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**Interconnection Security Agreement (ISA)
And Memorandum of Understanding (MOU)
Between
State Agency for Surplus Property (SASP) of (Utah)
and
General Services Administration
(GSA)**

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PARTY A: [State Name] State Agency for Surplus Property11

PARTY B: GSA

1. Overview

The computer systems interconnection between the General Services Administration (GSA) and the State Agency for Surplus Property (SASP) of the state of [Utah], will allow the offices to automate the exchange of data between their respective computer systems. The interconnection will allow the SASP property management system to transmit its “3040” report data (accounting data about surplus property that it received from the federal government to donate to organizations within their state) directly into GSAXcess®, and let GSAXcess® make “SF123” (transfer document for donation of federal surplus personal property to the SASP) data available directly to the SASP system.

Web Services description:

The GSA and SASP system interconnection will be set up to support Web Services. The GSA system will create and host the Web Services for SASP to update the “3040 Report Data” in GSAXcess® . SASP system will create and host Web Services for GSAXcess® system to update “SF123” data in SASP system. These Web Services will require the GSA and the SASP to use the Hyper Text Transmission Protocol, Secure(HTTPS) and Simple Object Access Protocol (SOAP) for system connection and data transmission. The eXtensible Markup Language (XML) data format of the Transfer Order will be provided by GSA. Errors that GSA encountered when calling SASP web service can be received immediately through Web Service that did the processing.

This automated data exchange will replace the current manual data exchange between the two systems. GSAXcess® will continue producing the hardcopy of SF123. Automating this process will eliminate the manual entry of SF123 data by SASP personnel into the SASP system, and eliminate the data errors that result from manual data entry mistakes.

This document specifies:

- a brief description of each system;
- the type of data to be exchanged between the GSA’s GSAXcess® application and the SASP property management system;
- the expectations that each party has concerning the other party’s data;
- the security requirements for the system-to-system transmission of the data;
- the method of the data transmission;
- the format of the data being exchanged;
- the owners and contact persons for each party for the system interconnection.

2. GSA System Description

System Name

GSAXcess® System

System Acronym

GSAXcess®

Points of Contact

Name: Roman Marciniak
Position: Office of Personal Property Management
Organization: General Services Administration
Address: GSA
2200 Crystal Drive
Suite 7002
Arlington, VA 22202
Phone: 703-605-2905
E-mail: roman.marciniak@gsa.gov

3. SASP System Description

System Name Federal Surplus System

System Acronym FSSUT

Points of Contact

Name: Dan R Martinez
Position: Program Manager
Organization: USASP
Address: 447 West 138000 South
Draper, Utah 84020
Phone: 801 619-7219
E-mail: danmartinez@utah.gov

4. Data Exchange

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SASP “3040 Data Report” Data to GSA

The SASP system will send GSA the data for its monthly “3040 Data Report”. The 3040 data could be the data to create a new 3040 report for the month, or it could be data to change an existing 3040 report for the month. Before the SASP system transmits its 3040 report data, it will perform data validation checks to ensure that its extracted data element size, type, and values are consistent with the layout provided by GSA.

SASP system will call the web service created by GSA and update the data into GSAXcess® system. The SASP system will ensure the data conforms to the XML Schema in the Web Service Definition Language (WSDL), provided by GSA. Thus, the “3040 Data Report” data will be viewable in GSAXcess® system instantly after the conclusion of the transmission, provided all data passes validation checks. At the conclusion of the transmission, the GSAXcess® system will provide a count of the total number of records received from the SASP system, and post a message stating that the data has been received successfully or that there were errors during the transmission

The outputs from this interconnection are:

- The GSA’s GSAXcess database will be updated with the 3040 data transmitted by the SASP, provided that the data passes all validation checks.
- A log file from GSA containing information about the connection and the data transmission results that took place during the system interconnection

GSA SF123 donation data to SASP

GSAXcess generates a SF123 (transfer order) document each time it allocates property to a SASP. The SASP must keep track of the information on each SF123, because later it must report this information back into GSA, in its monthly “3040 Data Report”.

The GSAXcess® system will call the web service provided by SASP system and update the SASP’s SF123 data into SASP system. Before making the SF123 data available, GSAXcess will ensure that the SF123 data is accurate, and that data element size, types, and values are consistent with the specifications that it provided to the SASP.

The SASP system is responsible to create the web service using HTTPS and SOAP protocols based on the SF123 data format provided by GSAXcess® to initiate the web service call from GSAXcess® to transmit the SF123 data. A log file from GSA containing information about the connection and the data transmission results will be stored in GSAXcess® system.

The outputs from this interconnection are:

- The SASP system will have its new SF123 data available to it by the Web Service.
- A log file from GSA containing information about the connection and the data transmission that took place during the system interconnection

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Interconnection Timing/Frequency/Constraints

The 3040 report data is based on a fiscal year quarter. The SASP system should not send the data until GSA has notified the SASP that GSA is ready to accept the data. The SASP system should be ready to accept the SF123 data from GSAXcess® any time SASP Transfer Order is created during the day.

Data Receipt/Acceptance Notification

The SASP system initiates the web service call to connect with GSA, for sending the 3040 report data, and GSAXcess® system initiates the web service call to connect to SASP system to update the SF123 transfer order data.

Handling of Rejects

The log files will trap transmission errors that were encountered by the GSAXcess® system during system interconnection. The GSAXcess® system will notify the person(s) whom the SASP has designated beforehand as its contact for issues regarding the SASP and GSA interconnection. The GSA Asset Management Applications Division will oversee the overall management of rejects.

Overall testing strategy

Testing will be carried out using test data and executing the web service procedures that are as close as possible to those used in the production environment. The GSA team and SASP team will notify each other whenever they wish to conduct a test of the data exchange.

5. System Security Considerations

The integration data traversing this interconnection is classified as Sensitive-but-Unclassified (SBU). SSL will be used to encrypt the data during transmission and system generated access key is used to restrict others accessing the service. This ensures that security levels and types of encryption considered adequate or acceptable to both the SASP and GSA will always be used over the connection to protect all user credentials and data that traverses this connection.

Data Sensitivity

The integration data traversing this interconnection is classified as Sensitive-but-Unclassified. The Excess Property data contains sensitive data that must be protected by both GSAXcess® and SASP systems against disclosure, corruption, and unavailability.

Excess Property data will traverse this connection. Though the data classification is Sensitive-But-Unclassified (SBU), its sensitivity demands strong measures to provide a high level of confidence that its confidentiality, integrity, and availability are preserved.

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Information Exchange Security

GSA security policy requires that all system interconnections use a secured method of communication. [For batch customers who use Web Services, the systems shall use HTTPS and SOAP for connection and data transmission.

Trusted Behavior Expectations / Rules of Behavior

The GSAXcess® system is expected to protect data in accordance with the policies and standards of the Privacy Act, OMB A-130, and GSA.

Formal Security Policy and Standards

The Executive and Legislative branches of the Federal departments and agencies issue the security policies, standards, and laws concerning security policies.

Incident Reporting

The GSA, upon discovering a security incident, shall report it in accordance with its agency-specific incident reporting procedures and shall expeditiously notify the designated SASP counterpart by telephone or e-mail when a security incident(s) is detected, in order that the counterpart may take steps to determine whether the system has been compromised and to take appropriate action.

Audit Trail Responsibilities

Both agencies are responsible for auditing application processes and user activities involving this interconnection. Activities that will be recorded include event type, date and time of event, user identification, workstation identification, success or failure of access attempts, and security actions taken by system administrators or security officers. Audit trails will be retained for one (1) year.

6. Impact on Existing Infrastructure and Operations

There is no impact on the GSA's existing infrastructure and operations as a result of this network interconnection. The network was designed to support multiple connections of this type.

Hardware

The hardware used to support the connectivity is listed in the System Security Plan. No new hardware is required at the GSA to support this connectivity.

Software

The MGS, Inc. MCP Web Services Software is required at GSA to support this connectivity.

Costs

There are no GSA-based costs associated with this MOA.

Schedule

This element is not applicable because the circuits have been in place (existing) for a number of years and there are no planned connectivity changes that are anticipated.

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Effective Date/Amendment.

This agreement will become effective on the last date of either signature in the signature block below. Either party will make any modifications to this agreement in response to written requests. Amendments so made will require the signature of both parties.

7. Roles and Responsibilities

Table 1 — GSAXcess@ IT Management Staff with Roles and Responsibilities

Kevin Payne Director Asset Management Applications Division 703-605-5700 Email: kevin.payne@gsa.gov	Ernest Washington Program Manager 703-605-1898 Email: ernest.washington@gsa.gov
Functional Owner Roman Marciniak 703-605-2905 roman.marciniak@gsa.gov	Alternative Functional P.O.C. Nancy Brotherton 703-605-2885 Email: nancy.brotherton@gsa.gov
Technical Owner Jonathan Folz Director, Business Operations Support 703-605-5512 jonathan.folz@gsa.gov	Alternative Technical Owner Bryan Tiplady 703-605-5522 bryan.tiplady@gsa.gov

Table 2 — State of Utah SASP System Management Staff IT Management staff and responsibilities

Dan R Martinez Program Manager Utah State Agency for Surplus Property (801) 619-7219 danmartinez@utah.gov	Loretta Potter Federal Program Specialist Utah State Agency for Surplus Property (801) 619-7218 llpotter@utah.gov
IT Contact	Gordon Bennett

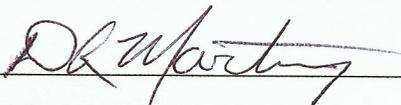
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<p>Akemi Dean State of Utah Department of Technology Services</p> <p>(801) 538-3136</p> <p>adean@utah.gov</p>	<p><u>Web Data Corporation</u></p> <p><u>5121 Woodgate Lane</u> <u>Tucson, AZ.85712</u> <u>(520) 297-3623</u></p> <p><u>gordon@webdatacorporation.com</u></p>

Signatory Authority

This agreement will become effective on the date that the last signature is provided in the signature block below, and will remain in effect until canceled by either party. If one or both parties wish to terminate this agreement, they may do so upon 30 days advanced notice or immediately in the event of a security incident that necessitates an immediate response.

PARTY A: [Utah] State Agency for Surplus Property

Signature: 

Name: [Dan R Martinez]

Title: State Agency for Surplus Property Authorizing Official (Program Manager)

Routing Symbol: _____

Date: 8/26/10

PARTY B: GSA

Signature: _____

Name: Kevin Payne

Title: Director

Asset Management Applications Division v

Routing Symbol: QI0E

Date: _____

Signature: _____

Name: Roman Marciniak

Title: Office of Personal Property Management

Routing Symbol: QSC

Date: _____