United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

TAKE PRIDE IN AMERICA

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MEMORANDUM

To: Heads of Bureaus and Offices

From: Debra Sonderman
Director, Office of Acquisition and Property Management

W. Hord Tipton
Chief Information Officer

Subject: Moratorium on Initiatives and New Contracts for Commercial Wireless (Cellular) Services

The Office of Acquisition and Property Management (PAM) and the Office of the Chief Information Officer (OCIO) are sponsoring a Department-wide enterprise cellular and wireless services acquisition initiative. The initial scope of this effort will encompass commercial wireless devices that incur a monthly service charge (e.g., cellular phones and Blackberry devices); however, pagers and mobile satellite services are excluded from this scope. The United States Department of Agriculture (USDA) is joining Interior in this management initiative to further leverage our buying power and establish management controls. Procurement support will be provided by the Bureau of Land Management (BLM), and led by the Acquisition Improvement Initiative Team. Technical Support will be provided by a working group under Interior's Telecommunications Advisory Group (TAG), which is led by the OCIO.

The goals of the initiative are to establish management controls and to better leverage Interior's purchase power. In addition, the initiative will also address a March 2004, U.S. General Accounting Office (GAO) Report "Agencies Can Achieve Significant Savings on Purchase Card Buys." Research by PAM concluded that savings opportunities existed based on high charge card expenditures for commercial wireless services.

An Integrated Project Team (IPT) has been formed to implement this initiative. Representation will be at the Department, bureau and office levels, and will include a representative from USDA. The IPT has a skill set mix that includes subject matter experts in both the acquisition and technical areas. The first IPT meeting was held on August 19, 2004. The IPT's initial tasks are to develop a charter, establish program goals, achieve consensus on high-level requirements, and to finalize the project strategic plan initiated by the BLM staff.

In order to leverage both management and buying power, <u>all DOI cellular and wireless services will be migrated to and consolidated under this contract</u>, where it makes sense to do

so. Until the contract is awarded, interim contract extensions should be minimal, not to exceed 12 months. Extensions are to support mission critical requirements, continuity of existing services, or necessary replacement of existing equipment. Contract extensions should allow for early termination without penalties and support migration to the Department-wide contract. Initiation of new, major contracts is expressly prohibited, unless a waiver is provided by PAM. Current initiatives to establish corporate agreements or new bureau-wide contracts shall cease, unless a waiver is obtained from PAM. These initiatives should also be identified to the OCIO for incorporation into this Department-wide contract. The contract is expected to be in place during the 2nd quarter of FY 2005. Once the enterprise contract is awarded, waivers for individual cell phone service based on coverage and/or technical constraints will be provided on a case-by-case basis by the bureau or office CIO.

This moratorium is effective immediately. We will keep you apprised as progress is made. If there are questions regarding this initiative, staff may contact either Ms. Pia Scott, PAM, at (202) 208-6321, or Ms. Ingrid Caples, OCIO, at (703) 487-8556.

cc: Bureau and Office Chief Information Officers
Procurement Chiefs