

CSTARS USER GROUP, 08.07.03
Meeting Minutes

Attendance:

Crystal Davis, OAM
Tom Cochran, OAM
Debra Young, OAM
Yancey Stern, OAM
Mike Williams, OAM
Chris Nolte, OAM
Marjie Dones, NOAA
David Groton, NOAA
Ed Rockenstire, NOAA
John Thompson, NOAA
Dick Bennett, NOAA
Chuck Hughes, NOAA

Jan Dodi, NOAA
Pam Harper, OCS
Jim Crawford, OCS
Jim McNamee, OCS
Jacqueline Wilson, Census
Sharon Diggins, Census
Suja Madhavan, Census
Clark Terrell, Census
Phyllis Bower, NIST
Pat Grimes, NIST
Mark Galletta, CACI
Scott Hughes, CACI

OPENING REMARKS

- ❖ Next CSTARS Users Group Meeting will be held in October due to heavy workloads closing out the fiscal year.
- ❖ Grants office is now under OAM effective 7/27.

NOAA DPA

- ❖ Jan said that NOAA had no problem with the PIID attached on the outside of the contract number as a prefix or a suffix.
- ❖ The number is a requirement for FPDS-NG (want prefix to give to GSA).
- ❖ Asking CACI to look into appending a unique PIID behind the scenes, so the users don't need to change contract numbers. Need CACI to determine impact by 8/12.
- ❖ Need to determine how number will be fed into CFS

CSTARS SOW

- ❖ Tom Cochran reported that comments have been incorporated
- ❖ There will be an 11/2003 award for CACI's services

APPENDIX G

- ❖ Tom reported that the bureaus should have feedback by now from CSC on comments
- ❖ If there are any concerns with the feedback, the bureaus should contact Tom

STEERING COMMITTEE UPDATE

- ❖ In the meeting it was agreed that a Program Agreement should be done.
- ❖ The committee also agreed to move forward on a SOW to Accenture and to CACI. The committee will use the quotes from Accenture and CACI as a decision point of where to start requisition.

- ❖ IAE: decisions were made on which groups would handle which responsibilities
- ❖ Census raised concerns about needing a demo of system to give feedback, needing a full table structure.
- ❖ Census is also unsure of when the date is to complete acceptance testing of the pilot interface to CAMS. Since they'll be getting the code on 8/18, Census will be busy throughout September.
- ❖ Tom will bring up the table structure at the next CFS-CSTARS meeting.
- ❖ Tom stated that the project plan has the acceptance date but it is not at a bureau level.

UPDATE NUMBER OF BUREAU REGISTRATION LICENSE

- ❖ Crystal asked the bureaus to go back and figure out their costs
- ❖ Need number of users in procurement and number of requisitions (number of CSTARS requesters and number of CFS requestors) by 8/21. This information should be emailed to Crystal.
- ❖ Tom clarified that the bureaus will pay for the EAI costs and that it costs 100K for the EAI tool.

DATAWAREHOUSE

- ❖ OCS costs for FY03 are 55K
- ❖ Yancey provided an update that in July CACI was brought in to link up the Balanced Scorecard and that CACI built the Consolidated Reporting System.
- ❖ The next steps are for CACI to clean up errors and to get together a training plan. In FY04, the goal is to capture and report on legacy data.
- ❖ Yancey is looking into FPDS-NG as a datawarehouse solution. One of items he is looking into is whether there are any GSA costs after '04.
- ❖ On 8/13, Sharon will give Yancey data
- ❖ Yancey is putting together a functional document and a technical document that discusses the datawarehouse scenario in Phase 1, 2 and 3.

DISASTER RECOVERY - TEST SCRIPTS

- ❖ Kevin Crowley is on leave until 8/18
- ❖ Crystal will ask Kevin for a status when Kevin returns
- ❖ Pam stated that October 20/21 are the disaster recovery test dates

PIIN STRUCTURE

- ❖ Yancey will send out something on the PIIN structure

IAE

- ❖ Crystal gave an update that Teresa Sorenti have a presentation on IAE
- ❖ CASD is trying to proactively link CSTARS to IAE
- ❖ The first step is to tie into CCR. After that, it's unclear what the next step will be with integrating with IAE

FPDS DEMO

- ❖ There will be a demo on 8/13

- ❖ CACI will provide demo slides and Yancey will burn a copy of the screen shots and CACI's presentation on a CD.

TELECONFERENCE EQUIPMENT

- ❖ Teleconference equipment needs to be tested for NOAA and at Hoover building

TIBCO COSTS

- ❖ TIBCO costs are covered.

INTERFACE HARDWARE UPGRADES

- ❖ Jan was surprised by 100s of thousands for servers
- ❖ CAMS in Germantown gave quote
- ❖ Dick Bennett will research to get the costs
- ❖ Debra will follow up with costs with Bob Bair's group to get their reaction.

OCS COSTS

- ❖ OCS will give a figure for the datawarehouse costs within 2 weeks and the number will have to be divided amongst the bureaus.
- ❖ Bureaus are concerned about the late date in which they're hearing about OCS costs since their '04 budgets have been built already.
- ❖ It is unclear how much of the OCS costs that OAM will cover and how much will be covered by the bureaus.
- ❖ Jim stated that OCS costs will be \$6.8 million.
- ❖ Jim doesn't believe that CSTARS or CSTARS datawarehouse will be a big bill.
- ❖ There are no anticipated increases in OCS rates and they should go down this year.
- ❖ Jim doesn't think that the costs will be transaction based.
- ❖ Debra requested that Jim give a presentation of OCS costs on 10/9.

CSTARS PASSWORD

- ❖ Issue was raised that users get locked out of the system after 3 tries
- ❖ Sounds like it is an OCS/Citrix server problem
- ❖ OCS is in the process of upgrading Citrix server. OCS is not positive that the upgrade will fix the problem.

OAM "IT CONFERENCE"

- ❖ Conference will be rescheduled at a later date

USER MANUALS

- ❖ Jan requested indexing, table of contents and wants text to be at a 'For Dummies' level
- ❖ Jan also requested that the help desk refer to the section and page number
- ❖ Users want the language to be specific to the business practice level
- ❖ Crystal asked what the differences are for each bureau
- ❖ Debra wants to know the mandatory fields on an enterprise level.

- ❖ Chuck Hughes will send Crystal the mandatory fields by 8/21. The CSTARS users group will agree on the mandatory fields.

CSTARS "VALUE EDIT CHECKS"

- ❖ Addition is not working properly
- ❖ Jerry Rotrom-Lee will provide a write-up to Tom to give to CACI.

2 CHARACTER PIID

- ❖ Mark Galletta will follow up with CACI who will follow up with GSA.
- ❖ Mark reported that GCE is having issues with providing instructions on unique PIIDs.
- ❖ Mark reported that GCE, GSA and CACI are meeting to resolve the PIID issue.
- ❖ Yancey will follow up with John Cochran on getting the PIID issue resolved.
- ❖ Phyllis Bower stated that the only option is the 'invisible solution' where the system will append the PIID in a way that is transparent to the user.
- ❖ The need to get a response from GSA on the PIID should be escalated in OAM.

5.7 UPGRADE PROJECT PLAN

- ❖ Crystal went over the project plan
- ❖ Pat and Phyllis want a copy of the signed vendor memo
- ❖ Mark reported that DOC might be able to get a free version of secret agent.
- ❖ Census' need to acceptance test the interface system will impact their availability to test CSTARS 5.7.
- ❖ Mark stated that he will go over the options of downloading the BPN file at the demo.

ACTION ITEMS

1. 8/12: CACI will research the level of effort to append the PIID as a prefix or a suffix to the contract number behind the scenes.
2. 8/11: Yancey will send out the July message again to each bureau that describes the PIID situation.
3. 8/12: Need to determine how number will be fed into CFS. Is CACI doing this?
4. 8/12: CACI will provide demo slides.
5. 8/12: Yancey will burn a copy of the screen shots and CACI's presentation on a CD.
6. 8/13: Mark will provide an update on getting the free version of Secret Agent.
7. 8/13: Mark stated that he will go over the options of downloading the BPN file at the demo.
8. 8/13: Sharon Driggins will give Yancey data
9. 8/14: Tom will raise Census' concern about needing a table structure at the CFS-CSTARS meeting
10. 8/15: Yancey will pull the vendor list again and send the list of vendors to Crystal

11. 8/18: Crystal will ask Kevin for a status on the disaster recovery test scripts
12. 8/21: Crystal will provide a copy of the signed vendor memo to Pat and Phyllis
13. 8/21: Bureaus need to email Crystal the number of CSTARS and CFS requestors
14. 8/21: Jim McNamee will provide a cost for datawarehouse.
15. 8/27: Yancey will provide an update on whether there are GSA costs with FPDS-NG after '04
16. 8/27: Yancey will send out something on the PIIN structure
17. 8/27: Yancey will develop a functional document and a technical document that discusses the datawarehouse scenario in Phase 1, 2 and 3
18. 10/9: Jim McNamee will give a presentation to go over OCS's costs.
19. 10/21-22: OCS will perform the disaster recovery test
20. Debra will escalate in OAM the need to get a reply from GSA on the PIID DOC should use.
21. When will CACI clean up the errors in the Consolidated Reporting System?
22. When will CACI follow up with GSA on 2 character PIID?
23. Jerry Rotrom-Lee will provide a write-up to Tom to give to CACI. When will this happen?
24. By next meeting: Everyone will send Crystal the mandatory fields for CSTARS.
25. By next meeting: Debra will follow up with Bob Bair's group on Interface HW costing 100s of thousands.
26. By next meeting: Dick Bennett will research to get the costs of the Interface Hardware upgrades.
27. Issue: How will OCS costs be divided?