Vendor Onboarding Training – SIN 518210FM
Financial Management Quality Service Management Office (FM QSMO)

November 2023

Disclaimer

The purpose of this webinar is for the U.S. Department of the Treasury Financial Management Quality Management Service Office (FM QSMO), in partnership with the General Services Administration (GSA) Federal Acquisition Service (FAS), to provide a general overview of the application and evaluation process for the FM QSMO SIN (518210FM). The webinar is not intended to supersede or conflict with any general or specific instructions published by GSA as part of the Multiple Award Schedule (MAS) solicitation, the IT Category attachment thereto, or SIN 518210FM. These materials may be updated periodically to provide additional clarity or information.

Agenda

- FM QSMO Overview
- FM QSMO SIN Application and Evaluation Process
- SIN Award Determination and Onboarding
- Agency Acquisitions
- Key Takeaways

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Learning Objectives

By the end of this training, Vendors will have the information needed to:

Define the purpose of the FM QSMO Marketplace and the Financial Management Capability Framework (FMCF). *(Learning Objective 1: FM QSMO Objective)*

Apply to the FM QSMO Special Item Number (SIN) 518210FM. *(Learning Objective 2: Apply to the SIN)*

Identify and apply the SIN evaluation criteria relevant to their FM solutions/services. *(Learning Objective 3: SIN Evaluation Criteria)*

Demonstrate the capability of their Core FS offering to meet the FMCF. *(Learning Objective 4: Core FS Evaluation)*

Differentiate the types of acquisition activities that occur during and after the FM QSMO Marketplace entry level evaluation. *(Learning Objective 5: Agency Acquisitions)*

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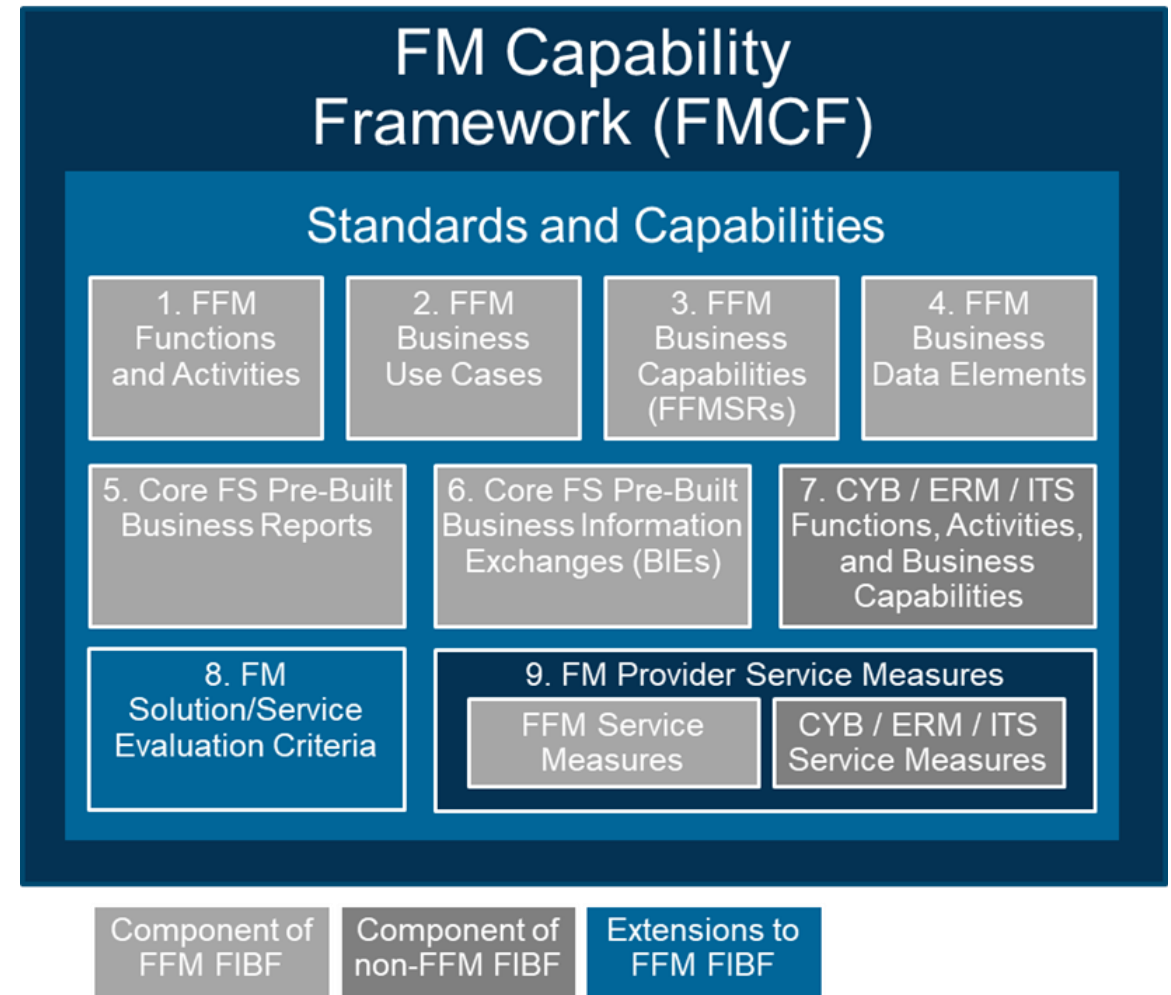U.S. DEPARTMENT OF THE TREASURY

FM QSMO Overview

A New Approach to Financial Management

The FM QSMO acts as the broker between agencies and commercial and federal solutions. Solutions are centrally coordinated, standards are embedded in solutions, and there is a unified effort to achieve goals.

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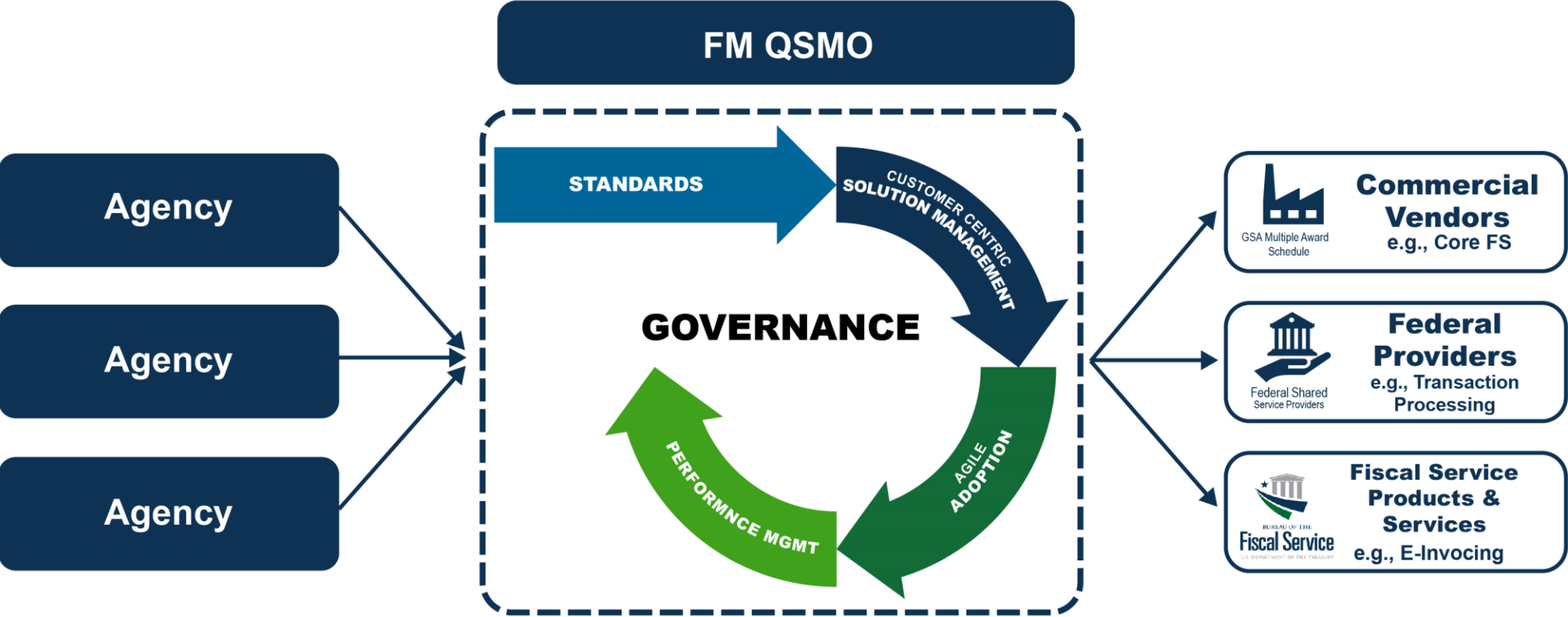
Financial Management Capability Framework

- The Financial Management Capability Framework (FMCF) is the set of standards and capabilities that define baseline needs for services and solutions in the FM QSMO Marketplace.

- The FMCF serves as contractual requirements of SIN 518210FM.

- The FMCF consists of nine (9) sections or components, depicted in the visual to the right.

- The FMCF artifacts can be found on the [FM QSMO - FMCF Webpage](#).

- **The FMCF is used as a basis for evaluating and ensuring that Marketplace services and solutions meet baseline needs.**

  – Only a subset of FMCF artifacts may apply, depending on the type of vendor offering being proposed.

FM Capability Framework (FMCF)

Standards and Capabilities

1. FFM Functions and Activities	2. FFM Business Use Cases	3. FFM Business Capabilities (FFMSRs)	4. FFM Business Data Elements
5. Core FS Pre-Built Business Reports	6. Core FS Pre-Built Business Information Exchanges (BIEs)		7. CYB / ERM / ITS Functions, Activities, and Business Capabilities

8. FM Solution/Service Evaluation Criteria	9. FM Provider Service Measures	
	FFM Service Measures	CYB / ERM / ITS Service Measures

Component of FFM FIBF	Component of non-FFM FIBF	Extensions to FFM FIBF

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FM QSMO SIN Application and Evaluation Process

Background

GSA, in partnership with FM QSMO, established a new Special Item Number (SIN) 518210FM under the existing GSA Multiple Award Schedule (MAS) contract vehicle to provide access to commercial offerings of the FM QSMO Marketplace.

The application and evaluation approach ensures that approved vendors contribute to FM QSMO's vision of a marketplace of quality solutions/services that drives innovation, compliance with federal policies, standardization and automation.

SIN Highlights:

- GSA serves as the contracting activity for the SIN.

- FM QSMO conducts technical evaluations of vendors applying to the SIN.

- The SIN is available for continuous vendor onboarding.

- Agencies will be able to place orders against the GSA MAS contracts for offerings under the SIN.
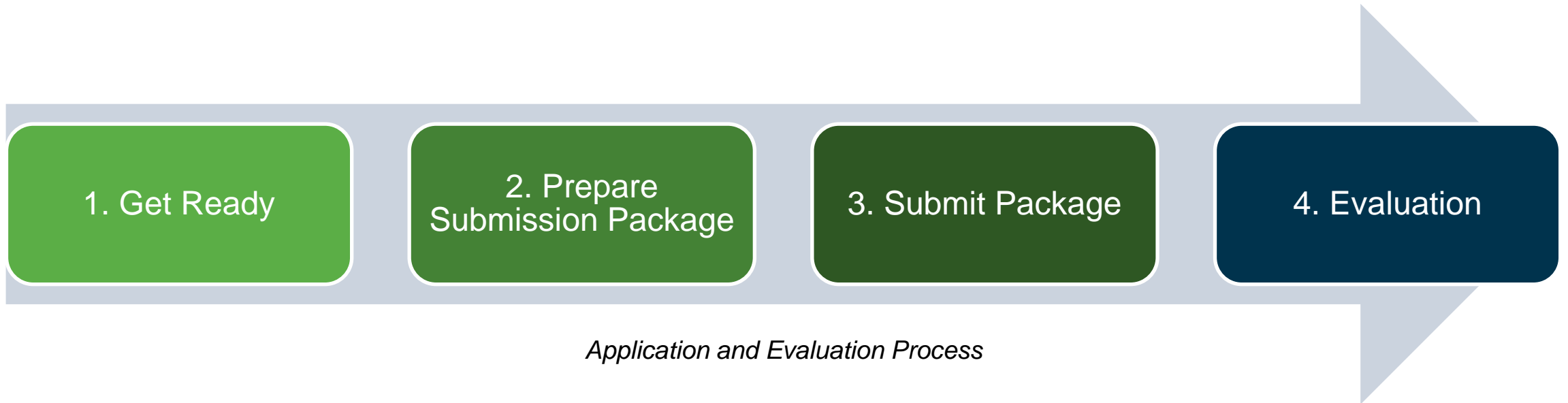
The scope of the SIN includes:

- **Core FS Solutions** – partially pre-configured FM software suites offered in a cloud environment.
- **Additional FM Solutions** – capabilities that augment those provided in the Core FS such as reporting tools, business information exchanges, analytics and intelligence.
- **FM Adoption and Transition Services** – services to identify, select, migrate to FM offerings such as planning, data conversion, IV&V, integration support.
- **FM Technology Operations Support** – support and assistance with implementations and operations such as development, testing, service desk, O&M, and legacy financial system support.
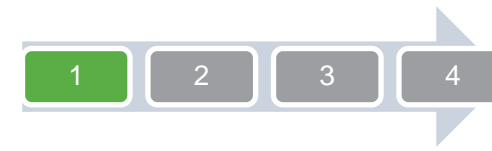
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Apply to the FM QSMO SIN

- Commercial vendors will undergo a multi-phased process to be added to SIN 518210FM.

- Understanding the GSA MAS Program is essential to participating in SIN 518210FM. Information, guidance, and resources are available to both new vendors and existing MAS contract holders through the *GSA Vendor Support Center*.

- Questions about the FM QSMO Marketplace, FMCF, or technical aspects of SIN 518210FM should be sent to fmqsmo@fiscal.treasury.gov.

| 1. Get Ready | 2. Prepare Submission Package | 3. Submit Package | 4. Evaluation |

Application and Evaluation Process

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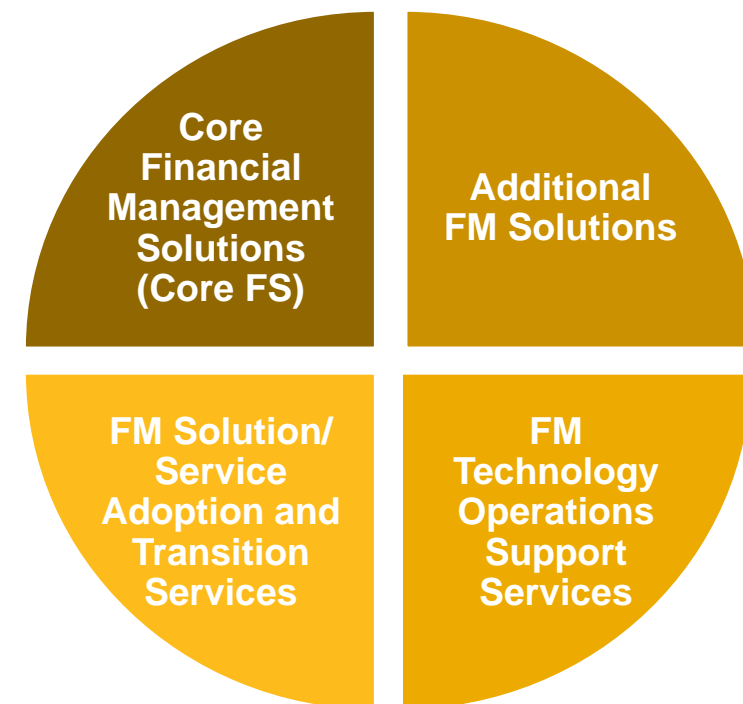U.S. DEPARTMENT OF THE TREASURY

Step 1: Get Ready

Vendors must review all relevant FM QSMO onboarding materials and resources (e.g., SIN subgroup descriptions, instructions, FMCF) *before* applying to the Marketplace.

- ❑ **Review the SIN 518210FM materials** to determine what solutions/services are within scope of the SIN and their appropriate subgroups.
  - – Vendors must assess their offerings against the scope of the SIN and determine the subgroups to which they should apply.

- ❑ **Review the following documents** on the [FM QSMO - FMCF Webpage](#) to understand the required FM QSMO Marketplace standards and capabilities:

  - ❑ **FMCF:** The FMCF is the set of standards and capabilities that are the foundation for all FM solutions and services in the FM QSMO Marketplace.

  - ❑ **Guide to the FM QSMO Marketplace:** This document provides an overview of the FM QSMO Marketplace and how the FMCF applies.

  - ❑ **Additional FM QSMO Resources:** Templates and documents such as the FMCF 101 – Vendor training enable Vendors to apply the FMCF to their solutions and services.

Core Financial Management Solutions (Core FS)

Additional FM Solutions

FM Solution/ Service Adoption and Transition Services

FM Technology Operations Support Services

Subgroups under SIN 518210FM

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Step 2: Prepare Submission Package

A complete and responsive vendor submission package for SIN 518210FM will include the following:

Administrative, technical, and pricing offer submission elements required by the GSA MAS solicitation and the IT Category attachment.

Resource: MAS Solicitation

All vendor submission packages include:
- Documentation for proposed offerings using the *FM Solution/Service Definition Template*.
- Technical narrative response addressing the FM QSMO Marketplace entry level evaluation criteria (i.e., self-evaluation/assessment and/or attestation) using the *Technical Narrative Response Template*.
- Volume of supporting documentation referenced in the *FM Solution/Service Definition Template, Technical Narrative Response Template,* and *Core FS Pre-Built BIE Response Template* (if applicable), with a list of the documentation provided.

Resources:
- FM Solution/Service Definition Template
- Technical Narrative Response Template

Submission packages for the Core FS subgroup also include:
- Technical narrative response addressing the Core FS business information exchange (BIE) capabilities using the *Core FS Pre-Built BIE Response Template.*
- Volume of Operational Capability Demonstration (OCD) reports and BIE files as indicated in the *Core FS OCD Execution Plan*, with a list of the documentation provided.

Resources:
- Core FS Pre-Built BIE Response Template
- Core FS OCD Execution Plan

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FM Solution/Service Definition Template

All vendors will complete the *FM Solution/Service Definition Template* as part of their submission package.

Overview

- Document Marketplace Category, Solution/Service Name, and the Solution/Service Description

Business View: *Show the solution/service's alignment to federal financial management*

- Select the FIBF FFM Functions and Activities covered by the solution/service.
- Solutions in the Core FS subgroup must address all FFM Functions and Activities. Solutions/services outside of the Core FS subgroup may address some FFM Functions and Activities, and if so, should be indicated accordingly. A solution/service does **not** need to address all FFM Functions and Activities.

Asset View:

Service Delivery Layer and Tower – Sub Tower: *What is used to build the solution/service*

Service Delivery Resource and Cost Pool: *How to provide the Service Delivery Layers*

- Select the Service Delivery Layers that are covered by the solution/service. The Service Delivery Layers, broken down by Tower – Sub Tower, describe the basic building blocks of a solution/service.
- Select the Service Delivery Resources that are covered by the solution/service. The Service Delivery Resources, broken down by Cost Pool, describe the means by which the work to provide the services identified in the delivery layers is performed (i.e., using technology, workforce, and/or advisory).
- The *FM Solution/Service Evaluation Criteria* component of the FMCF relies on the vendor indicating whether they are providing a type of Services or Technology. Solution/Service offerings that include "Workforce" and/or "Advisory" resources are considered "Services" and offerings that include "Technology" resources are considered a type of "Technology" offering.

Service Provider and Service Customer Key Responsibilities: *Who is responsible for supporting the solution/service*

- Indicate the key responsibilities of the Service Provider delivering and the Service Customer using the FM solution/service package, organized by the Information Technology Infrastructure Library (ITIL) Practice.

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Technical Narrative Response and Supporting Documentation

All vendors will provide the following as part of their submission package:

Technical Narrative Response

- Vendors will use the *Technical Narrative Response Template* to address the FM QSMO Marketplace entry level evaluation criteria for their proposed offerings.

- Referencing the *FM Solution/Service Evaluation Criteria* component of the FMCF as a guide, vendors will describe how their proposed offerings meet the relevant capabilities.

- **Note**: Only a subset of evaluation criteria will apply depending on the type of offering (e.g., Services Only, Other Technology, or Core FS) being proposed.

Volume of Supporting Documentation

- Vendors may reference pre-existing documentation to support their *FM Solution/Service Definition Template, Technical Narrative Response Template,* and *Core FS Pre-Built BIE Response Template* (if applicable). For example, vendors may reference existing solution end-user documentation, existing vendor program/process documentation, evidence of independent evaluation of vendor operational security, and evidence of solution FedRAMP status.

- **Vendors must clearly indicate where pre-existing documentation is referenced by providing the source document title, section, page number and paragraph**.

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Core FS Pre-Built BIE Response and OCD Reports and BIE Files

Vendors proposing Core FS solutions will also provide the following as part of their submission package:

Core FS Pre-Built BIE Response

- Vendors will prepare a technical narrative response addressing the Core FS BIE capabilities using the *Core FS Pre-Built BIE Response Template.*

- Referencing the *Core FS Pre-Built BIEs* component of the FMCF as a guide, vendors will describe how their proposed offerings meet the relevant BIE capabilities.

- Vendors may reference pre-existing documentation to support their *Core FS Pre-Built BIE Response Template* (as well as their *Technical Narrative Response Template*) in the Volume of Supporting Documentation.

Volume of OCD Reports and BIE Files

- Vendors will prepare a volume of OCD reports and BIE files as indicated in the *Core FS OCD Execution Plan*.

- OCD reports and BIE files will be included in the submission package, using the file naming conventions specified in the *Core FS OCD Execution Plan*.

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Core FS OCDs

Vendors proposing Core FS solutions will conduct an Operational Capability Demonstration (OCD) using the *Core FS OCD Execution Plan*.

- Core FS OCDs consist of vendors executing six (6) business scenarios based on selected FIBF FFM Business Use cases, Functions and Activities, and System Requirements.

- Core FS OCDs are conducted using a vendor-maintained instance of the proposed solution in a vendor-provided cloud environment.

  More information is available in the [Core FS OCD Quick Reference Guide](#).

The *Core FS OCD Execution Plan* details the six (6) scenarios that vendors will demonstrate as part of their Core FS OCDs.

- Each scenario contains a series of FFM Business Use Cases that capture required Core FS functionality.

- Each scenario "Outline" tab provides sample data and correlation points to applicable FMCF artifacts.

- Each scenario "Demonstration" tab maps applicable FMCF components to address Core FS functional requirements.

- The six (6) scenarios build upon one another successively.

- Proposed Core FS solutions must adequately demonstrate all functionality detailed in the *Core FS OCD Execution Plan*.

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Step 3: Submit Package and Step 4. FM QSMO Evaluation

The vendor will submit the package through eOffer/eMod (Step 3), and then the evaluation process will begin (Step 4).

- GSA FAS will evaluate the general administrative, technical, and pricing elements of vendor submissions. The FM QSMO will evaluate the SIN 518210FM specific technical elements based on the *FM Solution/Service Evaluation Criteria* component of the FMCF.

- **Core FS Providers Only:** Core FS vendors will demonstrate the capabilities of their proposed Core FS solution live during the Core FS OCD evaluation.

- For each evaluation category/criteria, vendor submissions will be rated as "Acceptable" or "Unacceptable" based on review of documentation and/or demonstration of compliance with applicable components of the FMCF.

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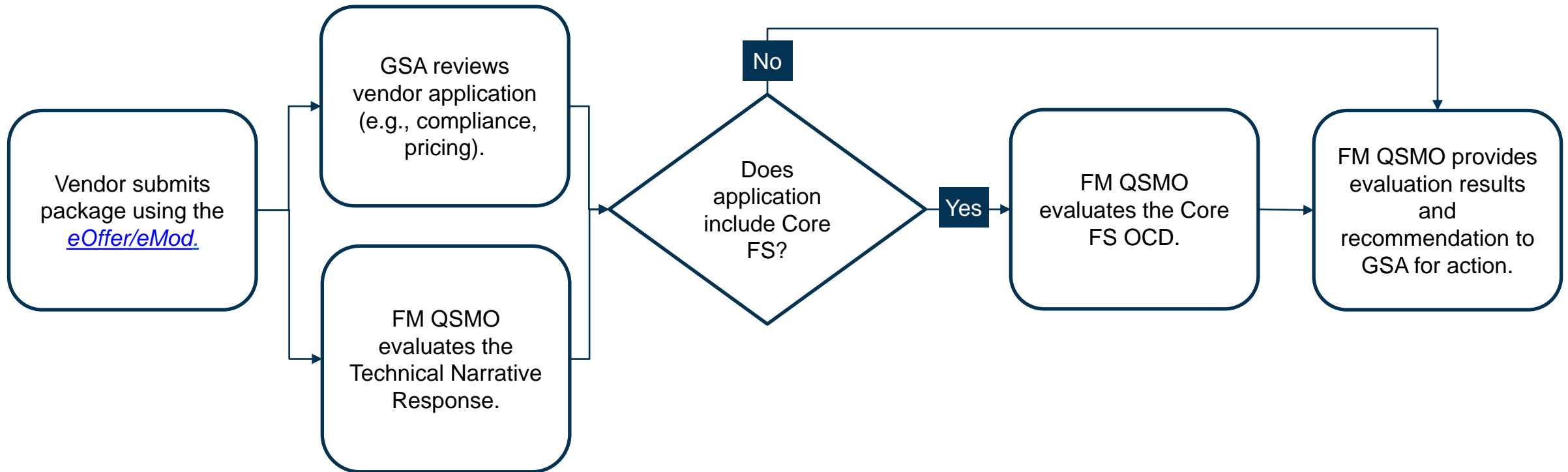
Technical Narrative Response Evaluations

For all vendors and all proposed solutions/services, the FM QSMO will conduct an evaluation of the technical narrative response.

Key Points

- Evaluation includes review of vendor documentation for up to five (5) categories as follows:
  - **Business**: How the services support business activities and processes specified in the FIBF FFM standards and/or FMCF.
  - **Technology Design**: How the technology solution supports business activities and processes specified in the financial management Technical and Operations standards of the FMCF and relevant Federal IT standards and requirements.
  - **Technology Operations**: How the technology solution responds to user demand and needed changes.
  - **Programmatic**: Strategy for and management of the service offerings and delivery.
  - **Organizational**: Organizational ability to deliver quality FM services and ensure customer satisfaction.
- FM QSMO will evaluate vendor technical narrative responses to SIN 518210FM; agencies may conduct further evaluation at the agency acquisition level.

Technical Narrative Response

Evaluation Categories	Vendor Offering Type		
	Services Only	Other Technology	Core FS
Business	✓	✓	✓
Technology Design		✓	✓
Technology Operations		✓	✓
Programmatic	✓	✓	✓
Organizational	✓	✓	✓

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Core FS OCD Evaluations

For vendors proposing Core FS solutions, the FM QSMO will also conduct an OCD evaluation.
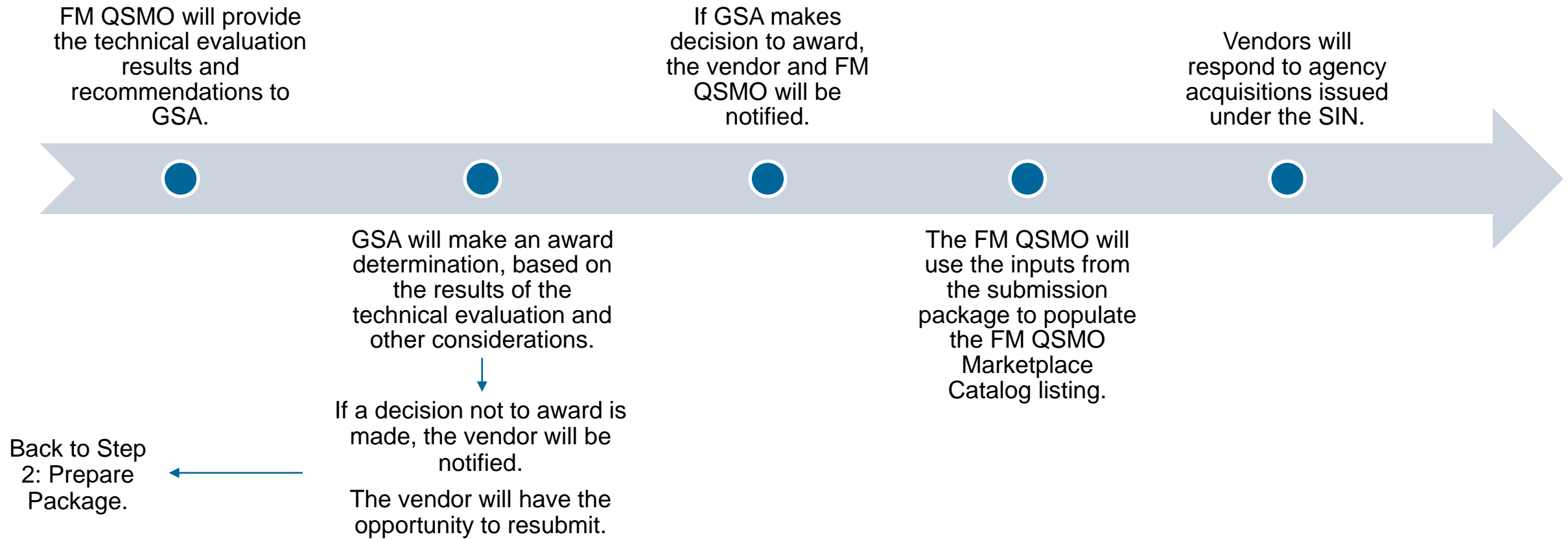
Key Points

- Upon determining acceptable results from the technical narrative response evaluation, the FM QSMO will contact the vendor to schedule the OCD.

- Core FS OCD evaluations will include both a live demonstration of the proposed solution by the vendor and FM QSMO review of the OCD reports and BIE files documentation as outlined and specified in the *Core FS OCD Execution Plan.*

- The live demonstration portion of Core FS OCD evaluations are limited to not more than eight (8) hours during a single business day.

- The FM QSMO allows agencies to participate in the OCDs in either an observational or advisory capacity.

Core FS OCDs

Business Scenarios	Core FS
Purchase and Management of Equipment	✓
Grant Disbursement and Closeout	✓
Temporary Duty (TDY) Travel	✓
Federal-to-Federal Reimbursable Agreement	✓
Government Sale of Post-paid Goods	✓
Reports and BIE Files	✓

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SIN Award Determination and Agency Acquisitions

After Step 4: SIN Award Determination and Onboarding

When an evaluation is complete, the FM QSMO will provide the results and a recommendation to GSA, who will make the final award decision. Once the SIN is awarded, vendors may compete for opportunities in the FM QSMO Marketplace.

FM QSMO will provide the technical evaluation results and recommendations to GSA.

If GSA makes decision to award, the vendor and FM QSMO will be notified.

Vendors will respond to agency acquisitions issued under the SIN.

GSA will make an award determination, based on the results of the technical evaluation and other considerations.

The FM QSMO will use the inputs from the submission package to populate the FM QSMO Marketplace Catalog listing.

If a decision not to award is made, the vendor will be notified.

The vendor will have the opportunity to resubmit.

Back to Step 2: Prepare Package.

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Agency Acquisitions

- Agencies will satisfy fair opportunity and conduct further evaluation of vendors and solutions/services at the agency acquisition level.

- The agency acquisition process under SIN 518210FM expands on the GSA MAS ordering procedures with pre-solicitation and post-award activities, which are outlined in the [Agency Acquisition Guide](#).

- Agency-specific requirements may be defined in addition to the FMCF standards and capabilities. **Therefore, vendors offering solutions/services through the FM QSMO Marketplace may be expected to demonstrate their ability to meet additional agency-specific requirements as needed.**

- Prior to issuing solicitations under the SIN, agencies will submit their procurement materials to the FM QSMO Task Order Review Board (TORB) to ensure alignment with the FMCF. Agencies will provide copies of awards to the FM QSMO.

| 1 Define Requirements | 2 Research and Plan with FM QSMO | 3 Submit Requirements for TORB Review | 4 Finalize and Issue Solicitation | 5 Selection and Award Copy FM QSMO | 6 Administer Contract | 7 Closeout |

Agency Procurement Steps using SIN

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Key Takeaways

Key Takeaways

1 — The FM QSMO manages a marketplace of solutions and services to help agencies meet their financial management needs. The Financial Management Capability Framework (FMCF) defines baseline standards and capabilities for solutions and services in the FM QSMO Marketplace. *(Learning Objective 1: FM QSMO Objective)*

2 — All vendors will submit a completed *FM Service/Solution Definition Template* for each offering, a technical narrative response, and a volume of supporting documentation. Vendors proposing Core FS solutions will provide additional BIE narrative response and OCD reports and BIE files. *(Learning Objective 2: Apply to the SIN)*

3 — Vendors' submission packages will be evaluated against the criteria outlined in the *FM Solution/Service Evaluation Criteria* component of the FMCF. The applicable criteria are dependent on the type of offering being proposed (e.g., Services Only, Other Technology, or Core FS). *(Learning Objective 3: SIN Evaluation Criteria)*

4 — For proposed Core FS solutions, vendors will demonstrate their solution successfully executing six (6) business scenarios based on selected FIBF Business Use Cases, Functions and Activities, and System Requirements. *(Learning Objective 4: Core FS Evaluation)*

5 — Agencies will conduct acquisitions under SIN 518210FM, which may include agency-specific requirements in addition to the FMCF. *(Learning Objective 5: Agency Acquisitions)*

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