



# Post Award Briefing

Airport – Terminal

Date



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# Agenda

- TSA Federal Representatives
  - Authority For Changes
  - Correspondence
- Scope
  - Design
  - Engineering
  - Construction-Related Services
- Award Amount
  - Change Orders & Use of TSA Contingency Fund
- Cost Share
  - Capital Costs
  - Reimbursement Description: Design Costs, Program Management, and Construction Costs
  - Appendix F of the TSA Planning Guidelines and Design Standards (PGDS)
- Invoice/Request for Reimbursement Process



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# Agenda

- Deliverables
  - Monthly Milestone Report
  - Disadvantaged Business Enterprise Report
  - ARRA OTAs
    - Buy American Monthly Report
    - Quarterly Federal Reporting
- Sensitive Security Information
- Testing
  - Testing to Design Standards
  - 100- Day pre-ISAT flow
  - ISAT Timeline
  - ISAT Findings
  - Run-In
- Project Acceptance
- References



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# TSA Federal Representatives

- [TSA Regional Deployment Manager \(RDM\)](#)
  - Coordinates the activities of the TSA contractors involved in the TSA Project
  - Design Reviews: Submitted through your RDM to Quasars Inc.
  - Site Lead: Contact your RDM For Site Lead contact information.
    - Arms, legs, eyes, and ears of the RDM; participates in meetings; facilitates coordination; does not have authority to commit or obligate TSA.
  - EDS Equipment Manufacturer: MDI, Reveal, or L3
  - ARRA Reporting Manager:
    - Communicates information regarding ARRA reporting and coordinates submission of Airport quarterly reports.
- TSA Testing Manager:
  - Independent Validation and Verification Contractor (Battelle)
- [TSA Contracting Officer \(CO\)](#)
- TSA Federal Security Staff:
  - Local Liaison, needs to be involved to facilitate screening and screening assets during the Project.
  - Any required changes to design or when Project is under constructions are to be coordinated via the TSA RDM .



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# TSA Federal Representatives

- Authority For Changes Regarding TSA Agreement and Project:
  - Only the TSA [CO](#) has the authority to commit the Federal government with respect to funding and liability.
  - The TSA RDM is also the TSA Contracting Officer Technical Representative and is responsible for the technical liaison with the Airport/Airport Project Team and the Project Coordination within TSA. The RDM is not authorized to change the scope of work, to make any commitment or otherwise obligate the TSA or authorize any changes which effect the liability of the TSA such as amount or level of funding.
  - TSA Contractors are not authorized to change the scope of the Project or make any commitments on behalf of TSA.
  - The Airport must notify the TSA CO and RDM in the event that any TSA employee, or TSA contracted agent, communicates information that may be interpreted by the Airport as direction which would increase the TSA Project costs and cause the Airport Authority to seek reimbursement from TSA beyond the TSA's liability as stated in the Agreement.
- Correspondence: [Please address all correspondence to your RDM](#)
- Anything associated with changes to the scope or terms and conditions; Change Orders, funding should be addressed to TSA Contracting Officer ([CO](#)) and copy your [RDM](#).



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## Award Amount

- Amount: \$ \_\_\_\_\_
- Cost share: \_\_\_%
- Allowable Costs: \$ \_\_\_\_\_
- Allocable Costs: \$ \_\_\_\_\_
- Not to Exceed: \$ \_\_\_\_\_
- Change Orders and Use of TSA Contingency Funds:
  - Change orders are not authorized to exceed the TSA funding
  - Use of the TSA provided contingency fund allowance requires advance TSA approval/concurrence of the Change Order.
  - The Airport is required to advise the TSA RDM and CO of the rationale for the change order and receive TSA CO approval in order to use the TSA contingency fund allowance.



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## Invoicing/Request for Reimbursement

- Continue to follow the TSA Procedure as instructed in your Airport's OTA
  - Provide High Level Summary
  - Back -up Documents
- Hard Copies of Invoices should be sent to data management at the following address:
- Attn: [RDM](#)  
TSIF  
1 West Post Office Road  
Washington, D.C. 20528-6032



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# ARRA Reporting

- TSA ARRA Reporting Manager:
  - Communicates information regarding American Recovery and Reinvestment Act (ARRA) reporting and coordinates submission of Airport quarterly reports
- Federal Reporting: <http://www.recovery.gov>
  - All projects receiving ARRA funds are required to submit quarterly reports on the disbursement of those funds
  - Training Materials and Information for ARRA Reporting  
<http://www.whitehouse.gov/recovery/webinartrainingmaterials>



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# Overview

- <http://www.federalreporting.gov> is the central and public government-wide data collection system for Federal Agencies and Recipients of ARRA Awards.
- Prime Recipients and delegated Sub Recipients are required to submit data on a quarterly basis for grants, loans, and federally awarded contracts.
- Only *registered* Recipients and Federal Agencies are able to submit and review reports through <http://www.federalreporting.gov>.

FederalReporting.gov homepage



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# Federalreporting.gov Registration

**Step 1:** Click *Register Now* on the <http://www.federalreporting.gov> homepage.

**Step 2:** Enter Personal Information.

**Step 3:** Enter Security information.

**Step 4:** Enter organization information:

**Award Recipients:** Enter your organization’s DUNS number, which can be found at <http://fedgov.dnb.com/webform?rfid=fedrep?rfid=fedrep>

**TSA Reviewers:** Choose “70- Department of Homeland Security” from the Federal Agency Name drop down box.

**Note:** Ensure the DUNS number is entered correctly as it cannot be changed once a report is submitted

FederalReporting.gov registration page



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# Key Data Elements and Definitions

- **Report/Award Type** - A Contract, Grant, or Loan, as defined in the award letter. If you cannot find your award letter, contact your Contracting or Program Officer.
  - DHS has determined that all Other Transactional Agreements (OTAs) should be treated as Grants.
- **Amount of Award** - Total dollar amount of Recovery funds received by recipient from TSA for this project.
- **Award Number** - The identifying number assigned by TSA, such as the federal grant number or loan number.
- **Order Number** - This field is optional and maybe left blank.
- **Total Federal Amount ARRA Funds Received/Invoiced** - The amount of Recovery Act Funds reimbursed from invoiced amounts by the airport/contractor (cumulative). This entry should increase as additional outlays are made.
- **Number of Jobs Created or Retained** - The number of direct prime contractor jobs created or retained as a result of the project.
  - This estimate should be expressed as “full-time equivalents”(FTE), which is calculated as total hours worked in jobs created or retained divided by the number of hours in a full-time schedule, as defined by the recipient.
- **Description of Jobs Created or Retained** - The labor categories, job titles, and general descriptions of work to be performed in newly created jobs.
  - If no jobs are created or retained by this award/project, an explanation must be provided.
- **Primary Place of Performance** - Provide the location where the majority of the work and activities for the Recovery Act-funded project is being performed.
- **Top 5 Highly Compensated Officers** - Names of the five individuals who received the highest amount of compensation in the previous fiscal year if three conditions are met: \$25 million, 80 percent of all revenues from federal government, no Federally-sponsored public reporting device, such as SEC filings.

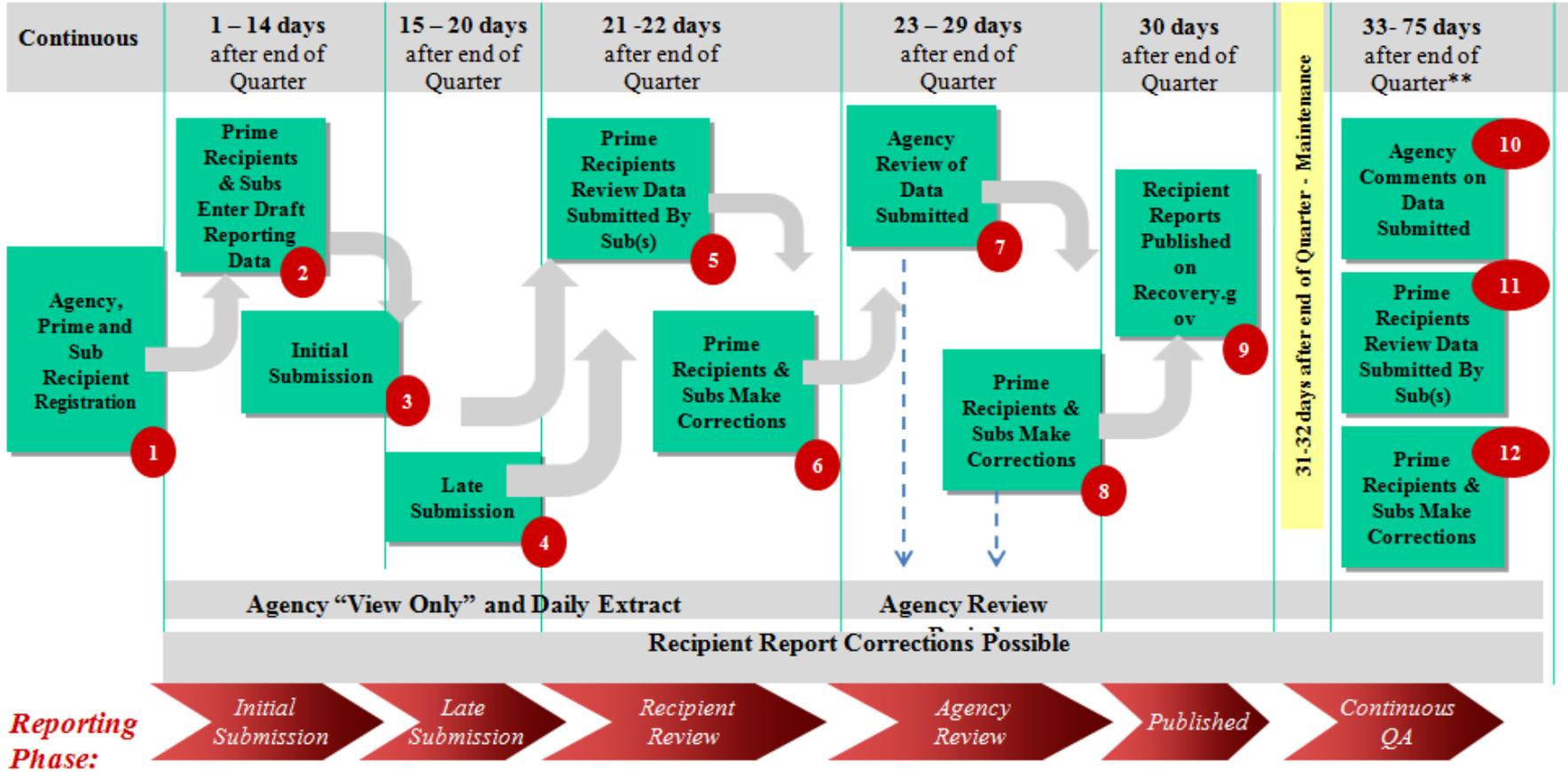
**Note:** Fields that are marked with an “\*” cannot be left blank. If the value of the field should be null, enter “0”. Expended funds being reported should only be for the amount that has been reimbursed.



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# Reporting Timeline and Activities



Reporting timeline flowchart



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# Monthly Status Report

- Summary
  - Activities Completed Last 30 Days
  - Upcoming Activities Next 60 Days
  - Key Project Issues
- Schedule
- Budget
  - Overview
  - Summary
- Project Plan
- Due by the 10<sup>th</sup> of Each Month
- Email to RDM, and CC: the OST mailbox



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# Deliverable Submissions

Include the OST CDB mailbox on the CC line of correspondence regarding the following deliverables:  
(E-mail is the preferred method for all documents that does not exceed 10MB)

- For documents over the 10MB limit, utilize the following address:
  - Attn: RDM  
TSIF  
1 West Post Office Road  
Washington, D.C. 20528-6032
- Detailed Construction Schedule and Cost Estimate to include Project Milestones (Design and Construction)
- Copies of the Design Contracts and Change Orders
- Design Comment Responses
- Contract Addenda, Change Order Requests, Requests for Information or Clarification
- Overview of drawings of each the CBIS Matrix, CBRA and OSR (3 total layouts)
- Monthly Milestone and Projects Report
- Summary Invoices and Supporting Documentation



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## Detailed Design Submissions

- Complete information for design submissions and related information can be found in the Planning Guidelines and Design Standards (PGDS).
  - Section 2: Roles, Responsibilities, and Project Phasing
  - Section 4: Development and Evaluation of Alternatives
  - Section 6: Methodology to Determine Baggage Screening Equipment Requirements
  - Section 7: Design Best Practices and Standards
  - Section 9: Checked Baggage Resolution Area Planning Standards
  - Section 10: Contingency Planning
  - [http://www.tsa.gov/research/checked\\_baggage\\_material.shtm](http://www.tsa.gov/research/checked_baggage_material.shtm)

## Sensitive Security Information

- Appendix G of the TSA PGDS contains the Sensitive Security Information Identification Guide
- Provides guidance identifying which information associated with checked baggage screening equipment is and is not Sensitive Information.
- Sensitive Security Information (SSI) Link
  - <http://www.tsa.gov/ssi>



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## Testing to TSA Design Standards

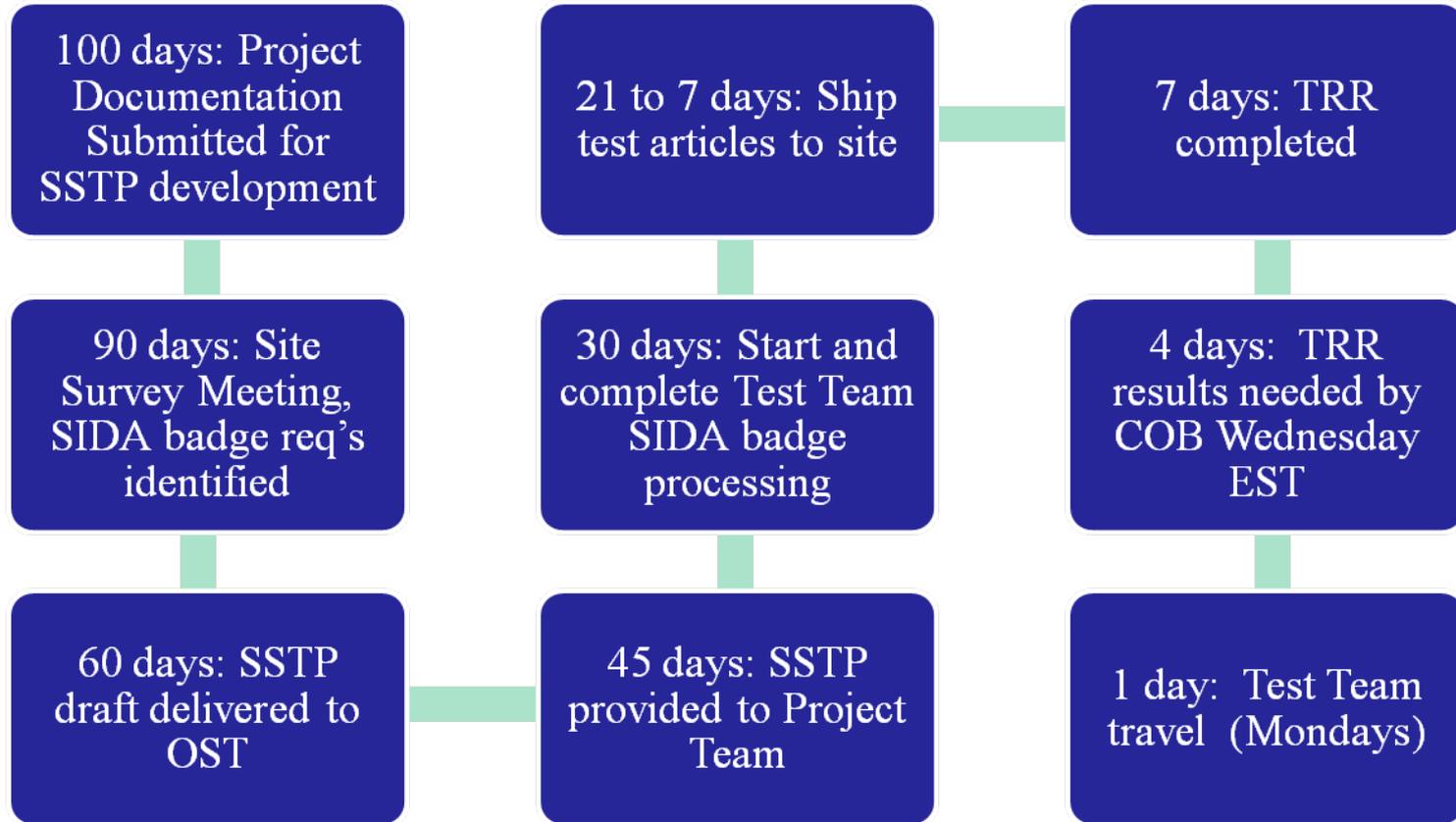
- BHS/EDS Systems should now be designed to meet requirements of TSA's PGDS v3
- Testing Criteria is based on the PGDS, and is included as an Appendix
- TSA develops Site Specific Test Plans (SSTP) for every CBIS based on:
  - Design Drawings
  - System Specifications
  - Controls Descriptions
  - Program Schedule
  - Any Approved Waivers to PGDS Requirements
  - Voluntary disclosure of inability to meet testing criteria



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# 100-day Window Leading to ISAT Start-Up



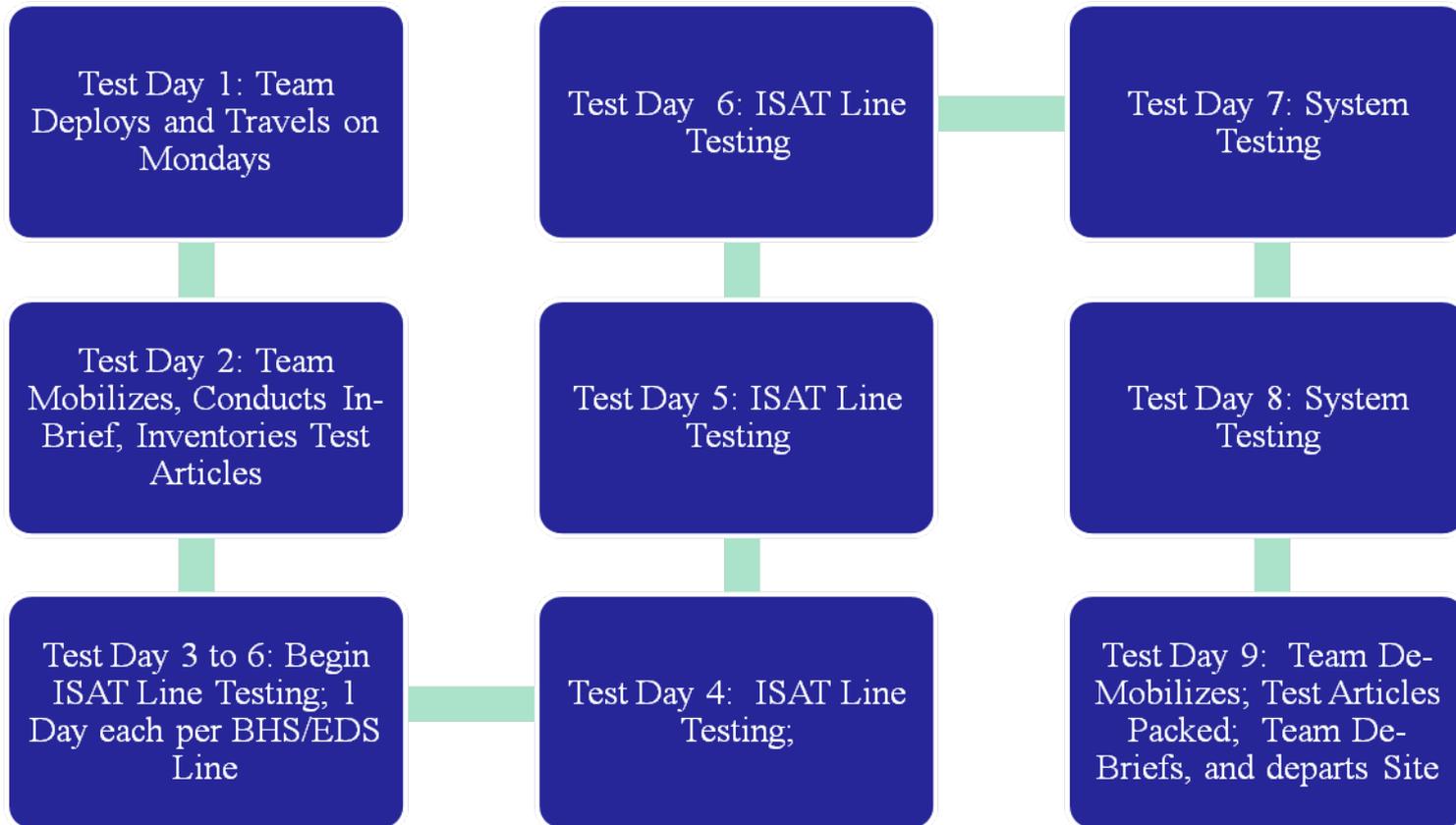
*Flowchart showing timeline for 100-days leading to ISAT*



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# ISAT Test Performance Timeline (4 EDS lines)



*Flowchart showing ISAT test timeline*



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# ISAT Findings

- “Quick Look Reports” (QLR) are delivered to OST Deployment for review and approval within 24-hrs of ISAT completion including resolution of all collected test data
- QLR presents the Test Team recommendations for Deployment Lead to concur/non-concur
- QLR Recommendations:

Meets Requirements	Meets “Waivered” Requirements	Defects Found	FAIL
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- **Meets requirements** – System has satisfied testing requirements and will be certified accordingly
- **Meets “Waivered” Requirements** - System has not met all testing requirements, but defects will be waived, and certification will be given
- **Defects Found** – System has significant deficiencies and corrections must be made in order to meet certification requirements
- **Fail** – Defects have been found and the system will not be certified in its current state.



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## 30-Day Operational Run-In Timeline

Live Ops monitored remotely  
by Test Lead for 3 weeks  
based on EDS/BHS reporting

Test Leads return on 4<sup>th</sup> week  
to observe system  
performance and analyze  
cumulative results

3 business days after  
observations, Test Summary  
Report completed and  
delivered to OST  
Deployment

*Flowchart showing timeline for 30-day operational Run-In*



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## Key Testing Take-Aways

- ISAT demonstrates BHS/EDS system security, baselines operational capabilities, and identifies system limitations.
- TSA participation provides opportunity for BHS/EDS operational familiarity, checked baggage induction discipline, console operations, jam clearing protocols, CBRA operations, and safety considerations.
- Your participation in the ISAT Process directly assists us in mitigating cost drivers including SIDA badging, tracking and updating schedules, and augmenting the ISAT test team with CBRA and console operations.



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## References

- TSA Funding Application Process
  - [http://www.tsa.gov/research/checked\\_baggage\\_material.shtm](http://www.tsa.gov/research/checked_baggage_material.shtm)
- TSA Planning Guidelines and Design Standards
  - [http://www.tsa.gov/research/checked\\_baggage\\_material.shtm](http://www.tsa.gov/research/checked_baggage_material.shtm)
- American Recovery And Reinvestment Act
  - <http://www.recovery.gov>
  - <http://www.federalreporting.gov>
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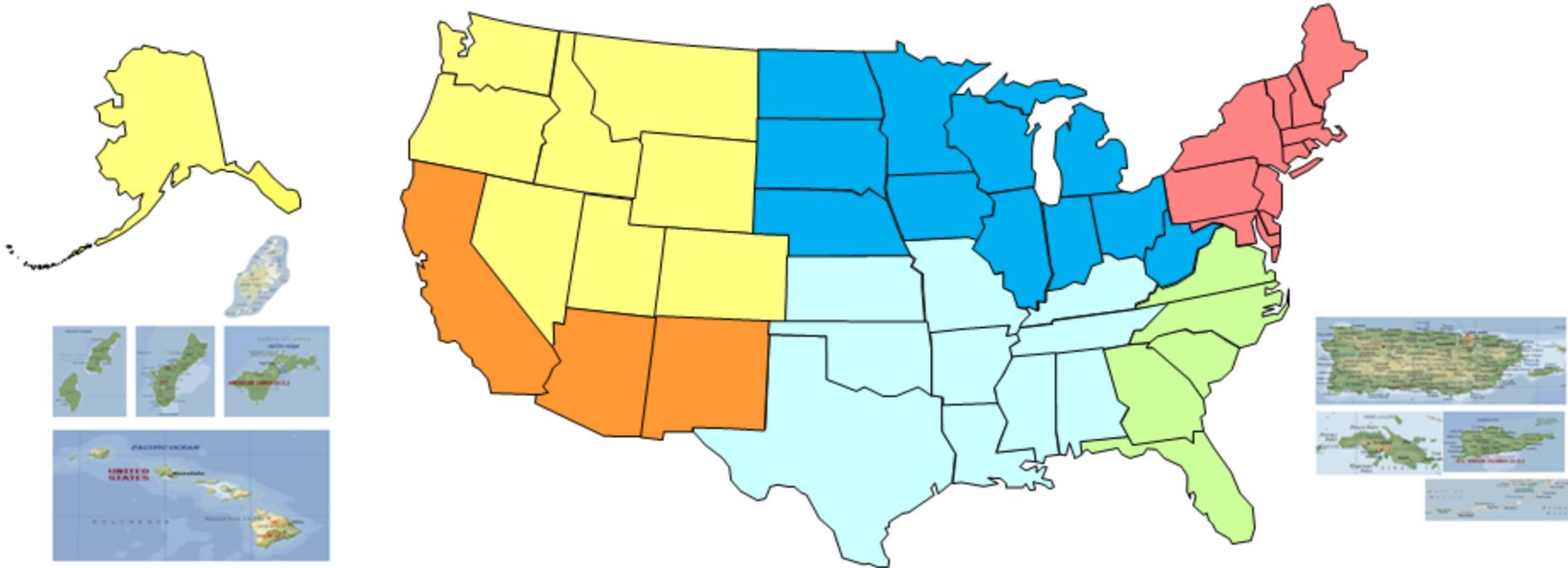


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## EBSP Deployment RDMs

<b>Northwest Area / Region 5</b>	<b>N. Central Area / Region 3</b>	<b>Northeast Area / Region 1</b>
<b>Southwest Area / Region 6</b>	<b>S. Central Area / Region 4</b>	<b>Southeast Area / Region 2</b>



*Map showing EBSP Deployment Regions*



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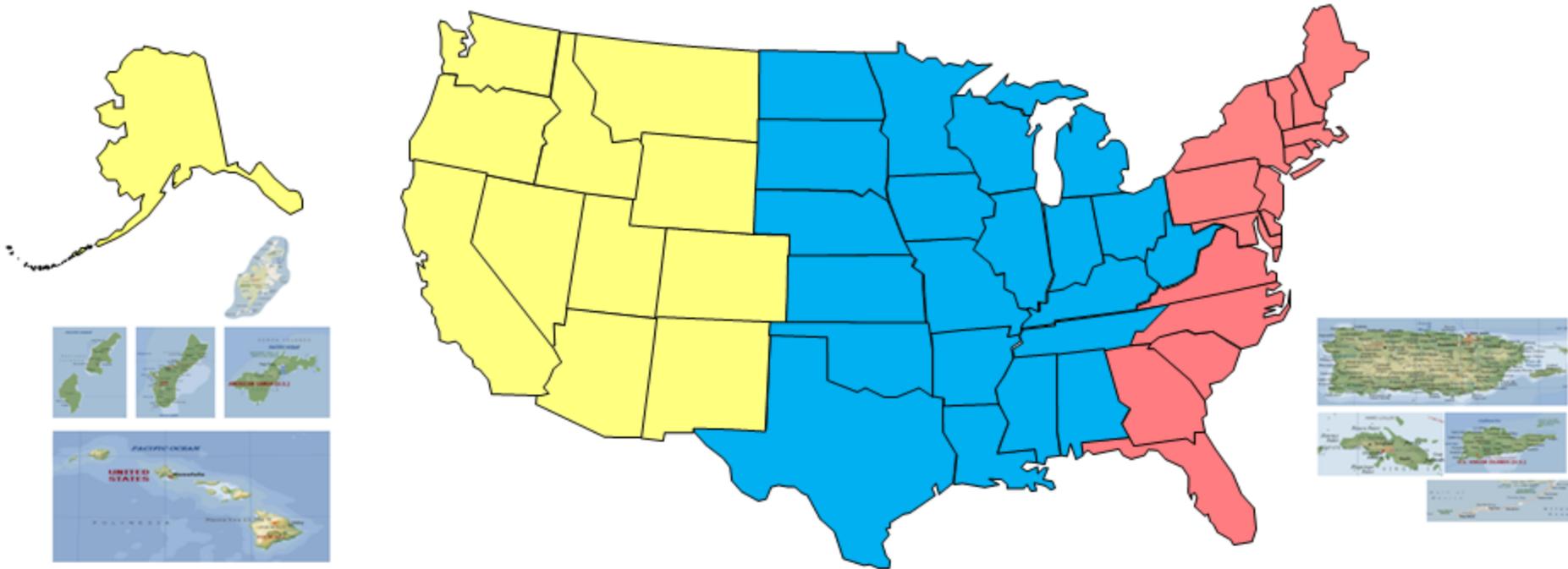


**EBSP Deployment RSEDS - RDMs**

**Western Region**

**Central Region**

**Eastern Region**



*Map showing EBSP RSEDS Deployment Regions*



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