GSA SmartPay® 3
A/OPC Information Technology (IT) Quick Reference

Purpose

Each agency/organization will need to complete a number of Information Technology (IT) related tasks to transition to GSA SmartPay 3 (SP3). This quick reference is meant to help Lead A/OPCs begin to identify these activities and some IT-related considerations. This document can also be used to begin conversations with the IT resources who will assist with the agency's/organization's transition.

This document is only a quick reference to help A/OPCs begin thinking about IT-related transition activities. The Center for Charge Card Management (CCCM) will publish additional transition tools that will assist Lead A/OPCs and IT resources with more detailed transition activities.

Use of this tool is not mandatory. This document is meant to be a resource to support your transition efforts. Should you have any questions, please contact the GSA SmartPay Program Support at gsa_smartpay@gsa.gov or 703-605-2808.

Information You Will Need to Know

Agencies/organizations currently take advantage of technology to manage their programs. Some ways in which agencies'/organizations' programs are supported by technology include:

- Use of bank Electronic Access Systems (EASs);

- Interfaces between bank and agency/organization financial – and in some cases other – systems[1]; and

- Financial reporting tools / data warehouses.

Figure 1 on the following page identifies the major IT-related transition activities which will need to be completed. It is important to note that agencies/organizations can begin and plan for many of these tasks in advance. The diagram provides suggestions as to which tasks can be completed during the Pre-Award period (prior to the agency's/organization's task order award), and which tasks can be completed during the Post-Award period (following the task order award). The diagram also separates IT-related tasks into two major categories: data conversion and systems integration and testing. Each of these categories is defined below:

- **Data Conversion:** The transfer of master file data from the SP2 contractor to the SP3 contractor, including any necessary "cleansing" and "reformatting".

- **Systems Integration and Testing:** The implementation of the interface between the SP3 contractor's system(s) and the agency's/organization's system(s).

These IT-related transition activities may differ from agency to agency. This diagram only represents a high-level description of activities; greater detail will be provided at a later date.

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[1] Note that the Center for Charge Card Management performs an Assessment and Authorization on SP3 Contractor systems. Agencies/organizations can receive additional information by contacting CCCM. If an agency/organization has additional security requirements, they should note those in their task order document.

Figure 1. IT-Related Transition Activities
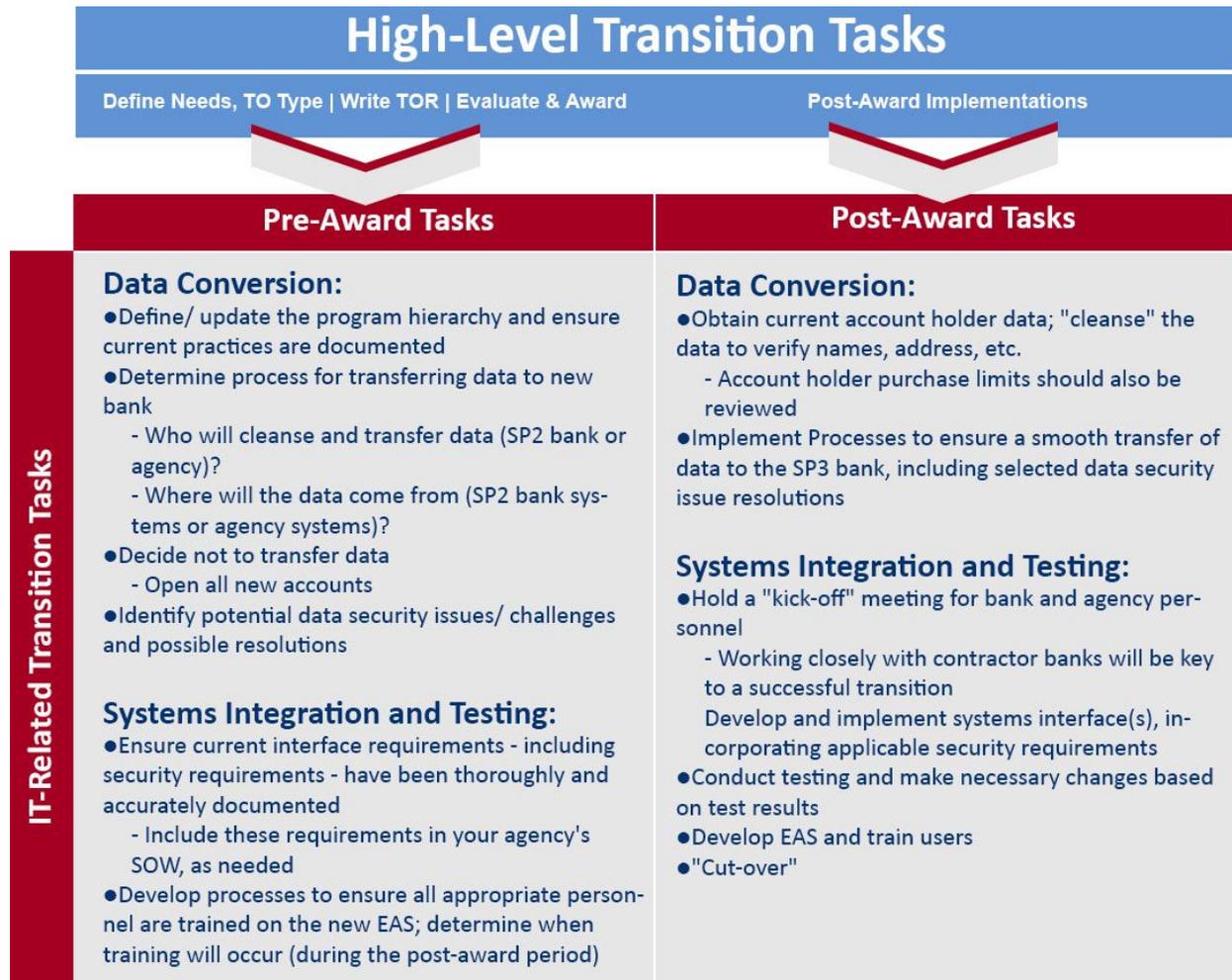
Immediate Next Steps

- Begin to answer the IT-related questions within the **Needs Assessment Tool**.

- Identify the individuals in your agency/organization who are the most appropriate resources to address GSA SmartPay 3 IT needs and conduct implementation activities.

- Begin to collect information regarding how your agency/organization currently uses technology to support its payment solutions program.

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