2.1.2 Overview of Migration Plans and Processes (L.38.2.2, C.4.1.2, C.4.1.4, C.4.1.6, C.4.3)

AT&T's strategic approach to migration ensures that existing non-FTS2001 network users, as well as users of another contractor's FTS-LD network, will experience a changeover to the AT&T Worldwide Intelligent Network (WIN) that requires minimal disruption to daily work routines. Our migration activities will have little or no negative impact on day-to-day productivity, and users will realize FTS-LD benefits and capabilities through rapid, steady and dependable processes that manage, control, and mitigate migration risks.

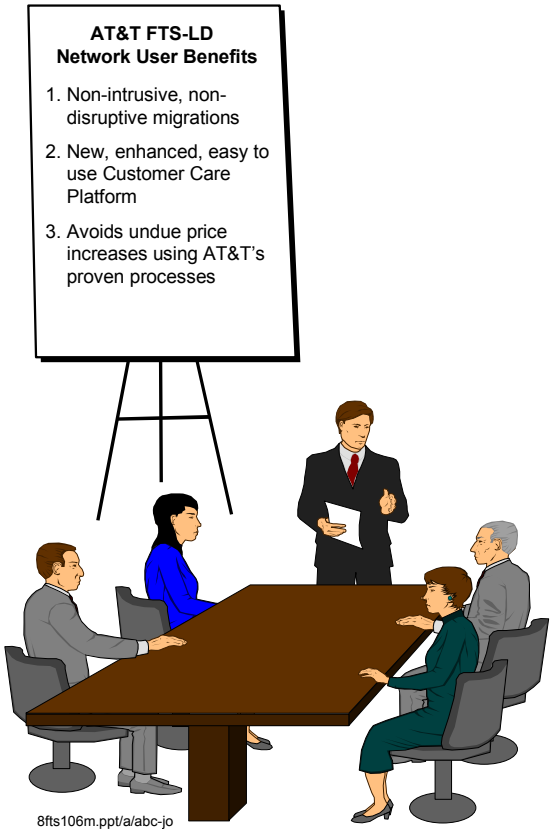

Figure 2.1.2-1. The AT&T Migration Solution — *AT&T Migration Solution offers cost-effective benefits to those migrating to FTS-LD.*

Migration Strategy Components

The following identifies the core components of the AT&T approach for service migrations. This 12-part approach has proven to be minimally disruptive and non-intrusive to those customers selecting AT&T. AT&T's location specific plans for migration and access optimization are outlined in the Location Cutover and Contingency Plan section 2.1.2.3.1(a) of this proposal. All actions regarding providing the customer the best access solution is outlined in that section. AT&T's migration approach is as follows:

1. Identify Network Services and User Locations for Migration
2. Request and Assess Traffic Statistics
3. Develop Initial Migration Cutover Information
4. Identify Migration Risk
5. Define Migration Schedule Per Customer Considerations
6. Develop Migration Plan
7. Receipt of Approved Migration Plan
8. Update Plans and Spreadsheets
9. Install and Test Services
10. Provide User Training
11. Execute Cutover
12. Ensure LGC/MCC Acceptance of Service.

2.1.2.1 Migration Plans (L.38.2.2, C.4.3.1, C.4.3.2, C.4.3.3, C.4.3.4, C.4.3.5)

AT&T is committed to the success of the FTS-LD program. AT&T is therefore pleased to present to the Government the requirements for the Migration Plan (MP), Migration Interconnection Plan, Migration Management Plan (MMP), Location Cutover and Contingency Plan, and the Migration Verification Test Plans.

The MP will be provided for large individual customer initiatives [redacted] and will be developed and submitted to the Migration Control Center (MCC) [redacted] after receiving notice to proceed with a migration activity.

AT&T's MP demonstrates our ability to exceed the Government's FTS-LD expectations [redacted] . **Figure 2.1.2.1-1** provides a detailed outline of the Migration Plan.

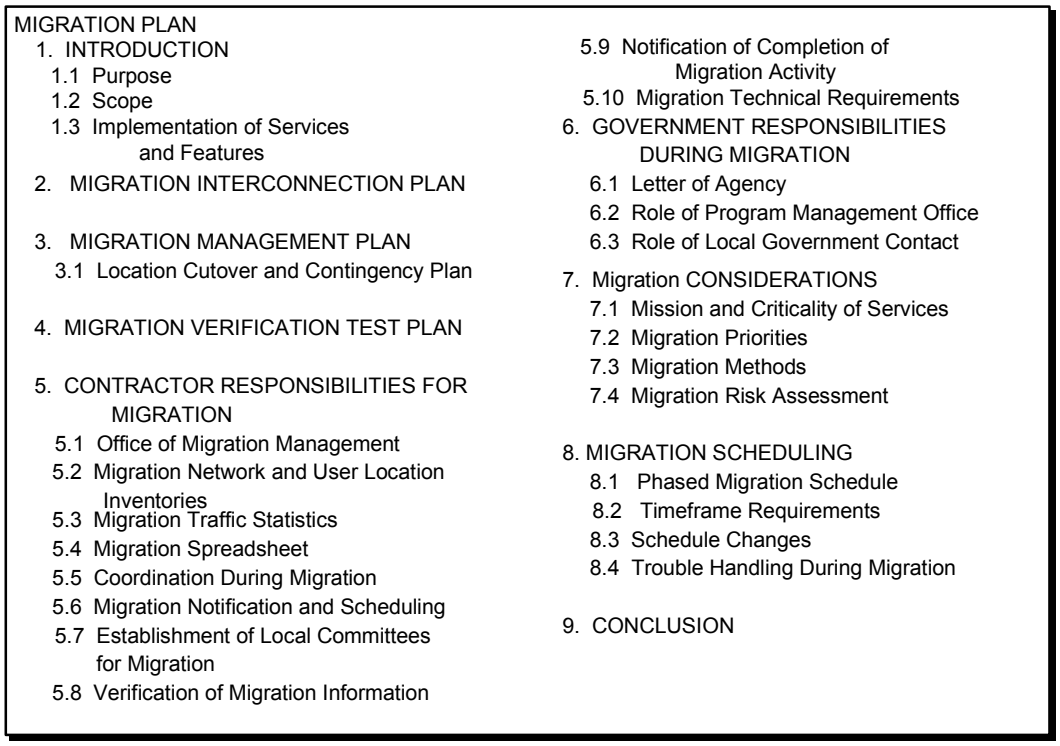

Figure 2.1.2.1-1. Migration Plan Outline — *AT&T's Migration Plan provides a comprehensive strategy for OMM's activities.*

Each MP will serve as a guide for the migrating agency, the MCC, other contractors and AT&T. AT&T understands that the MCC will work with the affected agencies to determine the sequence in which agencies will migrate.

The MCC will consider the agencies' missions and criticality of the services. AT&T will incorporate this sequence into the MP. The actual schedules for migration activities will be based on information collected during the network and user location inventory process. The MP will include all necessary details of phased migration schedules and will reflect the evaluation of potential risk factors, including the resources available to the contractor and to the Government, and how existing service(s) may be affected during cutover. The MP will also contain critical cutover

scheduling information at both the phase and the location level. Summary information indicating the phasing of service types being cutover, the service locations scheduled for cutover, the lead-times required for cutovers, and the month(s) in which services at each location will be cutover form the foundation for the MMP, while information specific to each site is reported in the form of the Location Cutover and Contingency Profile (LCCP). The site-specific data will include, as necessary: the steps required to prepare for, and complete the location's cutover; originating traffic at each location; details of identification of any subcontractor that may be used at the location; logistics; emergency procedures; circuit grooming procedures; access optimization plans; and, details of new construction. The creation and use of the Migration Spreadsheet (as amplified in Section 2.1.2.6.4) will also be detailed in the MP. The MP will also contain plans for parallel service operations and service restoration to the original network configuration.

The MCC and the agencies will approve the MP, which will contain the agreed-upon migration schedules. These schedules will be adhered to unless all involved parties approve changes. The MP will be delivered via on-line electronic media to the MCC within 60 calendar days after receiving notice from the Government to begin migration activities to move designated existing service(s) on particular legacy networks onto AT&T's WIN. Each MP will document AT&T's migration and cutover strategies for all services to be migrated in that project. This will include coordination with the agency or agencies whose networks are being migrated. AT&T understands that the MCC will review the submitted MP [redacted] AT&T will submit a revised MP [redacted] review from the MCC. AT&T understands that the MCC, in conjunction with advice from affected agencies, intends to approve each MP [redacted] s after receiving the revised MP.

2.1.2.2 Migration Interconnection Plan (L.38.2.2, C.4.3.2)

AT&T will analyze the finalized traffic sets and provide interconnection plans as needed to ensure that migrating traffic and cross-network dialing capabilities can be accommodated during migration. AT&T will deliver a Migration Interconnection Plan (MIP) to the MCC via on-line electronic media [redacted] notice to proceed. AT&T will ensure that the Grade of Service (GOS) and post-dialing delay requirements meet or exceed the service specifications. This traffic analysis will include both busy-hour peak traffic and geographical considerations. The peak-hour switched voice traffic patterns for affected agencies will be used to determine the need for interconnection facilities. Backbone facilities will be augmented as necessary, to provide equal to, or better than, the required GOS for the added traffic prior to the traffic being migrated. During the migration period, AT&T will conduct constant monitoring on the access, backbone, and interconnection trunks to ensure the attainment of the required GOS for migrating end-users, and to ensure the maintenance of an expected level of GOS performance for the AT&T *WIN*. The actual sizing and interoperation of these trunks will depend on the actual migrating traffic and selected FTS-LD contractors. Following migration, the affected agencies' access trunk groups and backbone trunks will be continually monitored to ensure the GOS continues to meet or exceed the service specifications.

The constant monitoring and the ample trunking capacity will provide migrating agencies with a trouble-free, virtually non-blocking, interconnection architecture. The MIP, when submitted for approval will contain:

a. Listing of the network facilities to be used during the interconnection of networks to include such items as:

    1. Number and type(s) of gateways

2. Description of network-to-network interface(s)
3. Type(s) of temporary equipment and its (their) location(s)

b. Anticipated amount of traffic, by service type, to be carried at each interconnection including the approach to aggregate traffic, by service type, during the migration

c. Coordination of routing, numbering, dialing, and signaling plan changes

d. Arrangements used to achieve interconnectivity between the legacy network(s) and AT&T's network, and continue service uninterrupted during migration of services.

2.1.2.3 Migration Management Plan (L.38.2.2, C.4.3.3, C.4.3.1)

AT&T will develop and maintain a MMP, which serves as a progress report, or master log, of activities during the migration of services at individual user locations. All data in the MPP will be available to the MCC via password-protected, online electronic media. The initial version of the MMP will be submitted to the MCC [redacted] prior to the first scheduled migration activity. The MMP will reflect site-specific schedules, exceptions and any deviations from the verification test plans for services being migrated. The Location Cutover and Contingency Plan (LCCP) for each site will be used as the blueprint for day-to-day migration activities at the user locations, will contain all proposed changes to existing facilities in order to optimize service configurations, and is detailed in the next section. A local committee will be responsible for reviewing and updating each LCCP as necessary.

After approval by the MCC, AT&T will update the plans weekly and provide summary information to the MCC [redacted] following the weekly reporting interval through password-protected, on-line electronic media. Included in

the weekly migration spreadsheet will be a discussion of any issues affecting the [redacted] cutover activities. Data will appear beginning with the month in which the first migration activities are scheduled to occur. AT&T Global Project Managers (GPMs) will be available to meet with all appropriate Government representatives and other contractors, as necessary, to report progress of migration activities and to obtain approval for any changes to the migration schedule. The GPM will coordinate and establish an agenda for all such meetings.

2.1.2.3.1 Location Cutover and Contingency Plan (LCCP) (L.38.2.2, C.4.3.3)

AT&T's Office of Migration Management (OMM) will be responsible for producing Location Cutover and Contingency Plans (LCCP) for each migrating user site. The LCCP will include unique requirements, policies and administrative data, some order details, any deviations from standard practices, access optimization opportunities/plans, and the contingency plan for service restoration at the specific site.

Upon receipt of migration service orders, AT&T's OMM will initiate its access optimization process for each SDP that is being migrated to the AT&T FTS-LD network. The scope of this initiative centers around optimization across embedded base services and focuses on opportunities to integrate CSS, CSDS, and DTS services by means of digital connectivity to FTS-LD users. AT&T will conduct an analyses of available FTS2000/FTS-LD traffic information, user location inventories, customer premises equipment specifications, and service and features required for each migrating location, to develop and propose to the Government optimum serving arrangements. Upon Government review and acceptance of the AT&T proposed access service facility arrangements, all such dedicated access service arrangements become Class 1 or Class 2 dedicated access as applicable. Customer selections

requiring physical access circuit rearrangements will necessitate an amendment to the migration service order prior to location cutover. The AT&T Access Planning and Management organization routinely meets internally with its new business development partners, and externally with LECs, CAPs and other AAVs, to determine the impact of new access designs and methodologies, to map areas of service penetration, and to align capacity management processes. Data from these periodic meetings is used to update the POP/Supplier Information list, which provides the name and availability status of all access vendors meeting AT&T's interface standards within the POP's geographic range. This Information list will be employed in determining the potential access vendor(s) for a given location. Where access opportunities include multiple access vendors, requests for pricing and design are sent to each vendor. The responses and their attending terms and conditions, as well as any termination liabilities from the existing access provider are compared in order to recommend an economically advantageous and technically sound solution.

During the migration of locations from non-FTS2000 networks or other FTS-LD networks onto AT&T FTS-LD where AT&T will procure the local access, embedded services will be examined to determine if any access optimization opportunity exists. Such opportunities may be reconfiguration of the present services, the addition of circuits and/or equipment, or the transfer of services to a completely different access vendor. Generally, reconfiguration of existing circuitry can be accomplished in an interval shorter than for physical provisioning of a circuit. However, any proposed change in access arrangement and its schedule of activities will be documented in the LCCP and presented to the Government for review. Upon Government's concurrence, the orders appropriate to implement the access arrangement are initiated and will complete within the timeframes specified for the service/location in the MMP/LCCP.

The user location inventories, traffic data, customer premises equipment specifications, and the service and features required for each migrating site represent individual sources of data that will be used to prepare the LCCP. AT&T will develop the plan with assistance from the Local Government Contact (LGC), the MCC, premises equipment vendors (where applicable), and any other source(s) that may have information related to the location.

AT&T's OMM will provide the LCCP (see **Figures 2.1.2.3.1-1** and **2.1.2.3.1-2**) as a part of the Migration Management Plan. It will be reviewed by the members of the Local Cutover Committee (LCC), and will be updated and redistributed as necessary by the OMM.

FTS-LD
LOCATION CUTOVER and CONTINGENCY PLAN

Part A-Installation Profile

PLEASE REVIEW THIS PROFILE CAREFULLY. CONTENTS ARE CRITICAL TO SUCCESSFUL IMPLEMENTATION OF SERVICE AT THIS SITE.

1. Location Date: _____

1.1 Agency Name: _____

1.2 Location Name: _____

1.3 Location Address: _____

1.4 City, State, Zip: _____

1.5 Room Number: _____

2. Location Contact Names/Telephone Numbers

2.1 Local Gov't. Contact: _____

Telephone Number: _____

2.2 Backup Contact: _____

Telephone Number: _____

3. Voice Configuration

3.1 Identify Customer Premise Equipment (CPE).

Manufacturer/Model: _____

Registration Number: _____ Release/Version #: _____

Controlling Agency: _____

Is replacement planned? (Y/N) _____ If yes, timeframe? _____

Specify location within building: _____

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Figure 2.1.2.3.1-1. Sample Location Cutover and Contingency Profile (LCCP Part A) (Page 1 of 5)

3.2 CPE Trunk Information

Digital Trunk Terminations: In Use _____ Spare _____

Specify timing source: _____

3.3 Transmission/Signaling Information

Line Coding/Framing Format: Network _____CPE _____

Address/Start Dial Signaling: To CPE_____ From CPE _____

Hunt Arrangement: _____ Yield to Glare: (Y/N) _____

Digits Incoming: _____ Answer Supervision: _____ ANI: _____

Can CPE accommodate out-of-band signaling? _____

3.4 Customer Dial Plan

Main Listed Number : _____

Station Range: _____

MMOU: _____

4. Data Configuration

4.1 Identify CPE : _____

Specify CPE location within building: _____

4.2 Transmission Information

Line Coding/Framing Format: Network _____CPE _____

5. Access Demarcation Data

Identify planned access facilities/requirements: _____

_____

_____

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Figure 2.1.2.3.1-1. Sample Location Cutover and Contingency Profile (LCCP Part A) (Page 2 of 5)

5.1 What is the distance between the LAP's point of penetration (demarc) and the CPE location?
_____

5.2 If the answer in 5.1 is 50 feet or more, or the path is physically obstructed, inside wiring (IW) is required. Specify the name and telephone number of the IW vendor of choice.

Name: _____ Telephone: _____

5.3 Note any other special requirements for telco cabling .

_____

_____

5.4 Access Optimization Opportunity? Y/N _____ Specify: _____

_____

_____

6. Environmental Requirements

6.1 Table 1 lists the temperature and humidity levels required for planned equipment.

Table 1

Humidity	Temperature
10%-90% Non-condensing	0-40° C (32-104° F) Stable

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Figure 2.1.2.3.1-1. Sample Location Cutover and Contingency Profile (LCCP Part A) (Page 3 of 5)

6.2 Equipment Footprint Data
Review Table 2 below, and confirm understanding with the customer of the space/power requirements for this installation.

Equipment	Height	Width	Depth	Voltage	AMPS	BTU
Total						

Table 2 - Equipment Components/Environmental Requirements

6.3 Miscellaneous Environmental Requirements

_____

_____

7. Equipment Delivery

7.1 Indicate delivery instructions as required. _____

_____

_____

8. Location Security

Are security clearances required for access to this location? (Y/N)

Are telco personnel allowed free access to the network interface? (Y/N)

Specify any security procedures that must be observed by telco personnel:

_____

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Figure 2.1.2.3.1-1. Sample Location Cutover and Contingency Profile (LCCP Part A) (Page 4 of 5)

9. Room/Floor Diagram

Indicate placement of the equipment on a separate page. Show room dimensions in at least two perpendicular directions. Note placement in relation to other equipment or major structures in the room. Identify location of power receptacles.

10. Surveyor Information

10.1 AT&T Representative Name: _____

10.2 AT&T Representative Telephone Number: _____

10.3 GOV'T. Representative Name: _____

10.4 GOV'T. Representative Telephone Number: _____

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Figure 2.1.2.3.1-1. Sample Location Cutover and Contingency Profile (LCCP Part A) (Page 5 of 5)

FTS-LD
LOCATION CUTOVER and CONTINGENCY PLAN

Part B - Cutover Profile

GENERAL INFORMATION Project #: _____

LGC: _____ Agency Name: _____
(Name)

Contact Number: _____ Agency Code: _____
(Telephone)

Service Address: _____
(Building and/or Room)

_____
(Street Address)

_____
(City, State, Zip)

SPECIAL INSTRUCTIONS ***(List any special requirements, access procedures, environmental constraints, etc.)***

INSTALLATION SCHEDULE ***(List major activities and target date for completion.)***

CUTOVER DESCRIPTION ***(Outline sequence of events to occur during cutover; include restoration sequence.)***

Cutover is scheduled for _____ at _____.

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Figure 2.1.2.3.1-2. Sample Location Cutover and Contingency Profile (LCCP Part B) (Page 1 of 2)

CIRCUIT INFORMATION ***(List all circuit identifiers, AT&T and LAP, and associated order numbers for services to be installed.)***

AT&T Order#	AT&T Circuit ID	LAP Order#	LAP Circuit ID

PREMISE EQUIPMENT CHANGES ***(List network equipment to be installed and/or changes required to existing CPE.)***

SERVICE-SPECIFIC REQUIREMENTS ***(Note any unique requirements for a given service.)***

LOCATION CONTACT LIST ***(List name and contact telephone for each.)***

	Tier 1	Tier 2	Tier 3
GOVT:			
LGC:			
PMO:			
AT&T:			
GPM:			
Prov:			
Mntc:			
LAP:			
CPE:			

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Figure 2.1.2.3.1-2. Sample Location Cutover and Contingency Profile (LCCP Part B) (Page 2 of 2)

2.1.2.4 Private Dialing Plan for Migration (L.38.2.2, C.4.3.4)

AT&T will develop and administer private dialing plans in coordination with the FTS-LD Number Plan Administrator whenever such schemes are required to migrate 700 networks to provide service for customers who are migrating to the AT&T *WIN*. AT&T will reserve a bank of 700 numbers not already in use by any customers for this purpose. The plan will also include information provided by the Government, and will submit its Private Dialing Plan via password-protected Excel spreadsheet to the MCC no later than 15 calendar days after notice to proceed. AT&T will submit a revised private dialing plan within 15 days after receiving review comments from the MCC. After its approval by the MCC, AT&T will distribute the Excel spreadsheet to appropriate personnel.

2.1.2.5 Migration Verification Test Plan (L.38.2.2, C.4.3.5)

Migrating locations may have diverse service and equipment configurations that will be defined in the LCCP. AT&T's experienced Government-dedicated personnel are knowledgeable about the tests and procedures that are needed to ensure all services meet or exceed contractual performance parameters. The Generic Verification Test Plan (GVTP) delineates the functional testing to be performed for each service and feature. Appropriate sections of the GVTP will be utilized to form the Migration Verification Test Plan (MVTP), which is tailored to the specific needs of any given migration activity. The MVTP will also include a list of remote or onsite locations at which testing will be initiated and performed, as well as checklists of all activities required of each participant involved in the migration of services. AT&T will submit the MVTP for review to the appropriate Contracting Officer [redacted] to proceed with migration activity [redacted] AT&T will provide appropriate sections of the approved MVTP to the LGC responsible for the locations

where verification testing will be conducted [redacted] after test plan approval or LGC selection, whichever comes later. AT&T does not consider a cutover to be complete until acceptance of service. At the completion of successful verification testing, the service will be considered functional, operational and accepted. AT&T will ensure that the LGC may observe and participate in all cutover testing to the extent that LGC wishes to be involved. AT&T GPMs and TSSC personnel will be available to provide assistance and explanation of test procedures as needed.

2.1.2.6 Contractor Responsibilities for Migration (L.38.2.2, C.4.3.6)

AT&T 's responsibility is to provide FTS-LD services and features to the migrating agencies based on the network and user location inventory and traffic data received via the MCC, and the service order requests received from the agencies. These responsibilities include:

- National Cutover Preparation Activities
  - Provide a single point of contact to the MCC
  - Conduct the OMM kickoff meeting
  - Obtain the network/user location inventories and traffic data
  - Establish billing hierarchy
  - Develop and maintain the Migration Spreadsheet
  - Develop and submit the Migration Plan
  - Identify and schedule migrating locations
  - Receive and process service orders

- Monitor cutover progress and schedule compliance
- Ensure cutover completion notification.

+ Local Cutover Activities
  - Complete verification of migration information
  - Establish and conduct LCC meetings
  - Develop and submit LCCPs
  - Order and install local access facilities
  - Install Customer-Located Network Equipment (CLNE)
  - Perform pre-service testing
  - Conduct cutovers
  - Provide User Training
  - Initiate billing.

2.1.2.6.1 Office of Migration Management (L.38.2.2, C.4.3.6.1)

AT&T will establish the OMM, which includes the function of migration management within 15 calendar days following contract award. The OMM will be part of the AT&T FTS-LD PMO. The OMM will be responsible for overseeing all aspects of the activities related to the migration of services. The AT&T FTS-LD Program Management team will empower the OMM to represent the corporation before the Government. The OMM will be dedicated to ensuring that this migration is expeditious and non-disruptive to the Government users of the AT&T *WIN*.

AT&T recognizes and understands the criticality of FTS-LD services migration and implementation actions and their importance to the GSA and its agency customers. The OMM Manager (see **Figure 2.1.2.6.1-1**) will serve as the single point of contact

for FTS-LD Migration and provide the senior level management necessary to ensure that the OMM has the maximum support necessary for customers to enjoy a seamless, non-disruptive migration onto FTS-LD. The OMM Manager has been identified as one of AT&T's key personnel.

The OMM Manager will coordinate with the AT&T FTS-LD Training Manager to ensure user training is provided in accordance with FTS-LD training requirements to meet the specific needs of an agency migrating to AT&T.

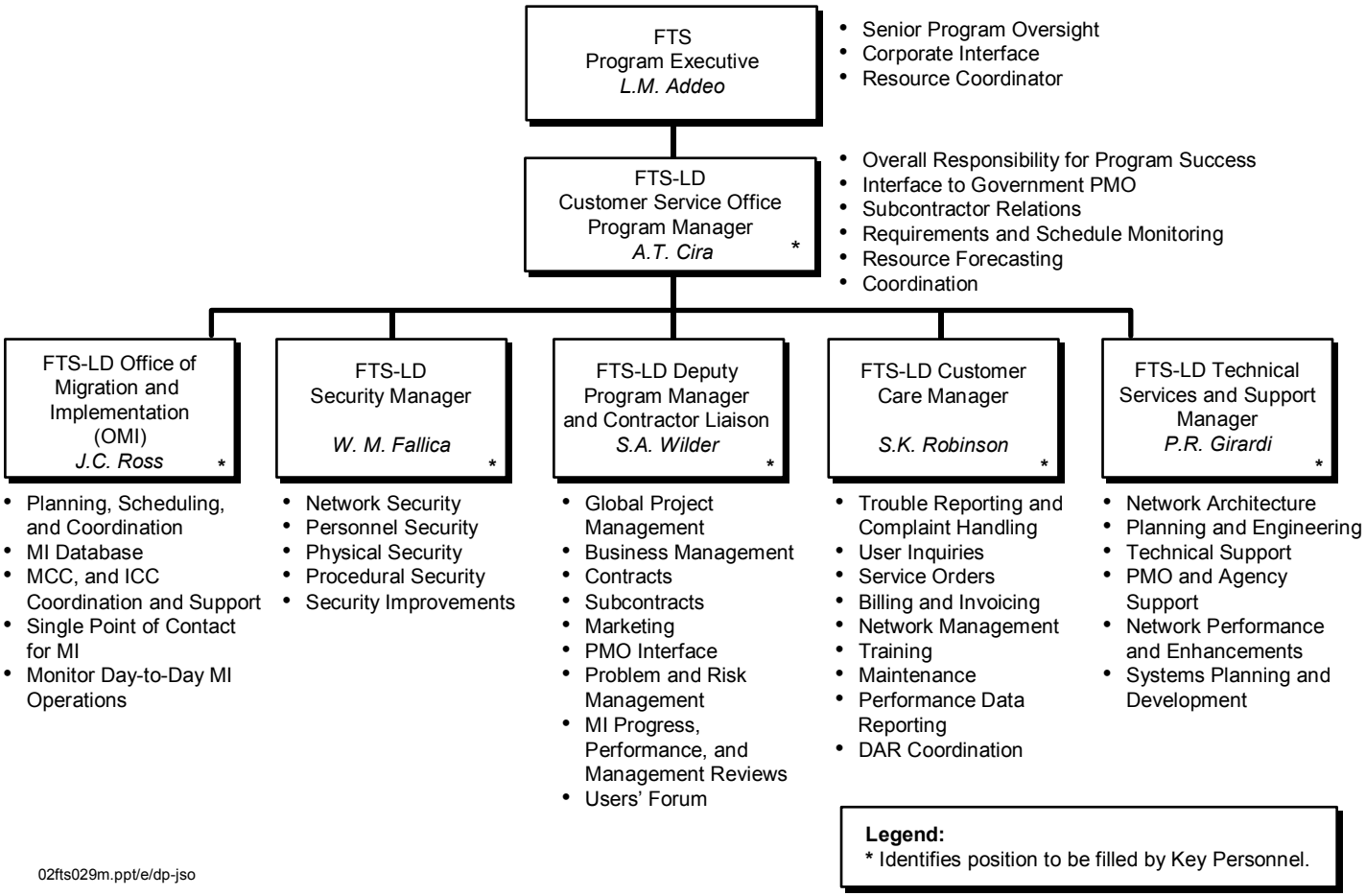

Figure 2.1.2.6.1-1. FTS-LD Organization Structure — *Our streamlined program organization responds rapidly to customer needs and requirements with flexibility and best value technical, management, and business solutions.*

Supported by an experienced staff of AT&T personnel the OMM Manager will serve as the single point of contact for the Government PMO, the FTS-LD MCCs, and agency users at locations where migration activities will occur. Should the OMM Manager change, or the need to designate a different single point of contact arise, the name, address, and telephone number of the newly-assigned single point of contact will be provided immediately to the PMO, as required in Section H.11.1 of the solicitation.

The OMM will assume the responsibility for administering all contractor plans, policies, and specific migration schedules regarding FTS-LD program services. OMM personnel will interface, from a project management perspective, with all functional organizations to make certain that the activities required to plan, support, and manage a user-transparent, low-risk migration effort are performed in a timely, cost-effective manner. The OMM will be supported by a staff of Global Project Managers (GPMs) to assist in the planning and coordination of cutovers. AT&T recognizes that proper coordination of activities at user locations prior to cutover is essential to ensuring an error-free, minimally-disruptive migration. AT&T also acknowledges that having one party responsible for coordinating these activities creates a more manageable Work Breakdown Structure (WBS). While migrating services, the GPM will act as a single point of contact for each Local Government Contact and is responsible for the coordination of activities for the individual agency locations.

Historically, Project Managers have proven most effective in coordinating the myriad resources involved in conversion activities by being ready with access to support systems, multiple phone lines, and/or direct contact with workcenter and technical support personnel.

AT&T will perform the majority of its day-to-day project management activities remote from a client's premises; as such operations are conducted today, both in the commercial and in the government sectors. However, AT&T fully recognizes that certain activities/conditions may necessitate the physical presence of OMM personnel, or their delegate, at a given site/location. In addition to the normal on-site presence required to complete certain provisioning activities (e.g. UNI installation), some conditions which could necessitate additional on-site coverage include:

+ when risk to an agency's mission and criticality of service can be substantially mitigated by coverage,
+ when facility planning (i.e. new building or new infrastructure) occurs simultaneously with project/order planning,
+ during "flash cut" scenarios necessitating just-in-time installation/testing of service components,
+ when on-site testing or other contractor-provided site readiness activities are required, or
+ during the initial conversion of trial applications for FTS-LD technologies.

The GPM will be available to communicate with the LGC on-site prior to, during, and immediately following all cutover activities, and will answer any questions, which arise. GPMs will coordinate the planning and cutover activities of the functional organizations within AT&T's Customer Service Organization to ensure all cutover dates are met. AT&T also understands that the OMM's responsibility for coordinating all activities extends to any activity conducted by any subcontractor or vendor on behalf of the corporation. The OMM will fully coordinate all requests for information or assistance regarding site preparation through the appropriate user location's LGC.

To ensure sufficient attention is focused by AT&T on complex migration issues, the OMM will be established as a separate management unit within the FTS-LD Program Management Office. The organization chart, shown in Figure 2.1.2.6.1-1, depicts this relationship, and will provide for easy access to the appropriate organizations and rapid escalation of migration problems to senior-level management.

The OMM will also track the master migration schedules, and will routinely update the appropriate management plan. The OMM will be responsible for managing the Migration spreadsheet and will make daily updates to the information related to the content and status of service orders and the removal of services from the FTS2000 network using various sources of information including, but not limited to, AT&T's service order/tracking system(s). The updated spreadsheet will be provided weekly to the MCC. Although the OMM Manager is designated as the single point of contact for the MCC, the GPM, at the discretion of the OMM Manager, may be charged with communicating with the MCC regarding schedule issues. The GPM will work closely with the MCC and the agencies to solidify the teaming concept and to guarantee near-real time communication of the status. **Figure 2.1.2.6.1-2** has been provided to show the roles and responsibilities of the OMM.

2.1.2.6.2 Network and User Location Inventories (L.38.2.2, C.4.3.6.2, C.4.3.6.7.2.1, C.4.3.6.2.2)

Within 30 days of notice to proceed, with input and assistance from the Government, AT&T's OMM will begin conducting an inventory of services and equipment for each particular legacy network being migrated and its associated locations. Network and user location inventories provide detailed information about existing services, signaling and switching arrangements, space availability, special security arrangements, miscellaneous equipment, and other administrative data concerning a user's location.

OMM Roles and Responsibilities	
Provide a single point of contact to the TCC/MCC.	Provide, order, install, and coordinate facilities to any service delivery point requesting service.
Coordinate all migration activities with the Program Management Office.	Establish and facilitate Local Cutover Committees.
Develop and implement a comprehensive plan for the specific project activity.	Provide a representative to user location prior, during, and following cutover.
Administer migration plans, policies, and schedules.	Ensure compliance with all migration procedures required by the Government.
Act as the Government agent for migration.	Provide fail-safe location contingency plans for OMM activities.
Develop alternative migration approaches and select the best method.	Ensure availability of provisioning support systems to meet OMM cutover schedules.
Manage all aspects of AT&T's involvement in the migration process.	Manage and coordinate the activities of all subcontractors supporting migration.
Complete necessary network/user location inventories and submit it to the PMO/Control Center.	Monitor verification and acceptance testing.
Provide and maintain the OMM Spreadsheet.	Notify LGCs and PMO/Control Center of cutover completion.
Develop and implement procedures for coordinating all migration activities involving the AT&T Team.	Ensure completion of project/phase close-out activities.
Ensure compliance with all technical requirements.	

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Figure 2.1.2.6.1-2. OMM Roles and Responsibilities — *AT&T will perform these tasks to ensure a coordinated, low-risk migration.*

AT&T will obtain a Service Delivery Point (SDP) ID Base Code from the SDP ID Administrator for each location/SDP with which it is associated, affixing it to the inventory form. AT&T will gather and verify the data from information delivered by the Government or the Government's other contractors and representatives, or from AT&T's subcontractors and representatives as appropriate The GPMs, under the direction of the OMM, are responsible for the completion of each location/SDP inventory for each location with which AT&T is associated for a given migration

activity. AT&T will obtain and verify all information necessary to accomplish the migration of all services for which it is responsible.

AT&T will gather information about the locations of the migrating agencies to determine the best access methodology to accommodate the services for each location. When determining which access configuration is selected for a given location, AT&T will also perform a sizing and optimization analysis to ensure service performance excellence. Additionally, as part of site-specific coordination, AT&T will confirm the current network configurations and review any known plans for growth to ensure long-term optimization.

After collection, AT&T will deliver the inventory data to the LGC or other Government representatives for validation. The validation of network and user location inventories and other customer profiling data is critical to establishing the baseline configuration of each location. AT&T will update the Migration spreadsheet with the validated information and will begin to provide the data to the MCC via on-line electronic media [redacted] after delivery of the revised MP.

2.1.2.6.3 Migration Traffic Statistics (L.38.2.2, C.4.3.6.3)

AT&T will obtain an update of all available legacy network traffic information by using Government sources as appropriate and/or physical checks. In advance of specific migration activities, the OMM will verify the data gathered from the Government, site surveys, and cutover coordination teams. This information will be used to provision services and features on the AT&T WIN and is required to effectively plan and execute transparent and low-risk cutovers. AT&T will begin to deliver traffic statistics to the Migration Control Center (MCC) via on-line electronic media [redacted] after delivery of the MP. Key network and user location inventory and traffic data will also be added to the Migration spreadsheet.

2.1.2.6.4 Migration Spreadsheet (L.38.2.2.1.3, C.4.3.6.4)

AT&T will develop a service specific Migration spreadsheet in lieu of a database unless the number of agencies/sites migrating exceed the numbers that are manageable using spreadsheets. In such case, a database will be used.

The Migration Spreadsheet will be used for the planning and managing of the migration of services and features to the AT&T WIN. This spreadsheet will be used to store, manage, and communicate the site-specific data related to all project activities. The OMM will be responsible for the updating, managing and administering the Migration spreadsheet. The information obtained from the network and user location inventories, traffic studies, LCCPs, and applicable service ordering/tracking systems will form the basis for the information that will reside in the spreadsheet. The sample spreadsheet depicted in **Figures 2.1.2.6.4-1** and **2.1.2.6.4-2**, illustrate the fields in the Migration spreadsheet.

AT&T will be develop, provide, and maintain information regarding migration schedules along with a summary of all information contained in the MMP for the user locations/SDPs for which AT&T is responsible. The spreadsheet will be as complete as possible initially, continually updated as more precise information becomes available, and fully up-to-date regarding information on a particular user location at the time access service is ordered for that location. At the completion of the migration activities, AT&T will provide the Government the contents of the complete Migration spreadsheet including all information from AT&T's migration activities.

In the spreadsheet, AT&T shall maintain the following information on a service-by-service basis in addition to the information for Migration Network and User Location Inventories and Migration Traffic Statistics:

- User SDP ID (including the physical address by country, state, city, street address, and zip+4 represented by the SDP ID base code)
- User location NPA/NXX or equivalent for non-domestic locations
- Agency(s) user located at user location, itemized by agency department or division name
- User location managing agency
- User location's designated connecting POP ID and physical location
- LGC name and commercial telephone number
- Date and time that user location is scheduled for migration
- All preparatory steps prior to action at each user location with scheduled dates for the initiation and completion by AT&T of each step of the action
- All activities required to be completed by the LGC at each user location with dates when the LGC shall be notified of these requirements by AT&T
- All legacy network system telecommunications facilities currently employed at the user location, including:
  - Number and description of dedicated access circuits used for connecting legacy services to the user location
    - Identifying circuits by type(s) of legacy service (SVS, SDS, DTS,) carried
    - Identifying as to which circuits are multiplexed to provide multichannel integration and/or service aggregation and which are using ISDN or SS7 call set-up signaling
    - Identifying type(s) of legacy contractor-provided equipment that each circuit (or each channel in a multiplexed circuit) is terminated in (e.g.,

data service unit, channel bank, FRAD, modem, etc.) at the user location

- Vendor(s) providing facilities

+ All planned FTS-LD access service facilities and the vendors providing the facilities that shall be ordered by AT&T in order to provide the location with migrated services, including:

  - Number and description of dedicated access circuits required for service at a user location, identifying each access circuit by an ID code (if the user location will use circuit-switched on-net access, so note and list telephone numbers that will be presubscribed to FTS-LD contractor)

    — Identifying all dedicated access circuits (by access circuit ID) terminated at a user location

    — Identifying which circuits serve only a single SDP/UNI, where the UNI matches the bandwidth/payload data rate of the circuit

    — Identifying circuits (by a integration group ID) providing "access service integration," and whether the associated AAF service function is AT&T-provided or Government-provided

    — Identifying circuits (by a trunk group ID) that constitute by themselves or that are, in whole or in part, part of a trunk group for GOS measurement purposes

    — Identifying (describing and locating) each SDP (using an SDP ID) served at the user location and associate each identified SDP with its related access circuit ID and, as applicable, with its integration group ID and/or its trunk group ID

  - Vendor(s) providing facilities

  - Schedule for ordering planned access service facilities described above

+ Status information regarding the migration activities (highlighted in the spreadsheet record if the cutover is in jeopardy or delayed)
+ Circuits associated with "critical users," as defined by the TSP
+ Service order numbers, with each service order number associated with its related user location ID, SDP ID, access circuit ID, and, as applicable, with its integration group ID and/or its trunk group ID
+ Configuration data at each SDP (identified by SDP ID) including:
  - Terminating equipment type
  - Signaling type
  - Protocol interfaces
+ Indication of centralized billing by agency at user location
+ Security clearances required for personnel involved in migration.

The spreadsheet will contain the approved cutover schedule and will be updated weekly by AT&T. In addition to use by the MCC, the spreadsheet will also be employed as a tool to provide status to parties involved in the overall migration, as well as the local cutovers. The MCC will have password-protected, read-only, on-line, electronic access to the spreadsheet. The data contained in the system will be made available only to authorized users. Access to the Migration spreadsheet will be made available to the MCC [redacted] after approval of each MMP.

SDP	LSO (NPANXX)	AGA Name Phone Number	Agency Name (Department)	Street Address	City	State	Zip Code	Security Clearance Req'd	Location Managed by	AGENCY HIERARCHY CODE	MCN/GRC	Bill Type C= Centralized, D=Direct	Service Order Number	Installed Services to be Migrated
201344	973515	John Ford 202 NNN-XXXX	Internal Revenue Service (Telefile Call Center)	60 JEFFERSON RD	WHIPPANY	NJ	07999-9998	N	IRS	2011-NMAR-CNNJ-ABBA-0000-0000-0000	123456A0/000	C	N123456	SVS channels 1-6
201389	732389	John Ford 202 NNN-XXXX	Internal Revenue Service (NJ District Office)	290 INDUSTRIAL WAY	EATONTOWN	NJ	07799-9998	N	GSA	2011-NMAR-CNNJ-JNSL-0000-0000-0000	123456B2/010	C	N789102	SVS channels 1-6
201789	973242	John Ford 202 NNN-XXXX	Internal Revenue Service (HQ Admin. Group)	2 Highway Center	NEWARK	NJ	07175-0001	N	IRS	2011-HQAR-INSP-RTSL-0000-0000-0000	123456B4/025	C	N345678	SVS channels 1-6

SDP	Station Ranges	DS0s In Svc	UNI	# T1s Req'd	TSP Req'd	Access Type	Access Provider	CLNE	800 Numbers at site	Customer Provided Specifics	Circuit ID	LOCN_NM	LEC Access Ids	LEC	CLLI Code	Facility Name	CPE Model
201344	973 111-2000-2199	6		1			AAV				DHLP986078	PH815	HCGS/056401/NJ	Verizon	. PHLAPASL40T	4000 FST1 CDKNNJCKKZZ WHIPNJ12N01	0
201389	732 111-3100-3299	6	CSU	1	Y		AT&T			TSP required for restoration, not provisioning.	DHLP986028	PH814	HCGS/056342/NJ	Verizon	. PHLAPASL40T	4001 FST1 NBWKNJ48KZZ / EATNNJACN01	0
201789	973 111-4100-4249	6		1			AAV				DHLP956677		HCGS/080384/NJ	Verizon	. PHLAPASL40T	630 FST1 NWRKNJ02KZZ / NWRKNJ02A00	

SDP	CPE Location (bldg, flr, rm)	Signaling Protocol	Signaling Incoming (from AT&T)	Signaling Outgoing (from CPE)	TG Hunting	Framing Format	Line Format	Number of Digits to Send CPE	CUSTOMER CLLI	Provisioning POP CLLI	TARGET SWITCH	Local Contact Name Phone Number	Overall Due Date	Equipment Vendor Info.	Status
201344		rob bit	wink	wink	2WB	esf	b8zs	del 6	WHIPNJ12N01	CDKNNJCK	CDKNNJCK04T CDKNNJCK76T	Jon James 973-NNN-XXXX	03/07/2002		Next Meeting 1/22/02 to review customer provided inventory.
201389	Main Tel. Rm.	rob bit	winkdt	imed	2WB	esf	b8zs	del 6	EATNNJACN01	FRHDNJ02	CHVLNJQA01T HMSQNJHS04T	Sandy Rieker 732-NNN-XXXX	03/14/2002	AT&T DEFINITY G3	
201789					2WB				NWRKNJ80N02	NWRKNJ02	HMSQNJHS03T NWRKNJ0279T	Victor Nguyen 201-NNN-XXXX	03/21/2002		Kickoff meeting scheduled for 12/10/01.

Figure 2.1.2.6.4-1. Migration Spreadsheet — *Sample of customer data that will be included in the Migration Spreadsheet. (Page 1 of 2)*

All information is for illustrative purposes only. This is fictitious data.

An orange row indicates a jeopardy status.

Note:

Phase 1

Implementation of voice services for specified customer locations to be completed one location per week March 7, 14, 21 2002.

Phase 2

Will show Implementation of DTS services for specified customer locations one per week starting April 2, 2002.

Additional dates will be provided as inventory information is provided by customer.

Phase 3

Will show implementation of all Frame Relay Networks being May 10, 2002.

Additional dates will be provided as inventory information is provided by customer.

LGC Responsibilities:

Provides inventory data where available or projections where data not available, to assist in proper sizing.

Orders the necessary equipment, software, translations, and/or premises wiring* to interface with the FTS2000 Network.

Resolves problems associated with customer provided equipment, software, translations, premises wiring, space and/or electrical power in a timely manner to meet due dates and comply with FTS2000 contractual requirements.

Provides the space and electrical power required to support FTS2000 Network equipment.

Ensures vendor participation.

Cooperates in all joint testing.

Notifies GSA of FTS-LD acceptance.

Ensures users requiring training are identified and scheduled.

Vendor Responsibilities:

Implements service as ordered by LGC.

Advises local cutover committee of site specific technical issues associated with their equipment, software, translations and/or premises wiring

Repairs troubles in a timely fashion to ensure customer due dates are met.

Cooperates in all joint testing.

Figure 2.1.2.6.4-1. Migration Spreadsheet — *Sample of customer data that will be included in the Outbound/Inbound services Migration Spreadsheet. (Page 2 of 2)*