Memorandum

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

From: Delina F. Sanderman
   Director, Office of Acquisition and Property Management and Senior Procurement Executive

Brigitte Nager
   Chief Information Officer

Subject: Mandatory Enterprise Information Technology (IT) Hardware Procurement Strategy for the Department of the Interior (DOI)

Effective immediately, all DOI IT hardware purchases (e.g., laptops, desktops, servers, etc.), both under and over the micro-purchase threshold, are mandated to use the following enterprise contracts:

Category 1 – Windows-Based IT Hardware Systems: Windows-based IT hardware systems must use the Army Computer Hardware Enterprise Software and Solutions (CHESS) Army Desktop and Mobile Computing (ADMC-2) contract.

Category 2 – Windows-Based Servers: Windows-based servers must use the National Aeronautics and Space Administration (NASA) Solutions for Enterprisewide Procurement (SEWP).

Category 3 – iOS (Apple) Systems: iOS (Apple) systems must use the Service Disabled Veteran Owned (SDVO) businesses under NASA SEWP contacts.

This policy memorandum replaces the April 29, 2011, memorandum “Interim IT hardware ordering instructions” and will remain in effect until cancelled or replaced.
Step-by-step ordering instructions, DOI Bureau and Office contacts, warranty support information, and specific guidance for competition, set-asides, and charge card purchases may be found online at https://portal.doi.net/CIO/ERM/HW/Pages/EnterpriseITHardware.aspx. DOI-unique requirements for asset tagging and imaging will be posted as details are defined. Also, in accordance with DOI Secretarial Order 3309, all IT procurements over $3,000.00 must be entered and approved in the Bureau IT Spend Plan prior to purchase.
If you have questions that are technical in nature, please contact your Bureau/Office representative. A list of Bureau/Office contacts can be found online at https://portal.doi.net/CIO/ERM/ITW/Lists/Bureau%20IT%20Contacts/AllItems.aspx.

Thank you for your cooperation and assistance. If you need additional information, please contact your Bureau/Office representative or the Enterprise IT Hardware Integrated Project Team contacts:

Terri Callahan, Contracting Officer, NBC, at terri_callahan@nbc.gov;
Leonard Nadybal, Contracting Officer, NBC, at leonard_nadybal@nbc.gov;
Megan Olsen, Small Business Advocate, NBC, at megan_Olsen@nbc.gov;
Debra Glass, Strategic Sourcing Program Manager, PAM, at Debra_Glass@ios.doi.gov;
and
Kym Burns, Program Manager, OCIO, at kburns@ios.doi.gov.

cc: Deputy Assistant Secretary – Technology, Information, and Business Services
Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition
Bureau Chief Financial Officers
Office of Chief Information Officer Executive Staff
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
Step 4 - Compose a requirements document to include but is not limited to:
   a. necessary physical characteristics (screen size, weight, etc.)
   b. functional and performance needs (4GB memory, 4 hour battery life, etc.)
   c. quantity of each item
   d. where the system(s) is being shipped. (if multiple locations list the following: all on-site contact names, email addresses and phone numbers)
   e. desired delivery date(s) of the system(s) at each location.
   f. the Requestors name, address, email, and phone number
   <reminder: requirements are to remain non-vendor specific>

Step 5 - For requests over the micro-purchase threshold, the requestor must submit a funded purchase request, an IGCE and any other documentation as required by the Contracting Officer.
<reminder: FAR 12.505(b)(1)(i) states, "The contracting officer must provide each awardee a fair opportunity to be considered.">

Step 6 - Submit request via the SEWP RFO/RFI tool.
<note: If you are new to NASA SEWP you must register prior to submitting a request>
<reminder: FAR 12.505(b)(1)(i) states, "The contracting officer must provide each awardee a fair opportunity to be considered.">

For assistance with the NASA SEWP contract, please contact their helpdesk at:
Email: help@sewp.nasa.gov
Phone: (301) 286-1478

For assistance with requirements and configuration, please contact your Bureau Technical Representative.
As mandated by the Federal Acquisition Regulation 11.105, "agency requirements shall not be written so as to require a particular brand name, product or feature of a product, peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company..." Specifications should emphasize the necessary physical, functional, and performance characteristics for the product, not brand names. Please refer to the memo dated May 2, 2012 titled "Brand Name Specifications for Information Technology Hardware Procurements."

How do I order IT Hardware?

Step 1 - All IT procurements over $3,000.00 must be entered into the Bureau IT Spend Plan and approved by the CIO or DCIO prior to purchase.
Step 2 - Select the category below you will be ordering from (Windows-based systems are not on the same contract as servers and IOS systems).
Step 3 - Follow the directions for the category selected.

https://portal.doi.net/CIO/ERM/HW/Pages/EnterpriseITHardware.aspx
On August 31, 2012, the DOI Senior Procurement Executive (SPE) and Chief Information Officer (CIO) issued a joint memo implementing the Mandatory Enterprise Information Technology (IT) Hardware Procurement Strategy for the Department of the Interior (DOI). This policy, effective immediately, requires the mandatory use of the identified enterprise contracts for all DOI IT Hardware purchases. Please note, this memo replaces the April 29, 2011, Interim IT hardware Ordering Instructions memorandum.

This procurement strategy is a mandated source for both charge card orders (micro-purchase under $3,000.00) and delivery orders (Over $3,000.00).

The purpose for using these existing contracts is to gain economies of scale across the government and take advantage of large discounts that have been negotiated.

In accordance with DOI Secretarial Order 3309, all IT procurements over $3,000.00 must be entered and approved in the Bureau IT Spend Plan prior to purchase.

Step-by-step ordering instructions can be found at the following site:
https://portal.doi.net/CIO/ERM/HW/Pages/EnterpriseITHardware.aspx

Link to the Mandatory Use Memo:
- Mandatory Enterprise Information Technology (IT) Hardware Procurement Strategy (PDF)