Financial Management Federal Shared Service Provider Screening Criteria

INSTRUCTIONS: There are two sets of questions: one for previously designated Financial Management Line of Business (FMLoB) providers seeking to remain a provider and a second for federal agencies interested in becoming a Federal Shared Service Provider (FSSP) for financial management.

Choose the applicable section and answer the questions by checking "yes" or "no". Where requested, provide the applicable supporting reference materials or written explanations (100 words or less per question) in the form of an attachment (web links will not be reviewed).

A response of "no" to any of the screening criteria will automatically disqualify the Applicant from being selected as a FSSP.

Questions for previously designated FMLoB providers:

#	Information Requested	Response
Service Offerings and Technology Requirements		
1	Provides all of the <u>mandatory</u> financial management service offerings listed in *Supplemental Form A: Service Offerings* (definitions for the terms can be found in Appendix B)? To be considered to be a FSSP the Applicant must support both systems and transaction processing for the mandatory financial management service offerings.	☐ Yes ☐ No
2	Is on the most current version of a supported financial system, or has an approved modernization plan that is currently being implemented?	☐ Yes ☐ No
Capital Requirement		
3	Has a revolving fund (e.g., franchise or working capital fund) in place that currently is used for providing the financial management service offerings? Provide the legal citation for the fund with your submission.	☐ Yes ☐ No
Compliance and Security Requirements		
4	Meets all current OMB and Department of Treasury requirements related to financial management listed below, or is scheduled to comply by the required deadline? Identify the status of those initiatives currently under development with your submission. More information on many of the initiatives can be found at http://www.fms.treas.gov/CFO_letter041113.pdf. • Provision of Treasury Accounting Symbol (TAS) / Business Event-Type Code (BETC) for all types of transaction, at time of transaction • Submission of Collections data in TAS/BETC format to Collections Information Repository (CIR) • Reporting to Central Accounting Reporting System (CARS) • Submission of payment data in standard format for Secure Payment System (SPS), Payment Automation Manager (PAM), International Treasury Services (ITS.gov), and the Automated Standard Application for Payments (ASAP) system • Implementation of the Do Not Pay standard business rules • Submission of bulk files to Government-wide Treasury Account Symbol Adjusted Trial Balance System (GTAS) • Submission of Intragovernmental Payment and Collections (IPAC) data in TAS/BETC format • Submission of payment data in TAS/BETC format to the Payment Information Repository (PIR) if a Non-Treasury Disbursing Office (NTDO) • Compliance with Federal Financial Management System Requirements (Treasury Financial Manual, Volume 1, Chapter 9500) • Compliance with Intragovernmental Business Rules (Treasury Financial Manual, Volume 1, Chapter 4700)	☐ Yes ☐ No

#	Information Requested	Response
5	Provides a SSAE 16 Type II on all systems within the offering for its external customers or will provide one by September 30, 2014?	☐ Yes ☐ No
6	Undergone a Federal Information Security Management Act (FISMA) review using NIST 800-53, Rev. 4, within the last 12 months without identification of significant deficiencies, or if significant deficiencies were identified they have been resolved or a plan is in place for them to be resolved? If applicable, describe the significant deficiencies and their resolution/plan for resolution.	☐ Yes ☐ No
7	Received a Security Assessment and Authorization (SA&A), widely known as Risk Management Framework (RMF) Step 4 (Assess) and Step 5 (Authorize) as outlined within NIST SP 800-37, Rev. 1, on all systems within the offering within the last three years?	☐ Yes ☐ No
8	Has a Continuity of Operations Plan (COOP) and successful Disaster Recovery Testing has been performed on all systems within the offering?	☐ Yes ☐ No
9	Provides a formal Computer Security Incident Response Capability (CSIRC)? Provide the plan with the submission.	☐ Yes ☐ No
10	Performs periodic testing and evaluation of information security controls? Summarize the type of testing and how often with your submission.	☐ Yes ☐ No
11	Implemented a NIST SP 800-137 Continuous Monitoring Plan? Summarize the plan with your submission.	☐ Yes ☐ No
12	Has an appointed information systems security officer (ISSO)? List their name, title and organization with your submission.	☐ Yes ☐ No
13	Has coordinated contingency planning with the agency or agencies using its services? Provide the supporting artifact(s) with the submission (e.g., procedure).	☐ Yes ☐ No
14	Has an interconnection security agreement and a Memorandum of Understanding (MOU) in accordance with NIST SP800-47?	☐ Yes ☐ No
15	Does the data center proposed in the solution by the Applicant comply with all location and citizenship requirements of the agency?	☐ Yes ☐ No

Questions for federal agencies interested in becoming a federal shared service provider for financial management:

#	Information Requested	Response
Service Offerings and Technology Requirements		
1	Provides all of the <u>mandatory</u> financial management service offerings listed in *Supplemental Form A: Service Offerings* (definitions for the terms can be found in Appendix B)? To be considered to be a FSSP the Applicant must support both systems and transaction processing for the mandatory financial management service offerings.	■ Yes ☐ No
2	Is on the most current version of a supported financial system, or has an approved modernization plan that is currently being implemented?	■ Yes ☐ No
Capital Requirement		
3	Has a revolving fund (e.g., franchise or working capital fund) in place that currently is, or can and will be, used for providing the financial management service offerings? Provide the legal citation for the fund with your submission.	■ Yes Please refer to attachment ☐ No
Compliance and Security Requirements		
4	Meets all current OMB and Department of Treasury requirements related to financial management listed below, or is scheduled to comply by the required deadline? Identify the status of those initiatives currently under development with your submission. More information on many of the initiatives can be found at http://www.fms.treas.gov/CFO_letter041113.pdf. • Provision of Treasury Accounting Symbol (TAS) / Business Event-Type Code (BETC) for all types of transaction, at time of transaction	■ Yes ☐ No Please refer to attachment "Screening Criteria Supplemental Information"

#	Information Requested	Response
	• Submission of Collections data in TAS/BETC format to Collections Information Repository (CIR) • Reporting to Central Accounting Reporting System (CARS) • Submission of payment data in standard format for Secure Payment System (SPS), Payment Automation Manager (PAM), International Treasury Services (ITS.gov), and the Automated Standard Application for Payments (ASAP) system • Implementation of the Do Not Pay standard business rules • Submission of bulk files to Government-wide Treasury Account Symbol Adjusted Trial Balance System (GTAS) • Submission of Intragovernmental Payment and Collections (IPAC) data in TAS/BETC format • Submission of payment data in TAS/BETC format to the Payment Information Repository (PIR) if a Non-Treasury Disbursing Office (NTDO) • Compliance with Federal Financial Management System Requirements (Treasury Financial Manual, Volume 1, Chapter 9500) • Compliance with Intragovernmental Business Rules (Treasury Financial Manual, Volume 1, Chapter 4700)	
5	Commits to providing a SSAE 16 Type II to its external customers by September 30, 2014?	■ Yes ☐ No
6	Undergone a Federal Information Security Management Act (FISMA) review using NIST 800-53, Rev. 4, within the last 12 months without identification of significant deficiencies, or if significant deficiencies were identified they have been resolved or a plan is in place for them to be resolved? If applicable, describe the significant deficiencies and their resolution/plan for resolution.	■ Yes Please refer to attachment ☐
7	Received a Security Assessment and Authorization (SA&A), widely known as Risk Management Framework (RMF) Step 4 (Assess) and Step 5 (Authorize) as outlined within NIST SP 800-37, Rev. 1, on all systems within the offering within the last three years?	■ Yes ☐ No
8	Has a Continuity of Operations Plan (COOP) and successful Disaster Recovery Testing has been performed on all systems within the offering?	■ Yes ☐ No
9	Provides a formal Computer Security Incident Response Capability (CSIRC)? Provide the plan with the submission.	■ Yes Please refer to attachment ☐ No
10	Performs periodic testing and evaluation of information security controls? Summarize the type of testing and how often with your submission.	■ Yes Please refer to attachment ☐ No
11	Implemented a NIST SP 800-137 Continuous Monitoring Plan? Summarize the plan with your submission.	■ Yes Please refer to attachment ☐ No
12	Has an appointed information systems security officer (ISSO)? List their name, title and organization with your submission.	■ Yes Please refer to attachment ☐ No
13	Commits to putting in place coordinated contingency planning with the agency or agencies using its services?	■ Yes ☐ No
14	Commits to complete an interconnection security agreement and a Memorandum of Understanding (MOU) in accordance with NIST SP800-47 by September 30, 2104?	■ Yes ☐ No
15	Does the data center proposed in the solution by the Applicant comply with all location and citizenship requirements of the agency?	■ Yes ☐ No

Supplemental Form A: Mandatory Service Offerings

INSTRUCTIONS: In the table below, select the checkbox(s) next to each service offering that you provide and, where applicable, indicate whether it is offered in the form of systems support, transaction processing or both. Note that to be designated a FSSP for financial management an applicant must provide both systems support and transaction processing for all of the service offerings listed. Definitions for each service offering are provided in Appendix B: Financial Management Products & Services Catalog.

Grouping	Service Offering	Support Provided	
Financial Management Services	Budget Execution	☐ System	☐ Transaction Processing
	General Ledger Accounting	☐ System	☐ Transaction Processing
	Financial Reporting	☐ System	☐ Transaction Processing
	Accounts Payable	☐ System	☐ Transaction Processing
	Accounts Receivable	☐ System	☐ Transaction Processing
	Intra-Governmental Accounting	☐ System	☐ Transaction Processing
	Grants Accounting	☐ System	☐ Transaction Processing
	Property Accounting	☐ System	☐ Transaction Processing
	Travel Accounting	☐ System	☐ Transaction Processing
	Cost Accounting	☐ System	☐ Transaction Processing
	Charge Card Accounting	☐ System	☐ Transaction Processing
	Audit Support	☐ System	☐ Transaction Processing
Technology Hosting and Administration	IT Hosting	☐ Yes	☐ No
	IT Administration Services	☐ Yes	☐ No
	IT Security Services	☐ Yes	☐ No
	Authorization and Accreditation	☐ Yes	☐ No
	Information System Security	☐ Yes	☐ No
	Customer Support Services	☐ Yes	☐ No
	Network Services	☐ Yes	☐ No
Application Management Services	Application Software Management	☐ Yes	☐ No
	Application Performance Management	☐ Yes	☐ No
	Continuity Planning	☐ Yes	☐ No
	Application Security Administration	☐ Yes	☐ No
	Application Software Development	☐ Yes	☐ No
	Application Data Management	☐ Yes	☐ No
	Interfaces Supported	☐ Yes	☐ No
System Implementation Services	Project Management Support	☐ Yes	☐ No
	Requirements Analysis	☐ Yes	☐ No
	Business Process Management	☐ Yes	☐ No
	System Migration Management	☐ Yes	☐ No
	System Conversions	☐ Yes	☐ No
	Testing	☐ Yes	☐ No
	Training Services	☐ Yes	☐ No
	Change Management	☐ Yes	☐ No

United States Department of Agriculture

**Financial Management Shared
Services Provider Screening
Criteria**

Supplemental Information

November 21, 2013

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1 Executive Summary

1.1 Background

The Office of Management and Budget (OMB) Memorandum 13-08 "Improving Financial Systems through Shared Services" lays the groundwork for implementing shared services for federal financial management. The United States Department of Agriculture (USDA) is applying to become a designated Federal Shared Services Provider (FSSP).

USDA is in a unique position to offer accounting and financial management shared services to other federal agencies. We recently completed a successful Enterprise Resource Planning (ERP) financial system implementation project based on commercial off-the-shelf software from SAP. Our Financial Services Center (FSC) offers a comprehensive ERP software solution integrating all aspects of financial management services with a program management support structure that enables organizations to run their business effectively.

The purpose of this document is to demonstrate that USDA meets all the Federal Shared Service Provider Screening Criteria and has the ability to provide financial operations, processes, and technology required by a Federal Shared Service Provider.

1.2 Capital Requirements

Item Requested 3: Has a revolving fund (e.g., franchise or working capital fund) in place that currently is used for providing the financial management service offerings? Provide the legal citation for the fund with your submission.

> **Response:** The legal authority for USDA's revolving fund is 7-USC-2235.

Item Requested 4: Meets all current OMB and Department of Treasury requirements related to financial management listed below, or is scheduled to comply by the required deadline? Identify the status of those initiatives currently under development with your submission. More information on many of the initiatives can be found at http://www.fms.treas.gov/CFO_letter041113.pdf.

OMB and Department of Treasury Requirements	Status
Provision of Treasury Accounting Symbol (TAS) / Business Event-Type Code (BETC) for all types of transaction, at time of transaction	Yes, part of the functionality is included in SAP Support Pack 13. USDA is on schedule to be implemented by summer 2014 and be compliant by October

OMB and Department of Treasury Requirements	Status
	2014 per Treasury's schedule.
Submission of Collections data in TAS/BETC format to Collections Information Repository (CIR)	Yes, part of the functionality is included in SAP Support Pack 13. USDA is on schedule to be implemented by summer 2014 and be compliant by October 2014 per Treasury's schedule.
Reporting to Central Accounting Reporting System (CARS)	Yes, part of the functionality is included in SAP Support Pack 13. USDA is on schedule to be implemented summer 2014 and be compliant by October 2014 per Treasury's schedule.
Submission of payment data in standard format for Secure Payment System (SPS), Payment Automation Manager (PAM), International Treasury Services (ITS.gov), and the Automated Standard Application for Payments (ASAP) system	Yes, part of the functionality is included in SAP Support Pack 13. USDA is on schedule to be implemented by summer 2014 and be compliant by October 2014 per Treasury's schedule.
Implementation of the Do Not Pay standard business rules	USDA is compliant with the Do Not Pay standard business rules. In FY13, USDA continued to implement the Department-wide "Do Not Pay" plan provided to OMB. All USDA agencies have access to the "Do Not Pay" portal.
Submission of bulk files to Government-wide Treasury Account Symbol Adjusted Trial Balance System (GTAS)	USDA is compliant with GTAS requirements. Per Treasury guidance, the first reports will be submitted beginning January 7, 2014.
Submission of Intragovernmental Payment and Collections (IPAC) data in TAS/BETC format	Yes, USDA will be ready to report by January 1, 2014.

OMB and Department of Treasury Requirements	Status
Submission of payment data in TAS/BETC format to the Payment Information Repository (PIR) if a Non-Treasury Disbursing Office (NTDO)	Yes, part of the functionality is included in SAP Support Pack 13. USDA is on schedule to be implemented by summer 2014 and be compliant by October 2014 per Treasury's schedule.
Compliance with Federal Financial Management System Requirements (Treasury Financial Manual, Volume 1, Chapter 9500)	USDA is compliant with Federal Financial Management System Requirements.
Compliance with Intragovernmental Business Rules (Treasury Financial Manual, Volume 1, Chapter 4700)	USDA is compliant with the Intragovernmental Business Rules.

1.3   Compliance and Security

Item Requested 6: Undergone a Federal Information Security Management Act (FISMA) review using NIST 800-53, Rev 4, within the last 12 months without identification of significant deficiencies, or if significant deficiencies were identified they have been resolved or a plan is in place for them to be resolved? If applicable, describe the significant deficiencies and their resolution/plan for resolution.

> **Response:**   In FY2013, two material weaknesses were identified during the FISMA review. The weaknesses were logical access controls/personnel security and configuration management.   The team is in the process of implementing Revision 4 guidance. The corrective action implemented in FY 2014 includes:
> - Operational Security Assessment project to analyze component agencies' information architecture and related processes to develop a threat profile
> - Application changes to fully support the eAuth 2.0 transition and decommissioning of the eAuthentication 1.0 environment
> - Achieve 80% utilization of the PIV/HSPD-12 credential for logical access to all USDA systems
> - Monitor security controls in vulnerability, configuration, patch management

Item Requested 9: Provides a formal Computer Security Incident Response Capability (CSIRC)? Provide the plan with the submission.

Item Requested 10: Performs periodic testing and evaluation of information security controls? Summarize the type of testing and how often with your submission.

> **Response:** USDA annually evaluates its internal controls over financial reporting in accordance with OMB Circular No. A-123, FISMA, Continuous Monitoring, Security Assessment and Authorization (SA&A). The Associate CFO-Financial Systems control testing is also performed as part of annual audits conducted by USDA Office of Inspection General (OIG). The Department operates a comprehensive internal control program. All USDA managers must ensure that their programs operate efficiently and effectively, and comply with relevant laws. In conjunction with the Office of Inspector General and the Government Accountability Office, USDA's management works aggressively to determine the root causes of its material weaknesses.

Item Requested 11: Implemented a NIST Special Publication (SP) 800-37 Continuous Monitoring Plan? Summarize the plan with your submission.

> **Response:** USDA has implemented a NIST SP 800-137 Continuous Monitoring Plan. The Oversight and Compliance Division (OCD) created the continuous monitoring plan via the risk management framework (RMF) process described in NIST SP 800-37. Once through the initial RMF process, the system can adopt continuous monitoring process that provides ongoing awareness of information security, vulnerabilities, and threats to support organizational risk management decisions. Additionally, USDA has incorporated the following activities:
> - USDA purchased an Enterprise Vulnerability Scanner
> - USDA produces monthly reports from Tivoli Endpoint Manager to ensure visibility of vulnerabilities identified via that tool

Item Requested 12: Has an appointed information systems security officer (ISSO)? List their name, title and organization with your submission.

> **Response:** USDA has appointed Tim Gilliam as Program Director, Information System Security Program Office USDA, ACFO-FS. Tim can be contacted at Timothy.Gilliam@nfc.usda.gov or by phone (504) 426-5625.

Appendix A – Glossary

The chart below identifies key terms, acronyms, and definitions used in this document.

Term	Acronym
Business Event-Type Code	BETC
Central Accounting Reporting System	CARS
Collections Information Repository	CIR
Computer Security Incident Response Capability	CSIRC
Federal Shared Services Provider	FSSP
Federal Information Security Management Act	FISMA
Government-wide Treasury Account Symbol Adjusted Trial Balance System	GTAS
Information systems security officer	ISSO
Office of Management and Budget	OMB
Risk Management Framework	RMF
Secure Payment System	SPS
Treasury Accounting Symbol	TAS