

GSA SmartPay Post Award Deliverables (rev Mod PS-15)

Section	Section Title	Deliverable	Frequency				Due Date / Instructions	Due To
			Monthly	Qtrly	Annually	Other		
C.2.2	Transition	Program Forms				X	Prior to transactional period of performance	A/OPC
C.2.2	Transition	Card Delivery				X	Prior to transactional period of performance	Account holders per each task order
C.2.2	Transition	Account Activation				X	Not earlier than the transactional period of performance, unless otherwise approved in writing in advance by the GSA CO	Account holders
C.2.2	Transition	Training Materials				X	Prior to transactional period of performance unless otherwise mutually agreed to by the agency/organization and the Contractor at the task order level	Account holders, A/OPCs, DBOs, TDOs
C.2.2	Transition	EAS Access				X	Made fully available operational and compatible with applicable agency systems and security requirements during the transitional period and before the start of the transactional period of performance IAW C.8 Security Requirements and C.7.1 Electronic Access System.	GSA Authorized Users, A/OPC(s), and Account holders
C.2.2	Transition	Agency/Organization Assessment results conveying system compatibility				X	GSA: Before the start of transaction processing with agencies/organizations Agencies/Organizations: Initial Transition and prior to transactional period of performance	GSA and A/OPC
C.2.2.1.2	Kick Off Forum Presentation Packages	Kick Off Forum Presentation Package				X	Review by GSA: Not more than 5 calendar days after notification of contract award Distribution: Day of GSA SmartPay 3 Master Contract Kick Off Forum	GSA COR
C.2.2.2	Agency/Organization Transition	Transition Schedule				X	Within 10 calendar days of the receipt of task order award	A/OPC
C.2.2.2.1	Initial Contractor Implementation for Task Orders	Implementation and training to customer agencies/organizations, as listed.				X	Prior to transactional period of performance unless otherwise mutually agreed to by the agency/organization and the Contractor at the task order level	A/OPC(s) and Account Holders
C.3.1.3.2	Pilot Programs for Agencies/Organizations	Requests for Agency/Organization Customized Services				X	Monthly basis no later than the 15th of the calendar day of each month	GSA CO and GSA COR
C.3.2	Card Design	Card Model				X	60 calendar days after award	GSA COR
C.3.2.6	Sample Card Requirements	Sample Cards for demonstration or quality testing purposes only				X	Upon request from GSA or Agencies/Organizations	GSA and A/OPC
C.3.2.6.1	Use of Recycled Plastic for Cards	Sample Cards - Recycled Plastics				X	After the industry establishes a standard for EMV card plastic. Submit as part of the 120 day advanced notice period to the GSA CO prior to transition.	GSA COR
C.3.3.1	Account Set Up	Information regarding online account set up				X	Once account application is approved	Account holder
C.3.3.2	Card Issuance and Delivery	PIN number for both ATM and Chip Cards				X	Within 5 days after electronic or written request by the A/OPC	As specified by the A/OPC
C.3.3.3	Emergency Account Set-Up and Expedited Card Delivery	Emergency and/or expedited account cards				X	Within 24 hours of the request of GSA or the agency/organization, including international requests. Upon request of GSA or the agency/organization, shall sent by overnight delivery at Contractor's expense.	As directed in the request.
C.3.3.5	Card Renewal	Report listing all expiring accounts or cards				X	Report: At least 90 calendar days prior to the expiration of each account or card	A/OPC
C.3.3.5	Card Renewal	Renewed cards				X	Renewed Cards: No earlier than 40 calendar and no later than 20 calendar days before the expiring date of the existing card.	A/OPC
C.3.3.6	Account Numbers	List of Bank Identification Numbers (BIN) proposed for utilization under this contract				X	Within 30 calendar days after contract award	GSA COR
C.3.3.7	Invoices	Itemized electronic invoices				X	Within 2 calendar days after the end of each billing cycle	DBO
C.3.3.8	Statement of Account	Statement of Account (if required)				X	Within 4 calendar days (electronically) and 7 calendar days (paper copy) after the end of each billing cycle	Account holder
C.3.4	Merchant Acceptance	Merchant Recruitment Upgrade Plan				X	Within 90 days of Master Contract award	GSA COR
C.3.4	Merchant Acceptance	Merchant coverage and full transaction data capture for merchants listed in J.9 Attachment 9: Top GSA SmartPay Merchants				X	Immediately upon contract award	GSA COR
C.3.4.2.1	Fleet Contractor Merchant Network Information	Merchant Network Guide (both hard copy and available electronically)				X	Within 10 calendar days of the receipt of request	GSA, A/OPC, and all customer units

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C.4.1.1.2	Additions to Key Personnel	Notification of Additional Key Personnel. Submit for GSA approval the same type of information to demonstrate qualifications of additional as was submitted with the proposal for the original key personnel (e.g., resume including same information as required in original proposal for the same position).				X	15 calendar days in advance of any addition of key personnel	GSA CO and GSA COR
C.4.1.1.3	Replacement of Key Personnel	Notification of Key Personnel Replacement. Submit the same type of information to demonstrate qualifications as was submitted with the proposal for the original key personnel (e.g., resume including same information as required in original proposal for the same position).				X	15 calendar days advance notification of replacement.	GSA CO, GSA COR, and A/OPC
C.4.2.2.1	Training Content Review	Training Materials relative to the GSA SmartPay Program at the Master Contract Level, as described in C.4.2.2				X	As applicable, prior to initial dissemination and submitted with sufficient time to allow the GSA COR 14 calendar days for review and approval/disapproval. Revisions shall be submitted in allow sufficient time to re-review without delaying distribution to agencies/organizations and accountholders.	GSA COR After approval, to A/OPC and Account holders
C.4.2.3.1	Account Holder User Guides	Account Holder User Guide				X	GSA Review: Prior to distribution Distribution: within 10 calendar days of receipt of agency/organization request	GSA COR After approval: A/OPC and Account holder
C.4.2.3.2	Agency/Organization Program Coordinator Guide	Agency/Organization Program Coordinator Guide				X	GSA Review: Prior to distribution Distribution: within 10 calendar days of receipt of agency/organization request	GSA COR After approval: A/OPC
C.4.2.3.3	Designated Billing Office (DBO) Guide	DBO Guide				X	GSA Review: Prior to distribution Distribution: within 10 calendar days of receipt of agency/organization request	GSA COR After approval: A/OPC and DBO
C.4.2.3.4	Transaction Dispute Office (TDO) Guide	TDO Guide				X	GSA Review: Prior to distribution Distribution: within 10 calendar days of receipt of agency/organization request	GSA COR After approval: A/OPC and TDO
C.4.3.1	Marketing and Advertising	All marketing and advertising materials that contain references to the GSA SmartPay 3 Master Contract. Transmittal letters and other form-type letters should follow the process at C.4.3.3, Statement Inserts for program-wide inserts.				X	As applicable, prior to initial dissemination and submitted with sufficient time to allow the GSA COR 14 calendar days for review and approval/disapproval. Revisions shall be submitted in allow sufficient time to re-review without delaying distribution.	GSA COR After approval: Distribution as applicable
C.4.3.2	Master Contract Newsletter	Quarterly Master Contract Newsletter (Electronic and/or Paper)				X	Prior to distribution and submitted with sufficient time to allow the GSA COR 14 calendar days for review and approval/disapproval. Revisions shall be submitted in allow sufficient time to re-review without delaying distribution to agencies/organizations and accountholders.	GSA COR After approval: all A/OPC and Program Participants
C.4.3.3	Statement Inserts	Statement Inserts (Electronic and/or Paper)				X	Prior to distribution and submitted with sufficient time to allow the GSA COR 14 calendar days for review and approval/disapproval. Revisions shall be submitted in allow sufficient time to re-review without delaying distribution to agencies/organizations and accountholders. After approval, distribute within Active Account Holder Statements	GSA COR After approval: Account holders
C.4.3.3.1	Statement Messaging	Statement Messaging (Electronic and/or Paper)				X	Prior to distribution and submitted with sufficient time to allow the GSA COR 14 calendar days for review and approval/disapproval. Revisions shall be submitted in allow sufficient time to re-review without delaying distribution to agencies/organizations and accountholders. After approval, distribute within Active Account Holder Statements	GSA COR After approval: Account holders
C.6.1.1	Software Quality Assurance	Maintain alog of all Call Center Interactions with GSA and/or Agencies/Organizations				X	Continuous	GSA COR
C.6.1.1.1	Test and Evaluation Master Plan (TEMP)	Test and Evaluation Master Plan		X			GSA (Master Contract): 90 calendar days after contract award and subsequently quarterly 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security)
C.6.1.1.1	Test and Evaluation Master Plan (TEMP)	Test and Evaluation Master Plan		X			Task Order: Not less than quarterly, or as specified by the agency/organization.	Agency/Organization

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			Monthly	Qtrly	Annually	Other		
C.6.1.1.2	Defect Management Plan	Defect Management Plan			X		GSA (Master Contract): 90 calendar days after contract award and subsequently annually 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security)
C.6.1.1.2	Defect Management Plan	Defect Management Plan	X				Task Order: Not less than monthly, or as specified by the agency/organization	Agency/Organization
C.6.1.1.3	Web Application Security and Systems Security Vulnerabilities Test Plan	Web Application Security and Systems Security Test Plan and Scan Report		X	X		GSA: Plan is due 90 calendar days after contract award and subsequently annually 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security) and GSA ISSO
C.6.1.1.3	Web Application Security and Systems Security Vulnerabilities Test Plan	Web Application Security and Systems Security Test Plan	X				Task Order: As specified by the agency/organization as specified at the task order level	Agency/Organization
C.6.1.2	Satisfaction Surveys	Satisfaction Survey - Questions and Rating Scale			X		30 calendar days prior to issuance of the survey	GSA COR
C.6.1.2.3	Customer Service Metrics	Customer Service Metrics				X	90 calendar days after contract award	GSA COR
C.6.1.2.3	Customer Service Metrics	Customer Service Metrics	X	X	X		Monthly: 10th day of each month through June 30, 2020 (the first 18 months of transactional performance) Quarterly: thereafter with the Customer Service Call Log required under C.7.3.3. Annually: cumulative report due not less than 60 calendar days prior to the first day of the GSA SmartPay Training Forum or other date or period as specified by the GSA COR	GSA COR
C.6.1.2.3	Customer Service Metrics	Strategy for improvement in each area that a failing score is achieved			X		60 days prior to annual GSA SmartPay Training Forum or annually in the event no Forum is held	GSA COR
C.6.1.3	Contractor Problems Report	Contractor Problem Report				X	Immediately as such situations arise.	GSA CO, GSA COR, and agency/organization
C.6.2.1	Government-Wide Shutdown	Government-Wide Shutdown Plan				X	Not more than 90 calendar days after contract award	GSA COR
C.6.2.2	Continuity of Operations	Contingency Plan for Continuity of Operations			X		Not later than 90 calendar days after contract award and annually thereafter 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR, GSA COR (Security), and GSA ISSO
C.6.2.2	Continuity of Operations	Contingency Test Report			X		Submitted annually with the Contingency Plan.	GSA COR, GSA COR (Security), and GSA ISSO
C.7.2.2.1	Master File	Master File				X	Within 30 calendar days of request	GSA or A/OPC
C.7.2.2.1	Master File	Required changes to Master File				X	Within 5 calendar days of receipt of such changes	GSA or A/OPC
C.7.2.4	Record Retention and Retrieval File Format	New File Format - Contractor Initiated				X	As applicable, allowing 30 calendar days for GSA review/approval/disapproval	GSA CO
C.7.2.4	Record Retention and Retrieval	New File Format (Electronic Format) - Government Initiated				X	Within 30 calendar days of contract modification, unless otherwise specified	GSA CO
C.7.2.5	GSA SmartPay Data Warehouse	Data Warehouse Custom File (DWCF)				X	Flat File shall be transmitted daily via SFTP at an FTP address to be specified by GSA	GSA Data Warehouse
C.7.2.5	GSA SmartPay Data Warehouse	Data Dictionaries				X	Upon request	GSA COR and Agencies/Organization
C.7.3.1 a)	Agency/Organization Reporting Requirements	1057 Report		X	X	X	GSA: Due by the 15th calendar day after the end of each FY quarter in which refunds are paid (Oct 15th, Jan 15th, Apr 15th and Jul 15th) and cumulative annually on Oct 15th As requested at the Task Order Level	GSA COR and Agencies/Organization
C.7.3.1 b)	Agency/Organization Reporting Requirements	1099 Report Information				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 c)	Agency/Organization Reporting Requirements	Account Activity Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 d)	Agency/Organization Reporting Requirements	Account Change Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 e)	Agency/Organization Reporting Requirements	Approving Official Listing/Span of Control Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 f)	Agency/Organization Reporting Requirements	Current Accounts Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 g)	Agency/Organization Reporting Requirements	Declined Transaction Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 h)	Agency/Organization Reporting Requirements	Delinquency Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 i)	Agency/Organization Reporting Requirements	Detailed Electronic Transaction File				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 j)	Agency/Organization Reporting Requirements	Fraud Analytics Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 k)	Agency/Organization Reporting Requirements	Government-to-Government Transaction Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 m)	Agency/Organization Reporting Requirements	Invoice Status Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 n)	Agency/Organization Reporting Requirements	OMB Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 o)	Agency/Organization Reporting Requirements	Payment Performance and Refund Report				X	As requested at the Task Order Level	Agency/Organization, as specified
C.7.3.1 p)	Agency/Organization Reporting Requirements	Pre Suspension/Pre Cancellation Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization

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C.7.3.1 q)	Agency/Organization Reporting Requirements	Refund Detail Report				X	As requested at the Task Order Level	Agency/Organization, as specified
C.7.3.1 r)	Agency/Organization Reporting Requirements	Renewal Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 s)	Agency/Organization Reporting Requirements	Statistical Summary Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 t)	Agency/Organization Reporting Requirements	Summary Quarterly Merchant Analysis Report		X			GSA: Due by the 15th calendar day after the end of each FY quarter (Oct 15th, Jan 15th, Apr 15th and Jul 15th). As requested at the Task Order Level	GSA COR and Agencies/Organization
C.7.3.1 u)	Agency/Organization Reporting Requirements	Summary Quarterly Merchant Ranking Report		X			GSA: Due by the 15th calendar day after the end of each FY quarter (Oct 15th, Jan 15th, Apr 15th and Jul 15th). As requested at the Task Order Level	GSA COR and Agencies/Organization
C.7.3.1 v)	Agency/Organization Reporting Requirements	Summary Quarterly Merchant Report		X			GSA: Due by the 15th calendar day after the end of each FY quarter (Oct 15th, Jan 15th, Apr 15th and Jul 15th). As requested at the Task Order Level	GSA COR and Agencies/Organization
C.7.3.1 w)	Agency/Organization Reporting Requirements	Suspension/Cancellation Report				X	As requested by GSA or in the agency/organization task order	GSA COR and Agencies/Organization
C.7.3.1 x)	Agency/Organization Reporting Requirements	Transaction Dispute Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1 y)	Agency/Organization Reporting Requirements	Write-Off Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1.1	Additional Purchase Transaction Reports	Cash Withdrawals Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1.1	Additional Purchase Transaction Reports	Summary Quarterly Purchase Report		X			As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1.2	Additional Travel Transaction Reports	Cash Withdrawals Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1.2	Additional Travel Transaction Reports	Airline Credit/Refund Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1.3	Additional Fleet Transaction Reports	Account Activity Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.1.3	Additional Fleet Transaction Reports	Statistical Summary Report				X	As requested at Master Contract and Task Order Levels	GSA COR and Agencies/Organization
C.7.3.2 a)	GSA SmartPay Program-wide Reporting Requirements	Monthly Spend Reports	X				10th calendar day after the end of each FY month	GSA COR
C.7.3.2 b)	GSA SmartPay Program-wide Reporting Requirements	Monthly Convenience Check Report	X				10th calendar day after the end of each FY month	GSA COR
C.7.3.2 c)	GSA SmartPay Program-wide Reporting Requirements	Government-wide Aging Analysis Report	X				10th calendar day after the end of each FY month	GSA COR
C.7.3.2 d)	GSA SmartPay Program-wide Reporting Requirements	Government-to-Government Transaction Report	X				As requested	GSA COR
C.7.3.2 e)	GSA SmartPay Program-wide Reporting Requirements	Agency/Organization Refund Reports (same reports provided to the agency/organization under C.7.3.1 o) and q) above)		X			15th calendar day after the end of each FY Quarter (Oct 15th, Jan 15th, Apr 15th, and Jul 15th)	GSA COR
C.7.3.2 f)	GSA SmartPay Program-wide Reporting Requirements	Quarterly Refund Data Files Report		X			15th calendar day after the end of each FY Quarter (Oct 15th, Jan 15th, Apr 15th, and Jul 15th)	GSA COR
C.7.3.2 h)	GSA SmartPay Program-wide Reporting Requirements	Monthly Card-Not-Present Report	X				10th calendar day after the end of each FY month	GSA COR
C.7.3.2 i)	GSA SmartPay Program-wide Reporting Requirements	Agency/Organization Levels				X	Sent when a change is posted to an agency/organization level	GSA COR
C.7.3.2 j)	GSA SmartPay Program-wide Reporting Requirements	OMB Report				X	In accordance with OMB Circular A-123 Appendix B, latest release.	GSA COR
C.7.3.2 k)	GSA SmartPay Program-wide Reporting Requirements	Sustainability Report			X		15th calendar day following the end of the FY (Oct 15th)	GSA COR
C.7.3.2 l)	GSA SmartPay Program-wide Reporting Requirements	Task Order Copies (to include all modifications)				X	Task Orders: No later than 14 calendar days after the task order has been awarded Modifications: Within 14 calendar days of execution	GSA CO and GSA COR
C.7.3.2 m)	GSA SmartPay Program-wide Reporting Requirements	Reports in Response to National Emergencies and Contingency Missions				X	As directed by the GSA COR upon declaration of national emergency or contingency mission	GSA COR
C.7.3.2.1	Socioeconomic Reporting for Federal Procurement Data Systems (FPDS) Reporting	Socioeconomic analysis of government purchase transactions for small business		X			Not later than the 60th calendar day after the end of each Federal FY Quarter (Nov 30th, Feb 28th, May 30th, and Aug 30th)	Center for Charge Card Management (CCCM) in GSA via Secure File Transfer Protocol (SFTP)
C.7.3.2.2.1	Monthly GSA City Pair Program Travel Report	Monthly GSA City Pair Program Travel Report	X				By the 15th calendar day after each monthly reporting period with account activity	GSA via File Transfer Protocol (FTP)
C.7.3.2.3	FedRooms Hotel Reporting	FedRooms Hotel Report	X				By the 15th calendar day of each month for the prior month	GSA
C.7.3.2.4.1	Monthly Travel Audit Report	Monthly Travel Audit Report	X				By the 5th calendar day of each FY month for the previous monthly reporting period	GSA, Federal Acquisition Service, Transportation Audit Division (QMCA) via SFTP
C.7.3.2.4.2	Monthly Agency Travel Report	Monthly Agency Travel Report	X				By the 15th calendar day (or the next business day, if due date is on the weekend or Federal holiday) after each monthly reporting period with account activity	GSA

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C.7.3.2.4.3	Annual Total Agency Travel Report	Annual Total Agency Travel Report			X		By the 15th calendar day (or the next business day, if due date is on the weekend or Federal holiday) after the end of each Government FY (Oct 15th)	GSA
C.7.3.2.4.4	Summary ATM Report	Summary ATM Report	X				10th calendar day of each month for the previous monthly reporting period	GSA
C.7.3.3	GSA Non-Data Reports	Customer Service Call Log (see also C.6.1.1 and C.6.1.2.3)		X			Quarterly due on Jan 15th, Apr 15th, Jul 15th, and Oct 15th	GSA CO and GSA COR
C.7.3.3	GSA Non-Data Reports	Satisfaction Surveys Report			X		Annually not less than 60 calendar days before the annual GSA SmartPay Training Forum, or other date requested by the GSA COR in the event the forum is not held	GSA COR
C.7.3.3	GSA Non-Data Reports	Training Survey Report			X		Annually, no later than 30 days after the end of the performance year. For the purposes of this deliverable, the performance year ends on Nov 29th annually.	GSA CO
C.7.3.3	GSA Non-Data Reports	Security and Fraud Management Report		X			21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) – see also C.8.1.1	GSA CO, GSA COR, GSA ISSO, GSA Systems Manager
C.7.3.3	GSA Non-Data Reports	Risk Assessment Report			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) – see also C.8.1.1	GSA CO, GSA COR, and GSA ISSO
C.7.4.3 19)	Fraud Analytics	Monthly Report of Potential Fraud	X				On the first day of each month or on demand for a stated period, as required by the agency/organization at the task order level	GSA: Government-Wide report Agency/Organization
C.7.4.4 13)	Case Management	Knowledge Transfer and Training Plan				X	Within 160 calendar days after award	GSA and/or Agency/Organization
C.8	Security Requirements	Report of Compliance (ROC)				X	As requested	GSA CO and GSA COR (Security) and Agency/Organization (as required)
C.8	Security Requirements	Security Assessment/Risk Assessment in accordance with GSA IT Security Procedural Guide 06-30 "Managing Enterprise Risk"			X	X	No later than 160 calendar days after contract award and annually thereafter 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) – see also C.8.1.1	GSA CO and GSA COR (Security)
C.8 and C.8.1	Security Requirements	Attestation of Compliance (AOC)			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) – see also C.8.1.1	GSA CO and GSA COR (Security), GSA ISSO, GSA Systems Manager, and Agency/Organization, if required.
C.8.1	Security Plan	Penetration Test Results			X		No later than 160 calendar days after contract award and annually thereafter 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) – see also C.8.1.1	GSA CO, GSA COR (Security), GSA ISSO, GSA Systems Manager
C.8.1	Security Plan	Vulnerability Scan Results		X	X		No later than 90 calendar days after contract award and quarterly and annually thereafter 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) – see also C.8.1.1	GSA CO, GSA COR (Security), GSA ISSO, GSA Systems Manager
C.8.1	Security Plan	Security Management Plan			X		No later than 90 calendar days after contract award and annually thereafter 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) – see also C.8.1.1, unless there are updates to FISMA, agency/organizations, or GSA policy that outline changes in security management plan review requirements	GSA CO, GSA COR (Security), GSA ISSO, GSA Systems Manager
C.8.1	Security Plan	Card Not Present Plan			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) – see also C.8.1.1	GSA CO, GSA COR (Security), GSA ISSO, GSA Systems Manager
C.8.1	Security Plan	Report on Compliance (ROC) and/or Attestation of Compliance (AOC)			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) – see also C.8.1.1	GSA CO, GSA COR (Security), GSA ISSO, GSA Systems Manager
C.8.4	System Security Reviews and Audits	System Security Reviews and/or Security Audits				X	As required by the Federal Government before and throughout the period of performance	GSA CO and GSA COR (Security)
C.8.5	Personnel Security Governance	Security Awareness Training Program (first bullet)				X	Within 30 calendar days of contract award	GSA COR (Security) and GSA ISSO
C.8.5	Personnel Security Governance	Data Classification and Data Use Policy (fourth bullet)				X	Within 30 calendar days of contract award	GSA COR (Security) and GSA ISSO
C.8.11	Security Incident Response Plan	Security Incident Response Plan			X		Within 90 calendar days of contract award and updated annually 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) – see also C.8.1.1	GSA COR (Security) and GSA ISSO

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			Monthly	Qtrly	Annually	Other		
C.8.13	Background Investigations	Initial Background Investigation Documentation Process for Designated Contractor Employees				X	As applicable	GSA
H.1	Special Requirements Following Contract Award	One electronic copy of technical and price proposal and one electronic copy of technical and price proposal with proposed redaction of proprietary information in accordance with the Freedom of Information Act				X	Within 21 days of award	GSA Contracting Officer
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Vulnerability Scanning		X			Quarterly, 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Plan of Action & Milestones (POA&M) Update		X			Quarterly, 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	System Security Plan			X		No later than 90 calendar days after contract award and annually 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Contingency Plan			X		No later than 90 calendar days after contract award and annually 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	User Certification/Authorization Review Documents			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Separation of Duties Matrix			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1 (Note: Attestation acceptable in Annual Attestation Statement)	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Information Security Awareness and Training Records			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1 (Note: Attestation acceptable in Annual Attestation Statement)	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Annual FISMA Assessment			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	System(s) Baseline Configuration Standard Document			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1 (Note: Attestation acceptable in Annual Attestation Statement)	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	System Configuration Settings			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Configuration Management Plan			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Contingency Plan Test Report			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Incident Response Test Report			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Information System Interconnection Agreements			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Rules of Behavior			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Penetration Testing Report			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Personnel Screening and Security			X		21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) -- see also C.8.1.1 (Note: Attestation acceptable in Annual Attestation Statement)	GSA COR (Security), GSA ISSO, GSA Systems Manager

GSA SmartPay Post Award Deliverables (rev Mod PS-15)

Section	Section Title	Deliverable	Frequency				Due Date / Instructions	Due To
			Monthly	Qtrly	Annually	Other		
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Access Control Policy and Procedures (NIST 800-53 AC-1)				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Security Awareness and Training Policy and Procedures (NIST 800-53 AT-1)				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Audit and Accountability Policy and Procedures (NIST 800-53 AU-1)				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Identification and Authentication Policy and Procedures (NIST 800-53 IA-1)				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Incident Response Policy and Procedures (NIST 800-53 IR-1, reporting tmeframes are documented in GSA IT Security Guide 01-02, "Incident Response")				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	System Maintenance Policy and Procedures (NIST 800-53 MA-1)				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Media Protection Policy and Procedures (NIST 800-53 MP-1)				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Physical and Environmental Policy and Procedures (NIST 800-53 PE-1)				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Personnel Security Policy and Procedures (NIST 800-53 PS-1)				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	System and Information Integrity Policy and Procedures (NIST 800-53 SI-1)				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager

GSA SmartPay Post Award Deliverables (rev Mod PS-15)

Section	Section Title	Deliverable	Frequency				Due Date / Instructions	Due To
			Monthly	Qtrly	Annually	Other		
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	System and Communication Protection Policy and Procedures (NIST 800-53 SC-1)				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager
J.13	Attachment 13: GSA CIO-IT Security-09-48 Excerpts Revision 4 Updated Jan 25, 2018	Key Management Policy (NIST 800-53 SC-12)				X	Biennially 21 calendar days prior to the date required in GSA CIO IT Security 19-101 dated March 12, 2020 (or latest version) (every 2 years) on even years (2020, 2022, etc.) (Note: Attestation for all deliverables is acceptable in the Biennial Attestation Statement) -- see also C.8.1.1	GSA COR (Security), GSA ISSO, GSA Systems Manager