



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

U.S. Department of the Treasury
Financial Management Service
Agency Accounting Division
Attn: Carol Forsberg
401 14th Street, SW
Washington, DC 20227

Dear Ms. Forsberg:

Subject: Interagency Agreement No. NRC-09-91-231 Entitled "Cross-service to the Nuclear Regulatory Commission Using the Federal Financial System"

Pursuant to the Economy Act of 1992, as amended, the Nuclear Regulatory Commission (NRC) desires to enter into an agreement to reimburse the Department of the Treasury, Financial Management Service (FMS), for services rendered. Under this agreement, FMS will make available the baseline version of American Management Systems' (AMS) Federal Financial System (FFS) along with the FMS and AMS personnel support necessary to implement the system as delineated in FMS's proposal dated April 1991 and the attached Memorandum of Understanding which is made a part hereof. Under the terms of this agreement, FMS will immediately begin the conversion of NRC's existing financial management systems to the FFS. The system as implemented at the NRC shall conform to the requirements of OMB Circular A-127, the Joint Financial Management Improvement Program Core Systems Requirements, U.S. Standard General Ledger and other federal financial policies.

Period of Performance

The period of performance shall be from the execution date of this document through September 30, 1991.

Estimated Cost and Obligation

Subject to the availability of appropriated funds, the NRC will reimburse FMS up to \$209,555 for services provided hereunder for FY91. Requests for payment must cite the following funding data:

FIN No.: L19641
B&R No.: 180-19-63-000

The amount presently obligated by the NRC for this agreement is \$78,000.

Method of Payment

Payment shall be on a reimbursable basis in accordance with the attached "Bill of Instructions for Interagency Agreements."

Points of Contact

The FMS point of contact is: John Boinett
Phone: (202) 287-0344

The NRC points of contact are:
Technical: Robert E. Rakowski
Phone: (301) 492-7365
Contractual: Contract Administrator
Phone: (301) 492-4800

If this agreement is acceptable to you, please so indicate by signing in the space provided below and return three fully executed copies to me. The fourth copy is for your records. Should you have questions regarding this agreement, please contact Paul Edgeworth of my staff on (301) 492-4279.

Mal. A. Mace, Contracting Officer
Division of Contracts and
Property Management
Office of Administration

ACCEPTED:

U.S. Department of the Treasury
Financial Management Service

By: *Kenneth A. Foy*

Title: Director, AAD

Date: _____

ACCEPTED

U.S. Nuclear Regulatory Commission

By: *Malcolm A. Mace*

Title: Contracting Officer

Date: July 25, 1991

Attachments:

1. Memorandum of Understanding between NRC and FMS
2. Billing Instructions for Interagency Agreements

MEMORANDUM OF UNDERSTANDING

between the

Nuclear Regulatory Commission

and the

Department of the Treasury

Financial Management Service

This Memorandum of Understanding (MOU) sets forth the terms and conditions under which the Department of the Treasury, Financial Management Service (FMS) and the Nuclear Regulatory Commission (NRC) will conduct a joint project in which FMS will provide the services of an automated financial accounting system.

1. Authority

This MOU is entered into pursuant to the authority contained in the Economy Act, 31 U.S.C. 1525. The assignment of this work to the FMS is authorized under the Department of the Treasury's joint project to standardize, consolidate and modernize federal agency accounting systems, which joint project includes the furnishing of American Management Systems' (AMS) accounting system known as the Federal Financial System to federal agencies. NRC has determined that the services which are available from the FMS under this arrangement cannot be obtained as economically or conveniently from a commercial enterprise, and that the MOU is otherwise in the best interest of the United States Government.

2. Background

The Office of Management and Budget (OMB) in conjunction with the Department of the Treasury has embarked on an effort to standardize, consolidate, and modernize accounting systems Governmentwide. An MOU between FMS and OMB was signed in February 1991 designating FMS to provide accounting service to Government agencies on a reimbursable basis through cross-servicing. As a lead agency in efforts to modernize financial management in the Government, FMS will provide fully integrated, standardized financial management systems that meet the needs of Government agencies.

3. Description of Services to be Provided

FMS will make available the baseline version of AMS's Federal Financial System (FFS) along with the FMS and AMS personnel support necessary to implement the system as delineated in FMS's proposal dated April 1991 attached hereto. FMS will immediately begin the conversion of NRC's existing financial management systems to the FFS. It is estimated that the FFS will be implemented at the NRC on October 1, 1992.

4. Responsibilities

The responsibilities of both FMS and NRC are outlined in the following sections.

4.1 FMS's Responsibilities

As part of the cross-servicing agreement between FMS and NRC, FMS shall:

- Operate the FFS software, host hardware, and generally provide the FFS accounting system.
- Oversee and manage the project including contractor support.
- Provide monthly progress reports on the status of the project.
- Assist with identifying any additional procurements.
- Assist in resolving telecommunication issues.
- Requisition contractor support, maintenance, and documentation required from AMS.
- Take the lead to ensure that the accounting system software and upgrades meet the requirements of OMB Circular A-127, the Joint Financial Management Improvement Program Core Systems Requirements, U.S. Standard General Ledger and other federal financial policies.
- Provide monthly itemized billings for all actual costs incurred.
- Dedicate the required full-time/part-time FMS staff to the project.
- Provide FMS assistance onsite at the designated NRC project site in Maryland as needed for the duration of the project.

4.2 NRC's Responsibilities

As part of the cross-servicing agreement, NRC will be responsible for the following:

- Provide the facilities (project room) from which the project will be managed. In addition, provide 4 personal computers with printers and modems with dial out access to the host mainframe in Hyattsville, MD.

- Provide all equipment and telecommunications software necessary to access the host computer and operate FFS. Perform all required installation of equipment at NRC.
- Provide a remote job entry (RJE) printing facility during FY 92. FMS will provide the requirements.
- Provide dedicated project support to manage and participate directly in the project.
- Provide functional experts to support project team on system and accounting requirements. These experts must have the authority to make decisions.
- Provide FMS with a interagency agreement for the agreed upon amount at the commencement of the project and reimburse FMS for all actual costs incurred in accordance with the terms of the agreement.
- Provide management review of all tasks and concurrence with deliverables.
- Perform all accounting and financial management duties associated with the operation of the system.

5. Estimated Reimbursable Costs

Subject to the availability of appropriated funds, NRC will reimburse FMS up to \$209,555 for FY 91, \$972,679 for FY 92, and \$1,229,399 for FY 93. A detailed cost proposal has been attached to this MOU (See Attachment).

6. Duration of the Memorandum of Understanding

This MOU will take effect upon signature of both parties, at which time the project will commence and will remain in effect until terminated.

7. Modifications

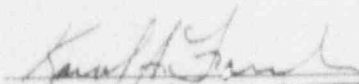
This MOU may be modified upon written agreement by both parties.

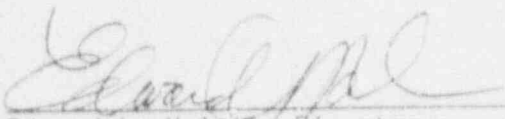
8. Termination

This MOU may be terminated by the FMS through the written agreement of both parties. The NRC may terminate the MOU provided that a 30 day written notification shall be given in advance.

9. Disputes

The Director, Division of Accounting and Finance, NRC, shall have final authority regarding any disputes relating to accounting system requirements under this MOU. FMS shall be bound, however, only so long as the dispute occurs within the scope of the MOU. Furthermore, FMS shall not be bound by a NRC disputes decision that alters the FFS baseline software.

Approved  Date 7/26/91
Director, Agency Accounting Division
Financial Management Service
U.S. Department of the Treasury

Approved  Date 7/21/91
Edward L. Halman, Director
Division of Contracts and
Property Management
Office of Administration
U.S. Nuclear Regulatory Commission

PROPOSAL
FOR CROSS-SERVICING
THE NUCLEAR REGULATORY COMMISSION



U.S. DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

April 1991

PROPOSAL FOR CROSS-SERVICING THE NUCLEAR REGULATORY COMMISSION

This Proposal sets forth the terms and conditions under which the Department of the Treasury, Financial Management Service (FMS) offers to cross-service the Nuclear Regulatory Commission (NRC) using the Federal Financial System.

1. Background

The Office of Management and Budget (OMB) in conjunction with the Department of the Treasury has embarked on an effort to standardize, consolidate, and modernize accounting systems Governmentwide. A Memorandum of Understanding (MOU) between FMS and OMB was signed in February 1987 designating FMS to provide accounting services to Government agencies on a reimbursable basis through cross-servicing. As a lead agency in efforts to modernize financial management in the Government, FMS will provide a fully integrated, standardized financial management system that meets the needs of Government agencies.

2. Description Of Services To Be Provided

FMS will make available the baseline version of American Management Systems, Inc's Federal Financial System (FFS) along with the FMS and AMS personnel support necessary to implement the system. FMS proposes to enter into a Memorandum of Understanding with NRC effective June 1991 to begin the conversion of NRC's existing financial management systems to FFS.

3. Responsibilities

The responsibilities of both FMS and NRC are outlined in the following sections.

3.1 FMS's Responsibilities

As part of the cross-servicing agreement between FMS and NRC, FMS will do the following:

- Operate the FFS software, host hardware, and generally provide the FFS accounting system.
- Oversee and manage the project as well as supervise contractor support.
- Provide monthly progress reports on the status of the project.
- Assist with identifying any additional procurements.
- Assist in resolving telecommunication issues.
- Requisition contractor support, maintenance, and documentation required from AMS.
- Take the lead to ensure that the accounting system software and upgrades meet the requirements of OMB Circular A-127, the JFMIP Core Systems Requirements, U.S Standard General Ledger and other federal financial policies.
- Provide monthly itemized billings or activity reports for all actual costs incurred.
- Dedicate the required full-time/part-time FMS staff to the project.
- Provide FMS assistance onsite at the designated NRC project site in Maryland as needed for the duration of the project.

3.2 NRC's Responsibilities

As part of the cross-servicing agreement, NRC will be responsible for doing the following:

- Provide the facilities(project room) from which the project will be managed. In addition, 4 personal computers with printers, modems with dial out access to the host mainframe in Hyattsville, MD.

- Perform all required installation of equipment at NRC.
- Provide a remote job entry (RJE) printing facility during FY 92. FMS will provide the requirements.
- Provide dedicated project management support to supervise and participate directly in the project.
- Provide all equipment, and telecommunications software necessary to access the host computer and operate FFS.
- Provide FMS with a reimbursable order for the agreed upon amount at the commencement of the project and reimburse FMS for all actual costs incurred.
- Provide management review of all tasks and concurrence with deliverables.
- Perform all accounting and financial management duties associated with the successful system set up for testing, implementation and operation of the system.

4. Standard System

FMS's goal in providing accounting cross-servicing to the Government is to promote standardization and consolidation of Government financial management systems. Paramount to the achievement of this objective is to eliminate unapproved, customized systems. The baseline FFS accounting system is fully documented as meeting the requirements of the Joint Financial Management Improvement Program, OMB, Treasury, and General Accounting Office. FMS will install upgrades to the baseline periodically as they are made available.

FMS will offer the baseline version of the FFS system without custom enhancements or modifications. FMS will, however, allow interfaces and the production of customized reports (on a cost reimbursable basis) where agency specific needs dictate this requirement provided that the baseline standard system is not compromised.

5. FMS Policy Concerning Interface Development

FMS's interest in the Federal Financial System is in using the baseline system for cross-servicing multiple clients. Some of the goals that have been established for this effort are:

- To reduce the number of systems Governmentwide through standardization and shared use.

- To reduce the cost for systems changes by implementing upgrades in a single point for multiple users.

- To promote central management agency (Treasury, OMB, and GAO) oversight of enhancements and upgrades in accordance with the JFMIP Core Systems Requirements.

- To only provide systems that meet the JFMIP Core Systems Requirements.

- To assure the quality of the software provided.

- To keep all software within the maintenance agreement offered by the contractor.

In an effort to attain these goals, FMS will not customize the baseline software. However, FMS will assist agencies with the development of interfaces, provided that they can be programmed and maintained by that agency.

6. Projected Interface Requirements

6.1 License Fee Accounts Receivable Interface

In initial discussions with key personnel it was determined that an interface or interfaces will be required prior to live implementation of the baseline system. The required interfaces would link the License Fee collection systems with FFS. FMS understands that NRC currently operates several systems. However, NRC is developing a new system that will replace the current systems.

It is possible that NRC will require several interfaces for this function. One set of interfaces will link current License Fee systems with FFS. When the new system is completed a single interface system will provide data to FFS.

Costs for analyzing how many interfaces and the nature of these interfaces have been included in this proposal. FMS will analyze the interface requirements and prepare an Analysis Options Report. This report will include the following information:

- A recommendation of an implementation plan for linking License Fee receivables to FFS;
- A plan of action and milestones for the plan;
- Requirements for the License Fee Receivable interface; and
- Costs required to design, develop, and implement the interface(s).

While at this time FMS is unable to provide a precise cost of a interface option, FMS can provide NRC with a range of costs for a single interface. Specifically, we have found that a simple interface will cost approximate \$50,000 to \$75,000, a medium one \$75,000 to \$100,000, and a complex interface \$100,000 to \$150,000.

6.2 Payroll Interface

FMS understands that NRC will require a payroll interface, although the requirements for the interface have not yet been developed. FMS has developed a standard interface software package that is available to any cross-serviced client. If NRC is able to use this interface package as a basis for a payroll interface, then the costs of modifying the baseline payroll interface package should be low.

In any event, FMS proposes to develop a Payroll Interface Analysis Report that will serve as the basis for developing the payroll interface programs. This paper will include the following information:

- User requirements for an interface;
- Reports required;
- Input and output record layouts;
- Design concept for the interface;
- Edits on all input records; and
- Level of effort to develop and implement the payroll interface program.

If a new payroll interface program needs to be developed the cost to develop it will range from \$75,000 to \$150,000. If the baseline payroll interface program can be used, then the costs will be less than \$75,000 to modify the program. All costs are based on interface complexities.

6.3 Other Interfaces - FY 93

FMS also proposes to develop an options paper in FY 93 of the project to determine the feasibility of developing any other interfaces. The costs of developing this paper is included in this proposal, although the costs to develop any additional interfaces are not.

7. Modules and Subsystems To Be Provided

Based on a review of existing documentation and discussions with NRC personnel, we have determined that the following FFS modules will be required in order to provide full administrative accounting support.

<u>Module</u>	<u>Functions</u>
FFS Basic System	Includes modules for Budget Execution, General Ledger, Accounts Receivable, Accounts Payable, Disbursements, Reporting
Purchasing	Tracks accounting events related to procurement.
Travel	Processes travel related payments and obligations.
Planning	Allows financial plans for current and future fiscal years.
Document Tracking	Allows tracking of document status prior to its acceptance by the system.
PC Interface	Interfaces with FFS data to provide information for ad-hoc reporting.

Report Painter	Facilitates ad-hoc and customized reporting
Project Cost Accounting Subsystem	Supports reimbursables and project accounting

3. Telecommunications

NRC will be responsible for providing the telecommunications capability to access the FMS host mainframe in Hyattsville, Maryland to include all terminals, communications software, dedicated lines, etc. In order to use the PCI and ad-hoc reporting capabilities in FFS, terminals must be IBM PC compatible and be capable of running most standard PC software products (i.e. spreadsheets, communications, etc.).

It is understood that NRC will provide the necessary telecommunications capability. The project room must be set up by July 1991 in order to support system set-up and training. An RJE printer will be required for parallel testing and should be installed and working no later than December 1991.

This proposal does not include the cost of equipment, software, and communications technology required to access the FMS host mainframe. We recommend that NRC fully assess telecommunications compatibility and identify any additional equipment needs.

FMS will assist NRC in evaluating equipment needs and configurations to the extent possible.

9. Implementation Approach

This proposal assumes a target implementation date of October 1, 1992 (FY 93). FMS proposes to use a project team approach for managing and implementing the FFS system. Under this approach, the initial project staffing requirement would be as follows:

NRC	2 Full-Time Systems Accountants Part-Time Computer Systems Analyst Part-Time Functional Area Experts
FMS	1 Full-Time Project Team Leader 1 Consultant/Technical Support
AMS	2 Consultant/Technical Support

Additional project staffing will occur throughout the life of the project up to the October 1, 1992 implementation date. This could include at least one additional systems accountants from the FMS side, one additional consultant/technical support staff from the AMS side and one additional systems accountant from the NRC side.

The project team will be responsible for the development and execution of the Project Plan, Installation Analysis, Acceptance Testing, Parallel Testing, Custom Documentation, and On-Site assistance. Any additional resources required for programming or support for tasks not identified in this proposal will require additional resources.

The project team assumes that the standard complement of approximately 120 standard reports will meet NRC's requirements. Any custom reports will require additional funding. In our experience report design, development, and testing costs range from \$25,000 to \$75,000, depending on the complexity of the report. In certain instances the costs can be substantially below the \$25,000 figure. This occurs where FMS is able to develop a simple report using AMS's REPORTER programming language, and uses current project resources.

The project team will be responsible for supporting the conversion effort; however, we assume that NRC will take the lead in converting old accounting records to FFS. Also, any software that needs to be developed to support the conversion will require additional resources. We have found that the design, development, testing, and implementation of conversion software can range from \$50,000 to \$100,000, depending on the complexity of the conversion requirements.

Also, the project team will be responsible for developing a training program and training 30 people in the Washington, D.C. area. Any training at regional offices or training more than 30 people will require additional resources. Generally, the costs for additional training is about \$1,000 for a single day course with approximately 10 people in the class.

The project team will provide on-site assistance in the White Flint and Maryland National Bank Buildings only. Any additional on-site assistance will require additional funding. NRC should estimate that each AMS hour will cost \$62 and each FMS hour \$45 at the current rates.

10. Travel

Given the geographic location of NRC's regional offices, it will be necessary for the project team members to travel between FMS and NRC's regional offices. FMS will attempt to reduce travel costs wherever possible through effective organization and coordination of the project tasks among the sites.

FMS has assumed that NRC will provide travel funding directly. This will include the cost of any local travel and out of town travel. Travel costs are not a part of this proposal.

11. Costs

All costs outlined in this proposal are estimates. The estimated cost for the full installation and implementation of the Federal Financial System are outlined in Attachment 1. The "Cost Summary" shows costs for the installation and implementation that will occur during the initial implementation and FY 93. Note the following important points:

- Costs for software and documentation are one-time fixed costs that will occur and will be billed in FY 92 so as to reduce the funding burden.
- The cost of software and maintenance are based on a pro-rated share of the FMS cost. The cost of maintenance is a recurring cost.
- The cost for technical support covers the cost of providing AMS and FMS composite full-time FTEs to support the project.
- Time share costs will be based on actual resource utilization. (Note: FMS is currently in the process of implementing a cost accounting system that tracks data processing costs. Since that system has not been fully implemented, the timeshare cost in this proposal is based on a "best estimate".)
- Estimates of costs are based on the NRC supplied figures of 267,000 accounting transactions per year and 150 terminals nationwide.
- Only costs actually incurred will be billed.

COST SUMMARY FOR CRGSS-SERVICING
 THE NUCLEAR REGULATORY COMMISSION

	FY 91	FY 92	FY 93
Software	\$30,825	\$3,679	\$3,679
Maintenance		\$720	
Documentation	\$30,000	\$180,000	\$780,000
Timesharing		\$120,000	
Communications Frontend Upgrade		\$667,680	\$445,120 *
Technical Support	\$148,730	\$600	\$600
Printing and Reproduction			
Total Cost/Year	\$209,555	\$972,679	\$1,229,399

* This assumes a continuing development effort and is a function of the decisions made. It can be reduced if the client assumes some level of technical support.

DEPARTMENT OF THE TREASURY
AGREEMENT FOR REIMBURSABLE SERVICES
(This agreement may be amended with the mutual consent of both parties)

SEND BILL TO: U.S. Nuclear Regulatory Commission Division of Contracts and Property Management Contract Administration Branch, P-902 Washington, DC 20555	DATE: 8-8-91	AGREEMENT NUMBER: 91-FMS-R1229 NRC-09-91-231
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APPROPRIATION	COST CENTER	OBJECT CLASS	ESTIMATED COST
			FY 1991 \$ 209,555

BILLING *Subject to availability of funds.

<input type="checkbox"/> MONTHLY	<input type="checkbox"/> QUARTERLY	<input type="checkbox"/> OTHER
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DESCRIPTION OF SERVICE(S) TO BE PERFORMED (Attach an 8 1/2 x 11 inch sheet of paper if additional space is required)

For services rendered as described in the attached Memorandum of Understanding between the U.S. Nuclear Regulatory Commission and the Financial Management Service.

Authority: This agreement is entered into under the authority of Section 501 of the Economy Act, as amended, 31 U.S.C., 1535 and 1536.

REIMBURSING AGENCY ALC	AGENCY TO BE REIMBURSED ALC 20180001
PROGRAM OFFICE U.S. Nuclear Regulatory Commission	PROGRAM OFFICE Financial Management Service Agency Services
DATE 8/16/91	OFFICIAL (Typed name/title/signature) <i>Mary H. Mace</i> Mary H. Mace Contracting Officer
DATE 8/8/91	OFFICIAL (Typed name/title/signature) <i>Karol Forsberg</i> Karol Forsberg, Dir. Agency Accounting Division
FINANCIAL OFFICER	
DATE 8/16/91	OFFICIAL (Typed name/title/signature) <i>Lee Miller</i> Lee Miller, Director Division of Acctg & Finance Office of the Controller
DATE 8/8/91	OFFICIAL (Typed name/title/signature) <i>Nancy C. Fleetwood</i> Nancy C. Fleetwood, Dir. Budget Office

FMS ACCOUNTING

BILLING INSTRUCTIONS FOR INTERAGENCY AGREEMENTS

Claims for reimbursement of cost shall be submitted as follows:

Form. Standard Form 1081, "Voucher for Transfers Between Appropriations and/or Funds."

Number of Copies. An original and four copies.

Designated NRC Billing Office Address.

Address request for payment to the following address:

U.S. Nuclear Regulatory Commission
Division of Contracts and Property Management
Contract Administration Branch, P-902
Washington, D.C. 20555

Note: Payment(s) will be made by the Office of the Controller, Division of Accounting and Finance, GOV/COM Accounts Section, Washington, D.C. 20555.

The following information shall be provided on the Form 1081:

1. Voucher number and date of submission.
2. Interagency Agreement Number.
3. Name and address of Agency performing the work.
4. Billing Agency Contact and telephone number.
5. NRC Project Officer or Technical Contact with Mail Stop.
6. Billing Period or beginning ending dates (day, month and year) , the period in which costs were incurred and for which reimbursement requested.
7. Cost detail by major cost elements:
 - a. direct labor
 - b. materials, supplies and equipment (each item in excess of \$1,000)
 - c. indirect rate, if any
 - d. travel

- e. **Conversion.** The process of planning and developing the conversion of data from the existing system to FFS.
- f. **Training.** Includes all formal and on the job training at all phases of the implementation effort. The project will require that various groups will receive training at various stages as applicable. A training plan will be developed by the project team.
- g. **Customized Reports.** The cost for the design, development and testing of unique financial management reports where it has been determined that the FFS standard reports do not meet the specific needs. FFS standard report samples are displayed in the Users Guides.
- h. **FFS Documentation.** Preparation of customized desktop user documentation (Quick Reference Guide, Training Guide, Operating Procedures) tailored specifically to the NRC's requirements.
- i. **FFS Installation Sites.** Hardware configuration, volume sizing, JCL testing, PC Products, telecommunications, etc.
- j. **Parallel Processing.** Assisting financial management personnel with an operational test of the fully developed system prior to live operation.
- k. **FFS Implementation.** On-site assistance and guidance with year-end closing, execution of conversion plans, problem resolution, development of operating procedures, etc.
- l. **On-Going Support.** Assistance and problem resolution subsequent to live operations.
- m. **Interface:**
 - a. Simple - single table access with edits.
 - b. Moderate - 2 to 3 table access with corresponding cross-editing.
 - c. Complex - more than 3 table access and extensive coding for editing and performance.

Addendum to Proposal

Explanation of Costs

1. **Software and Maintenance.** A one-time software use charge is based on the estimated percentage of use for the specific modules to be provided. Software maintenance is the estimated use of the annual software maintenance fee paid by FMS. The software maintenance fee guarantees all systems software, upgrades, and enhancements.
2. **Documentation.** The cost of purchasing from AMS, the FFS baseline Users Guide, Operations Guide, Data Entry Guide, and Error Message Guide.
3. **Telecommunications Upgrade.** Will be necessary to support the extension of 150 users on line.
4. **Timesharing.** The estimated pro-rated cost for computer usage to recover usage of data processing facilities.
5. **Travel and Transportation.** N/A. As noted in the proposal, NRC will provide travel authorization and funding directly. Therefore, this cost has not been included in the proposal.
6. **Printing and Reproduction.** The cost of printing and binding customized user documentation developed under the technical support cost.
7. **Technical Support.** The FMS and AMS personnel costs associated with the implementation. Attachment 1.1 shows the major tasks with the estimated hours of support required for completion. These tasks will be defined in detail in the project plan but are generally as follows:
 - a. **Project Management.** Review of deliverables, meetings, supervision, and direction associated with the coordination of the project.
 - b. **Installation Analysis.** The process of familiarizing key functional experts with the FFS modules, analyzing and defining the specific requirements and setting up an application of FFS accordingly.
 - c. **Acceptance Testing.** Assisting key functional experts with acceptance testing of the system set-up as defined in the installation analysis phase.
 - d. **Interface Analysis.** The design, testing, and implementation of the required interface.

COST SUMMARY SUPPORTING SCHEDULE

ON-GOING TECHNICAL SUPPORT

	FY 91		FY 92		FY 93	
	FMS Support	AMS Support	FMS Support	AMS Support	FMS Support	AMS Support
Project Management	290	150	680	350	275	195
Project Plan Development	90	100				
Installation Analysis	270	220				
User Acceptance Testing			120	40		
Interface Analysis	100	655	205	555	240	610
Conversion			575	875	750	450
User Training	40	60	500	525		
Customized Report Development			260	165		
Quick Reference Guide			640	330		
FFS Installation Site Preparation	600	205	1755	1160		
FFS Implementation			425	500	350	500
Parallel Testing			575	640		
On-Going Support					2450	2405
Network Expansion			55		55	
Reports Analysis Paper			200	400		
Payroll Interface			50	400		
Support Hours	1390	1390	6240	6240	4160	4160
Personnel	2.00	2.00	3.00	3.00	2.00	2.00
Cost	\$62,550	\$86,180	\$280,800	\$385,880	\$167,200	\$257,920
Total Support Cost		\$148,730		\$767,680		\$445,120

COST SUMMARY SUPPORTING SCHEDULE
SOFTWARE AND MAINTENANCE

	FMS Cost	Fee (x)	Agency Share	FMS Cost	Fee (x)	Agency Share
FFS Basic System	\$157,500	0.1	\$15,750	\$23,625	0.1	\$2,363
Purchasing	\$45,000	0.1	\$4,500	\$6,750	0.1	\$675
PC Interface	\$4,500	0.1	\$450	\$675	0.1	\$68
Report Painter	\$33,750	0.1	\$3,375	\$675	0.1	\$68
Project Cost Accounting	\$33,750	0.1	\$3,375	\$5,063	0.1	\$506
Travel	\$33,750	0.1	\$3,375			
Software Total			\$30,825	Mainten. Total		\$3,679