

Grants Management Line of Business Consortium Selection Appeal Request Form

Instructions

Complete this document if your agency is appealing for an exemption from migration to a Consortium. The appeal must be completed in full to be considered.

Agency Information

Agency:	
GMLOB Agency Representative:	
Title:	
Contact Information:	Phone#:
	Email:

Part 1: User Agreements

To be considered for appeal, an agency must consent to all agreements in this section. Refer to the Justification/Evidence column to determine if additional information is required.

#	Agreement	Response	Justification/Evidence
1) Fit/Gap Completion	Confirm that agency completed fit/gap analyses of the Consortium Leads.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>If fit/gap analyses were not completed for each of the Consortium Leads, detail specific reasons for each Consortium Lead with which you did not complete a fit/gap analysis.</u>
2) Agency Functionality	Confirm that agency's functionality could not be maintained if a portion of home agency system components were migrated to a Consortium Lead.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Please provide a brief summary of the manner in which your agency's functionality would be reduced.</u>
3) Back-up Plan	Confirm agency has a plan in place to meet the Q2 milestone regardless of appeal outcome.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Summarize plan. Provide timeline.</u>

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#	Agreement	Response	Justification/Evidence
4) Post Rejection Steps	Confirm that if appeal is rejected, agency commits to scheduling a meeting with OMB within five days of rejection receipt in order to discuss next steps.	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
5) Terms of Migration	Confirm that if appeal is granted, agency acknowledges that OMB will notify agency of time-span for which exemption is granted.	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
6) Annual Review	Confirm that if appeal is granted, agency commits to providing annual documentation of measurable benefits, aligned with GMLOB goals, directly resulting from alternative solution.	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
7) Federal Requirements	Confirm that agency's alternative solution will align with the Federal Funding Accountability and Transparency Act (FFATA), Grants.gov, and other government-wide grants requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A

Part 2: Fit/Gap Results

Include agency's reply in Response column.

#	Required Information / Instructions	Response
8) Fit/Gap Results	Attach completed fit/gap analyses.	
9) Core Agency Requirements	Provide justification that requirements missing are essential.	

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#	Required Information / Instructions	Response
10) Future Agency Requirements	Describe the manner in which the Consortium Lead will be unable to meet future requirements that directly affect agency's ability to carry out its mission. Provide justification that requirements are essential.	

Part 3: Background

Include agency's reply in Response column.

#	Required Information/Instructions	Response
11) Past Actions with GMLOB	State agency's past involvement with GMLOB. Provide details regarding agency participation in this process.	
12) Partner Attempts	Other than the fit/gap, what steps has agency taken to join with a Consortium Lead? What were the outcomes of these attempts?	
13) Grounds for Appeal	Please describe grounds for appeal in detail. Provide all factors contributing to inability to migrate to a Consortium Lead. Provide timelines for all factors as well as quantitative details where appropriate.	

Part 4: Alternative Solution Justification

Include agency's reply in Response column.

#	Required Information/Instructions	Response
14) Alternative Solution Plan	Summarize agency's alternative solution making sure to provide a high level timeframe for implementation.	
15) OMB 300 Status	State whether agency's alternative solution has already been documented in an OMB Exhibit 300 Business Case. If yes, please provide the name of the capital asset identified in the 300 as well as its Unique Project Identifier (UPI).	
16) Lifecycle	State the expected lifecycle of agency's alternative solution.	

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#	Required Information/Instructions	Response
17) Agency Operating Benefits	Describe the specific qualitative and quantitative benefits to agency operations achieved directly through agency's alternative solution. State benefits for the same time-period that is used in Question 19: Cost Reduction.	
18) Gap Requirements Solution	Describe how agency's alternative solution fulfills gaps in requirements identified in the fit/gap analyses.	
19) Cost Reduction	Describe how agency's alternative solution will affect cost. Demonstrate that alternative solution will reduce cost over its lifecycle. Please use Cost Table at the end of this document.	
20) Process Standardization	Describe how agency's alternative solution will accommodate future standards and streamlining efforts.	
21) Administrative Burden	Describe how agency's alternative solution reduces administrative burden. Provide metrics detailing current performance and planned improvement under alternative solution. Examples: cost per transaction, number of transactions processed per hour per day, etc.	
22) Customer Service	Describe how agency's alternative solution improves customer service. Provide metrics detailing current performance and planned improvement under alternative solution. Examples: number of transactions processed per hour per day, helpline hours, etc.	

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Cost Table

Enter in current operating cost for your agency as well as projected cost savings for each year specified. Complete a separate table for each fiscal year. Please create additional tables as necessary.

Note: This table only captures cost reduction that your alternative solution will bring about within your agency. It is **NOT** for capturing cost differentials between your alternative solution and the cost of migration and operations under a Consortium Lead.

Costing Element	FY08			FY09			FY10		
	Government		Contractor	Government		Contractor	Government		Contractor
	Agency	Service Fees		Agency	Service Fees		Agency	Service Fees	
Labor Costs									
Direct									
Indirect									
Material and Supply Costs									
Other Costs									
Facilities									
Utilities									
Maintenance and Repair									
Travel									
Training									
Contract Administration									
Miscellaneous									
Total Cost									
TOTAL PROJECT COST									