



## Office of Telecommunications Services

# Conexus Today

### Conexus and the Network Hosting Center (NHC)

Many of you are most likely already familiar with the Public and Agency Pricer Tools. These tools are provided by the Network Hosting Center or NHC, and are used to do price comparisons for services awarded to various contractors. The NHC has been intricately involved in past contracts such as FTS2001, Networx and WITS.

The NHC is continuing its support of GSA contracts, most noticeably with the Enterprise Infrastructure Solutions (EIS) Contract. Many of you have already been working with the NHC to obtain your access to the EIS Agency Pricer tool. For

those of you who don't already have access and require it, fill out the following forms and send them to [nhc@gsa.gov](mailto:nhc@gsa.gov):

- ◆ [Agreement to Protect Controlled Unclassified Information \(CUI\) Government Information](#)
- ◆ [Corporate Nondisclosure/Conflict of Interest Form](#)
- ◆ [Certification Regarding Non-disclosure of EIS Acquisition Information](#)
- ◆ [EIS Agency Pricer Access Request Form](#)

The NHC also has an EIS Public

Pricer that does not require special access. In addition to current-year price lookup, it contains these helpful tools: Address Lookup; Awarded Items; Core-Based Statistical Areas (CBSA) Lookup; CLIN Lookup; Contract Mods; Service Guides; and Unit Pricer.

In the past, Conexus and the NHC had two distinct Program Management Offices (PMOs), but as of September, 2019, the decision was made to join the two PMOs into one overarching Systems PMO. One PMO for both gives us the ability to discuss NHC (pre-acquisition) topics in addition to Conexus (post-acquisition) ones during our monthly meetings with all agencies.

### Conexus Testing & Training

To help agencies become more familiar with Conexus, a separate testing/training environment has been established. Interested agency members who do not already have a test account can register for one by going to <https://conexus-cert.gsa.gov>. All agency members who register for a test account will be given the following Conexus test roles:

- ◆ Agency AHC
- ◆ Agency Billing
- ◆ Agency Funding
- ◆ Agency Inventory
- ◆ Agency Invoice Processing
- ◆ Agency Location
- ◆ Agency Order Writer

A test account (TEST8888) has been set up within the Conexus testing environment, and six test task orders have been created

for agencies to use. These test task orders are:

- ◆ TK\_CX\_C\_NFULL\_ALLCLINS
- ◆ TK\_CX\_C\_NFULL\_BYCLINS
- ◆ TK\_CX\_C\_YFULL\_ALLCLINS
- ◆ TK\_CX\_N\_NFULL\_ALLCLINS
- ◆ TK\_CX\_N\_NFULL\_BYCLINS
- ◆ TK\_CX\_N\_YFULL\_ALLCLINS

Once registered and the Conexus PMO has assigned user roles, agency members can then navigate through the various modules of the training environment to familiarize themselves with the look and feel of the Conexus application.

Registered users can even simulate placing test service orders to a mock vendor, and see the service orders flow through and

receive Service Order Acceptances (SOAs), Service Order Confirmations (SOCs), Firm Order Commitment Notices (FOCNs) and Service Order Completion Notices (SOCNs).

Additionally, the Conexus team has changed the focus of its monthly Agency Working Group meetings from requirements gathering and development discussions to a more hands-on, step-by-step approach to walking users through how to actually use the application. All agencies are welcome to attend these meetings to see for themselves how Conexus operates. If you are not already a member of our meetings but would like to be, please send an email to [conexus@gsa.gov](mailto:conexus@gsa.gov) and we will be sure to add you to our list of invitees!

- > Access GSA Conexus at <https://conexus.gsa.gov>
- > For Conexus help, call 855-ITaid4U (482-4348) Sun 8:00 pm - Fri 8:30 pm Email: [ITCSC@gsa.gov](mailto:ITCSC@gsa.gov)
- > Contact the Conexus Management Team at [conexus@gsa.gov](mailto:conexus@gsa.gov)
- > Click [here](#) to register for Conexus Training

#### Inside this issue:

Conexus & the NHC	1
Conexus Testing	1
Task Order Info	2
AHCs and Locations	2

## Agency Task Order Information in Conexus

During the fourth quarter of FY19, Conexus received its first transmissions of agency task order (TO) awards. Agency users with the appropriate permissions can log into Conexus and view their task order data. Once logged into Conexus, click on MENU>Agencies>Task Orders. From there you can click on the various tabs for the following:

- ◆ TO Points of Contact (Contracting Officer and Contracting Officer Representatives)
- ◆ Financial information such as TO Performance Begin and End dates as well as Performance Period Funding Dollars
- ◆ EIS Services awarded on the TO
- ◆ Jurisdictions or areas of the world in which EIS services can be ordered per the TO
- ◆ Specific locations or sites for which EIS services can be ordered per the TO
- ◆ A listing of awarded orderable CLINs on the TO
- ◆ Key Performance Indicators (KPIs) for the awarded TO that differ from the standard ones on the EIS Contract

Dashboard > Agencies > Agency Profile > Task Orders

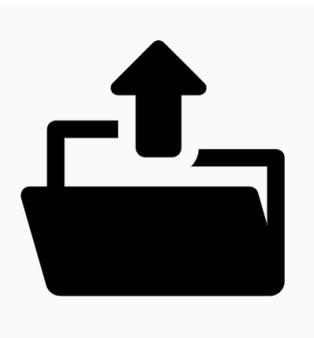
GSA Conexus Task Order Details CONEXUS TRAINING

MENU Task Order: TK\_CX\_C\_NFULL\_ALLCLINS

<b>Task Order</b> TK_CX_C_NFULL_ALLCLINS	
<b>Agency</b> TEST AGENCY 8888	<b>AGF Rate (%)</b> 4.750000
<b>Contract Number</b> GS00Q17NSDCONEXUS	<b>Proration Type</b> DOM
<b>Modification Number</b> 0	<b>Start Date</b> 10/01/2018
<b>Funding Ceiling (\$)</b> 50,000,000.000000	<b>End Date</b> 09/30/2019

Points of Contact Financials Services Awarded Jurisdictions Locations CLINs KPIs

## Bulk Uploads of Agency Locations and AHCs into Conexus



Several agencies have started to get ready for service ordering in

Conexus by entering adding users and assigning roles/permissions, creating funding documents and funding lines, and having their agency locations and Agency Hierarchy Codes (AHCs) bulk uploaded into Conexus.

Conexus created the AHC and Locations bulk upload processes to assist agencies in what might otherwise be a time-consuming process. Instead of entering

each AHC and location one-by-one into Conexus, agencies can elect to fill out each bulk upload spreadsheet and submit them to [conexus@gsa.gov](mailto:conexus@gsa.gov). The length of time required to process these bulk uploads vary, depending upon the number of locations and AHCs.

Even if agencies elect to place their service orders outside of Conexus, having their AHCs pre-

loaded into the Conexus system will allow for Conexus to validate the AHCs when received on EIS contractor ordering and billing deliverables.

To receive copies of the AHC and Locations templates for bulk uploading, email us at [conexus@gsa.gov](mailto:conexus@gsa.gov)!