National Finance Center
Human Resources Non-Core Solutions Fact Sheet
for NFC's Current Payroll Customers

NFC has twelve Blanket Purchase Agreements (BPA) with companies to support our Human Resources Non-Core Solutions. These solutions are classified into seven categories:

1. Staff Acquisition
2. Performance Management
3. Learning Management
4. Employee Relations
5. Labor Relations
6. Workforce Planning Succession Retention Analysis
7. On Boarding

Agencies may select any product on the BPAs for these categories. However, in all cases, NFC must request quotes from each of the vendors offering a product in that Non-Core category and provide them to the Agency for evaluation.

NFC will select one product within each of the seven categories above for integration with NFC's system(s). NFC's selection may be one of the products from the BPAs, or it may be another product that NFC is currently offering. If an Agency chooses the NFC selected product, the Agency will not be charged for NFC's costs for the integration. However implementation costs will apply, along with any vendor charges.

Agencies interested in obtaining quotes or implementation of Non-Core Solutions must follow the steps below:

1. The Agency will complete a Software Change Request (SCR) Form
   https://nfc.usda.gov/Publications/Forms/ad3003.pdf. Please ensure the SCR contains the following information:
   (a) Category of module (see list above).
   (b) Department and Agency Name.
   (c) Agency point of contact information (name, email address, phone number).
   (d) Definition of integration or interface requirements.
   (e) Number of licenses required.
   (f) Training needs.
   (g) Additional specific requirements.
   (h) Request for "*quote only*," or selection of a particular product. Please note that even with selection of a particular product, the Agency will be required to review all returned Vendor quotes.

2. Send the SCR to NFC.GESDREQUEST@nfc.usda.gov

   Note: Once the SCR is received, NFC will:
   (a) Request quotes from the appropriate BPA vendors.
   (b) Forward the received quotes to the requesting Agency for review.

   Note: If the SCR indicated "quote only," the SCR will be closed. If the SCR indicates selection of a particular product, however, it remains open and the Agency should continue on to step three below.

3. For Product Selection _without_ integration with NFC system(s), complete step 3a below. For Product Selection _with_ integration with NFC system(s) continue on to Step 3b.

   (a) The Agency reviews the vendor quotes and submits their product selection justification to NFC.GESDNONCORE@nfc.usda.gov.

February 22, 2016

**National Finance Center
Human Resources Non-Core Solutions Fact Sheet
for NFC's Current Payroll Customers**

Note: Once the justification is received, NFC will:
1. Review and approve the Agency product selection justification. If revisions are needed, NFC will assist the Agency.
2. Create an Interagency Agreement (IA) and send it to the Agency.
3. Once the IA is signed by the Agency, NFC will prepare a task order against the appropriate BPA on the Agency's behalf.
4. Close the SCR.

Note: The vendor is responsible for technical issues during and after implementation. NFC is not involved in the implementation.

(b) The Agency submits product selection justification to NFC.GESDNONCORE@nfc.usda.gov.

Note: Once the justification is received, NFC will:
1. Review and approve the Agency product selection justification. If revisions are needed, NFC will assist the Agency.
2. Create an Interagency Agreement (IA) and send it to the Agency.
3. Request/receive an Authority to Operate (ATO).
   - USDA Agencies provide proof of completed ATO and verification of its existence in USDA's Cyber Security Assessment and Management (CSAM) system to NFC.
   - Non-USDA Agencies provide NFC with proof of the ATO and all artifacts associated with that ATO. Artifacts include: System Security Plan, Contingency Plan/Disaster Recovery Plan, Configuration Management Plan, Privacy Threshold Analysis (PTA) and a Privacy Impact Assessment if directed by the PTA, Security Assessment Report, Risk Assessment Report, and Plan of Action and Milestones Report.
4. Once the IA is signed by the Agency and the ATO is approved by USDA's Office of the Chief Information Officer, NFC prepares a task order against the appropriate BPA and implementation activities begin.

Note: For technical issues following implementation, authorized agency representatives contact the NFC Contact Center. For application issues following implementation, the Agency should contact the vendor directly.

If there are any additional questions about the Non-Core BPAs, please contact NFC at NFC.GESDNONCORE@nfc.usda.gov.

February 22, 2016