



United States Department of the Interior

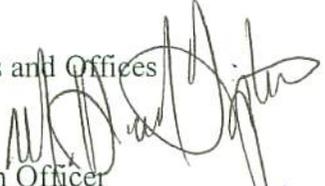
OFFICE OF THE SECRETARY
Washington, DC 20240



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Memorandum

To: Heads of Bureaus and Offices

From: W. Hord Tipton 
Chief Information Officer

Debra Sonderman 
Director, Office of Acquisition and Property Management

Subject: Follow-on Consolidated IT Blanket Purchase Agreement for Select
Hardware Equipment Purchases

Background:

An enterprise-wide Blanket Purchase Agreement (BPA) for hardware equipment has been in place at the Department of the Interior (DOI) for over two years so that all the DOI employees can acquire the most up-to-date equipment that is consistent with the established enterprise architecture, technical standards, and IT security requirements at reduced costs. The attached memorandum dated June 24, 2005, describes the initial process used to establish consolidated hardware contracts at DOI. In September 2005, DOI competitively renewed and expanded this existing BPA to include a wide array of consumables – printers, monitors, drives, etc., in addition to refreshing the latest technology for desktops, laptops, and servers, from several leading hardware vendors that were covered under the pre-existing BPA.

The winning offerors for the specified commodity areas met the major functional requirements and rigorous evaluation criteria established by DOI's Technical Evaluation Team (TET) that was dedicated to this effort for nearly a year. The TET was coordinated by a dedicated project manager, and supported by a contracting officer, and subject matter experts in specific commodity areas. The TET employed a thorough evaluation process to evaluate and rank all the vendor offerings against DOI's defined requirements and evaluation criteria, culminating in the selection of the best-value offerings. This process also took into account the government-wide greening requirements as the TET applied the Electronics Procurement Environmental Assessment Tool (EPEAT) to evaluate incoming offerings based on criteria that included: 1) reduced toxicity and improved end-of-life design; 2) a long warranty; and 3) equipment take-back/recycling services.

Requirements and Waivers:

The new BPA contracts are mandatory-for-use within all the DOI bureaus and offices to purchase servers, desktops, laptops, monitors, and printers. The new BPA contracts are optional for all consumable purchases. These established contracts were specifically designed to capture at least 80% of DOI's technical requirements, taking into account that some bureaus and office hardware requirements may fall outside this range. In these particular instances, DOI bureaus and offices may choose to utilize the existing waiver process in order to purchase hardware outside the new contracts. Based on the number of waivers processed for a given commodity, the TET may choose to proceed with a follow-on acquisition and/or modify the existing BPA to capture the additional requirements. The waiver process that all DOI bureaus and offices need to follow to obtain select hardware equipment outside the established contracts is described in the DOI's Technical Reference Model (TRM) guidance - <http://www.doi.gov/ocio/erm/trms.html>. In general, the process calls for the bureau CIOs to review waiver requests for equipment used to support bureau-unique missions and programs, and make final decisions whether to accept or reject specific requests. These waivers must be kept on file with each bureau. For equipment deemed out of scope for the bureau, in order to support DOI-wide initiatives, the bureau CIOs need to forward the waiver requests to the DOI Chief Technology Officer (CTO) who will in-turn present them to the CTO Council for final vote. Upon receiving the final vote results, the DOI CTO will make a recommendation to the DOI CIO who will have the final authority whether to reject or accept the waiver request. This process will be reexamined and modified as needed in the updated TRM versions.

Additional detail pertaining to the renewed hardware contracts, including the award contact information and the corresponding contract numbers for the specified commodities, can be obtained at <http://www.doi.gov/ocio/erm/hardware.html>. Over the next month or so, each of the selected vendors is required to automate their ordering process to establish an on-line ordering system so that the DOI employees can obtain the hardware products and commodities that they need as quickly and efficiently as possible. In the meantime, the designated DOI bureau and office Points of Contact may contact the selected vendors and place orders manually.

Procurement Officials:

The bureau Chief Information Officers (CIOs) and Procurement Chiefs are responsible for communicating this information to the warranted personnel and ordering officials within their respective organization so that these individuals can purchase equipment for their respective organizations. In addition, the Department of the Interior Acquisition Policy Release (DIAPR) will need to be developed by DOI's Office of Acquisition and Property Management to provide a formal class deviation to the personnel as ordering officers to obtain the select hardware equipment off the new BPA. This policy will be similar to the attached DIAPR 2003-02, dated June 30, 2003, that allowed the bureau Procurement Chiefs to appoint non-procurement personnel as ordering officers to obtain select equipment off the pre-existing hardware BPA.

For general information regarding the coordination and use of DOI's hardware and software contracts, please contact Ms. Samantha Goldstein (OCIO) at (202) 208-5274, e-mail at samantha_goldstein@ios.doi.gov. For detailed questions related to the use of the hardware BPA, please contact either Mr. John Sherman (BLM) at (303) 236-0225, e-mail at John_Sherman@blm.gov, or Mr. James Feagans of (MMS) at (703) 787-1258, e-mail at James.Feagans@mms.gov.

Attachments

cc: Bureau and Office Procurement Officers
Bureaus and Office Chief Information Officers
Chief Technical Officers' Council