

FDPIR Alternate System Transfer Process

Process Steps:

1. Complete and submit the form in Appendix A to the ITO's respective FNS Regional Office.
2. The FNS Regional Office will review the completed form and assess funding requirements. If there are questions, the FNS Regional Office will contact the Indian Tribal Organization (ITO) to discuss. The FNS National Office staff may be included in these discussions. The FNS Regional Office will confer with the FNS National Office to review the information provided prior to approval. Once any questions are resolved, the FNS Regional Office will contact the ITO to coordinate the allocation of funds allowing the ITO/SA to engage with the alternate system representative and negotiate a contract.
3. Please contact the ITO's FNS Regional Office with any change to the planned date to go live on the alternate system.

Purpose: Provide Indian Tribal Organizations (ITOs) participating in the Food Distribution Program on Indian Reservations (FDPIR) the process to transfer to an alternate system.

Alternate System Requirements: To adequately support the FDPIR policy, an acceptable alternate system should provide the capabilities below.

- The alternate system should enforce FDPIR policy related to Household eligibility, Issuance Guide Rate enforcement, Inventory management [FNS Handbook 501 for FDPIR](#)
- The alternate system should produce the [FNS-152](#): Monthly Distribution of Donated Foods to Family Units and [FNS-101](#): Participation in Food Programs - by Race reports.
- The alternate system should provide appropriate safeguards to Personally Identifiable Information (PII) data contained in the system and data provided for the purposes of conversion/initial data load.
- The alternate system should comply with [7 CFR 277.18\(m\)](#) for system security.
- The alternate system shall provide data to Integrated Food Management System (IFMS) through automated interfaces.

The organization developing and supporting the alternate system should meet the contractor requirements detailed in [FAR Part 9](#).

Appendix A

Alternate System Transfer Notice/Funding Request

Please provide the information requested below and send the completed form to the FNS Regional Office.

ITO System Transfer Notice/Funding Request		
ITO Name:		
Alternate System Name		
Current System Name		
Section 1. Decision: For A - C below, include demo dates and information that support your decision to transfer systems.		
A. Alternate System Demo Date:		B. IFMS Demo Date:
C. In the block below, describe what influenced your decision to select an Alternate system? (e.g. capabilities, security, ease of use, availability, cost, interface, reporting, inventory management, scanning)		
Section 2. ITO Profile: For A - E below, provide quantitative data regarding the ITO Operations the alternate system will accommodate.		
A. Estimated # of Alternate ITO Administrative and Warehouse Staff Users		
B. Estimated # of Active Households		
C. Estimated # of Participants served monthly		
D. Estimated # of Warehouses		
E. Estimated # of Tailgate Locations		
Section 3. Planned Alternate System Features: For A - O below, answer the questions either with Yes or No concerning the operational capabilities that the ITO plans to support with the alternate system.		
Capability	Yes	No
A. Household eligibility determination		
B. Household Certification		
C. Electronic storage of eligibility documents		
D. Food Issuance using barcode scanners		
E. Food Issuance using manual entry		
F. On-line Customer Food Ordering		
G. Home Delivery of Customer Orders		
H. Offline Tailgate Operations		
I. Inventory Receiving		
J. Inventory Adjustments		
K. Inventory Transfers		
L. Physical inventory reconciliation		
M. Operational Reporting		
N. USDA Regulatory Reporting		
O. Other		

Section 4: ITO Request for USDA Funds – For A - F below, provide information about the implementation and annual operating costs that will be supported by USDA funds.

Cost Category		Cost	
A. Software Development Cost			
B. Implementation Costs			
C. Annual Software Operations and Maintenance Cost			
D. Annual ITO Operational System Support Cost (End User Support, System Administrator, System Owner, Training etc..)			
E. Optional Hardware			
Item	Qty	Unit Cost	Total Cost
1. ID Card Printer			
2. Document Scanner			
3. Tabletop barcode Scanner			
4. Handheld barcode Scanner			
5. Receipt Printer			
6. Batch Scanner			
7. Signature Pad			
8. Other:	Please Describe		
F. Total: Sum of all costs (A through E)			

Section 5: Cut-Over Plan: For A - F below, provide dates critical for the implementation and cutover to the alternate system. *It is recommended that the cutover from the current system to the alternate system occur at the start of a new reporting month.

Task	Date
A. System Training	
B. System Setup	
C. Last Date for Use of Current System	
D. Date for Current System Data Extract	
E. Go Live Date	
F. Hypercare for Go Live	

Section 6. Data Conversion Plan: For A - E below, describe what data will be moved from the current system to the alternate system. *Ensure to keep paper or electronic records IAW record keeping policies. Contact your FNS Regional Office for additional guidance.

Data Type	Description of Conversion Plan
A. Household information	
B. Issuance History	
C. Inventory Balances	
D. Inventory Transaction History	
E. Other	