



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

DEC 12 2014

## Memorandum

To: Heads of Bureau and Offices  
Director, Interior Business Center  
Bureau Assistant Directors – Administration  
Bureau Assistant Directors – Information Resources

From: Debra E. Sonderman *Debra E. Sonderman*  
Director, Office of Acquisition and Property Management and Senior Procurement Executive

Sylvia Burns *Sylvia Burns*  
Chief Information Officer

Subject: Mandatory Enterprise Information Technology Hardware Acquisition Strategy for the Department of the Interior

### Purpose:

The purpose of this memorandum is to update the Department of the Interior (DOI) information technology hardware acquisition strategy to require that all DOI enterprise IT hardware purchases be made through the National Aeronautics and Space Administration (NASA) Solutions for Enterprise-Wide Procurement (SEWP) V Government-Wide Acquisition Contract (GWAC). This requirement includes, but is not limited to, laptop computers, desktop computers, and servers, both under and over the micro-purchase threshold. This policy memorandum replaces the August 31, 2012, memorandum, *Mandatory Enterprise Information Technology Hardware Procurement Strategy for the Department of the Interior*.

### Background:

In 2012, the Department of the Interior (DOI) implemented an enterprise IT hardware acquisition policy that required the use of multiple strategic sourcing contracts for the fulfillment of DOI's IT hardware needs. A 2014 assessment of that practice and evaluation of the current marketplace determined that utilizing a single strategic sourcing vehicle for all IT hardware acquisitions will provide more effective mission delivery at a better value to the American taxpayer. The NASA SEWP V GWAC is the best strategy and value for meeting DOI mission requirements.

In addition, the Administration has established a Cross Agency Priority (CAP) goal to increase the use of strategic sourcing and existing agency contracts. The use of the NASA SEWP V GWAC and other strategic sourcing vehicles benefits the Government in two ways, by achieving volume discounts and by reducing administrative time that would be spent searching for good contracts to fill a need. The NASA SEWP V procurement also contains several updates including Energy Star Qualified and Electronic Product Environmental Assessment Tool (EPEAT)-registered products;

**Action:**

Bureaus and offices should establish internal policies and procedures to implement the following actions:

1. Mandate the use of the NASA SEWP V GWAC effective **December 22, 2014**, for all DOI IT hardware purchases both below and above the micro-purchase threshold for the following items: laptop and desktop computers, servers, and other items as appropriate. Additional information, guidance and updates may be found online at <https://portal.doi.net/CIO/ERM/HW/Pages/EnterpriseITHardware.aspx>. If the NASA SEWP V contract is not available on the effective date of this policy, the NASA SEWP IV contract shall be used.
2. Complete the free online SEWP training, available [www.sewp.nasa.gov/](http://www.sewp.nasa.gov/), by March 1, 2015. This training is recommended for contracting officers and contracting officer representatives. All employees who are assigned duties related to IT hardware acquisitions after March 1, 2015, will be required to complete the training before using the SEWP contract.
3. Request a waiver to use another contract method via the waiver process described below. The request must be made directly following market research. Contracting officers shall not under any circumstances deviate from this mandate if they have not received a written approval in the form of a waiver. At no time will a class waiver be considered to cover more than one procurement action.
  - a. Submit a waiver memo signed by the bureau Head of Contracting Activity, on bureau letterhead, to the Senior Procurement Executive and Chief Information Officer.
  - b. The waiver memo must include the following items:
    - i. description of the procurement for which a waiver is being sought;
    - ii. documentation of market research demonstrating a potential better value to DOI;
    - iii. summary of the comparative analysis that demonstrates the potential better value to DOI with a copy of the market research provided as an attachment; and
    - iv. approval and disapproval signature blocks for both the Senior Procurement Executive and the Chief Information Officer.

**Additional Information:**

Additional information, guidance and updates may be found online at <https://portal.doi.net/CIO/ERM/HW/Pages/EnterpriseITHardware.aspx>. Please direct technical question to your bureau/office IT Help Desk. For questions regarding this mandate please contact Kym Burns, DOI Enterprise IT Hardware Program Manager, at [Kym\\_Burns@ios.doi.gov](mailto:Kym_Burns@ios.doi.gov). Please direct strategic sourcing questions to Scott Curit, Senior Procurement Analyst, Office of Acquisition and Property Management, at (202) 513-0719 or [Scott\\_Curit@ios.doi.gov](mailto:Scott_Curit@ios.doi.gov).

cc: Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition  
Deputy Assistant Secretary – Technology, Information, and Business Services  
Bureau Chief Financial Officers  
Office of Chief Information Officer  
Bureau Procurement Chiefs  
DOI Enterprise IT Hardware Program Manager  
Charge Card Agency/Organization Program Coordinators  
Charge Card Bureau Leads  
Director, Office of Small and Disadvantaged Business Utilization