

**CBE USER GROUP**  
**January 13 , 2005**  
**Meeting Minutes**

**ATTENDEES:** Crystal Davis, OAM  
Tom Cochran, OAM  
Yancy Stern, OAM  
Kevin Crowley, OAM  
John Abbott, NOAA  
Jacob Nyquist, NOAA  
Jan Dodi, NOAA  
Marjie Dones, NOAA  
Brenda Summers, NOAA  
Chuck Hughes, NOAA  
Lynne Phipps, NOAA  
Dennis Morris, NOAA  
Pam Harper, OCS  
Sharon Driggins, Census  
Clark Terrell, Census  
Peter Sefton, Census  
Susan, Census  
Ken Pooton, CSC  
Britaini Carroll, CSC  
Pat Grimes, NIST  
Sandy Feebach, NIST  
Jackie Johnson, OS  
Lorenzo Lewis, OS  
Willette Hamilton, OSDBU  
Dao Vissering, CAPPS  
Debra Young, CBE,  
Frank Krempa,  
Gary Hill, CACI  
Teddy Mann, CACI

**ADMINISTRATIVE**

- ❖ The next CSTARS Users Group Meeting will be held February 3, 2005 at Census.
- ❖ Financial Interface Status Report (CAMS)
- ❖ Review of Open Action Items
  - Refer to Action Item Chart for Status
- ❖ Commerce Business Environment (CBE)

## FINANCIAL INTERFACE

- ❖ Ken P. reported the following:
  - Interface testing will be completed Jan 21
  - Functional testing will be completed Feb 28
  - The delivery date for the code to the customer will be Mar 2
  - A meeting to discuss what is in and when it will be posted will be held the following day. A draft of the deployment plan will be reach by the first week in Feb
  - An impact assessment will be sent to Tom C.
  - An issue was raised concerning recouping money on closeouts. This information needs to be sent to Hunt's and Associates, whom will be generating extensive reports.
  - Britaini will get the structure of the document number to Pat and Sandy

## DISCUSSION TOPICS

- ❖ **CSTARS 5.9 Review**
  - G. Hill reported that Version 5.9 was delivered Dec 20.
  - Currently testing at CAMS. This version includes encryption and the Financial Interface code.
  - Items were uncovered during the testing which will result in a version 5.9A release possibly at the end of the month
  - A question came up concerning GSA numbers not loading correctly in the FPDS-NG. Jacob N. suggested upgrading the Citrix to make sure it was up-to-date.
  - **ACTION ITEM: Gary to assist with 5.9 Issue of GSA numbers not loading correctly.**
  
- ❖ **CSTARS Data Dictionary**
  - C. Davis reported that the data elements have evolved into a data dictionary.
  - A list has been compiled and Gary is working on the attributes.
  
- ❖ **Enterprise Acquisition Reporting Solution (EARS)**
  - Y. Stern reported that the database was loaded last week; they are configuring the database this week; and report mods next week.
  - They will contact each bureau.

- Gathering requirements for the second build by the end of the month.
- Yancy will be out a couple of months. As a result, Kevin will help the new person.

#### ❖ Egov Initiatives

- **FPDS-NG**
  - **Bureau issues** – Nothing else to from earlier discussions
  - **Citrix Issues** – Gary will follow up
  - **Change Control Board (CCB)** – Nothing new to report
- **BPN/CCR** – Nothing new
  - **Daily Vendor file update** – Nothing unusual
  - **Bureau Issues** – Nothing else to report
- **FedBizOpps** – C. Davis reported that this was almost awarded. It is currently in a pre-award protest
- **Electronic Subcontracting Reporting System (eSRS)**
  - Awarded Jan 5 to Simplicity Corp in Alexandria, Va. (George Rollis).
  - E-mail J. Abbott for responses
- **Intergovernmental transaction Exchange (IGTE)** – Nothing new to report
- **Crystal requested response from people interested in working with IAE.**

#### ❖ COTR Clause

- Dao reported the COTR clause cleared OGC.
- Will be getting comments from Helen.
- The revised clause will be completed by the end of the month.
- **ACTION ITEM: Dao will send a copy of the final draft to CACI (G. Hill) by Feb 4**

#### ❖ C.Web Usernames

- Sharon reported that Census is compiling comments for Gary.

#### ❖ PM Survey

- Crystal will send out survey.

## COMMERCE BUSINESS ENVIRONMENT (CBE)

- D. Young went to the Acquisition Team Building meetings (Acquisition Council meeting).
- Within the environment, there are many groups and the number of groups increases. In addition, there are many tools, such as PTO (Reverse Auctioning Tool) available within this environment.
- D. Young is part of the CASD – that supports OAMFA with Karen Hogan as CIO; and DOC Acquisition Community for support. They are creating a control board to aid in making decisions.
- Becoming a Business Broker involves working for ways to better serve the community. Getting involved early is the key.
- As a result, the CSTARS Users Group is being renamed the CBE Users Group. Jacob N. raised the question about other groups, such as grants, participating in these meetings. Because the CSTARS system does not deal with grants, he was wondering why they should come. D. Young agreed to look at the charter of the groups to see who would need to come to these meetings.
- **ACTION ITEM: Change the CSTARS Users Group to CBE Users Group**

## BUREAU COMMENTS

**NIST:** None.

**OS+:** None.

**Census:** None.

**NOAA:** None.

**OCS:** None.

**CAPPS:** None.

**OSDBU:** None

**CACI:** None.

## Additional Items

- When discussing the Open Action Item #1, a several items came up:
  - o Procedure to migrate contracts
  - o Close out old contract to remain in old database
  - o It is possible the time frame will run into the first quarter of 07.
  - o Issues with matching up awards (within ORSI). Account codes are not the same within a line item

- **ACTION ITEM: A separate meeting is needed as these items are not related to CSTARS.**

#### Open DOC Action Items

Date	Item	Who
7/8/04	1. NOAA to report on retiring old databases.	J. Abbott
7/8/04	2. Kevin working on the Rules of Behavior and hopes to have them out to everyone for official distribution shortly. Kevin will provide user Ids on Rules of Behavior.	K. Crowley
7/8/2004	3. Chiera A. to assist D. Alexander with training and access. Anyone giving access to the DB must send a formal note with the request to P. Harper at OCS.	D. Alexander
1/13/05	4. Yancy send list by Nancy to Peter and CC Sharon.	Y. Stern
7/8/2004	5. V. Evans to find out from Bureaus what their requirements are for Clause Management. Put on hold until detail completed.	V. Evans
12/2/04	6. Yancy will send out an updated schedule with milestones and deliverables.	Y. Stern
12/2/04	7. Gary and Yancy will meet and work on the code sent by Jacob on receiving data.	G. Hill / Y. Stern
12/2/04	8. Gary will look into the suggested vendor on the awards only.	G. Hill
1/13/05	9. Gary to assist with 5.9 Issue - GSA numbers not loading correctly.	G. Hill
1/13/05	10. Dao will send a copy of the final draft to CACI (G. Hill) by Feb 4.	D. Vissering
1/13/05	11. P. Harper will update the distribution list with Tom C.	P. Harper
1/13/05	12. Change the CSTARS Users Group to CBE Users Group	
1/13/05	13. A separate meeting is needed concerning Action Item #1.	J. Abbott
1/13/05	14. Suja and Lorenzo to complete questionnaire and return to Debra & Pam; CC Sharon.	S. Madhavan

		/ Lorenzo
1/13/05	15. Crystal to make Comprizon.Suite manual on CD available.	C. Davis

### Closed DOC Action Items

Date	Item	Who
7/8/04	1. Disaster Recovery will begin Dec 6 and go until the 8 <sup>th</sup> . Kevin will follow up with Lorenzo on the script process.	K. Crowley
7/7/04	2. G. Hill to address 5.8c Security issues re: passwords being displayed.	G. Hill
8/5/04	3. Gary to send Comprizon.Suite manual (CD) to Crystal.	G. Hill
10/7/04	4. T. Mann will get a list of User Ids and add new users, including D. Alexander, activate new users, and re-distribute names.	T. Mann
11/10/04	5. C. Davis will re-distribute an e-mail with reasons for the COR/COTR fields mandated to the working group.	C. Davis
11/10/04	6. S. Driggins will e-mail C. Davis on the details concerning the vendor files being received daily.	S. Driggins
12/2/04	7. P. Harper will send out test plans.	P. Harper
12/2/04	8. G. Hill will deliver to P. Harper the FPDS-NG version 2.1 and test there.	G. Hill
12/2/04	9. C. Davis will resend the data elements.	C. Davis
12/2/04	10. T. Mann will resend the userids with the URL.	T. Mann
12/2/04	11. G. Hill will look into obtaining a System Administration manual; or SA password.	G. Hill
12/2/04	12. Y. Stern to get write up from N. Gunsauls on the tips for the amount on the FPDS-NG screen. This includes how it works, adding items up, and what they equal to. This information will be sent to G. Hill	Y. Stern