

**U.S. GEOLOGICAL SURVEY/EROS CENTER
TECHNICAL REQUIREMENTS DOCUMENT
for
TECHNICAL SUPPORT SERVICES CONTRACT SOLICITATION**

TRD NUMBER

0025

PERFORMANCE PERIOD

Contract Base Year: April 1, 2010 thru March 31, 2011

PROJECT NAME

Administrative Services Office Support

Scope:

The Administrative Services Office (ASO) requires direct project support from the Technical Services Support Contract (TSSC). Direct project support will encompass assistance as required or requested in the implementation and operations of ASO owned Windows servers, and operations and maintenance of the Procurement Tracking Tool (PTT). Support for the ASO owned servers may include network connectivity, Active Directory, and general common practice issues. Technical expertise for the PTT will include MySQL database support, PHP programming support, and backups and reloads. In addition, ASO will be investigating the feasibility and level of effort of moving the PTT to one of the ASO servers. Assistance by the TSSC may be required in research and transfer of the PTT. In the event the transfer of the PTT proves feasible, an amendment to this Technical Requirements Document (TRD) will be completed documenting the continued or deleted TSSC requirements.

PTT Background Information

The Procurement Tracking Tool (PTT) is an EROS developed and operated system to track procurement requisitions and status. The PTT is used to generate the procurement forms (requisitions, purchase orders, etc), track the status of orders, and produce pre-defined reports. The PTT utilizes a MySQL database, code is written in PHP, and currently resides on a Linux server. PTT is not an official source of data. The PTT shall not support actual expenditure tracking within the tool. The PTT's primary function is tracking purchase requests not currently committed, obligated, or expended within the Federal Financial System (FFS). The USGS will provide expertise in the process flow of procurement documents.

The scope of this Technical Requirements Document encompasses the day-to-day operations and maintenance of the Procurement Tracking Tool (PTT). The Technical Support Services Contract (TSSC) will provide the day-to-day services to maintain the operations of the PTT. Operations and maintenance includes database administration and web development activities. Development will be minimal.

The PTT is owned by the Administrative Services Office (ASO) under the direction of the Administrative Officer (AO). The ASO Information Technology Specialist provides the project management functions associated with the PTT. Enhancements and/or changes to the PTT will require re-planning and must be approved by either the ASO AO or the ASO Project Manager (PM). Additional stakeholders include the USGS National Capabilities Acquisitions Team and the USGS/EROS bank card holders.

USGS is in process of implementing the next generation financial tracking system; Federal Business Management System (FBMS). It is undetermined at

this time if impacts will require a change to the PTT. As more details become available, an amendment to this TRD may be issued if significant changes to the PTT are required.

Deliverables:

Procurement Tracking Tool

Deliverables for this TRD include:

- Database administration
- Web interface administration
- Backup personnel for support and maintenance activities
- Utilization of established systems and software engineering practices and documentation
- Continued data file transfer to USGS Financial Services and the Project Enterprise System (PES)
- System enhancements/changes as negotiated between the TSSC Work Manager and ASO PM
- Provide end-of year processes (Archive and take data offline that is more than 3 years old)
- Provide fiscal year startup processes (New fiscal year database available August 1)
- Provide assistance to the feasibility study, as needed

ASO Owned Server Support

Deliverables of the ASO owned server cannot be specifically defined. Ad hoc requests may be requested of the TSSC Service Desk. An accurate time and cost estimate will be required of the TSSC at the time of request.

Schedule:

- PTT maintenance and Operations: 04/01/2010-03/31/2011 (Adjustment to schedule may be required as a result of the feasibility study and or FBMS implementation.)
- ASO server support: 04/01/2010-03/31/2011 (As needed basis.)

Communication:

Communication between the ASO Project Manager and the TSSC will be accomplished through email correspondence and informal discussions in person or via telephone conversations as needed. A monthly status meeting is not required at this time.

Cost reports (monthly as required by the Contracting Officers Technical Representative) will satisfy the need of this TRD. Cost shall be defined to represent the actual expense occurred for the PTT general operations and code repairs and/or additions, PTT feasibility study, and TSSC Service Call requests.