



BUSINESS
APPLICATIONS
SOLUTION

One Commerce

EXPECTED STRUCTURE. UNEXPECTED FLEXIBILITY.

Department of Commerce Business Applications Solution (BAS)



News on the Go

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Leadership Corner

by Lindsay Hochberg, BAS Project Manager



Greetings to our BAS stakeholders as we move into Q3 FY2022

Over the past few weeks, we have been having an ongoing conversation about the BAS deployment at DOC and the adjusted schedule that we will be pursuing for our Phase 1 deployment. Originally, our NOAA / EDA / BIS partners were scheduled to deploy into the BAS solution suite on 10/1/2022. However, due to some escalating risks for the program, the BAS team will pursue an adjusted schedule for the phased deployments. The new implementation schedule will be as follows:

- Phase 1: 10/1/2023
- Phase 2: 10/1/2024
- Phase 3: 10/1/2025

More information will be coming in the next few weeks on the updated schedule and activities for the stakeholder community; the BAS team will be conducting a series of “re-kick off” meetings for each of our workstreams to update you all on the new activity time frame.

Thank you all for your continued participation and support of the program! We are excited to continue our work with you all!

Sneak Preview of the BAS Portal

Contributed by Sai Pakkam and Brice Reed, AFS BAS Technology/Architecture Team

The BAS Portal plays a pivotal role as the landing page for users to connect to BAS technology, applications, process, and Helpdesk services. The guiding principles in designing the Portal included providing both easy and secure access to the BAS systems for users to perform their functions, locate BAS information, and reach their desired destination(s) with minimal clicks. It also needed to incorporate an extensible architecture to meet both system and user current and future needs. To address these objectives, the team relied on the following industry standards for the user interface: ITILv4, NIST 800-53 v4 security controls, and DOC's Information Technology Security Bulletin Policy (ITSBP) specifications.

Access to the BAS Portal is restricted to DOC employees with provisioned access. When the user logs into the Portal, DOC's ICAM proxy authenticates the user's credentials providing access to the user's authorized applications. Upon successful login, using Single Sign On, users can move directly to their BAS application(s) from the main section on the Home screen (shown on the next page).

Home Screen - Main Section

Users access their authorized applications by clicking on the relevant tile. This section also provides users with useful system alerts, status, news, and updates prior to selecting their application. Unauthorized applications will be grayed out, although users can select the Request Access text in the application tile to begin the process of obtaining access. In this section, users will also be able to view their submitted incidents and requests.

Sneak Peek at the BAS Portal (continued)

The screenshot displays the BAS Portal interface. At the top left is the Department of Commerce seal. The main header reads "BUSINESS APPLICATIONS SOLUTION" and "One Commerce". A navigation bar includes links for Home, Applications, Knowledge Base, Bureau Resources, Quick Links, and Help. On the right of the navigation bar are links for CDE, CBAS DEMO ESS, and Logout. Below the navigation bar is a search bar. The main content area features four application tiles: EBS (Financial Management Solution, PROD), PRISM (Acquisition and Requisition Management Solution, Request Access), Sunflower (Property and Asset Management Solution, PROD), and EDW (Data Analytics and Business Intelligence Solution, Request Access). Below these tiles is a section for "Announcements & News". At the bottom, there are two sections: "My Incidents" and "My Requests", both showing "No Records Found".

BUSINESS APPLICATIONS SOLUTION
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Home Applications Knowledge Base Bureau Resources Quick Links Help

CDE CBAS DEMO ESS Logout

Search

EBS
Financial Management Solution
PROD

PRISM
Acquisition and Requisition Management Solution
Request Access

Sunflower
Property and Asset Management Solution
PROD

EDW
Data Analytics and Business Intelligence Solution
Request Access

Announcements & News

My Incidents
No Records Found

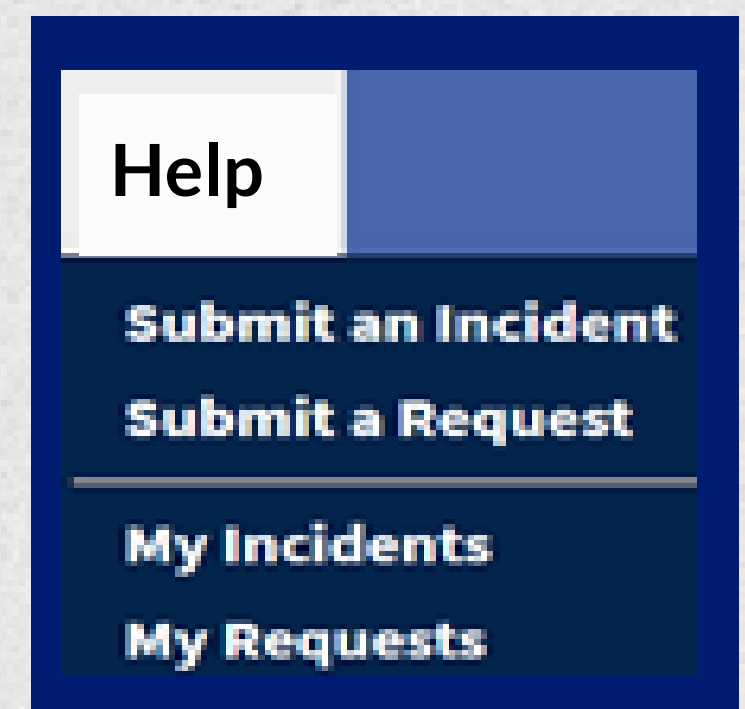
My Requests
No Records Found

Sneak Peek at the BAS Portal (continued)

Home Screen - Option Bar

In addition to direct access to BAS Applications, users can also utilize the blue option bar at the top of the screen for specialized system access, information, and support within BAS. Options available to the user include:

1. **Applications** – Provides alternative access to BAS applications and environments, e.g. Training and UAT.
2. **Knowledge Base** – Provides access to the full BAS library of information supporting BAS applications and technology. Some of the items accessible in the Knowledge Base include:
 - a) Training materials, e.g., recordings of all training courses, user guides
 - b) Reference guides
 - c) Operational updates to BAS and helpful hints in using BAS
3. **Bureau Resources** – Provides Bureau-specific information, such as forms and job aids.
4. **Quick Links** – Provides links to additional BAS resources, such as the BAS website and CSC Portal. It also links to frequently used Commerce sites and systems. The selected link will open on a separate tab so that users can toggle back and forth between the BAS Portal and the selected resource(s).
5. **Help** – Provides Information Technology Service Management (ITSM) Helpdesk support services. Using the drop-down menu, the user can submit or view incidents and requests. A request is selected if additional information or assistance is needed. An incident is selected when a user experiences a problem or error that needs resolution.

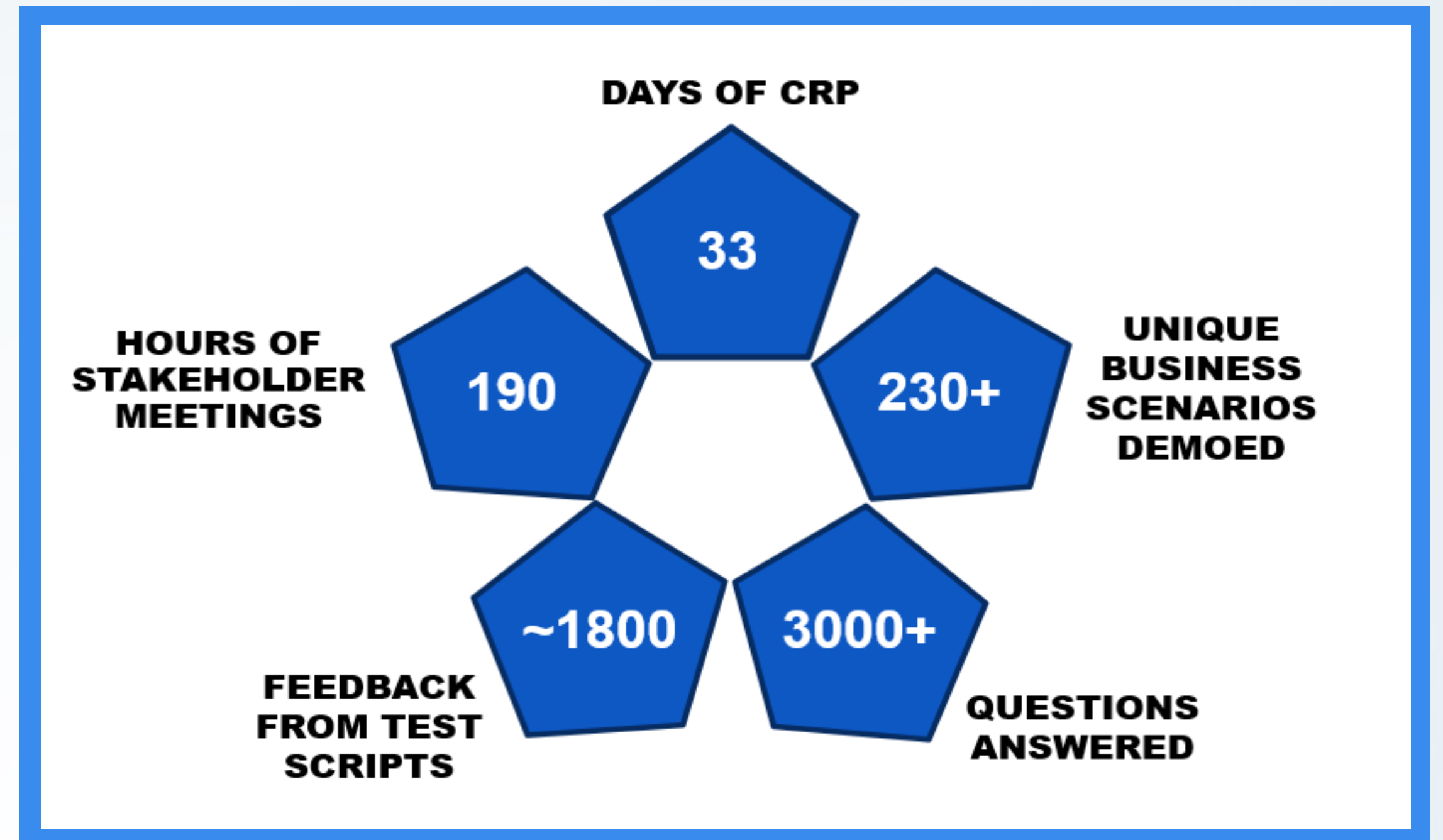


For comments, questions or feedback on the BAS Portal, reach out to the team at BASProject@doc.gov.

Conference Room Pilot Highlights

Contributed by Pat Grimes, Functional Project Manager and Mary Beth Torpey, AFS Functional Project Manager

Conference Room Pilots (CRPs) began in November 2021, with the last session completing on February 7th. The purpose of these pilots was to demonstrate the configurations and flows of the BAS system across Unison PRISM, Oracle E-Business Suite (EBS), and Sunflower against the BAS test scripts. The CRPs also included demos for systems administration and end-to-end scenarios for Unison PRISM and Oracle EBS. The graphic on the right highlights the breadth of the CRPs as well as the level of active participation across the user community.



In total there were 33 days of CRPs, (representing 190 hours), with an average of 150 participants per session. The CRPs included more than 230 business scenarios, with participants providing more than 3100 responses and feedback. Additionally, the Functional workstream conducting the pilots provided answers to almost 1800 questions from participants in real time. As an outcome of the CRPs, all data collected is currently being analyzed to determine appropriate next steps.

The CRPs provided valuable insight to both the BAS workstreams and the BAS community. One participant indicated "These end-to-end sessions are ... great. They are helping our team understand the overall flow." All CRP sessions were recorded and are available to the user community on the CSC Portal. As of March 4, there have been more than 1200 viewings of these recordings by the BAS community.

Advanced Acquisition Planning (AAP) Coming to BAS

Contributed by Randy Platter - PRISM Acquisition Lead

The PRISM Advanced Acquisition Planning (AAP) module is an exciting new way for the Department of Commerce (DOC) to increase communication between the Contracts Office and Program Office. This module will be deployed as part of the FY 2022 BAS Go-Live and includes both Requirements and Acquisition workspaces to promote collaboration and transparency between the DOC Contracts and Program Offices.



BAS Team will implement the forecasting functionality of the Requirements workspace in early FY 2023. This will include the ability to create, track, and update all forecasted data for DOC. As data is entered real-time, department-wide reports can be pulled. This data can then be extracted to xlxs, csv, and/or pdf files, which will then be uploaded to the public-facing DOC Office of Acquisition Management website. The strategy to sunset the use of the Commerce Business Opportunities Tool (C-BOT) application and replace it with AAP is currently being discussed and will be communicated when it is finalized.

Acquisition workspaces will be created for each procurement award by the Contracts Office. Initially, users will receive training and implement the electronic filing functionality of this workspace. This includes a full folder structure for each acquisition workspace, in which all contract files are attached and maintained as the official electronic contract file. Once files are loaded using the AAP module, files can be routed for review and approval, version control for any edits made will be maintained, and auto-filing based on the classification of each attachment will be included.

Initial use of the PRISM AAP module will provide the means for DOC to file their awards electronically in a single source system to increase auditability and standardization across the department.



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Meet the Team

Meet additional members of the BAS PMO Team.

Robb Poling

BAS Plan to Report (PTR) Manager

As the BAS Plan to Report (PTR) Manager, Robb is responsible for implementing the Budget, General Ledger, Financial Reporting, and Projects functions within BAS Core Applications – Oracle Enterprise Business Suite (EBS). Robb has been with DOC for 25 years joining NIST as an accountant with rotations in the Travel, Billing & Collections, and Financial Statements groups before joining the Business Systems Division for the CBS Implementations for NIST and its cross serviced bureaus. Most recently, Robb was the Manager within NIST's Financial Systems and Reporting Division where his team was responsible for systems support across various CBS modules, feeder systems, and NIST's Data Warehouse reporting suite.



Eileen Stammler

BAS Plan to Report Team Member



Eileen is a member of the BAS PTR team. She joined the BAS team in December 2020 and together with her PTR team members, led the recent efforts to complete the CBS to BAS Object Class Crosswalk. Eileen's background is in interfaces/feeder systems, Travel, Accounts Payable, and overall Project Management. Before joining the BAS team, Eileen worked on or managed the CBS implementations for NIST, ITA, and NTIS along with the recent ETS2 Travel implementations at NIST.



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Meet the Team (continued)

Glen Hale

BAS Plan to Report Team Member

As a BAS Plan to Report (PTR) team member, Glen uses his financial management knowledge to collaborate with BAS and DOC Bureaus as a functional lead for Enterprise Financial Systems (EBS) implementation activities. Prior to joining the Department of Commerce in 2021, Glen spent 16 years at NASA Headquarters (HQ), Office of the Chief Financial Officer (OCFO), in financial management and property accounting oversight analysis. During this time, he led and participated in data stabilization initiatives while collaborating with auditors to help achieve and maintain clean opinions for NASA's annual financial audits. Before joining Federal public service, Glen worked in financial and business operations for Federal contracts and programs.



Cindy Wallach

BAS Plan to Report Team Member

Cindy is a member of the BAS Plan to Report (PTR) team. She joined the BAS team in December 2020. Before joining the BAS team, Cindy worked at NIST for 13 years. During her time at NIST, she worked on the ETS2 Implementation for NIST, as well as the CBS implementation for NTIS. As a member of the CBS Feeder Systems Support Group, she provided user support, account administration, troubleshooting and training for CBS, C.Suite, and E2 Solutions applications.



Upcoming Information Events

To keep informed about what's happening with BAS or to get more involved, consider attending one or more of the upcoming events. For more information on an event, visit the [BAS website Event Calendar](https://www.commerce.gov/ofm/calendar) at <https://www.commerce.gov/ofm/calendar>.

EVENT	DATE	TIME
BAS Schedule Update (SES)	April 27, 2022	1:00 – 2:30 PM
BAS Schedule Update (BAS User Community)	April 28, 2022	1:00 – 2:30 PM
Town Hall – Program Status Update	May 19, 2022	1:00 – 2:30 PM

Exact date, time, and sign in information for this event will be sent out to all users.

New Information Available

As we continue to add and update files on the [CSC Portal](#) , it has become increasingly difficult to list all of the files here in the Newsletter. Beginning with this newsletter, we are providing only a list of files/folders that have been **added**, and those that have been **updated** this quarter.

BAS Documentation

- **BAS Q&As (previously on BAS Website)**
- **Web Product Learning Journey Guide**
- **February Town Hall – deck and recording**
- **Production Support Table Talk deck**

Conference Room Pilots (CRPs)

- **52 CRP videos (55 total)**
- **12 CRP Q&A files**
- **Tutorial for entering Pass/Fail on test scripts**
- **Video Download instructions**

NOAA Change Network

- **Briefings – January and February 2022 decks**

Enterprise Data Warehouse (EDW)

- **EDW Table Talk – deck and recording**
- **EDW Table Talk acronyms**
- **EDW Grants BI Mart Update slide deck**

Role-Based Access Control

- **January Check-In deck**
- **Initial User Load Template**
- **Function Matrix**

Additional BAS information can be found on the
[BAS Website](#)



***Change is necessary to
continue
growing.***