



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

**AUG 31 2012**

## Memorandum

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

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

Bernard J. Mazer  
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 (CHES) 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 Enterprise-wide Procurement (SEWP).

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

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/HW/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](mailto:terri_callahan@nbc.gov);  
Leonard Nadybal, Contracting Officer, NBC, at [leonard\\_nadybal@nbc.gov](mailto:leonard_nadybal@nbc.gov);  
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Debra Glass, Strategic Sourcing Program Manager, PAM, at [Debra\\_Glass@ios.doi.gov](mailto:Debra_Glass@ios.doi.gov);  
and  
Kym Burns, Program Manager, OCIO, at [kburns@ios.doi.gov](mailto: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

**CATEGORY 1**

**Windows-based Systems**

Procurement Source: [Army CHES ADMC-2](#)



**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 requester must submit a funded purchase request, an IGCE and any other documentation as required by the Contracting Officer

<reminder: FAR 13.505(b)(1)(i) states, "The contracting officer must provide each awardee a fair opportunity to be considered...">

**Step 7** - Submit request to the Army CHES vendors via [Army CHES ADMC-2 portal](#).

For assistance with Army CHES, please contact their helpdesk at:

Email: [peois.pdchess.helpdesk@us.army.mil](mailto:peois.pdchess.helpdesk@us.army.mil)  
 Phone: (888) 232-4405

For assistance with requirements and configuration, please contact your [Bureau Technical Representative](#).

**CATEGORY 2**  
**Windows-based Servers**

Procurement Source: [NASA SEWP](#)



**Step 4** - Compose a requirements document to include but is not limited to:

- a. necessary physical characteristics (tower, rack mounted, etc...)
- b. functional and performance needs (memory, hard drive, 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 requester must submit a funded purchase request, an IGCE and any other documentation as required by the Contracting Officer

**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 13.505(b)(1)(i) states, "The contracting officer must provide each awardee fair opportunity to be considered...">

For assistance with the NASA SEWP contract, please contact their helpdesk at:

Email: [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)  
 Phone: (301) 286-1478

For assistance with requirements and configuration, please contact your [Bureau Technical Representative](#).

**CATEGORY 3**  
**IOS (Apple) Systems**

Procurement Source: [NASA SEWP](#)



DOI has mandated that purchases of products operating on the Apple operating system are to be set-aside and competed exclusively among the **Service Disabled Veteran Owned (SDVO) businesses** that have negotiated SEWP contracts for Apple products.

**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 (memory, hard drive, 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 requester must submit a funded purchase request, an IGCE and any other documentation as required by the Contracting Officer

**Step 6** - Submit request via the [SEWP RFO/RFI](#) tool to all of the [iOS SDVO resellers](#).

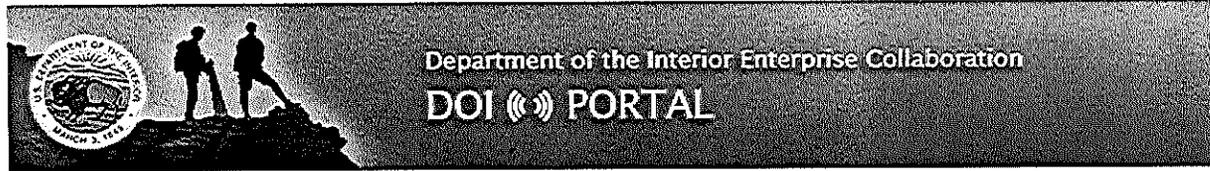
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 Enterprise IT Hardware ▶ Enterprise IT Hardware



# it DEPT. OF THE INTERIOR ENTERPRISE HARDWARE RESOURCE SITE



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

## DOI Mandatory Enterprise IT Hardware Procurement Strategy and Resource Site

# it DEPT. OF THE INTERIOR ENTERPRISE HARDWARE RESOURCE SITE

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 \(PDF\)](#)