov (703-793-5581)	
Jeff Hartmann	FBMS – IBM	Jeff_Hartmann@fbms.doi.gov (571-246-3562)	

1.5 Definition of Terms

Terminology	Description
BLM	Bureau of Land Management
MMS	Minerals Management Service
OSM	Office of Surface Mining
LOA	Line of Accounting
GL	General Ledger
NG	Northrop Grumman
GovTrip	Northrop Grumman Travel Mgmt. System
Request	Inbound from GovTrip
Response	Outbound Response from FBMS
EAI	Enterprise Application Integration

1.6 Assumptions and Constraints

1. For any inbound ('Request'), FBMS will either (1) **post** or, (2), **return** a transaction and this will be on the document level (i.e. not at a line item level); all inbound Requests must have values greater than zero (thus, no negative values).

2. Inbound Requests for traveler voucher creation will be net of any centrally billed credit card vendor reimbursements; this netting is to be performed in the GovTrip system.

3. Should any record from any inbound Request encounter an outstanding travel advance for any given vendor, the record will be returned with an appropriate status message. **Notes:** (1) FBMS System cannot distinguish between PCS and TDY travel advances, (2) Manual Travel Voucher process required to accommodate any vouchers with outstanding Travel Advances.

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4. NG GovTrip will identify each inbound record with a unique organizational ID (i.e. 'S000' - OSM, 'M000' - MMS, 'L000' - BLM – currently); FBMS will verify that the GovTrip provided bureau business area matches the business area of the cost center for each record.

5. One GovTrip record may have multiple lines but all lines will reference the same organization code (i.e. the same Bureau Business Area for each line).

6. Inbound Requests from GovTrip will be triggered by GovTrip; Responses will occur every five (5) minutes.

7. In each Request, GovTrip will provide a nine (9) digit alpha-numeric Transaction ID, an eight (8) digit Vendor Code (4XXXXXXX), the expense related General Ledger (GL) Account (6100.XXXXX), the traveler ten (10) digit cost center as well as other partial or full Bureau specific cost and funding information (i.e. WBS Element, Fund, Functional Area) – **all per line, per record.**

8. Should a failure (return) occur on the first line of any transaction record, FBMS will capture and proceed to a second line or third line, etc. A return status message will be recorded and stored for that transaction record line until all transaction records within any given Request have been completely processed. Responses will indicate line item number when appropriate.

9. All records for any given Request will have a Response corresponding to all records of the Request; they can be identified by Transaction ID.

10. GovTrip must resend any Request where no Response has been provided.

11. Confirmation (Response) of a posted or returned document – as well as an appropriate status message - will follow the receipt of any inbound Request from GovTrip.

12. In the event of a document failure (return), FBMS will provide a user friendly status message and an appended FBMS system error message. These messages could indicate master data, full LOA derivation, or funds availability issues (at that moment in time), for the specific dollar amount Requested.

13. Should a Transaction have similar Lines of Accounting, which roll-up to the same budgeted accounts, the FBMS program for vendor invoice creation will sum up the lines for funds availability purposes.

14. No FBMS system warning messages encountered as part of the vendor invoice creation process will be returned to GovTrip.

15. NG GovTrip will uniquely identify each transaction record with a nine character Transaction ID on each Request; each Response from FBMS will identify each record with this same Transaction ID.

16. GovTrip will not repeat the unique Transaction ID number it has assigned within any Request (i.e. Trans. ID will not be used twice in the same transmission to identify two different records).

17. FBMS will not verify or validate whether a vendor invoice already exists for any transaction (Transaction ID) as part of any new inbound Request.

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18. FBMS will map Transaction ID to the Assignment field in the Vendor Invoice on the Vendor line with a prefix added 'GT' (t/b used in IF78 – AOP). In the Reference field, at the header level of each invoice, the Transaction ID will also be inserted – without prefix 'GT'.

19. GovTrip will pass separate line item amounts for any record with multiple lines.

20. This FBMS interface will be reusable for other DOI bureaus (business areas) that come online for this process in future deployments; as such, the business area will not be static.

21. There will be no crosswalk table or data translation by FBMS.

22. FBMS will not send GovTrip the Vendor first and last names as part of IF76, only Vendor No.

23. GovTrip will perform any statistical sampling prior to any inbound transmission to FBMS. Any voucher reductions required based on audit results will be handled in GovTrip. SAP Statistical Sampling configuration will exclude Travel document type 'KT' as being subject for statistical sampling.

24. The technology for the outbound side of this interface will be determined by collaboration of the DOI Technical Team, FBMS AD Team and NG technical staff.

1.7 Change / Version Control

No.	Date	Object	Description of change	Name
0.1	1/23/2008	Entire Document	Prepare Draft of IF76	Tom McDonald
0.2	1/29/2008	Entire Document	Revise Draft based on AD Team review, internal comments and limited DOI comments.	Tom McDonald
1.0	1/29/2008	Entire Document	Revised Draft to include DOI PCS/Travel Lead desire to include a custom table to store all GovTrip Request (records and lines) and Response (messages) for a ninety (90) day period.	Tom McDonald
1.1	2/12/2008	Sec. 1.6 (item 8)	Incorporate preliminary comments from DOI.	Tom McDonald
1.2	2/13/2008	Entire Document	Incorporate 2/12, 3:57pm email from S. Weese concerning default of Travel Mode "C" on inbound and assumption to add Fiscal Year to outside when a travel invoice created.	Tom McDonald
1.3	2/20/2008	Entire Document	Incorporate DOI and NG comments spreadsheet and S.Weese 2/19, 3:06pm email comments related to removal of any technical/TDS specific items. tjm	Tom McDonald
1.4	12/24/2008	2.2.2 #5	Verification of fund (before	Jeff Hartmann

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			FMDERIVE) should only occur if fund is greater than 3 characters per PSL_CR FBMS00024233	
5.1	08/27/2010	2.2.2 #10 (FBMS to GovTrip); 2.4.5 #9; 2.5.1 #7; 2.5.2 #4	Job to purge records from custom voucher display table (ZFIR_GOVTRIP_VOUCHER_DELE; ZVOUCH_DISP) should not be business area specific, and should use a non-bureau specific user ID. CR FBMS00045694.	Laura Lane
6.0	02/07/2011	2.2.11; 2.5.1	Add description of duplication prevention, per CIPR subtask 50559.	Laura Lane

1.8 Comments

NG will directly pass the organizational element (Bureau Business Area in FBMS ease) relating to any record.

Additional configuration of Travel Purpose and Authorization Types in FBMS may also be required as well as a change in the configuration of the FBMS Payment Statistical Sampling entry which identifies travel invoices (document type 'KT') as auditable.

2.0 FUNCTIONAL SPECIFICATION

2.1 Interface Information

2.1.1 External System

GovTrip

2.1.2 R/3 Transaction Code

ZTVL

2.1.3 Data Owner

Cindy Halbert – BLM
Bernadette Herrera – OSM
Robert Smith – MMS

2.1.4 Data Steward

Cindy Halbert – BLM
Bernadette Herrera – OSM

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Robert Smith – MMS

2.2 Development Object Functional Details

Process Flow

2.2.1 Description and purpose of the interface object

Description and Purpose:

The purpose of this interface is to create Travel Vouchers in FBMS which originate in the Northrop Grumman GovTrip system and to return status messages - indicating whether a record successfully creates a voucher or encounters an error.

The general process, prior to the voucher, begins with a Travel Authorization being created in GovTrip by the traveler. The authorization is then signed by the traveler and then flows to a manager for an approval. Later in the process, once the actual travel has been completed, the traveler creates a Travel Voucher in GovTrip, and after an approval, it will flow out to FBMS as a 'Request' with a 'Response' from FBMS to follow a short time later. In the process, the transaction Request is sent to FBMS to create the Traveler invoice. FBMS will derive the full LOA data from partial LOA data provided in each record. This full LOA derivation is based on a cost object(s) and the partial funding information provided. In addition to other possible issues/errors, an appropriate status message will be returned to GovTrip should the derivation fail for any reason. The status message will indicate the nature of any given problem. A user-friendly message and any system message encountered will be returned in the Response from FBMS.

This interface passes information in both directions GovTrip to FBMS and then FBMS to GovTrip.

IF76_TDY_Travel
Voucher Process.vsd

IF76_TDY_Travel
Voucher Process.doc

2.2.2 Desired functionality

The Bureaus desire the following functionality from this interface:

GovTrip to FBMS:

1. Verify the organization (S000, M000, L000 currently) from any record matches to Business Area (Bureau) from the Cost Center; each line should have the same Business Area

2. Verify the Vendor code is in FBMS

3. Determine whether there is a outstanding, paid travel advance against any specified vendor during the voucher creation process

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4. Verify the existence of the GL Account provided in any given record or line

5. Verify the existence of the Cost Object(s) provided in any given record or line. Verify that the fund exists for a specific business area if the fund entered is greater than 3 digits. The 3 digit limitation will allow bureaus to enter partial fund information. The partial fund can not be verified by bureau but will be validated during the actual posting of the entry to FBMS.

6. Through FBMS derivation rules, obtain the full LOA string for each transaction and verify whether the fully derived LOA is appropriate for the specified Bureau

7. Verify that funds are available for the fully derived LOA

8. Capture all Requests/records/lines from GovTrip into a custom FBMS table; a rolling ninety (90) day purge of data is sufficient

FBMS to GovTrip:

1. Should the existence of the traveler vendor master record not be found in FBMS, return the appropriate status message defined in the Outbound mapping (below, section 2.4.3) to GovTrip

2. Should no Cost Center exist in the inbound file, return the appropriate status message defined in the Outbound mapping (below, section 2.4.3) to GovTrip

3. Should the organizational code from GovTrip - for any given record/line - not match to the organizational code (Bureau business area) from the FBMS cost center; issue an appropriate status message indicating an issue with this record and note this issue in the Response

4. Should the existence of the GL Account master record not be found in FBMS, return the appropriate status message defined in the Outbound mapping (below, section 2.4.3) to GovTrip

5. Should the existence of the Cost Object(s) master record(s) not be found in FBMS, return the appropriate status message defined in the Outbound mapping (below, section 2.4.3) to GovTrip

6. Should the existence of a fully derived LOA not exist in FBMS or should it not fall within the specified range appropriate for the referenced organization/Bureau Business Area, return the appropriate status message defined in the Outbound mapping (below, section 2.4.3) to GovTrip

7. Should the existence of sufficient funds availability not be found in FBMS for the fully derived LOA, return the appropriate status message defined in the Outbound mapping (below, section 2.4.3) to GovTrip

8. For records which successfully create an invoice in FBMS, pass back the invoice document number along with other required fields (i.e. GovTrip unique Transaction ID and relevant status message indicating document creation)

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9. Update custom table of inbound Request by record by line with each Response and message by record by line; a rolling ninety (90) day purge of data is sufficient. The data should be accessible by the end users via the portal and must have sort functions available.

10. Program for rolling ninety (90) day purge of data should be able to run wide-open for all bureaus, and have the option to select business area. CR FBMS00045694.

2.2.3 Business Process Owner

Cindy Halbert – BLM
Bernadette Herrera – OSM
Robert Smith – MMS

2.2.4 Volume

The volume figures are estimated based on 2007 fiscal year data and figures:

D4 - Travel Vouchers:

BLM	60,000
OSM	10,000
MMS	4,250
	74,250

74,250 / 12 = approx. 6,200 per month or approx; 300 per day.

Note from BPD: *Compared to other DOI bureaus, OSM, MMS, and GovWorks have low transaction volumes. Beginning with D4 the volume of travel-related functions will increase significantly as FBMS is implemented for larger bureaus. D4 will add at least an additional 60,000 invoice transactions yearly. Once all of DOI is deployed, approximately 700,000 travel documents will be processed by FBMS annually. If an estimated four financial lines per document are processed, the total estimated line items to be reaches 2,800,000 line items per year. This is a conservative estimate and does not include the associated reporting data elements that will be interfaced to the BW reporting environment directly. The current Data Dictionary includes over 200 data elements per trip.*

2.2.5 Dependencies

- The GovTrip system will initialize all Requests to FBMS for voucher creation with Responses from FBMS occurring within every **five (5) minutes** or three hundred (300) seconds

- The inbound data records from GovTrip will be uniquely identified and these references will be returned with any outbound – FBMS to GovTrip – status messages encountered during the process will accompany Responses

- The appropriate status message returned for each record will depend on the success or failure of each record within each Request; returns could occur for several reasons and status messages are varied depending on the exact type of failure

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2.2.6 Data Flow Chart (From / To)
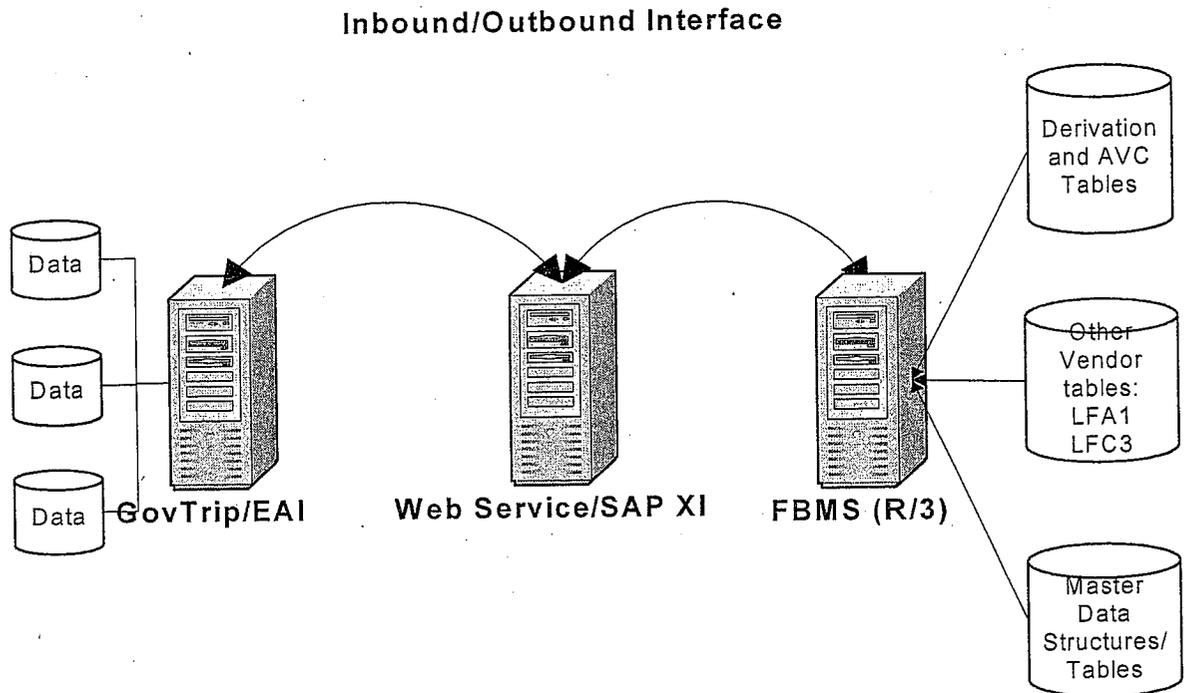
Inbound/Outbound Interface

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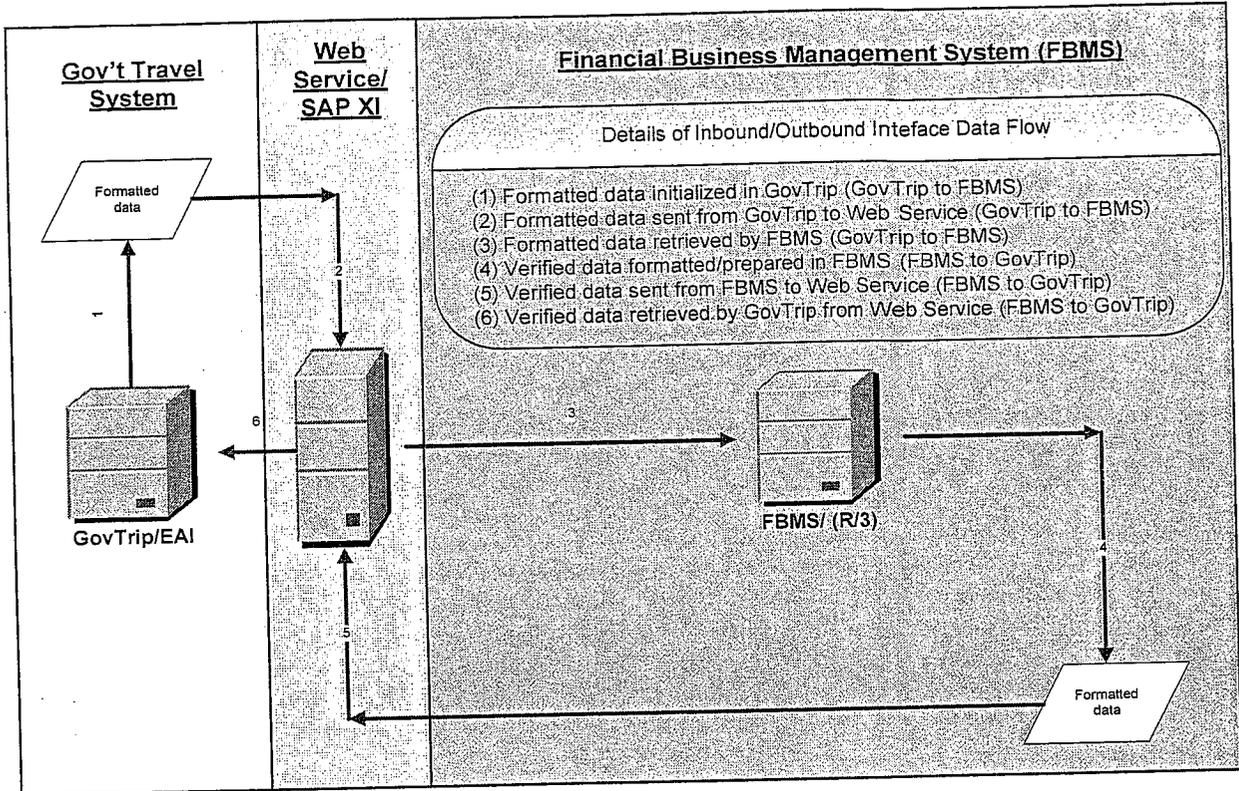
2.2.7 Error Handling

Error	Description	Action
System Error – Inbound Request from GovTrip cannot be processed	The inbound Request from GovTrip cannot be processed	GovTrip may receive a 'hard error' back and would need to resend any failed Request to FBMS
FBMS processing error	Backend FBMS system receives Request but cannot process the Request. In this case – up to a threshold limit – attempts will be made to reprocess the Request and forward to FBMS	Attempts to reprocess the Request again up to a predefined threshold/limit
FBMS outbound message/Response error	FBMS outbound message/Response related to any web-service Request fails to generate	Action will depend on type of technology utilized for Response

2.2.8 Selection Criteria

The Request from GovTrip to create the Travel Voucher will provide the necessary data to be verified and completed in FBMS. Minimally, this data will include a traveler vendor code, transaction identification, cost object (Cost Center), GL account, but could also potentially contain another cost

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object(s) (WBS Element, Order Number) and partial funds management related information. FBMS will verify the vendor code, check whether there is an existing travel advance for the vendor, derive certain necessary account assignment elements and then, finally, check funds availability on the particular combination of these account assignment elements.

The selection criteria for the inbound verification and voucher creation process are:

Initial Screen:

- Travel Begin Date (BEGINDATE)
- Travel End Date (ENDDATE)
- Travel Purpose (PURPOSE)
- Travel Mode (TR_MODE) – Default = "C"
- Authorization Type (TR_TYPE)

FB60 Screen (Header):

- Vendor (LIFNR)
- Amount (WRBTR)
- Reference (XBLNR)
- Assignment (ZUONR)

FB60 Screen (Line Item):

- GL Account (SAKNR)
- Amount (WRBTR)
- Cost Object(s):

    1. Cost Center (KOSTL)
    2. WBS Element (PRPS_EXT)
    3. Order Number (AUFNR)

- Fund (GEBER)
- Functional Area (FKBER)

Note: GovTrip to provide the necessary required minimal cost and funds related data to drive the full account assignment derivation else, an appropriate status message is returned in the Response.

2.2.9 Presentation Layer – Screen Shots

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```

GovTrip Travel Voucher Interface

```
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  ┌─────────────────────────────────────────────────────────────┐
  │ Travel Fields    Travel Begin Date          [        ]       │
  │                  Travel End Date             [        ]       │
  │                  Travel Purpose             [        ]        │
  │                  Travel Mode               [  ]               │
  │                  Authorization Type        [  ]               │
  ├─────────────────────────────────────────────────────────────┤
  │ Travel Voucher                                                │
  │                                                               │
  │        Vendor Code    [        ]   Reference    [        ]    │
  │        Amount         [        ]   Assignment   [        ]    │
  ├─────────────────────────────────────────────────────────────┤
  │                                                               │
  │        GL Account     [        ]   Cost Center  [        ]    │
  │                                                               │
  │        Line Amount    [        ]   WBS Element  [        ]    │
  │                                                               │
  │        Fund           [        ]   Order        [        ]    │
  │                                                               │
  │        Functional Area [       ]                              │
  │                                                               │
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```

Note: The FBMS AD team will likely not develop a custom user screen for this interface.

2.2.10 Restart / Recovery Requirements

If an issue or error is encountered when running the voucher creation program against any particular record coming from a Request, the system should stop the process, capture the issue or error within the processed step and report – on the Response side to GovTrip – the appropriate status message text as described within the process flow (section 2.2.1), data mapping (section 2.4.3) and program/interface logic (section 2.4.5) of this document. Else, if verification of all steps is complete and a travel voucher document successfully created, an FBMS document number and an appropriate status message will be returned to GovTrip. System errors (i.e. as errors in systems communication) will also be related back to GovTrip. GovTrip will need to resend any Request where a hard system error message is returned.

2.2.11 Security Requirements

No FBMS system user will execute this interface however an SSL Certificate and TLS will provide for appropriate levels of data security.

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To prevent duplicate invoice postings, the program checks each unique Transaction ID against the ZVOUCH_DISP table. If the Transaction ID is found, the voucher is not processed in FBMS and no financial invoice is posted.

2.3 References

2.3.1 Other Functional Contacts

Team	Name	Role	Office	E-mail address	Phone Number
FBMS	Jie Wei	FM Team Member	Herndon	Jie_Wei@fbms.doi.gov	703-332-2792

2.3.2 Other Technical Contacts

Team	Name	Role	Office	E-mail address	Phone Number
AD-IBM	Tony Montana	Appl. Develop Team	Herndon	Anthony_Montana@fbms.doi.gov	(215) 913-7332
AD-IBM	Raju Kumarasamy	Appl. Develop Team	Herndon	Raju_Kumarasa@fbms.doi.gov	(703) 593-9355
AD-IBM	Venu Bhupatiraju	Appl. Develop Team	Herndon	Venu_Bhupatiraju@fbms.doi.gov	(630) 209-6986
AD-IBM	James D. Presnell	Appl. Develop Team	Herndon	James_Presnell@fbms.doi.gov	(336) 337-0898

2.3.3 Other Documents and Links

TVL02 D4 Travel Integration with Gov1   TVL02 Integration with GovTrip Meeting   BPD TDY Process_Updated Ver   Gov_Trip_Format Map.xls   SWeese_Email_2_19_08_3_06pm.doc   Meeting Minutes_Weekly NG (

2.4 Mapping

2.4.1 Source System – Please detail technical attributes of the source system (Inbound into SAP)

System (SAP, Oracle, File, MQ Queue etc.)	Data Location (Folder, queue, IDOC, BAPI etc)	Environment (NT, AS400, AIX, Solaris etc.)	Typical File Size	Description (Flat file, SOAP, XML, etc.)
GovTrip				

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2.4.2 Source System's File Layout (Inbound in SAP)

Element Name	Element ID Number	Type Int, Char, etc.	Picture Format	Length	Description
REQUEST HEADER					
Organization ID		CHAR		4	Bureau Business Area (S000, M000 or L000 currently)
Travel Begin Date		DATS		8	Example: 01/01/2008; On initial Screen. FBMS auto. inserts backslash.
Travel End Date		DATS		8	Example: 01/14/2008; On initial Screen. FBMS auto. inserts backslash.
Travel Purpose		CHAR		7	On initial Screen
Authorization Type		CHAR		3	On initial Screen
Vendor		CHAR		17	Invoice Header
Transaction ID		CHAR		35	Invoice Header
Total Amount		CURR		13	Invoice Header
REQUEST LINE ITEM					
Line Item No.		NUM		2	Request Line Item Number
GL Account		CHAR		10	GL Account; Invoice Line
Line Item Amount		CURR		13	Line Item Amount; Invoice Line
Cost Center		CHAR		10	Cost Center (Mandatory)
WBS Element		CHAR		24	WBS Element
Order		CHAR		12	Order Number
Fund		CHAR		10	Fund
Functional Area		CHAR		16	Functional Area

2.4.3 Data Mapping

Inbound GovTrip Request

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Source File/Table	Source Element/Field Id	Conversion Rules/Logic	Default Value	Target File/Table	Target Element/Field	Comments
Request Header						
ZTR_Travel	BEGINDATE	Direct	None	GovTrip	Travel Begin Date	Initial Screen
ZTR_Travel	ENDDATE	Direct	None	GovTrip	Travel End Date	Initial Screen
ZTR_ Travel	PURPOSE	Direct	None	GovTrip	Travel Purpose	Initial Screen; can have multiple values
ZTR_ Travel	TR_TYPE	Direct	None	GovTrip	Authorization Type	Initial Screen
INVFO	ACCNT	Direct	None	GovTrip	Account or Matchcode for the next Line	Vendor number (Header)
N/A	GSBER	TV prog. to map NG org code to FBMS BA and verify against BA of CCTR	None	GovTrip	Organizational ID / Business Area	To be used by the program to verify inbound Org. ID to Business Area (GSBER) of Cost Center (KOSTL) for each line
INVFO	WRBTR	TV program to sum total lines and insert in amt. header	None	GovTrip	Amount in Document Currency	Amount (Header)
INVFO	XBLNR	Direct	None	GovTrip	Reference Doc. Number	Reference will hold GovTrip Trans. ID *without* 'GT' prefix
INVFO	XBLNR	Direct	None	GovTrip	Assignment Number	Assignment will hold GovTrip Trans. ID with 'GT' prefix
REQUEST LINE ITEM						

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ACGL_ITEM	HKONT	Direct	None	GovTrip	GL Account	SKA1/SAKNR
ACGL_ITEM	WRBTR	Direct	None	GovTrip	Amt. in Doc. Currency	Line Item Amount
ACGL_ITEM	KOSTL	Direct	None	GovTrip	Cost Center	CSKS/KOSTL
ACGL_ITEM	PROJK	Direct	None	GovTrip	WBS Element	PRPS/POSID or PROJK
ACGL_ITEM	AUFNR	Direct	None	GovTrip	Order Number	M_ORDEB/ AUFNR
ACGL_ITEM	GEBER	Direct	None	GovTrip	Fund	FMFINCODE/ FINCODE or GEBER
ACGL_ITEM	FKBER	Direct	None	GovTrip	Functional Area	TFKB/FKBER

Note: Document type ('Travel Invoice', 'KT') used for these GovTrip to FBMS travel invoices.

2.4.4 Crosswalk Description

As noted in the **Assumptions** section of this document **(1.6)** above, there will be no crosswalk table for this interface. This interface will have multiple exchanges occurring throughout the day which are intended to create travel vouchers in FBMS. Certain travel related statistics are captured on the initial screen from each Request to be used for future – not yet defined – reporting purposes.

2.4.5 Interface / Logic Detail

FBMS will process each inbound Request from GovTrip in the following manner:

1. Read Inbound data Request from GovTrip. For any given data record verify that the organization code provided for each line of that record corresponds to the appropriate Business Area (GSBER) for the Bureau associated with the Cost Center (KOSTL) of each line – multiple Business Areas are not acceptable. **Note:** Cost Center master record contains GSBER. Both should match; if not stop the process and issue **Message 1** in the Response for the record along with other required, relevant data below else, proceed to next step.

   Note: GovTrip will provide the Bureau Business Area to FBMS ('S000' - OSM, 'M000' – MMS or 'L000' - BLM). The GovTrip organization code for each Bureau (FBMS defined Business Area) will have to be verified in the voucher program to the FBMS Business Area of each Bureau. The Bureau Business area field can be found in the Cost Center master record and will be identified in every line of every record. Again, multiple Business Areas should never be found within one record else, a negative status message is returned (**Message 1**).

2. Call program ZTR_FB60 (Trans. 'ZTVL') and populate the fields from the inbound Request, directly (BEGINDATE, ENDDATE, PURPOSE, and TR_TYPE); TR_Mode (Travel Mode) will receive a default value, "C". Should any error message be encountered from insertion into these fields, issue status **Message 2 plus any system message** in the Response for the record along with other required, relevant data below plus any system message encountered else, proceed to next step. **Note:** Additional configuration in FBMS to map fields PURPOSE and TR_TYPE to GovTrip likely will be required; TR_MODE will receive a default value, "C".

3. 'Save' the initial selection screen fields and progress to transaction 'FB60' (Main Program: SAPMF05A or BAPI_ACC_Document_Post) – 'Enter Vendor Invoice: Company Code 1400' and proceed to next step. **Note:** Each line item from any Request/record should be simulated utilizing function module the necessary CO and FM master data tables for Cost Center, Fund, Fund Center, Functional Area, Funded Program and then function module FM_Account_Derive (ABADR_DERIVE_CHARACTERISTICS) and ZGL_Valid (same process as IF75), data of all lines held and then, if successful, passed to the BAPI in order to create the actual invoice.

4. From the inbound Request, insert the Vendor code provided into ACCNT. Should the Vendor itself not be valid issue status **Message 3 plus any system message** in the Response for the record along with other required, relevant data else, proceed to next step.

5. Verify whether any travel advance is currently outstanding for that vendor utilizing table LFC3; if so issue specify the appropriate status indicator "A" and issue **Message 4 (Note:** In the standard code of FB60, informational message '**F5096**' would be encountered – indicating an open travel advance for a vendor), in the Response for the record along with other required, relevant data below else, continue to insert additional required document header data information from each record for any Request: **Transaction ID (XBLNR), Total amount for all summed lines** (WRBTR) and again, **Transaction ID (ZUONR).** The word "ADVANCE" should

- Business process for Advances (from 2/14/08 Meeting Minutes notes; SWeese):
  – Rather than sending back a reject status to GovTrip when an advance is outstanding in the financial system, this interface will send back a third status of A for Advances. Three possible status's are as follows:
    • Y = Positive voucher posting in SAP. The SAP Document # will be passed back to GovTrip and stored in a new GovTrip field specifically for this.
    • N = Error in posting voucher in SAP. Rejection should be flagged in GovTrip and requires end user action. Text will be sent back along with this stating reason for rejection.
    • A = Advance. The voucher isn't posted in SAP via interface because manual intervention is required on the finance side, but the voucher isn't rejected. A rejection status should NOT be flagged on the GovTrip side since the The word ADVANCE should be populated in the field where the SAP Document # would originally go.

Note: Prefix 'GT' must prefix the (9) digit alpha numeric Transaction ID in field ZUONR, only; this will be used later in the data extraction process for IF78).

6. For each line of each record coming from the Request, insert the expense related General Ledger (GL) account number, each line item amount, Cost Center, WBS Element (if provided), Order Number (if provided), and any partial or full funding information provided (Fund, Functional Area) in BAPI_ACC_Document_Post following the process noted in item three (3) above. Process this input in the screen to determine any related issues or errors and table updates from validation of master data or derivation of the full LOA or any funds availability issues – all following logic of standard program code of the BAPI and process noted above in item three (3).

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Issue the relevant status **Messages 5 – 13 plus any system error message and line number (if line number can be identified by the standard program code)** that may be encountered in the Response for the record along with other required, relevant data else, proceed to next step.

7. Save the document and capture the document number for the Response. Issue status **Message 14** in a Response for this record along with other required, relevant data.

8. For each record within any GovTrip inbound Request, temporarily store status updates and then respond once all records have been processed in the system and as near to real-time in the Response as the processing permits.

9. Capture all inbound GovTrip Requests by record and line in a custom FBMS table. Update the table on the outbound Response with relevant status messages by record and by line. Schedule a purge of data to the table on a rolling ninety (90) day basis; purge job should be able to run a single job for all bureaus, with the option to run by business area. CR FBMS00045964

2.4.6 Target File (Only complete if non-SAP system)

Outbound GovTrip Verification File

Element Name	Element ID Number	Type Int, Char, etc.	Picture Format	Length	Description
LIFNR	Vendor	CHAR		8	Vendor code (same as no. from Request)
BELNR	Doc. No.	CHAR		10	Accounting Document Number
GJAHR	Fiscal Year	NUMC		4	Fiscal Year
XBLNR	Ref. Doc. No.	CHAR		18	Reference Doc. No. – Holds the GovTrip unique Transaction ID w/o prefix 'GT'
	Status	CHAR		1	Possible Values = 'Y' (indicates a posted document; Mess. 14), 'N' (indicates no document posted; Mess. 1-13 or, 'A' ('A' indicates an Advance item; Mess. 4).
	Line No.	NUMC		3	Line No. for Return Mess. 1-13
	Message 1	CHAR		Custom	"Business Area Not Verified – Please Contact FATA"
	Message 2	CHAR		Custom	"Travel Selection Fields Not Valid – Please Contact FATA"
	Message 3	CHAR		Custom	"Vendor ID Not Verified – Please Contact FATA" + Any System Error
	Message 4	CHAR		Custom	"Travel Advance Exists; No Voucher Created"
	Message 5	CHAR		Custom	"GL Account Not Verified – Please Contact Your Budget Person" + Any System Error

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		CHAR		Custom	"Cost Center Not Verified – Please Contact Your Budget Person" + Any System Error
	Message 6				
	Message 7	CHAR		Custom	"WBS Element Not Verified – Please Contact Your Budget Person" + Any System Error
	Message 8	CHAR		Custom	"Order Number Not Verified – Please Contact Your Budget Person" + Any System Error
	Message 9	CHAR		Custom	"Fund Not Verified – Please Contact Your Budget Person" + Any System Error
	Message 10	CHAR		Custom	"Functional Area Not Verified – Please Contact Your Budget Person" + Any System Error
	Message 11	CHAR		Custom	"Full LOA Could Not be Determined– Please Contact Your Budget Person" + Any System Error
	Message 12	CHAR		Custom	"Funds Availability Error – Please Contact Your Budget Person" + Any System Error
	Message 13	CHAR		Custom	"Contact NBC Help Desk at <email address>" + Any System Error
	Message 14	CHAR		Custom	"Travel Voucher Document Created" + System Message with Document Number

Note: Prefix 'GT' which is added to the GovTrip Transaction ID during the inbound Request for insertion into the Assignment field (ZUONR) should be removed if AD team utilizes this field to return this data to GovTrip, outbound. Ideally, AD team should just store temporarily or pass Transaction ID from field XBLNR (Reference).

2.4.7 Target System – Please detail technical attributes of the target system (Outbound from SAP)

System (SAP, Oracle, File, MQ Queue etc.)	Data Location (Folder, queue, IDOC, BAPI etc)	Environment (NT, AS400, AIX, Solaris etc.)	Typical File Size	Description (Flat file, SOAP, XML, etc.)
GovTrip				

2.4.8 Screen Mapping (Inbound to SAP)

Screen Text	SAP Table	SAP Field	Req.? Yes/No	Default	File/Table	Element/Field	Transaction Logic /

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			Value				Comments
Travel Begin Date	ZTR_Travel	BEGINDATE	Y		GovTrip	Travel Begin Date	Initial Screen Field
Travel End Date	ZTR_Travel	ENDDATE	Y		GovTrip	Travel End Date	Initial Screen Field
Travel Purpose	ZTR_Travel	PURPOSE	Y		GovTrip	Travel Purpose	Initial Screen Field
Travel Mode	ZTR_Travel	TR_MODE	Y	"C"	GovTrip	Travel Mode	Initial Screen Field
Authorization Type	ZTR_Travel	TR_TYPE	Y		GovTrip	Authorization Type	Initial Screen Field
Vendor	INVFO	ACCNT	Y		GovTrip	Vendor	Invoice Header Screen
Amount	INVFO	WRBTR	Y		GovTrip	Amount	Invoice Header Screen
Reference	INVFO	XBLNR	Y		GovTrip	Reference	Invoice Header Screen (Hold Trans. ID)
Assignment	INVFO	ZUONR	Y		GovTrip	Assignment	Invoice Header Screen (Hold Trans. ID with prefix 'GT' inserted)
GL Account	ACGL_ITEM	HKONT	Y		GovTrip	GL Account	Invoice Line Item Field
Amt. in Doc. Currency	ACGL_ITEM	WRBTR	Y		GovTrip	Amt. in Doc. Currency	Invoice Line Item Field
Cost Center	ACGL_ITEM	KOSTL	Y		GovTrip	Cost Center	Invoice Line Item Field
WBS Element	ACGL_ITEM	PROJK	Y		GovTrip	WBS Element	Invoice Line Item Field
Order	ACGL_ITEM	AUFNR	Y		GovTrip	Order	Invoice Line Item Field
Fund	ACGL_ITEM	GEBER	Y		GovTrip	Fund	Invoice Line Item Field
Functional Area	ACGL_ITEM	FKBER	Y		GovTrip	Functional Area	Invoice Line Item Field

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Note: (1) Field 'Order' (AUFNR) is not currently being used by the Bureaus. As such no LOA derivations will use 'Order' at this point in time. The Bureaus may use 'Order' at some point going forward however, use is not currently defined, **(2)** the GovTrip organization code (M000, S000 or L000) will be used by the FBMS Travel Voucher program for verification of the Bureau Business Area and will be used in the process to create the vendor invoice through the BAPI. The GovTrip organization code and FBMS Business Area will be one-to-one.

2.5 Testing and Validating Procedures

2.5.1 Detailed Test Plan

1. Run the interface program for each GovTrip Request received by FBMS, first verifying the Business Area of the Bureau used in each record/line verifying the organizational code provided (Bureau Business Areas M000, S000 and L000, currently) and verifying against the Cost Center master. Should Business Area from Request not be equal to Business Area from Cost Center master, issue appropriate status message above else, continue to process Request in program.

2. Insert data provided through each Request record into the initial Travel Field Selection Screen (**Fields:** Travel Begin Date, Travel End Date, Travel Purpose and Authorization Type. **Note:** Element 'Travel Mode' will receive a default value of "C"). Save data to process and move to vendor invoice screen. Test insertion of incorrect dates, travel purpose, travel mode and authorization type and related Response/appropriate status message. Should no errors be encountered again move through to invoice creation program.

3. Insert the Vendor code and validate whether any travel advances exist for this vendor. If so, stop the process and return the appropriate status message above else, continue to insert the Transaction ID in both the Reference field and Assignment field (Add prefix 'GT' when filling the Assignment Field) and sum-up the line amounts; insert to amount in invoice header. Continue to insert into vendor invoice (line item section) the additional data from each record and line of any Request (GL Acct., Line Item Amount, Cost Object(s), Funding Information).

4. Simulate and validate whether any master data, full account derivation or funding errors exist. If so, issue the appropriate status message above else, save the document, obtain the document number generated and respond with the appropriate status message indicating success. **Note:** Only message no. 14 indicates a successfully posted document; all other messages indicate a return relating to some process issue or error.

5. Tests should be positive and negative in order to verify continued sequence of steps through the process. All status messages must be tested; some messages will have a system error message appended to a user-friendly message as set forth above.

6. Test the insertion of results into the outbound Request which should minimally include: Vendor, Transaction Identification and an appropriate status message.

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7. Test update to custom table from both Request and Response. Test rolling ninety-day (90) purge of data from custom table. Test purge job by running open for all bureaus, and by specific bureau. CR FBMS00045694

8. Post a voucher with a unique transaction ID. Attempt to post again with the same transaction ID. 2[nd] attempt should fail, not producing a duplicate posting.

2.5.2 Validation and Reconciliation Information

1. Verify that the GovTrip organizational code provided (Bureau Business Area) for each record matches to the Bureau Business Area of the Cost Center for each line else, message 1 is issued in the Response.

2. Verify no errors persist during insertion of data from Request in either the initial Travel Field entry screen or the main program screen for vendor invoice entry else, one of the status messages 2-12 are returned in the Response.

3. Verify that for any record which successfully creates a vendor invoice in FBMS that a document number and status message 13 is returned in the Response.

4. Verify that deleted/purged records are removed from custom table. CR FBMS00045694.

2.6 Client Sign-Off

➤ *I have reviewed and accept this Functional Specification Design.*

_____

Signature

➤ *I have not reviewed yet still accept this Functional Specification Design.*

_____

Signature

➤ *I have reviewed and decline to accept this Functional Specification Design. (Client must provide explanation of declination in the space provided below.)*

Signature

Explanation of declination:
_____

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Interface Functional Specification Design

Department of the Interior

IF78 / Disbursement Notification

Interface Functional Specification Design

Title: FSD IDD IF78 Disbursement Notification

Description: This interface will send data back to GovTrip for those vouchers that were initiated by GovTrip into FBMS and subsequent disbursed to Treasury for payment. GovTrip will then send an email to the employee notifying them that payment has been processed for disbursement. In GovTrip – this notification would clear the item in GovTrip and put a paid stamp on the GovTrip voucher.

FSD Number	IF78
Version	6.0
Creation Date	November 13, 2007
Author(s)	Tom McDonald
Last Update Date	February 7, 2011
Last Updated By	Laura Lane

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1.0 Overview

1.1 Purpose of Document

The purpose of this interface is to generate an outbound file that will be used to update the DOI travel management system (GovTrip) with certain payment related information from FBMS. Following execution of the daily payment program run in FBMS, a custom program will find and extract the (1) transaction identification, (2) date of payment, and (3) amount of payment. Accumulated data will be inserted into a standard, flat file and returned (sFTP) to the GovTrip system. The program will be scheduled to run after successful completion of the daily FBMS Payment Program run (Note: The IF78 AOP interface should only be scheduled to run after the last payment program run of the day. Payment program runs for Travel related payments in FBMS are both scheduled or could be manually processed). IF 78 should be scheduled to run well after business hours or close to the next business day).

Invoices are created in FBMS via an inbound interface from GovTrip (IF76). A custom program ZTR_FB60 (Transaction Code: 'ZTVL') takes inbound information from GovTrip that links and feeds information to SAP transaction FB60 (Enter Vendor Invoice). Employees and Invitational Travelers are established as vendors in FBMS. Payment terms of Employees and Invitational Travelers are '0001' (Pay Immediately).

It is important that both systems are reconciled on a daily basis. Consequently, the outbound interface will extract one payment file, daily, of travel payment items.

1.2 Intended Audience

- FBMS Business Process Team
- FBMS Application Development
- DOI Travel SME and Business Process Owners

1.3 Collaboration Team

Name	Organization
Shandra Weese	FBMS – DOI
Jackie Lynch	FBMS – DOI/PFM
Cindy Halbert	FBMS – DOI/BLM
Bernadette Herrera	FBMS – DOI/OSM
Robert Smith	FBMS – DOI/MMS
John Walbert	FBMS – DOI
Jeff Hartmann	FBMS – IBM
Tom McDonald	FBMS – IBM

1.4 Review Team

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Name	Role	Contact Information	Approved Date
Shandra Weese	FBMS – SME	Shandra_Weese@fbms.doi.gov (303-202-4034)	
John Walbert	FBMS – PMO	John_Walbert@fbms.doi.gov (703-793-5581)	
Jeff Hartmann	FBMS – IBM	Jeff_Hartmann@fbms.doi.gov (571-246-3562)	

1.5 Definition of Terms

Terminology	Description
BLM	Bureau of Land Management
MMS	Minerals Management Service
OSM	Office of Surface Mining
AOP	Advice of Payment
NGMS	Northrop Grumman Management Systems
GovTrip	Northrop Grumman Travel Mgmt. System
sFTP	Secure File Transfer Protocol
FFS	Federal Financial System
EAI	Enterprise Application Integration

1.6 Assumptions and Constraints

1. The new custom AOP program to find and extract required payment data will process after the FBMS Payment Program run.
2. The start and execution of the custom AOP program will be dependant upon successful execution and completion of the daily FBMS Payment Program run (see section 1.1 notes above).
3. Execution of the AOP program will not be dependant upon the execution or completion of the FBMS Treasury Confirmation (payment) process.
4. Multiple vendor invoices – items payable to same vendor – will not be grouped for payment purposes.
5. If an advance is collected against a travel voucher the net disbursement amount will be the total of the voucher less the advance. This net amount will be passed back in the Advice of Payment file.
6. Only items that passed through the IF76 inbound interface from GovTrip to FBMS will be returned to GovTrip on the outbound side (IF78)
7. The unique Transaction Identification from GovTrip (used in the IF76 voucher creation process) will be passed back to GovTrip as part of the AOP outbound (Note: the FBMS 'Assignment' field (ZUONR) will be filled with this unique GovTrip Transaction Identification number, with prefix 'GT', for each document voucher item created within the inbound – IF76 – process; the prefix will not be returned to GovTrip on the outbound file)
8. The FBMS AD team will prepare an AOP payment file ASCII format with fixed width
9. FBMS will place the AOP file directly to the FBMS DX (Data Exchange) server for GovTrip to extract with ID/PW through its EAI component using sFTP
10. Currently, only Business Areas 'S000', 'M000', 'L000' are to be utilized in the selection criteria

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11. The FBMS AOP core program will be reusable for other DOI bureaus (business areas) that come online for this process in future deployments
12. No rejection status will be sent to GovTrip for items which did not pay; the rejection notification is part of the voucher/vendor invoice creation process and interface (IF76).
13. There will be no crosswalk table; this will be a direct file transmission via sFTP
14. If duplicate AoP record is sent over to GovTrip application and GovTrip has already stamped this record as "PAID" then GovTrip will disregard this record.
15. Any questions that an employee may have with regards to their payment need to be researched in SAP. Detailed accounting information will not be stored in GovTrip
16. Advances will not be entered into GovTrip. Advances will be entered directly into SAP. Employee should not enter voucher in GovTrip net of any advance. The employee must enter the full amount of the reimbursable item. Payment back to employee will be net of advance.

1.7 Change / Version Control

No.	Date	Object	Description of change	Name
0.1	11/15/2007	Entire Document	Initial Creation	Tom McDonald
0.2	12/07/2007	Entire Document	Incorporate DOI Travel/PCS Lead comments/ review of internal team	Jeff Hartmann
0.3	12/12/2007	Entire Document	Incorporate AD Team comments/ review	Tom McDonald
0.4	12/19/2007	Entire Document	Updated for Bureau comments	Jeff Hartmann
6.0	02/07/2011	2.2.11	Prevent duplicates, per CIPR subtask 50559. Version # changed to reflect deployment when change made.	Laura Lane

Comments

Vendor groups utilized for this process:

- ZDOM – Number range 70000000 – 799999999 – CCR Vendors
- ZEMP – Number range 40000000 – 499999999 – Employee vendors
- ZINV – Number range 50000000 – 599999999 – Invitational travelers

Payments rejected by Treasury after IF78 is processed will be researched and resolved manually by the Bureau Finance department. These corrections will not be sent back to GovTrip in the IF78 interface.

Concerning the Payment Program run: The IF78 AOP interface should only be scheduled to run after the last payment program run of the day. Payment program runs for Travel related payments in FBMS are both scheduled or could be manually processed). IF 78 should be scheduled to run well after business hours or close to the next business day).

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2.0 FUNCTIONAL SPECIFICATION

2.1 Interface Information

2.1.1 Source System
SAP

2.1.2 R/3 Transaction Code
N/A

2.1.3 Data Owner
Shandra Weese

2.1.4 Data Steward
Shandra Weese

2.2 Development Object Functional Details

Process Flow

2.2.1 Description and purpose of the interface object

Description and Purpose:

The purpose of this interface is to extract travel payables records from FBMS. One daily file will be extracted and will be used to reconcile GovTrip to FBMS for travel related payables. The file will be scheduled and set to run daily - following successful execution of the scheduled FBMS Payment Program Job. Outbound fields passed from the FBMS to GovTrip include:

Payables Outbound File to GovTrip from BSAK:

- Assignment (ZUONR)
- Clearing Date (AUGDT)
- Amount (WRBTR)

2.2.2 Desired functionality

GovTrip — SAP — Treasury
- Acct. Validation (IF75)
- PosAck/Reject (IF75)
- Voucher (IF76)
- PosAck/Reject (IF76)
- Disbursement Notification (IF78)
- Disbursement to Treasury

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Several types of travel related data pass in both directions to FBMS from GovTrip and from GovTrip to FBMS; interfaces IF75 (Real-time Account Code Validation), and IF76 (Trip by Trip Voucher) are the only FDS objects which are currently related to IF78.

In the specific case of IF78, an interface extract will generate an outbound file from FBMS of GovTrip travel payables items. The Advice of Payment file (AOP) file will be automatically generated on a daily basis; following the FBMS Payment Program run. Both interfaces (IF76 and IF78) will process on the same day for the same items however; it is possible that certain records for payment may have exceptions. The GovTrip unique Transaction Identification number, which will passed to FBMS in the inbound IF76 process, and will be populated into the Assignment field (ZUONR) of the vendor invoice line, will be passed back to GovTrip in the outbound file. Among other inbound data elements used to create FBMS vendor invoices, the Transaction Identification number uniquely identifies the GovTrip transaction record. Exceptional items (items that could not be paid) will need to be investigated manually in FBMS.

AOP interface should always include paid items from any previous AOP interface program runs regardless of number of payments runs or whether from a prior day(s) should the program interface have failed to execute on a prior day.

2.2.3 Business Process Owner

Shandra Weese -- FBMS

2.2.4 Volume

The volume figures are estimated based on 2007 fiscal year data and figures:

Travel Reimbursements:

BLM	60,000
OSM	10,000
MMS	4,250

2.2.5 Dependencies

- FBMS must have generated vendor (traveler) payables as part of the IF76 inbound process. Consequently, IF76 must process successfully prior to the FBMS Payment Program run

- Traveler must have been established in both GovTrip and FBMS prior to IF76 and IF78 processes

2.2.6 Data Flow Chart (From FBMS / To GovTrip)

FBMS

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FBMS to GovTrip
Advice of Payment

FBMS

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2.2.7 Error Handling

As information is extracted from FBMS tables, few, if any, errors are anticipated in building the daily required payables file for GovTrip. If the file is not successfully created, the program creating the file will return an error and program re-run until the file is regenerated, correctly. The program will record the last successful run in a SAP standard table (TVARC). If the file is not completed successfully then it will look to this table, determine when the last successful file was created and then produce a new file.

Error	Description	Action
File not successfully created	AOP failed to generate after successful run of the FBMS Payment Program	Return error and rerun process to validate that file is always created.
Program failure writing file to secure network location	File is created but not written properly to shared file location	Return error and rerun to validate file was written to the specified secure file sharing location
Records not readable by GovTrip	File transfers successfully and GovTrip rejects records due to unreadable records	GovTrip will process all successful records and contact FBMS/NBC with specific list of rejected records.
Program fails to initiate the transfer of the file via secure FTP	The outbound file was created but the process to transfer the file via sFTP fails	Rerun the process to transmit the file via sFTP

2.2.8 Selection Criteria

The FBMS program logic for selecting the appropriate payables data will utilize the Accounting Document Segment (BSEG) table to select invoice documents by Company Code, Business Area, Fiscal Year, Document Type, Document Number, Account Group, Clearing Date, Document number of the clearing document and Assignment (Note: Assignment filed to hold GovTrip Transaction Id with prefix 'GT').

2.2.9 Presentation Layer – Screen Shots

The following is a rendering of what the selection screen for the program may look like once it is developed for this object. A standard variant with specific selection criteria will be utilized by the automatic, scheduled run of the program developed for this object.

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Production Support Role). Creating and sending duplicate records to GovTrip results in confusion and additional travel support at the bureau level; however, duplicate files or records do not have any effect on FBMS.

2.3 References

2.3.1 Other Functional Contacts

Team	Name	Role	Office	E-mail address	Phone Number
FBMS	Brad Stooks	FM Team Member	Herndon	Russell_Stooks@fbms.doi.gov	703-332-2731

2.3.2 Other Technical Contacts

Team	Name	Role	Office	E-mail address	Phone Number
AD-IBM	Prashant Nanga	Interface Lead	Herndon	Prashant_nanga@fbms.doi.gov	(317) 345-7904
AD-IBM	James D. Presnell	Interface Team	Herndon	James_Presnell@fbms.doi.gov	(336) 337-0898
IBM	Gary Herzer	Appl. Develop Lead	Herndon	gherzer@us.ibm.com	(609) 320-1120
IBM	Tony Montana	Appl. Develop Team	Herndon	anthony.j.montana@us.ibm.com	(215) 913-7332

2.3.3 Other Documents and Links

2.4 Mapping

2.4.1 Source System – Please detail technical attributes of the source system

2.4.2 (Outbound from SAP)

System (SAP, Oracle, File, MQ Queue etc.)	Data Location (Folder, queue, IDOC, BAPI etc.)	Environment (NT, AS400, AIX, Solaris etc.)	Typical File Size	Description (Flat file, SOAP, XML, etc.)
SAP	Database Tables			

2.4.3 Source System's File Layout (Inbound in SAP)

INTERIOR FBMS

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GovTrip Payment Notification

Company Code
Business Area
Assignment
Account Group
Fiscal Year
Document Type
Selection Date & Time
Outbound File Path

☐ Log File Run

2.2.10 Restart / Recovery Requirements

If any errors are encountered during execution of the custom program to find and write records to the outbound GovTrip Advice of Payment file, the program should be restarted and executed again to ensure that a file is always generated to capture any prior AOP items that had not already been captured as part of a previous AOP interface run. Execution of this program needs to be made dependant of a successful execution of the FBMS Payment Program run(s). The custom Advice of Payment program must first validate that the daily FBMS Payment Program run(s) executed without errors.

2.2.11 Security Requirements

1. Nightly scheduled job run through Control-M
2. Recommendation is that a separate batch user id is set-up to execute the AOP program
3. To prevent duplicate files from being created by the program, the program looks to the TVARV table for the last run date, and only processes invoices posted since the last run date/time. Manually running this program can create duplicate records; only roles that understand the program and the repercussions should have access to run the program manually (Travel/PCS

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2.4.4 Data Mapping

Payment Outbound File to GovTrip

Source File/Table	Source Element/Field	Conversion Rules/Logic	Default Value	Target File/Table	Target Element/Field	Comments
BATCH HEADER						
File Type				govtrip_aop_yyyy mmddhhmiss		
No. of Records				govtrip_aop_yyyy mmddhhmiss		
Date				govtrip_aop_yyyy mmddhhmiss		
Time				govtrip_aop_yyyy mmddhhmiss		
DOCUMENT RECORDS						
None	None		AOP	govtrip_aop_yyyy mmddhhmiss	Record Type	Default requested by NG to include at the start of each record
BSEG	ZUONR/ASSIGNMENT	Direct Mapping		govtrip_aop_yyyy mmddhhmiss	Transaction Identification n	GovTrip Transaction Identification number
BSEG	AUGDT/CLEARING DATE	Direct Mapping		govtrip_aop_yyyy mmddhhmiss	Payment Date	FBMS Payment Date
BSEG	WRBTR/AMOUNT T	Direct Mapping		govtrip_aop_yyyy mmddhhmiss	Payment Amount	FBMS Payment Amount
FILE TRAILER						
No. of Records				govtrip_aop_yyyy mmddhhmiss		
No. of Line Items				govtrip_aop_yyyy mmddhhmiss		
Tot. Amount of Line Items				govtrip_aop_yyyy mmddhhmiss		

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Element Name	Element ID Number	Type int, char, etc.	Picture Format	Length	Description
N/A					

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2.4.5 Crosswalk Description

As noted in the Assumptions section of this document (1.6) above, there will be no crosswalk table in this interface. FBMS will prepare one ASCII fixed width file each day and place the file out to the FBS DX (Data Exchange) server for GovTrip/EAI to extract.

2.4.6 Interface / Logic Detail

The program logic for this interface will collect daily travel related payables, insert into a file and place the file on the FBMS DX (Data Exchange) server for GovTrip/EAI to extract each day. It must be scheduled to run only after a successful daily run of the FBMS Payment Program (see section 1.1 notes above). Data will need to be sorted to find the travel specific payments. Data should be filtered by selection criteria referenced in section 2.2.8; prefix 'GT', inserted during invoice creation, should also be used to verify correct paid invoices are captured for the outbound file. The program logic should find these documents, utilizing specific selection characteristics (below), and accumulate this data into a fixed width flat file (ASCII) for daily export via sFTP.

Since there will be other documents/payables updating in BSEG/BSAK also utilizing document type 'KT', the Assignment field (ZUONR) will be filled with a pre-fix 'GT' upon voucher creation (IF76) to help in the sorting process. The program logic for this interface/file generation should use the Assignment field, for one, to sort and eliminate any non-GovTrip related traveler payables.

Program Steps:

1. Collect paid invoices from BSAK/BSEG
2. Sort data utilizing selection criteria as referenced in section 2.8.8. and with document types specified ('KT' for invoices and 'ZP' for payment clearing document amount)
3. Any paid invoices should have prefix 'GT' in field ZUONR (Assignment) plus a nine character alpha/numeric (eleven characters in total)
4. Use the paid amount of the payment clearing document that had been inserted on the vendor line of the paid invoice when paid (as a result of payment program – F110 – run; 'ZP' document)
5. Strip-out the 'GT' prefix from ZUONR and insert the remaining 9 characters as the 'Transaction Identification' for each outbound file record.
6. The payment date is the clearing date (AUGDT) from the invoice document; insert for each record

(Note: The Assignment field (ZUONR) will contain a nine digit number (GovTrip 'Transaction Id') which is filled during voucher/invoice creation during the F76 process. This two character pre-fix 'GT' will be inserted in front of the nine digit Transaction Id number as part of the program logic to process travel related GovTrip vouchers/invoices in IF76 in the vendor line. This pre-fix must be stripped-out from the nine digit 'Transaction Id' in IF78; the return of the payment advice to GovTrip. The pre-fix again will only be inserted in the IF76 process to facilitate document sorting and selection in the IF78 – Advice of Payment - process). The paid amount to be collected by IF78 will always be equal to the amount of the clearing document (vendor line of invoice field AUGBL; document type 'ZP' – Payment Posting).

I. FBMS-SAP Tables/Structure:

- BSEG   Accounting Document Segment
- BSAK   Accounting: Secondary Index for Vendors (Cleared Items)

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II. Data Processing:

A. Find GovTrip specific Payables Items:

1. Company Code (BUKRS) = '1400'
2. Business Area (GSBER) = 'M000', 'L000', 'S000'
3. Assignment (ZUONR) = 'GT*'
4. Fiscal Year (GJAHR) = Fiscal Year of Document
5. Document Type (BLART) = 'KT'
6. Clearing Date (AUGDT) = Current Date

B. Write to File

- Transfer payment information/file to the FBMS DX for GovTrip/EAI to extract, daily. Note: each file record should have a prefix 'AOP' as was requested by GovTrip/EAI resource.

2.4.7 Target File (Only complete if non-SAP system)

Outbound File: govtrip_aop_yyyymmddhhmiss

Element Name	Type (int, Char, etc.)	Length	Description
BATCH HEADER			
FILE TYPE			File Type
NO. OF RECORDS			Number of records
DATE			Date
TIME			Time
DOCUMENT ITEMS			
Record Type	Character	3	AOP (default Value)
TRANSACTION ID	CHARACTER	9	Unique GovTrip transaction identifier for cross-reference purposes.
PAYMENT DATE	DATE	10	The (FBMS) payment clearing date
PAYMENT AMOUNT	DECIMAL	10	FBMS payment amount
FILE TRAILER			
NO. OF RECORDS			Number of records
NO. OF LINE ITEMS			Number of Lines
TOT. AMOUNT OF LINES			Total amount of line items

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2.4.8 Target System – Please detail technical attributes of the target system (Outbound from SAP)

System (SAP, Oracle, File, MQ, Queue etc.)	Data Location (Folder, queue, IDOC, BAPI etc.)	Environment (NT, AS400, AIX, Solaris etc.)	Typical File Size	Description (Flat file, SOAP, XML, etc.)
GovTrip	Folder			Flat file

2.4.9 Screen Mapping (Inbound to SAP)

Screen Text	SAP Table	SAP Field	Req.? Yes/No	Default Value	File/Table	Element/Field	Transaction Logic / Comments
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A – Outbound Interface

2.5 Testing and Validating Procedures

2.5.1 Detailed Test Plan

1. Execute the interface program as described in the Program/Interface Details section 2.4.6. with selection criteria as noted
2. Discard/eliminate any non-GovTrip invoices – among other fields for selection, sort on Assignment (ZUONR) to find documents with first two characters = 'GT'
3. Write one file in ASCII with fixed width and test secure FTP process
4. Test the ability of the program(s) to return an error message should the file fail to generate properly
5. Ensure that AOP file returned to GovTrip is net of any advances. As such, the payment document (Document Type 'ZP') linked to the vendor line of the cleared invoice is always the paid amount to be captured for IF78.
6. Validate that AOP file generated includes any prior day(s) items that were not returned to GovTrip previously by testing the file with "Log File Run"
7. Send duplicate Transaction ID to GovTrip.
8. Test interface processing after different types of payment runs (no check run, Treasury Run, Bank of America run). Ensure that no file is created after the "no check run" and Bank of America run.
9. Test file creation with Log File Run box checked.
10. Test file creation with Log File Run box unchecked.

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2.5.2 Validation and Reconciliation Information

1. Validate that all segregated payables/invoice numbers to be written to the flat file have pre-fix 'GT' inserted into the Assignment (ZUONR) field of the vendor line
2. Validate that all segregated payables/invoice numbers found with pre-fix 'GT' have this pre-fix stripped out before the nine digit Transaction ID is inserted into the outbound GovTrip Advice of Payment file
3. Ensure that the file is created daily, else return an error and loop/reprocess
4. Validate that the test file is written to secure location and the secure FTP process is enabled
5. Validate that item on AoP file are stamped as paid in GovTrip.
6. Validate that net amount of individual disbursement in employee record on AoP file is sent to employee in email notification from GovTrip.
7. Validate that AOP file generated includes any prior day(s) items that were not returned to GovTrip in previous file
8. Validate that, if "Log File Run" box is unchecked, that records are not recorded to the TVARC table.

2.6 Client Sign-Off

➤ I have reviewed and accept this Functional Specification Design.

_____
Signature

➤ I have not reviewed yet still accept this Functional Specification Design.

_____
Signature

➤ I have reviewed and decline to accept this Functional Specification Design. (Client must provide explanation of declination in the space provided below.)

_____
Signature

Explanation of declination: _____

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Requirement ID	Requirement Type	DOI Requirement	Mandatory Requirement SOW Reference	Required/ Optional	Column2
1	System Requirement	Ability for finance office review/audit prior to interface with financial system.		Required	
2	System Requirement	Auto-approve travel authorizations to allow tickets/reservations to be made		Optional	
3	System Requirement	Specialized Per Diem Locations (Camp/Backcountry Rates) flat rates, not further reduced on 1st & last day of travel to 3/4 of the rate. For any inbound XML, include all accounting master data fields identified by DOI for FBMS to derive and verify a valid Line of Accounting (LOA), and verify Funds Availability (AVC) (at that moment in time), for the reimbursable dollar amount requested	*From Master SOW (pg 61): b. Add/modify/delete custom per-diem rates (M&IE allowances and lodging rates), per-diem locations, and mileage by locality in accordance with applicable Federal regulations and effective dates; change POV mileage rates; and the capability to allow customer agency configurations for per-diem rates and mileage rates according to agency specific business rules;* *From Master SOW (pg 95): d. ETS2 standard data input/output (automated interface) shall contain any data necessary to support the functionalities listed below:* *i. funds availability checking, performed at any approval step (see Sections C.4.2.13.1 #2, C.4.2.14.1 #1, C.4.2.16.1 #1, C.4.2.18.1 #12, C.4.2.18.2 #8, C.4.2.19.1 #11, and C.4.2.21.1 #4 and #7);* *ii. accounting code(s) validation, performed at any approval step;* *iii. accounting code(s) update;* *And from pg. 53: 11) ETS2 shall support automation of synchronous integration with customer agency business systems such as funds availability checks and funds commitment/obligation(s)/de-obligation(s) at any and all stops within the workflow, as well as the ability to transfer accounting data with agency business systems within the standard data input/output content. ETS2 shall provide the customer agency configurable capability to store or report funds balance information and availability as required, such as for specific TDY trip authorization and/or the selected LO As.*	Required	
4	LOA Validation Interface	One Request XML will be sent from Concur to FBMS and will contain only one data record (authorization or voucher) to be verified; however, one data record could contain multiple lines – each requiring separate verification. Each XML Request will contain the Concur travel authorization number in the XML file name, as an identifier.		Required	
5	LOA Validation Interface	This inbound/outbound interface will use the Sonic MQ platform to send/receive XML messages using a SOAP wrapper from Concur into FBMS and use the SAP XI platform for sending responses from FBMS to Concur – real-time synchronous interface will use the SAP XI platform to send/receive data from GovTrip into FBMS and from FBMS to GovTrip – near real time	Interface Specification *From the master SOW (pg. 95 & 96): 1) ETS2 shall provide a two-way exchange Enterprise Application Integration (EAI) capability and infrastructure/architecture to support near-real-time synchronous, asynchronous, and file integration with the business systems of Federal agencies, as well as with commercial systems as may be required to support business requirements such as funds availability checks, payment actions, etc.; 4) ETS2 integration with external business applications should perform all necessary format translations for inbound and outbound data exchange;*	Required	
6	LOA Validation Interface			Required	

#	Interface	Description	Specification / Source	Status
7	LOA Validation Interface	FBMS/SAP XI will generate the structures for both the inbound and outbound files and provide Concur the required XML schema and URL to invoke the service	*From the master SOW (pg. 96): 4) ETS2 integration with external business applications should perform all necessary format translations for inbound and outbound data exchange;*	Required
8	LOA Validation Interface	Concur will uniquely identify each transaction record to be verified on each Request; FBMS will report any status messages associated with any transaction record/lines in the Response	Interface Specification	Required
9	LOA Validation Interface	All messages returned to Concur will be displayed onscreen for the traveler/user to view, immediately upon receipt from FBMS.	Interface Specification	Required
10	LOA Validation Interface	Status messages returned to Concur by FBMS will be related directly to supplied data elements, the derived full string of account assignment elements and finally, funds availability of the fully derived account assignment elements or LOA	*From the master sow (pg. 59): 1) Configurable, timely, and context sensitive ETS2 emails, notifications, and message.....*	Required
11	LOA Validation Interface	Frequency of checks for inbound Concur LOA and funds availability will be performed as close to real-time as technology permits	*From the master SOW (pg. 95): 1) ETS2 shall provide a two-way exchange Enterprise Application Integration (EAI) capability and infrastructure/architecture to support near-real-time synchronous, asynchronous, and file integration with the business systems of Federal agencies, as well as with commercial systems as may be required to support business requirements such as funds availability checks, payment actions, etc.*	Required
12	LOA Validation Interface	Concur unique transactions will be checked multiple times as part of the inbound Request; these checks may occur on the same day or subsequent days following creation of the line of accounting, signing of the travel voucher, approval of the travel authorization, signing of the travel voucher, approval of the travel voucher.	Interface Specification	Required
13	LOA Validation Interface	Concur will not repeat the unique transaction reference number it has assigned to each XML record within any given inbound transmission (i.e. the same unique reference number will not be used twice in the same transmission).	Interface Specification	Required
14	LOA Validation Interface	FBMS will not provide individual data element verification back to Concur for any derived LOA items; only whether the fully derived LOA has been verified and desired funds are available.	Interface Specification	Required
15	LOA Validation Interface	All document records coming from the verification process- whether pass or fail- will receive status messages that will be passed to Concur	Interface Specification	Required
16	LOA Validation Interface	The outbound Response will also be real time synchronous - return any status message(s) back to Concur again utilizing SAP XI and a Web Service	Interface Specification	Required
17	LOA Validation Interface	There will be no crosswalk table or data translation' this will be a direct - near real time synchronous transmission utilizing a Web Service between Concur and FBMS/SAP Exchange Infrastructure (SAP XI) technologies	*From the master SOW (pg. 95): 1) ETS2 shall provide a two-way exchange Enterprise Application Integration (EAI) capability and infrastructure/architecture to support near-real-time synchronous, asynchronous, and file integration with the business systems of Federal agencies, as well as with commercial systems as may be required to support business requirements such as funds availability checks, payment actions, etc.;*	Required
18	Travel Voucher Interface	For any inbound ('Request'), FBMS will either (1) post, or, (2) return a transaction with error message and this will be on the document level (i.e. not at a line item level); all inbound Requests must have values greater than zero (thus, no negative values).	Interface Specification	Required

#	Type	Description	Artifact	Status
19	Travel Voucher Interface	Current ETS interface: Inbound Request for traveler voucher creation will be net of any centrally billed credit card vendor reimbursements; this netting is to be performed in the Concur system. Desired ETS2 interface: Inbound Request for traveler voucher creation will include all centrally billed (CB) credit card transactions; these CB items will be identified as CB, so that FBMS can record appropriately.	Interface Specification	Required
20	Travel Voucher Interface	Should any record from any inbound Request encounter an outstanding travel advance for any given vendor, the record will be returned with an appropriate message status. Current ETS1: FBMS system cannot distinguish between PCS and TDY travel advances, Manual travel voucher process required to accommodate any vouchers with outstanding Travel Advances.	Interface Specification	Required
			From the Master SOW (pg. 96): 1) ETS2 shall utilize the standard element naming conventions that are available in Attachment 14, E-Gov Travel Service Standard Data Elements, or alternatives as needed to accommodate customer agency business needs and implementation capabilities. Contractor will maintain a mapping between any alternatives and ETS2 Standard Data Elements;	
21	Travel Voucher Interface	Concur will identify each inbound record with a unique organizational ID to be provided by DOI (i.e. 'S000' - OSM, 'M000' - BOEM, 'L000' - BLM, 'G000' - USGS, 'R000' - BSEE 'T000' - BIA, 'F000' - FWS, 'P000' - NPS, 'A000' - IA, 'R000' - BOR); FBMS will verify that the Concur-provided bureau business area matches the business area of the cost center for each record.	Interface Specification	Required
22	Travel Voucher Interface	One Concur record may have multiple lines but all lines will reference the same organization code (i.e. the same Bureau Business Area for each line).	Interface Specification	Required
23	Travel Voucher Interface	Inbound Request from Concur will be triggered by Concur; Responses will occur every five (5) minutes.	Interface Specification	Required
24	Travel Voucher Interface	In each Request, Concur will provide an nine (9) digit alpha-numeric Transaction ID of no more than twelve (12) characters, an eight (8) digit Vendor Code (4XXXXXX), the expense related General Ledger (GL) Account (6100.XXXXX), the traveler ten (10) digit cost center as well as other partial or full Bureau specific cost and funding information (i.e. WBS Element, Fund, Functional Area) - all per line, per record.	Interface Specification	Required
25	Travel Voucher Interface	Should a failure (return) occur on the first line of any transaction record, FBMS will capture and proceed to a second line or third line, etc. A return status message will be recorded and stored for that transaction record line until all transaction records within any given Request have been completely processed. Responses will indicate line item number when appropriate. (FBMS requirement, nothing for Concur to do.)	Interface Specification	Required
26	Travel Voucher Interface	All records for any given Request will have a single Response corresponding to all records of the Request that can be identified by Transaction ID.	Interface Specification	Required
27	Travel Voucher Interface	Concur must resend any Request where no Response has been provided.	Interface Specification	Required
28	Travel Voucher Interface	Confirmation (Response) of a posted or returned document - as well as an appropriate status message - will follow the receipt of any inbound Request from Concur.	Interface Specification	Required
		In the event of a document failure (return), FBMS will provide a user friendly status message and append FBMS system error message. Concur will send (initiate) an email message to any email addresses associated with the traveler/profile, notifying the traveler that the document has failed, and include the FBMS user message. These messages could indicate master data, full LOA derivation, or funds availability issues (at that moment in time), for the specific dollar amount Requested. (FBMS requirement, nothing for Concur to do.)		
29	Travel Voucher Interface	Should a Transaction have similar Lines of Accounting, which roll-up to the same budgeted accounts, the FBMS program for vendor invoice creation will sum up the lines for funds availability purposes. (FBMS requirement, nothing for Concur to do.)	Interface Specification	Required
30	Travel Voucher Interface		Interface Specification	Required

#	Interface	Description		Status
31	Travel Voucher Interface	No FBMS system warning messages encountered as part of the vendor invoice creation process will be returned to Concur. {FBMS requirement, nothing for Concur to do.}	Interface Specification	Required
32	Travel Voucher Interface	Concur will uniquely identify each transaction record with a nine-character Transaction ID of no more than twelve (12) characters on each Request; each Response from FBMS will identify each record with this same Transaction ID.	Interface Specification	Required
33	Travel Voucher Interface	Concur will not repeat the unique Transaction ID number it has assigned within any Request (i.e. Trans ID will not be used twice in the same transmission to identify two different records).	Interface Specification	Required
34	Travel Voucher Interface	FBMS will not verify or validate whether a vendor invoice already exists for any transaction (Transaction ID) as part of any new inbound Request. {FBMS requirement, nothing for Concur to do.}	Interface Specification	Required
35	Travel Voucher Interface	Concur will pass separate line item amounts for any record with multiple lines.	Interface Specification	Required
36	Travel Voucher Interface	There will be no crosswalk table or data translation by FBMS; any crosswalk tables or data translation will be done in the Concur system.	Interface Specification	Required
37	Travel Voucher Interface	Concur will send the traveler's first and last names as part of the Interface.	Interface Specification	Required
		From the Master SOW (pg. 54): 1) ETS2 shall provide agencies and subordinate organizations the capability to set sampling parameters for their travel vouchers for audits, information requirements, or other purposes based on criteria determined by the customer agency. These parameters may include random sampling, cost thresholds, travel type, traveler identity, and so on. Statistical sampling requirements are contained in the Government Accounting Office's (GAO's) Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, "Fiscal Guidance"; and 2) ETS2 shall provide the capability for an audit error checking process that runs prior to each step in the routing process as configured by agency per C.4.2.25.1, #4,e.		
38	Travel Voucher Interface	Concur will perform any statistical sampling prior to any inbound transmission to FBMS. Any voucher reductions required based on audit results will be handled in Concur. SAP Statistical Sampling configuration will exclude Travel document type 'KT' as being subject for statistical sampling.	Interface Specification	Required
39	Travel Voucher Interface	The technology for the outbound side of this interface will be determined by collaboration of the DOI Technical Team, FBMS AD Team and Concur Technical staff. Only items that passed through the Travel Voucher Interface (IF805) from Concur to FBMS will be returned to Concur on the outbound side (IF805/IF806)	Interface Specification	Required
40	AOP Interface	The unique Transaction Identification from Concur (used in the IF805 voucher creation process) will be passed back to Concur as part of the AOP outbound (Note: the FBMS 'Assignment' field (ZUONR) will be filled with this unique Concur Transaction Identification number, with a 2-character prefix 'GT' to be determined by DOI for each document voucher item created within the inbound – IF805 - process; the prefix will not be returned to Concur on the outbound file.		
41	AOP Interface	Current ETS1 interface (IF806): The FBMS AD team will prepare an AOP payment file ASCII format with fixed width.	Interface Specification	Required
42	AOP Interface	Current ETS1 interface (IF806): FBMS will place the AOP file directly to the FBMS DX (Data Exchange) server for Concur to extract with ID/PW through its EAI component using sFTP.	Interface Specification	Required
43	AOP Interface	No rejection status will be sent to Concur for items which did not pay; the rejection notification is part of the voucher invoice creation process and interface (IF805).	Interface Specification	Required
44	AOP Interface			Required

#	AOP Interface		Interface Specification	Required
45	AOP Interface	There will be no crosswalk table; this will be a direct file transmission via sFTP.		
47	LOA Validation Interface	FBMS will validate the vendor number provided in the interface and include the corresponding vendor first and last names to Concur.	Interface Specification	Required
		Concur will send Foreign travel indicators for foreign travel and derive appropriate BOCs for foreign travel expenses by location/date combination. BOCs will be provided by FBMS; a domestic-to-foreign BOC crosswalk will be provided if needed.		
48	Travel Voucher Interface		Interface Specification	
49	Travel Voucher Interface	Transmit trip destinations to be stored in FBMS as part of IF805	Interface Specification	
50	Travel Voucher Interface	Transmit both reimbursable and centrally billed expenses with IF805. Indicate centrally billed expenses with commitment item 6100.21XXN0 indicating non-reimbursable and 6100.21XXR0 indicating reimbursable expenses	Interface Specification	
51	Travel Voucher Interface	Transmit conference tracking data in IF805		
		Perform an edit check within Concur system to prevent cross-bureau payments, such as comparing first character of Cost Center against first character of Business area; if character's do not match, do not transmit voucher to FBMS, unless override approval applied (see next sentence).		
		Provide routing element for override to allow for interviewee and 2 other allowable circumstances where this is allowable by DOI policy		
53	Travel Voucher Interface	Transmit first-class/premium class travel indicator for reporting	Interface Specification	
54	Travel Voucher Interface	Should a positive response be retuned to Concur with the FBMS document number '$', FBMS will create an automated job to remove the transaction id from the necessary FBMS tables and notification will be transmitted to Concur to re-transmit the transaction	Interface Specification	
55	Travel Voucher Interface	information to FBMS for posting. (FBMS requirement, not Concur.)	Included in Interface Specifications ... split disbursements, for example, allowing the customer agency and/or user/traveler to designate applicable expenses to be paid directly to CBAs, IBAs, GTRs, or other centrally billed accounts. ETS2 shall provide the capability, configurable by customer agency, to default expenses to a preferred method of reimbursement, such as CBA, IBA, and others; (pg. 52)· 3) ETS2 shall support conditional routing and notifications as configured at the customer agency and subordinate agency levels. ETS2 shall provide electronic routing and workflow of travel actions and notifications to the desktops of ETS2 users/travelers for information, coordination, review, and approval/rejection based on customer agency or subordinate agency policy and criteria. This includes the ability to: b. Route travel actions for approvals/rejections based on specific characteristics, configurable by customer agency, such as international travel, conferences, requests for actual expenses, specific funding citations, and others called for by the FTR 301-2. ETS2 shall include the ability to define different levels of approval based on customer agency configurable criteria for routing travel actions, such as routing for actual expenses based on a tiered percentage, for example, up to 150% to supervisory approval, 150% to 200% to agency head, and 200% to 300% to agency CFO.	
56	ETS2 Functionality	Allow for use of Centrally Billed Accounts for commercial transportation tickets with conditional approval for use of the Centrally Billed Account		

#	Category	Requirement	Source
57	ETS2 Functionality	Allow for reduction, offset of M&IE to cover non-allowable centrally billed expenses such as meals, movies, mini-bar, GPS, fuel for purchase, etc.	From the Master SOW (pg. 41): 5) ETS2 shall accurately and consistently calculate estimated authorized per diem in accordance with FTR 301-11 by factoring in leave and non-workdays, in-travel status, interrupted travel, reduced per-diem rates, and actual expenses, as well as M&IEs based on the TDY location(s) and date(s) of travel. These calculations shall be configurable business rules in accordance with the flexibility provided by the FTR as determined by customer agency-specific policy. It is important to note that TDY applies to the location where the work is performed rather than the traveler's lodging location
59	Air	ETS2 shall provide a means to track reservations that have not been fulfilled and ticketed. This may involve multiple processes, such as; tracking unapproved authorizations, tracking reservations for ticketing submission within the automated process	*From the Master SOW (pg. 101): 1) The Contractor shall provide basic reporting capabilities to users for process and operational information needs, as well as to GSA for Governmentwide summary-level reporting (e.g., strategic sourcing, required policy reports, etc.). Information needs include reports from the TAVS data as well as PNR data. Process information relates to information conveying status of travel documents (e.g., pending approvals, required policy reports).*
60	Air	ETS2 shall track reservations made on non-government contract carriers and provide aging reports on those reservations. ETS2 shall provide for a reminder prompt for: unticketed air reservations that will be cancelled due to lack of approval of the travel authorization, or that will increase in the cost due to changes in fare rules.	*From the Master SOW (pg. 101): 2) The ETS2 shall provide standard process reports reports listed in Attachment 3, ETS2 Standard Reports. Additional reports may be approved as standard reports by request of the agencies and upon approval by the ETS2 PMO;* From the master sow (pg. 59): 1) Configurable, timely, and context sensitive ETS2 emails, notifications, and message.....
61	Air	ETS2 shall provide for the immediate ticketing of all non-government contract airfares at the time the authorization is approved.	Interface Specification
62	Air		*From the Master SOW (pg. 62) h. Easily implement customer agency-specific policy changes such as altering the use of premium cabin service by Federal traveler grade or other parameters such as the number of international trips, or the length of the flight. Customer agency-specific policy changes will be determined by the agency;*
63	Air	ETS2 shall not allow the purchase of Premium class air accommodations through the ETS2 system. Such reservations must be made through TMC services.	*From the Master SOW (pg. 38): 21) ETS2 shall allow for special routing and approval levels for approvals/rejections based on specific characteristics such as international travel, conferences, requests for actual expenses, specific funding citations, use of CBA, and others called for by FTR 301-2;*
64	Air	ETS2 shall ensure that system administrators are notified when Premium class air accommodations are reserved and purchased through the TMC.	Interface Specification
65	Rail	ETS2 shall show rail reservations that reserve or ticket premium class accommodations.	Interface Specification

#	Category	Requirement	Source
66	Rental Vehicles	ETS2 shall default to compact cars as the preferred size of rental car for all DOI travelers. Larger size vehicles may be reserved but must require pre audit justification.	*From the Master SOW (pg. 62)f. Add/modify/delete other modes of transportation as determined by customer agency business rules and configurations, including ship, rail, and bus;*
67	Rental Vehicles	ETS2 and all TMC's will show only availability and rental car fares that are under the U.S. Government Rental Car Agreement	*From the Master SOW (pg. 62)f. Add/modify/delete other modes of transportation as determined by customer agency business rules and configurations, including ship, rail, and bus;*
68	Lodging	ETS2 shall accommodate the use of Non-Fedroom lodging	*From the Master SOW (pg. 19): 1) ETS shall enable users to search for available options and make transportation and travel arrangements including at a minimum: c. domestic and international lodging suppliers participating in FedRooms® and Government-preferred sources, as well as all published noncontract rates designated by the lodging supplier as reserved for authorized Government travelers, and all other discount rates that are advantageous to the Government as a result of any availability search sourced through the GDS or non-GDS live inventory booking sources. While it must be clear to the user that the use of FedRooms is not mandatory, ETS2 shall display to the user FedRooms® properties for first consideration by the traveler and separately from non-FedRooms® properties, and include a configurable and elective means to optionally select and record the most applicable FedRooms®-related explanatory codes (Note: Since FedRooms® is not required, this optional explanation shall be clearly identifiable to the user that it is an optional field), as provided in Attachment 10, Explanatory Codes;*
69	System Workflow	ETS2 administrative functions will be controlled in a hierarchical approach.	System Usage Setup
70	System Workflow	Assignment of administrative roles can be locked to allow only a certain higher level of administrator the ability to assign users to an ETS2 administrative role. As an example, if administrative roles are broken down into three levels of 1, 2, and 3, with 1 being the highest, then only a level 1 administrator may assign administrative rights to a level 1, 2, or 3 administrative role.	System Usage Setup

#	Category	Requirement	Source
71	System Workflow	Administrative rights may be assigned to individual organization or sub organization levels, with access being limited to only that organization which one is assigned.	*From Master SOW (pg. 79) ETS2 shall by default provide access to data only on a role-related, need-to-know basis. ETS2 shall restrict personnel access to those with a need-to-know in strict accordance with their roles and permissions, such as administrative user, travel approver, and financial analyst. Customer agencies will determine who within their organizations has the need to know specific information about the travelers and travel within their agency and how that data should be accessed based on the results of a Sensitivity Assessment, and will assign user roles accordingly*
72	System Workflow	The ability to run reports may be assigned to individual users without the need to have administration rights. The organizational scope of the reports will be limited to the sub organizational level to which the reports user is allowed access.	System Usage Setup
73	System Workflow	Administrative actions will be able to be tracked either by report or administrative log that are accessible to the government agencies high level administrators.	System Usage Setup
74	User Profile	User profile information will be configured to hide PII information and allow its viewing by only the user it belongs to.	System Usage Setup *From Master SOW (pg. 60) c. Create/modify/transfer user profiles and associated information/data, such as user access/roles, default accounting information, IBAs, organization of assignment, and so on.*
75	User Profile	User profiles shall be transferable between DOI bureau entities.	*From Master SOW (pg. 60) c. When transferring or deactivating user/traveler profiles there shall be no loss of historical travel transactions, such as authorizations, vouchers, local vouchers, and so on, and mechanisms shall be put in place to ensure the protection of Personally Identifiable Information (PII)/traveler data from the outgoing or incoming agency of the user/traveler as appropriate. ETS2 shall provide the capability to provide agency configurable role-based permissions to ensure separation of duties between levels of customer agency administrators; From the Master SOW (pg. 16):3) Traveler profile data shall be "auditable," that is, ETS2 shall keep track of changes to profiles and who affected the changes on what date, so that the Government can determine when erroneous or fraudulent activity has occurred and by whom;*
76	User Profile	Documentation for a user shall reside with the organization. If a user profile is transferred to another organization or bureau, the travel documentation created under the losing organization shall remain with the losing organization.	
77	User Profile	Profile edits shall be able to be tracked, by either reports or administrative logs.	System Usage Setup
78	User Profile	Charge card information in the in document profile shall be viewable by only the user it belongs to.	

#	Category	Description	

80 Organizational Uniqueness

DOI will have a standard organizational structure in ETS2. The organization would be based on the Department with sub-organizational bureaus and further breakdown to regions or program elements within the bureau.

From Master SOW (pg. 61) 1) 3) ETS2 shall provide customer agencies with the ability to:
a. Upload properly formatted data, including but not limited to organizational structure data, traveler profiles, routing lists, lines of accounting, CBAs, and other administrative data necessary for ETS2, in a timely manner or as determined in the customer agency task order; and

81 Organizational Uniqueness

DOI OIG would need to have a separate stand alone organization structure that is separate from the DOI organizations.

From Master SOW (pg. 61) 1) 3) ETS2 shall provide customer agencies with the ability to:
a. Upload properly formatted data, including but not limited to organizational structure data, traveler profiles, routing lists, lines of accounting, CBAs, and other administrative data necessary for ETS2, in a timely manner or as determined in the customer agency task order; and

82 Accounting Codes

The DOI FBMS finance system has a unique process for account code structures. The entire account structure may be over 70 alpha numeric characters long and may be broken into four different elements: Fund, Functional Area, Cost Center, WBS Element, Work Order, and Real Estate Object. Not all elements of the account code may be needed to successfully interface with FBMS. Each bureau utilizes different derivation schema that requires input of only specific elements which will then cause a derivation of the remaining elements.

From the Master SOW (pg. 106): 1) The Contractor shall load or import all accounting codes and dynamic data, such as object class codes and expense categories, as mapped to the organizational structure in a format that is agreeable to the Contractor, the customer agency, and its incumbent travel services contractor.

83 Accounting Codes

For voucher expense claim the ETS2 system will accommodate further account code reporting through the derivation of the Agency Budget Object Code (BOC) by expense type, trip purpose and travel destination.

From the Master SOW (pg. 106): 1) The Contractor shall load or import all accounting codes and dynamic data, such as object class codes and expense categories, as mapped to the organizational structure in a format that is agreeable to the Contractor, the customer agency, and its incumbent travel services contractor.

85 Accounting Codes

ETS2 will interface with the DOI FBMS system to validate funds availability when the authorization is signed by the traveler or travel arranger and approved by the approving official on the authorization and voucher claim. This validation will be required in near real time. The ETS2 vendor will provide a detail explanation of their solution to accomplish this DOI requirement.

From the Master SOW (pg. 40): 1) ETS2 shall provide the capability to create travel authorizations, travel vouchers, and local vouchers; submit these documents through a customer agency-configured approval routing path; and provide funds availability validation and accounting transaction support when appropriate based on integration with an agency financial system, such as for specific trip authorization;

86 Accounting Codes

ETS2 shall allow for the assignment of travel costs to multiple accounting codes for official business trip taken on one authorization and its corresponding voucher. The allocation of expense to these accounts will be based on:

- Dates of travel
- Dollar amount
- Percentage
- Expense Category

From Master SOW (pg. 48): ETS2 shall provide the ability to cite multiple accounting lines (funding sources) and the ability to allocate travel costs by accounting line, for example, the dollar amount or percent across LOAs. In addition, ETS2 should provide for an automated interface of LOAs, funds availability, funds obligation, and funds liquidation with the customer agencies' business systems.

87 Authorizations/Vouchers

Each bureau and office of DOI has a unique business area identifier. ETS2 shall use the first character of the business area for the bureau as the first character identifier for authorizations. The second character shall correspond with the last two digits of the Budget Fiscal year in which the authorization was created. The remainder of the document identifier shall be a randomly assigned alpha number if filler not to exceed five characters. As an example, the DOI Office of the Secretary has a business area identifier of D000, and if the fiscal year is 2013, the document number would appear as D13XXXXX. Vouchers shall share the same identifier as the authorization, and have some means of identifying the voucher (to be determined by the vendor) as a voucher claim.

System Usage Setup

From the Master SOW (pg. 49): 1) ETS2 shall support split disbursements, for example, allowing the customer agency and/or user/traveler to designate applicable expenses to be paid directly to CBAs, IBAs, GTRs, or other centrally billed accounts. ETS2 shall provide the capability, configurable by customer agency, to default expenses to a preferred method of reimbursement, such as CBA, IBA, and

88 Authorizations/Vouchers

DOI uses an Integrated Charge Card. This card process allows for the issuance of one card that acts as both an individually billed account (IBA) and a centrally billed account (CBA). The charge card transactions merchant category code (MCC) derives how the specific transaction is coded, IBA or CBA. Because of the integrated card process, travelers will generally require reimbursement for their out of pocket expenses. This is usually a small amount and may not necessitate the need for multiple payment options. However, DOI reserves the right to discuss with the vendor the possibility of adopting multiple payment options of there is an identified need.

89 Interfaces

DOI expects to utilize the current standards it currently has with ETS for authorization validations and voucher claim transactions. An explanation of the current interface scheme with elements is provided.

RFQ Attachments

From the Master SOW (pg. 107: 1) The Contractor shall provide appropriate personnel to develop a

90 Interfaces

DOI would also require an interface to occur between ETS2 and the DOI SmartPay charge card vendor bank, J.P. Morgan Chase's system, PaymentNet. This interface will require the transmission of both IBA and CBA transaction data from PaymentNet to ETS2 to be populated on the individual voucher claim form for which the charge card transaction occurred.

MOU, an ISA, and an IA for each interface that will be deployed between ETS2 and a customer agency business system (see Section C.8.6., Integration Agreement Support);

Department of the Interior Bureau	FBMS Business Area Designator
Bureau of Indian Affairs	A000
Bureau of Land Management	L000
Bureau of Ocean Energy Management	M000
Bureau of Safety and Environmental Enforcement	E000
Bureau of Reclamation	R000
Departmental Offices	D000
Fish and Wildlife Service	F000
National Park Service	P000
Office of Surface Mining	S000
United States Geological Survey	G000

The above is a respresentation of the bureaus within the
Department of the Interior and the business area code
that is used to identify their business within FBMS.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1	9

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0001	07/22/2013		

6. ISSUED BY	CODE	D23	7. ADMINISTERED BY *(If other than Item 6)*	CODE	D23

DOI, National Business Center, AQD
Division 2 /Branch 3
381 Elden St
Suite 4000
Herndon VA 20170

DOI, National Business Center, AQD
Suite 4000
Division 2 /Branch 3
381 Elden St
Herndon VA 20170

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*	(x)	9A. AMENDMENT OF SOLICITATION NO.

CONCUR TECHNOLOGIES, INC.
Attn: ATTN GOVERNMENT POC
18400 NE UNION HILL RD
REDMOND WA 98052-3332

9B. DATED *(SEE ITEM 11)*

10A. MODIFICATION OF CONTRACT/ORDER NO.
X GS33FY0026
D13PD00188

10B. DATED *(SEE ITEM 13)*

CODE	0071332608	FACILITY CODE	

03/20/2013

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*	Net Increase:	$265,384.47

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-3 (c) Changes Time-and-Materials or Labor-Hours (Sept 2000)
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return ___1___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

A. Travel Services Provider (TSP) Selection: The government hereby formalizes the Department of
Interior's (DOI) notice dated Wednesday, March 6, 2013 (ATTACHMENT 1) selecting the following subcontractor firms as travel management centers (TMC) pursuant to the GSA contract. The pricing, the associated CLINS and relevant terms and conditions governing TMCs and this task order are contained in the Concur Technologies revised proposal to GSA dated February 15, 2012 (detailed Pricing Volume 1 in paragraphs C.4.2.11 and C.4.2.12) and in the Technical portion of Concur's revised proposal (Volume 2 in paragraph 1.17.3), all of which GSA has incorporated into its contract by reference. These documents are available for viewing at http://www.omb.max.gov. The costs of integration of these firms' activities and systems into the contractor's system are covered in the fixed price of the Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
		Leonard Nadybal	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		*(Signature of Contracting Officer)*	July 22, 2013

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
CONCUR TECHNOLOGIES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	basic major agency deployment this DOI's task order, and through fees levied for ongoing travel booking services provided to individual travelers. No additional funds related to TSP engagement and operations are obligated to this order by virtue of this modification.				
	The Travel Management Centers that the Department of Interior has selected, whose services the contractor shall engage are as follows:				
	El Sol 1575 W. University, Ste 102 Tempe AZ, Leslie Bramlett, VP Gov't. & Leisure Tvl. Ops., (lbramlett@elsoltravel.net) 480-6930213. (AK office: 1835 Bragaw Bl., Ste 125, Anchorage AK, Tel. 907-5654400).				
	Coverage Area: Alaska, Hawaii and Pacific island territories (i.e., Marshall Isl., Palau, Guam, Fed. States of Micronesia, Midway) (OCONUS)				
	Duluth 2860 Peachtree Industrial Blvd Ste. 1000 Duluth, GA 30097 Tel. 770- 8139144 Email: mytravel@duluthtravel.com				
	Coverage Area: Continental U. S. (CONUS) plus U.S. Virgin Islands and Puerto Rico (OCONUS).				
	B. Training- General. DOI's initial task order award included training, the cost of which was in the fixed price established for overall major agency system deployment. The price did not include or fund travel. Notwithstanding travel costs, and at no additional cost to the government, the nature of a portion of training that was to be performed "on-line" is changed to classroom training as detailed in subparagraph B.1., below. Additionally, and subject to the availability of funds, supplemental training detailed in subparagraph 2., below, is hereby added. See Concur's revised quotation to the Department of Interior dated June 19, 2013 (change 2). (ATTACHMENT 2).				
	Continued ...				

NAME OF OFFEROR OR CONTRACTOR
CONCUR TECHNOLOGIES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	With respect to incurring costs for transportation to and from venues to deliver training that;				
	- remains as initially priced,				
	- remains as initially priced but that is changed from on-line to on-site, and;				
	- added, supplemental training venues (including associated per diem for lodging, meals and incidentals), see TASK ORDER SPECIAL PROVISIONS, subparagraphs D.2.a. and D.2.b., below.				
	The added support CLIN (0030) and the training classes under CLIN (0040) are time-and-materials based, while CLIN 0010 remains firm, fixed price (but does not include travel, which is funded elsewhere). All quantities of labor hours, dollar values in prices and class quantities related to added training and travel in the respective attachments are "not-to-exceed" amounts. Showing such amounts does not commit the government to purchase total quantities.				
	With respect to invoicing for the price of added training and the costs of travel associated with all three types of training listed above, the contractor shall invoice against funds obligated herein by using rates and order/funding account line items (task order CLINS) noted below. For further details, see instructions in TASK ORDER SPECIAL PROVISIONS, subparagraph D.3., below.				
	1. Changed Training (previously contracted on-line & classroom combination, changed to strictly classroom): Sixty-four hours of the initially contracted combination of training on previously un-definitized topics is hereby changed to sixty-four hours of classroom-only training of DOI personnel on system reports (for a total of twenty-four hours) and "train-the-trainer" training (for the remaining forty hours). Details about the training (i.e., the syllabus, currently established schedule, participant eligibility and tentative locations) are shown in ATTACHMENT 3. This training will be provided by the contractor within the price of the basic major agency deployment (e. g., at no Continued ...				

NAME OF OFFEROR OR CONTRACTOR
CONCUR TECHNOLOGIES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	additional cost to the government, travel expense reimbursement notwithstanding). Handling schedule changes: See TASK ORDER SPECIAL PROVISIONS, paragraph C.1.a., below.				
	2. Supplemental Program Training (Subjects: Federal Traveler, Federal Traveler Arranger, Federal Supervisory Travel Approver, Voucher Examiner, Reports generation and Custom Report Design): As foreseen in the contractor's overarching GSA contract and as described in the company's quotation in ATTACHMENT 2 (in subparagraph 1.3 "[GSA contract] CLIN0009 - Supplemental Training Services" and in subparagraph 1.4 "[GSA contract] CLIN0011 - Custom Reporting"), the scope of this task order is hereby broadened to add classroom training on the above named subjects as detailed in ATTACHMENTS 4(A) and 4(B).				
	a. The added Supplemental Training services effort for all but Custom Report Design is designated as task order CLIN 0040 (and is to be invoiced using funds obligated under that task order line item), at an hourly rate for instructor services of $160.49, not including travel.				
	b. The added Custom Report Design training funding for this class is also included in task order line item (CLIN) 0040, but is to be billed at an hourly rate for instructor services of $232.53, not including travel.				
	c. Reimbursable travel is designated as new task order line item (CLIN) 0020, to be billed at cost and substantiated with receipts. See reimbursement limits for travel under subparagraph D.2.a., below.				
	The maximum, not-to-exceed quantities of Supplemental Program Training hours and Custom Report Design training hours that the contractor may bill the government upon completion of each class held, are shown in the Quantity column in the pricing Table 1 in ATTACHMENT 2. Handling Schedule Changes: See Task Order Special Provisions, Paragraph D.1.b., below.				
	3. Supplemental Customer Service: As foreseen Continued ...				

NAME OF OFFEROR OR CONTRACTOR
CONCUR TECHNOLOGIES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	in the contractor's overarching GSA contract and consistent with that contract's CLIN 0019, the scope of this task order is hereby broadened to add supplemental customer service support as detailed in ATTACHMENT 5. The added support effort is designated as new task order line item (CLIN) 0030, to be billed at an hourly rate of $183.41, not including travel. Travel associated with this CLIN is not foreseen. The supplemental customer service support hours listed in the Quantity column in Table 1 in ATTACHMENT 2, is the not-to-exceed quantity of hours for which the contractor may bill the government for this service. Schedule Changes: It is anticipated that the support services will be required from the middle of August 2013 (at the start of the first pilot deployment) and will last through 50 business days. Should the schedule for the start of the pilot operation change, the DOI program manager may, within the widened scope of this order (limited by the not-to-exceed quantity of hours) and without further modification to this order, alter the time frame during which delivery of the support services shall take place, to coincide with the revised schedule for the pilot.				

D. TASK ORDER SPECIAL PROVISIONS relating to both changed and added supplemental training (subparagraphs B(2) through B(3), above).

1. Schedule Changes:

a. RE: Changed Fixed Price Training: Without further modification of the order, the DOI program manager may alter the course schedule, the course content, the number of participants and locations within the scope of the task order (sixty-four hours maximum previously included training covering only travel program system related topics), to suit program needs and as they may develop.

b. RE: Supplemental hourly-billed training: Without further modification of the order, the DOI program manager may update (alter) the course schedule, the course content, the number of participants and location(s) for training within the time frame, the limit of hours and purposes of this supplemental training detailed in ATTACHMENTS 4(A) and 4(B), but without change to
Continued ...

NAME OF OFFEROR OR CONTRACTOR
CONCUR TECHNOLOGIES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	hourly rates specified in the incorporated quotation.				

2.   INVOICING INSTRUCTIONS. For costs incurred related to changed and supplemental training and all travel: Task order CLIN 0010 in the original task order award has funds associated with it to cover the fixed price portion of the order (which includes no travel).   The contractor shall continue to invoice the government for the changed training that continues to be included in the basic deployment fixed price package as heretofore (using CLIN 0010). The new task order line item (CLIN) 0020, established pursuant to subparagraph B.2., above, is to be used to bill for travel costs related to both CLIN 0010 fixed price training as well as for CLIN 0040 training hours (which involves two different hourly rates). The contractor may invoice the government for travel costs related to the above as the courses conclude and receipts are available to substantiate travel expenditures.

a.   Travel Cost Reimbursement Limits:
Reimbursement for any travel related service used in performing training work under this order will be allowed to the maximum extent permitted in either the overarching GSA schedule that governs this order, GSA per diem rates, or the Federal Travel Regulations, whichever is lowest.

b. Separately Tracked Travel Expenditures: No billable travel may be undertaken in the absence of sufficient funds being allotted to task order travel CLIN 0020. The contractor shall separately track the travel expenses and report to the government, in each invoice issued, the current balance remaining available for future travel (net of any accrued but unbilled travel costs).   The amount of funds allotted to travel from the total amount obligated in this modification is in paragraph E., below.

E.   Funding.

1. The total estimated value of the supplementally added training, added support and travel is $269,438.73.

Continued ...

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED GS33FY0026/D13PD00188/0001		PAGE 7	OF 9

NAME OF OFFEROR OR CONTRACTOR
CONCUR TECHNOLOGIES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	2. The award value of the task order is, as a result of the additions, increased from $800,000.00 by $269,438.73 to a new, not to be exceeded total award amount of $1,069,438.73.				
	3. $265,384.47 is hereby obligated to the order. Funding is thereby increased from $800,000.00 by $265,384.47 to a new, not-to-exceed amount of $1,065,384.47.				
	4. Allocation of the above added funds:				
	a. Allocation for Travel: $15,000 is allocated under task order CLIN 0020 from the increase amount for expending exclusively for approved travel. These funds are to be tracked and reported separately by the contractor consistently with subparagraph D.2.b., above. Travel costs are fully funded.				
	b. Allocation for Supplemental Customer Service Support: $73,364.00 is allocated under task order CLIN 0030 from the increase amount that may be used exclusively for provision of support described in ATTACHMENT 5. This amount is fully funded.				
	c. Supplemental Training: $181,074.73 is allocated under task order CLIN 0040 from the increase total, but is being incrementally funded in the amount of $177,020.47. The contractor shall not deliver training for which funds are insufficient.				
	(1). The government may obligate an additional $4,054.26 to this order to fully fund this training.				
	(2). The supplemental training items within Task Order CLIN 0040 (described in ATTACHMENT 4(b)) are priced at task order's CLIN level. The quantities of classes within the six different subjects to be taught may be traded for one another; may be substituted for one another by the contracting officer or the contracting officer's representative without further modification to the order as long as the change is price neutral and otherwise within the scope of task order CLIN 0040 (See also, subparagraph B.2., above). Continued ...				

NAME OF OFFEROR OR CONTRACTOR
CONCUR TECHNOLOGIES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	LIST OF ATTACHMENTS				
	1. Department of Interior Notice to Proceed for Concur to initiate use of subcontracted Travel Service Providers, email dated March 6, 2013.				
	2. Concur Price and Technical Proposal dated June 19, 2013, "Change 2". There is no "change 1".				
	3. "Changed Training" schedule and details.				
	4. Training Details (2 Parts):				
	4.A. Changed Training: Sixty-four hours of reports and "train-the-trainer" training: to include dates and time, estimated number of participants, location(s) and estimated cost of travel for the contractor's instructor(s), from June 25, 2013.				
	4.B. Supplemental Training: Federal Traveler, Federal Traveler Arranger, Federal Supervisory Travel Approver, Voucher Examiner and related training for DOI and subordinate components, from June 24, 2013 through February 2014 (Supplemental Training) .				
	5. Supplemental customer Services (¿) Pilot program: Post-deployment support desk services to DOI and its subordinate component entities. Suggested COR: RSMITH12 Payment Terms: ACCP FOB: Destination Period of Performance: 01/15/2013 to 07/10/2014				
	Add Item 00020 as follows:				
00020	Travel: Reimbursable cost NTE $15,000.00 IT Approval Num: N	1	AU	15,000.00	15,000.00
	Add Item 00030 as follows:				
	Continued ...				

NAME OF OFFEROR OR CONTRACTOR
CONCUR TECHNOLOGIES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
00030	Supplemental Customer Service (NTE 480 Hrs @ $183.41) IT Approval Num: N	1	AU	73,364.00	73,364.00
	Add Item 00040 as follows:				
00040	Training: Report Authoring (NTE 34 hrs @ $232.52) + other Training (see below) NTE 1079 hrs @ $160.49. IT Approval Num: N				177,020.47

NSN 7540-01-152-8067

OPTIONAL FORM 336 (4-86)
Sponsored by GSA
FAR (48 CFR) 53.110

Dept of Interior - selection of TMC subcontractors - ITS2 Travel

4 messages

Nadybal, Leonard <leonard_nadybal@nbc.gov>
To: Andrea Sansolo <Andrea.Sansolo@concur.com>
Cc: Robert Smith <robert_smith@ios.doi.gov>

Greetings, Ms. Sansolo,

In the interim, while the Department of Interior is preparing a formal
modification to place the department's selection of two firms that are
to act as the travel management companies, through which it's
employees will book travel under the DOI-Concur GSA Schedule task
order, I'm issuing this "notice of award".

Concur may accept this email as the company's authorization to proceed
with the establishment of El Sol Travel for use in booking and
managing travel needs of the department's staff and their offices in
Alaska, and DeLuth Travel for similar use by all other DOI offices and
staff.

The notice is effective immediately and extends only to work that is
necessary for Concur Technologies to effect the use of theses
companies by the department, which falls within the scope of the
fixed-price, basic, large agency deployment as defined in the GSA
contract and my office's underlying task order. If any work that your
firm may determine is necessary to allow DOI to engage these firms
involves extra cost outside of the fixed price deployment, neither
Concur or the two companies are to proceed with that extra work.
Should this extra-cost situation arise, do not proceed, and please
notify me immediately of the scope of the work needed and provide your
company's firm quotation.

I anticipate that my office will have the formalized modification
ready for issuance later this week.

If you have any questions or need clarifications, please feel free to

let me know.   Email is best. I prefer written records that I can put in my files.

Please acknowledge your receipt and Concur Technologies Acceptance of this notice.

You may distribute this notice within your company, to the two subcontractors and other government offices concerned with DOI's travel deployment as you may need.

Kind regards,

Leonard A. Nadybal, GS-14
Contracting Officer, USA
Department of Interior, Office of the Secretary
Interior Business Center, Acquisitions Services Directorate
Herndon VA 20170

--- - - ------

Concur Proposal for the U.S. Department of the Interior
(Change 2)

C•ncur ®

Concur Technologies

Concur Government Edition

Version 1.0

Proposal

June 19, 2013

Document Revision History

Date	Description	Version	Author
06/14/2013	Concur Proposal for DOI for Tier 1 Help Desk, Onsite Reservation and Fulfillment, VIP Services, Training, and Report Authoring Class	1.0	Concur

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601 108th Ave NE, Suite 1000
Bellevue, WA 98004

Company Sensitive and Proprietary
Use or disclosure of the data contained on this sheet is subject to the restrictions on page ii of this proposal.

Page ii

Table of Contents

List of Tables

1 Concur's Proposal for DOI

This document contains Concur's proposal for the U.S. Department of Interior (DOI) for Onsite Reservation and Fulfillment Services, VIP Services, Supplemental Training, a Report Authoring Class, and Supplemental Customer Services.

The task order modification shall incorporate this proposal and include funding for the services to be performed hereunder. Otherwise, all terms and conditions of the original task order, D13PD00188, dated January 15, 2013, including any previously agreed to modifications, shall remain the same. The quoted fees below are for the contract base period only.

Note: If the GSA Master Contract GS-33F-Y0026 is modified to change status from a single to a dual award, all prices and eligible discounts quoted herein are subject to change unless otherwise noted.

Table 1: Concur Pricing for DOI

CLIN	Description	Quantity	Unit Price	Total Price	Unit of Issue	Type of Unit Price
0006AB	Onsite Reservation and Fulfillment Services	2,080	$78.00	$162,240.00	Hourly	NTE
0007AB	VIP Services	TBD	$48.00	TBD	Per Transaction	FFP
0009	Supplemental Training Services	1079	$160.49	$173,168.71	Hourly	NTE
0011	Custom Report Development – Report Authoring Course	34	$232.53	$7,906.02	Hourly	NTE
0015	Reimbursable Travel	15,000	$65.04	$15,000.00	Each Travel Dollar	NTE
0019	Supplemental Customer Service	480	$183.41	$73,364.00	Hourly	NTE

1.1 CLIN 0006AB/Onsite Reservation and Fulfillment Services
This paragraph is not accepted as part of modification 0001

Concur will provide onsite reservations and fulfillment through the use of our embedded TMC (Duluth Travel), based on all the travel services defined in the Master GSA contract, except for

travel to and within Alaska, which DOI has allocated to a separate TMC. Concur will provide travel agent services on site at the DOI Secretary's office under the selected small business CLIN 0006AB of the GSA Master contract. Concur will provide these travel agent services during normal business hours, Monday through Friday from 8:30 a.m. to 5 p.m. local time.

1.2 CLIN 0007AB/VIP Services
This paragraph is not accepted as part of modification 0001

As part of the ETMC service, Concur will offer VIP travel services using a dedicated toll-free number for these "high touch" travelers according to the terms listed in the Master Contract. The agents assigned to VIP travel are selected based on their organizational skills, commitment to excellence, extraordinary service level, patience, demeanor, and overall industry skill level

These agents must also complete specialized VIP training designed to cover the various tasks and decisions that must be made on a daily basis when serving high-level officials. We assign dedicated back-up staffing should dedicated VIP personnel be absent for any reason.

Our VIP service handles any special requests (e.g., unusual aircraft seating requirements, off-line hotels, transfers, executive upgrades, and space breaking). VIP personnel are designated in our primary level computer profiles with special notations, including their title and special ranking for immediate recognition. In addition, our 24-hour emergency services Travel Consultants are also trained to identify executive personnel.

1.3 CLIN 0009/Supplemental Training Services

As requested by DOI, Concur will provide the following supplemental training classes:

Table 2: Concur Supplemental Training for DOI

Number	In Class Training	Total Hours
1	Train the Trainer Class	40
5	Federal Travel Administrator	120
8	Federal Traveler /Federal Travel Arranger	32
1	Federal Traveler	4
1	Federal Supervisory Travel Arranger	2
1	Help Desk Training Class (includes 8 hours of Prep	48
	Virtual Instructor Lead Training	
340	Federal Traveler	680
49	Federal Traveler Arranger	98

| 51 | Federal Supervisory Travel Approver | 51 |
| 2 | Federal Voucher Examiner | 4 |

1.4 CLIN 0011/Custom Reporting

As requested by DOI, Concur will provide one three-day hands-on report-authoring training courses, in addition to the one that is included as part of the standard implementation. The training will include the CGE data model that contains agency-specific data. Each 3-day course can be attended by up to 8 agency employees. During each training session, exercises will be conducted to develop up to 10 production-ready reports for ongoing agency use. The estimate includes 24 hours for delivery of the 3-day course, 8 hours for pre-course review of agency requirements and class preparation, and up to 2 hours of follow up in the two weeks following the course. Concur strongly recommends that DOI have these classes after production transactions have been processed, so the class can use the DOI data model with real data.

1.5 CLIN 0015/Reimbursable Travel

As requested, CLIN 0015 ETS2 travel will be a reimbursable CLIN for travel of $15,000 in support of Concur training resources travelling to New Orleans, LA., Denver, CO., and Bloomington, MN. All reimbursable travel requirements will be reviewed and agreed upon by both the DOI and Concur before costs are incurred. Incremental funding may need to be added via a task order modification, as needed. .

1.6 CLIN 0019 Supplemental Customer Service

Concur offers the option to have one (1) resource on-site for transitional support during the initial go live for a period of performance of 50 days. This quote includes the estimated hours for the base. On-site resources are billable at a minimum of 8 hours per day.

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Page 3

Change Request - Dept of Interior

3 messages

Nadybal, Leonard <leonard_nadybal@nbc.gov>   Fri, Apr 12, 2013 at 11:22 AM
To: lala.ragimov@concur.com
Cc: Robert Smith <robert_smith@ios.doi.gov>

Greetings, Lala,

To reconfirm in writing details about the changes needed that we spoke about, that I've been requested to change with regards to the DOI ETS2 deployment:

a. A training plan has been developed between Robert Smith and Concur (presumably with Andrea).

b. The DOI PM needs to convert 48 hours of Webex based training that the basic implementation/deployment includes, to be classroom based training (adding 48 Webex hours to the 64 hours of classroom training that the basic implementation package already includes).

NOTE: I failed to mention that travel would be involved to the extent the company doesn't have pre-positioned trainers in Denver, Colorado, because hours would need to be expended at classrooms in both Washington DC and in Denver. I don't know the ratio of hours required at each of the locations. When you speak to Andrea, please inquire and see if she has those details.

c. The total combined hours within the basic implementation/deployment package would then equal 64 classroom hours, to which the plan requires an addition of 112 more classroom hours, outside the basic implementation. I need a quote for the added hours, with estimated travel costs separated from the labor hours for trainers. Hopefully Andrea can see from a plan schedule how many round trips will be needed.

When I have Concur's quotes (converted hours differential (if any) plus the added hours cost and associated travel), Robert will provide

funding if he finds the quote acceptable. Upon receipt of funds, I'll write a single modification to increase the order price and cover the formalizing DOI's selection of Duluth and El Sol as subcontractor TMCs. At the moment, Concur is operating with respect to these two firms on the basis of an Authorization to Proceed email I sent.

If you have questions or need further clarifications, please advise.

Kind regards,

Len Nadybal

Lala Ragimov <Lala.Ragimov@concur.com>   Mon, Apr 22, 2013 at 4:31 PM
To: "Nadybal, Leonard" <leonard_nadybal@nbc.gov>
Cc: Robert Smith <robert_smith@ios.doi.gov>, Matt Gibbons <Matt.Gibbons@concur.com>

Len,

Per DOI's request please find attached Change Proposal #1 (CLIN0009) addressing Training Plan.

Please acknowledge receipt of his email.

Best Regards,
Lala
[Quoted text hidden]

---

2 attachments

📄 **Concur Response to DOI Pricing - Change 1 (CLIN 9) 04222013.pdf**
   159K

📄 **Concur Response to DOI Technical - Change 1 (CLIN 9) 04222013.pdf**
   118K

Concur Proposal for Task Order Modification for DOI (Change 1)

Technical

Concur Technologies

Concur Government Edition

Version 1.0

Technical Volume

April 22, 2013

Document Revision History

Date	Description	Author
04/22/2013	Concur Proposal for Task Order Modification for DOI (Change 1) - Technical Volume. This proposal is in response to DOI CLIN 0009 request.	Concur

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Page ii

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Page iii

1 Introduction

This document contains Concur's response to DOI's request for a task order modification under CLIN 0009, as described in the email request of April 12, 2013. The task order modification shall incorporate this proposal (including Pricing volume) and include funding for the services to be performed hereunder. Otherwise, all terms and conditions of the original task order, DOI-D13PD00188, dually executed on January 15, 2013, including any previously agreed to modifications, shall remain the same.

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Page 1

2 DOI Task Order Modification Request (CLIN 0009) and Concur's Response

2.1 Purpose of DOI's Request

From DOI request dated April 12, 2013:

> The DOI PM needs to convert 48 hours of Webex based training that the basic implementation/deployment includes, to be classroom based training (adding 48 Webex hours to the 64 hours of classroom training that the basic implementation package already includes).

> The total combined hours within the basic implementation/deployment package would then equal 64 classroom hours, to which the plan requires an addition of 112 more classroom hours, outside the basic implementation. I need a quote for the added hours, with estimated travel costs separated from the labor hours for trainers.

The Task Order dated January 15, 2013 included the following training:

- One (1), two (2) day session of train the trainer (25 people)
- 24 session (6 days total) 2,400 people for VLT training
- Government provided location at two sites 1 Washington Metropolitan area and, 1 Denver
- Standard embedded on demand training link to pre recorded self paced training module

2.2 Concur's Response

As requested above, Concur will convert the 48 hours of Virtual Instructor Lead Training (VLT), from the task order award dated January 15, 2013, to 48 hours of classroom training. The 48 hours for this classroom training, combined with the hours from the task order award for 1, 2-day session of train-the-trainer, equals 64 hours of training, the same as the total training hours included in the task order award.

Concur will provide an additional 112 hours of classroom training, as requested above, under CLIN 0009. Please refer to the Pricing Proposal.

Travel expenses for any Concur resources to attend on-site training sessions outside the greater Washington, DC area will need to be funded under CLIN 0015. See Pricing Proposal.

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Page 2

3 Assumptions

1. Maximum of 25 participants per onsite class;

2. Agency provides the training facility (CONUS location) to include computers for 25 participants, projector and screen/monitor, podium with chair for trainer, and whiteboard.

3. Classes per role to be determined by DOI;

4. Customizable QuickStart Guides and training agendas will be made available online for agency to download (24/7).

5. DOI will be responsible for arranging all classroom furniture and equipment for training held onsite at any DOI facility. The Concur trainers will lay out any necessary materials, prepare the training site, and set up access on each computer for the participants.

6. Concur will be responsible for ensuring live travel inventory reserved during training is cancelled.

7. Customizable QuickStart Guides will be made available online via a training website for DOI employees to download (available 24/7).

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Concur Proposal for Task Order Modification for DOI (Change 1)

Pricing

Concur Technologies

Concur Government Edition

Version 1.0

Price Proposal Volume

April 22, 2013

Document Revision History

Date	Description	Version	Author
4/22/2013	Concur Proposal for Task Order Modification for DOI (Change 1) - Pricing Volume. This proposal is in response to DOI CLIN 0009 request.	1.0	Concur

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Table of Contents

List of Tables

1 Concur Pricing for DOI

This document contains Concur's pricing response to DOI's request for a task order modification under CLIN 0009, as described in the email request of April 12, 2013. The task order modification shall incorporate this proposal (including Pricing volume) and include funding for the services to be performed hereunder. Otherwise, all terms and conditions of the original task order, D13PD00188, dually executed on January 15, 2013, including any previously agreed to modifications, shall remain the same.

Note: If the GSA Master Contract GS-33F-Y0026 is modified to change status from a single to a dual award, all prices and eligible discounts quoted herein are subject to change unless otherwise noted.

Table 1: Concur Pricing for DOI

CLIN	Description	Quantity	Unit Price	Total Price	Unit of Issue	Type of Unit Price
0009	Supplemental Training	112	$160.49	$17,974.88	Hourly	NTE Hourly
0015	ETS2 Reimbursable Travel	5,000	$1.00	$5,000	Each Travel Dollar	FFP

1.1 CLIN 0009/Supplemental Training

Concur will provide training as described in the Technical Proposal.

1.2 CLIN 0015/ETS2 Travel

Concur requests that funding be allocated on the task order for the amount specified. All reimbursable travel requirements will be reviewed and agreed upon by both the DOI and Concur before costs are incurred. Incremental funding may need to be added via a task order modification, as needed. Reimbursable travel expenses are not included in the quoted price for CLIN 0005AD or other master contract CLINs.

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Page 1

Concur Government Edition
Course Descriptions

Below are descriptions and course lengths for the standard CGE training sessions.

Train the Trainer		
Course Title	**Description**	**Class Length (Days)**
Train the Trainer (onsite only)	The Train-the-Trainer onsite session will prepare key personnel to deliver training on the seven user roles: FT, FTA, FSTA, FFTA, FATA, FA, and FVE (or selected roles preferred by agency). To help determine the overall training plan, we'd need a matrix of the agencies/groups broken down by location, roles, number of participants for each, etc.	4 - 8

On-Site Training		
Course Title	**Description**	**Class Length (Hours)**
Federal Traveler	This course instructs users in the basic process of creating and submitting a travel authorization and voucher. The onsite class includes hands-on exercises.	4
Federal Travel Arranger	This course instructs a Federal Travel Arranger (FTA) on how to arrange, or prepare, travel arrangements, authorizations, and vouchers on behalf of travelers within an agency. The onsite class includes hands-on exercises.	4
Federal Supervisory Travel Approver	This course instructs a routing official how to review, stamp, and sign documents during the approval process. The onsite class includes hands-on exercises.	2
Federal Financial Travel Approver	This course instructs a routing official how to review, stamp, and sign documents during the approval process. The online class includes hands-on exercises.	2

1.7 Required Transactional CLIN's for Travel Reservation, Ticketing and Voucher Processing

This paragraph is not accepted as part of modification 0001

The following CLIN's need to be added to the DOI contract to support the Travel Reservation, Ticketing and Vouchering processing of ETS2:

Table 3: Concur Transactional CLIN's for DOI

CLIN	Description	Unit Price	Unit of Issue	Type of Fee
0001SB	ETS2 Reservation and Fulfillment Services (Small Business (SB) TMC)			
0001SBAA	OTRS Domestic/Intl w/Air/Rail	$7.30	Each Transaction A	FFP
0001SBAB	OTRS Domestic/Intl w/o Air/Rail (Lodging and/or Car Only)	$6.70	Each Transaction B	FFP
0001SBAC	SB ATRS Domestic w/Air/Rail	$30.49	Each Transaction A	FFP
0001SBAD	SB ATRS Intl w/Air/Rail	$36.00	Each Transaction A	FFP
0001SBAE	SB ATRS Domestic/Intl w/o Air/Rail (Lodging and/or Car Only)	$14.48	Each Transaction B	FFP
2	ETS2 Authorization and Voucher Services			
0002AA	Local Voucher	$6.80	Each Local Voucher	FFP
0002AB	TDY Voucher	$14.75	Each TDY Voucher	FFP
3	Paper Ticket Issuance and Delivery			
0003AA	Paper Ticket w/U.S. Mail Delivery	$6.00	Each Ticket	NTE
0003AB	Paper Ticket w/Express Delivery	$42.00	Each Ticket	NTE
0003AC	Paper Ticket w/Courier Delivery	$120.00	Each Ticket	NTE
4	International Rate Desk	$38.40	Each Ticket	FFP
6	Onsite Reservation and Fulfillment Services (ORFS)			
0006AB	SB ORFS	$78.00	Hourly	NTE
7	VIP Services			
0007AB	SB VIP Services	$48.00	Per Transaction A or B (as applicable)	FFP
8	Nonemergency After Hours TMC Service			
0008AB	SB Nonemergency After Hours TMC Service	$24.00	Per Transaction A or B (as applicable)	FFP

Federal Auditor	This course instructs the Federal Auditor how to effectively audit travel document information such as document details, exceptions to policy, receipts, pre-audits, expense validations, and specific agency audit policy if provided to Concur Trainer.	2
Federal Voucher Examiner	This course instructs the Federal Voucher Examiner how to effectively review travel voucher information such as document details, exceptions to policy, receipts, pre-audits, expense validations, and specific agency audit policy if provided to Concur Trainer.	2
Federal Agency Travel Administrator	This course presents administrators the knowledge and skills required to manage and maintain the functional setup and configuration of the CGE system. The online class includes hands-on exercises.	.16

Virtual Instructor Led Training (VILT)		
Course Title	Description	Class Length (Hours)
Federal Traveler	This course instructs users in the basic process of creating and submitting a travel reservation, authorization, and voucher.	2
Federal Travel Arranger	This course instructs a Federal Travel Arranger (FTA) on how to arrange, or prepare, travel arrangements, authorizations, and vouchers on behalf of travelers within an agency.	2
Federal Supervisory Travel Approver	This course instructs a routing official how to review, stamp, and sign documents during the approval process.	1
Federal Financial Travel Approver	This course instructs a routing official how to review, stamp, and sign documents during the approval process.	1

Federal Auditor	This course instructs the Federal Auditor how to effectively audit travel document information such as document details, exceptions to policy, receipts, pre-audits, expense validations, and specific agency audit policy if provided to Concur Trainer.	1.5
Federal Voucher Examiner	This course instructs the Federal Voucher Examiner how to effectively review travel voucher information such as document details, exceptions to policy, receipts, pre-audits, expense validations, and specific agency audit policy if provided to Concur Trainer.	2

Department of the Interior In Class and Virtual Instructor Lead Training

In Class Training

198 Hours In Class Training

Train the Trainer Class	1 Class	40 Hours
Federal Travel Administrator	5 Classes (24 Hours)	120 Hours
Federal Traveler /Federal Travel Arranger	8 Classes (4 Hours)	32 Hours
Federal Traveler	1 Class	4 Hours
Federal Supervisory Travel Arranger	1 Class	2 Hours
198 Hours In Class Training	**16 Classes**	**198 Hours**

Virtual Instructor Lead Training

680 Hours Federal Traveler Training	340 Classes
98 Hours Federal Traveler Arranger Training	49 Classes
51 Hours of Federal Supervisory Travel Approver Training	51 Classes
4 Hours of Federal Voucher Examiner Training	2 Classes
883 Hours of Virtual Instructor Lead Training	**442 Classes**

1031 Total Contracted Hours

$160.49 Hourly Rate for supplemental training services based on CLIN 0009

$165,465.19 – Total Cost for Training

$ 4,814.70 - Total Cost of FWS Training

$160,650.49 – Total Training amount provided by Department

Training Class Dates, Names and Locations

June 25 – 27.	Federal Agency Travel Administrator	Reston VA
July 8 -12	Train the Trainer	Reston VA
July 17	Federal Travel/Travel Arranger (2 Classes)	Herndon VA
July 18	Federal Travel/Travel Arranger (2 Classes)	Herndon VA
July 23	Federal Travel/Travel Arranger (2 Classes)	New Orleans LA
July 24	Federal Travel/Travel Arranger (2 Classes)	New Orleans LA
July 29 – Aug 2	Train the Trainer* (Included in Package)	Denver CO
Aug 5-7	Federal Agency Travel Administrator	Denver CO
Aug 12-14	Federal Agency Travel Administrator	Reston VA
Aug 13 .	Federal Traveler	Bloomington MN
Aug 13	Federal Supervisory Travel Arranger	Bloomington MN
Aug 14-16	Federal Agency Travel Administrator	Denver CO
Aug 14-16	Federal Agency Travel Administrator	Bloomington MN
TBD	Reports Class* (Included in Package)	

Delay of Pilot Bureaus for DOI - leonard_nadybal@ibc.doi.gov - DEPARTMENT OF THE INTERIOR Mail

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COMPOSE

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Delay of Pilot Bureaus for DOI   Inbox ×

Herring, James   Jul 11 (8 days ago)
to Leonard, Robert, Melanie, Douglas

Good Morning Len,

Per our conversation this morning.

I am sending you our official request for the delay of the Deparent of the Interior's Concur Government Edition (CGE) pilot Bureau implementation. Originally we had scheduled the Bureau of Safety and Environmental Enforcement (BSEE) and the Bureau of Ocean and Energy Management (BOEM) to go live with the pilot of CGE on August 5, 2013. Due to numerous Integration (4) and functional (4) we have decided to push the pilot dates for BSEE/BOEM to August 26, 2013. Due to this delay we must also reschedule a few of the training courses we have purchased from Concur, the original training dates and the new dates are below.

Federal Traveler/Travel Arranger   July 19, 2013   Changed to Aug. 5, 2013   2 Classes
Federal Traveler/Travel Arranger   July 26, 2013   Changed to Aug. 6, 2013   2 Classes
Federal Supervisor Travel Approver   July 30, 2013   Changed to Aug. 9, 2013   1 Class
Federal Supervisor Travel Approver   July 31, 2013   Changed to Aug. 14, 2013   1 Class

Please let me know if you have any questions.

James N. Herring Jr
Financial Specialist
U.S. Department of the Interior
Office of the Secretary
Phone number (202) 208-5677

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MOD ALLOWS CHANGES WITHIN SCOPE W/o

SUPPLEMENTAL CUSTOMER SERVICE (GSA Master Contract CLIN 0019)

See:

1. Description in Concur proposal version 1 (Change 2) dated June 19, 2013, subparagraph 1.6, CLIN 0019 Supplemental Customer Service

2. Pricing Concur proposal version 1 (Change 2) dated June 19, 2013, subparagraph 1 Table 1 in line for GSA master contract CLIN 0019, (NTE 50 hours of 480 proposed) instituted by this Attachment.

3. NOTES:

    a. Proposed for "on-site" performance at $183.41 per hour.

    b. No travel is contemplated or funded.

    c. On-site location to be determined by the ETS II program office project manager (contracting officer representative), if government needs the site to be in a government facility.

    d. If performance is required in a government facility, contractor is to notify the contracting officer for inclusion of appropriate terms and conditions related to access and facility use into the task order through additional order modification.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1	2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
0002	09/20/2013		

6. ISSUED BY	CODE	D23	7. ADMINISTERED BY (If other than Item 6)	CODE	D23

DOI, National Business Center, AQD
Division 2 /Branch 3
381 Elden St
Suite 4000
Herndon VA 20170

DOI, National Business Center, AQD
Suite 4000
Division 2 /Branch 3
381 Elden St
Herndon VA 20170

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	(x)	9A. AMENDMENT OF SOLICITATION NO.

CONCUR TECHNOLOGIES, INC.
Attn: ATTN GOVERNMENT POC
18400 NE UNION HILL RD
REDMOND WA 98052-3332

9B. DATED (SEE ITEM 11)

X | 10A. MODIFICATION OF CONTRACT/ORDER NO.
GS33FY0026
D13PD00188

10B. DATED (SEE ITEM 13)

CODE 0071332608	FACILITY CODE	03/20/2013

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

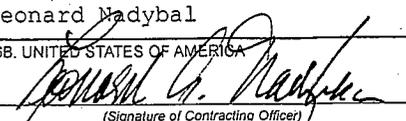| CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return _____1_____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

(A) REFERENCE: Paragraph 1.7 (Required Transactional CLINs for Travel Reservation, Ticketing and Voucher Processing) in the contractor's quotation dated June 14, 2013 (paragraph extracted from quotation in Attachment 1, below).

(B) Effective August 27, 2013, the contractor and its subcontracted, Department of Interior (DOI) selected travel management centers (TMC) (see order modification 0001 dated July 22, 2013) may commence processing of travel requests (orders) placed by current Department of Interior (DOI) employees in possession of official, valid, federal government travel cards that the Department of Interior has provided to them.

(C) The above applies to all contract line items (CLINS) in the referenced quotation
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
		Leonard Nadybal

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	9/20/2013

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
CONCUR TECHNOLOGIES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	paragraph 1.7, with the exception of CLIN 0006AB (Onsite Reservation and Fulfillment Services (ORFS), which is not being implemented at this time. (D) Invoicing Instructions. Invoicing instructions in this order that relate to travel system deployment services, support and other DOI contracted services that are to be billed by the contractor directly to the department through the Department of Treasury's Internet Payment Platform (IPP), that are to be paid with funds that have been obligated to the order, do not apply to transactional CLINs. All billing for transactions that arise from travel bookings made by authorized individuals (or for groups of individuals) by authorized employees shall be debited by the contractor to the account associated with the government travel card presented to the contractor by the DOI employee who places an authorized order (makes a travel booking). (E) Funding. No additional funds are obligated to this order at this time. The Department of Interior organizational entities that provide travel cards to their employees shall be responsible to locally obligate funds to accounts associated with travel cards that they have issued. It shall be the responsibility of the contractor to insure that the costs of travel services booked and confirmed, plus the associated fees, are collectible through the bank that issued the government travel card that the DOI employee presented to the contractor with the booking request (his or her order). Refunds for cancelled or changed bookings and the associated fees eligible for refund pursuant to terms of GSA's master contract (under which terms this order was issued) shall only be credited to the card account that was used to pay for the order. Suggested COR: RSMITH12 Payment Terms: ACCP Period of Performance: 01/15/2013 to 07/10/2014				