Memorandum

To: Reclamation Leadership Team  

Through: Karla Smiley  
Associate Chief Information Officer (ACIO)  

From: Diana Terrell  
Bureau Procurement Chief (BPC)  

Subject: Information Management and Technology (IMT) Procurement Procedures and Approvals – Reclamation IMT Circular 18-01, Version 2

A. **Purpose:** The purpose of this memorandum is to establish procedures and require approvals for all IMT procurement requirements to comply with Federal and Departmental regulations and policies.

B. **Effective Date:** Varies by category (see Sections H, I, and J).

C. **Expiration Date:** Until superseded.

D. **Background/Summary of Changes:** This memorandum supersedes all previous Reclamation IMT Procurement guidance and updates IMT Circular 18-01. The revisions are as follows:

1. Section F definition of “IMT Procurement Cadre” is clarified.

2. Sections H., I., and J. are updated to reflect actual and revised estimated effective dates.

3. Section H.1 is revised by removing the previous process for Desktops, Laptops, Tablets, and Servers that was replaced by the new process on November 14, 2018.

4. Section H.1.b is revised to incorporate the process that the Information Resources Management Council (IRMC) agreed upon after the issuance of IMT Circular 18-01 that ACIO Approvers will only approve or reject PRs for Desktop, Laptop, Tablet or Server requirements after receiving an email from the respective Regional IRMC member (or acting designee).
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5. Section H.2. adds new guidance for Audio Visual (AV) requirements and Section F. correspondingly adds AV relevant definitions.

6. Section H. 5. a. ii. is revised to incorporate the process that the IRMC agreed upon after the issuance of IMT Circular 18-01 that ACIO Approvers will only approve or reject PRs after receiving an email from the respective Regional IRMC member (or acting/designee).

7. Section H.5.b. is added to include the existing process for IMT requirements at or below the micro-purchase and clarifies that this process remains in effect until the new process and SharePoint are deployed that are described in Section H.5.c.

8. Section I. changes the requirement to hold the “Requirements and Solicitation Planning” meeting to be at the ACIO’s (or acting’s/designee’s) discretion.

9. Section I. changes the requirement to obtain a Clearance for requirements that are for a High Dollar or Major Acquisition or Security related requirement.

E. Authorities: Federal Information Technology Acquisition Reform Act (FITARA) and the Department of the Interior’s Departmental Manual, Part 212, Chapter 24.

F. Definitions:
1. ACIO Approval – Approval by the Associate Chief Information Officer (ACIO) or his/her delegate(s) (who must report to the ACIO either directly or through a direct reporting chain).

2. Audio Visual (AV) – sound and video components, to include live broadcast, web streaming, person-to-person communication and video teleconferencing, that are used in the routine conduct of business and operations.

3. AV Equipment - any type of hardware components used within the AV industry but not limited to: monitors, interactive monitors, interactive whiteboards, projectors, cameras, transmitters, receivers, controllers, switches, surge protectors, power supplies, assistive listening systems, lectern, document camera, room computer, thin client, touch panels, Voice over Internet Protocol (VoIP) phones, wireless components and networks, DVR, Blu-ray players, amps, speakers, microphones, audio components, connectors, cable adaptors, multi-media related furniture, carts, racks and related products, table boxes, AV back boxes, monitor mounts, cables, fiber optics, video teleconferencing (VTC), raised flooring, and software that operates the components.


5. IMT Procurement Cadre – The IMT Procurement Cadre consists of the Denver Office Acquisition & Assistance Operations Branch (AAOB) staff along with designated Regional acquisition staff whose IMT procurements are coordinated and overseen by the Denver Office Chief of the Contracting Office (CCO).

6. Software – General term for the various kinds of programs, instructions and associated data that may be dynamically written or modified during execution.

7. Micro-purchase threshold – Defined in Federal Acquisition Regulation (FAR) 2.101
and Department of the Interior Acquisition, Assistance, and Asset Policy (DOI-AAA) Number 0148.

8. Industrial Control System (ICS) – General term that encompasses several types of control systems, including supervisory control and data acquisition (SCADA) systems, distributed control systems (DCS), and other control system configurations such as Programmable Logic Controllers (PLC) often found in the industrial sectors and critical infrastructures. An ICS consists of combinations of control components (e.g., electrical, mechanical, hydraulic, pneumatic) that act together to achieve an industrial objective (e.g., manufacturing, transportation of matter or energy).

9. Machine-to-Machine (M2M) communications – General term for automated data transmission and measurement between mechanical or electronic devices. The key components of an M2M system are: Field-deployed wireless devices with embedded sensors or RFID-Wireless communication networks with complementary wireline access includes, but is not limited to cellular communication, Wi-Fi, ZigBee, WiMAX, wireless LAN (WLAN), generic DSL (xDSL) and fiber to the x (FTTx).

10. Hardware – General term for the physical components of an information system.

11. Radio Equipment – Including but not limited to HF, VHF, UHF, microwave, Supervisory Control and Data Acquisition (SCADA), Hydromet, Geographic Information, and Land Mobile Radio (LMR) systems related to Law Enforcement, Security, and Dam Safety purchases.

12. Major Acquisition – Defined by the Office of Management and Budget (OMB) and the Department of the Interior as follows,

OMB Circular A-11, Part 7 defines major acquisitions as capital assets that require special management attention because of their importance to the agency mission; high development, operating, or maintenance costs; high risk; high return; or their significant role in the administration of agency programs, finances, property, or other resources.

The Department of the Interior’s (DOI) further defines major IT investments as those that meet at least one of the following criterion:

- IT investments previously reported to OMB as major IT investments unless approved by the Department for non-major categorization or decommissioning;
- $5M annual cost or > $35M lifecycle cost;
- Importance to the mission or significant role in administration of programs, finances, property, or other resources;
- Integral part of the Department’s Enterprise Roadmap;
- Mandated by legislation or Executive Order, or identified by the Secretary as critical;
- Greater than $1M development, modernization, and enhancement (DME) in the current fiscal year;
- High risk as determined by OMB, General Accountability Office (GAO), Congress and/or the Chief Information Officer (CIO); or
- E-Government, Departmental, cross-cutting/Enterprise-wide (across more than one office or bureau)

13. Financial and Business Management System (FBMS) IT Purchase Request (PR) Approver – the ACIO or an employee in the direct line of supervision of the ACIO
who is designated to approve PRs in FBMS for IMT requirements.

14. FBMS Radio PR Approver – the ACIO or an employee in the direct line of supervision of the ACIO who is designated to approve PRs in FBMS for Radio Equipment requirements.

15. IMT Micro-Purchase Supervisor Approver – a supervisor of the program office from where an IMT Micro-Purchase Request originates.

16. IMT Micro-Purchase IMT Area Office Approver – an employee who is designated by the Regional IMT Manager that performs IMT Area Office approval on IMT Micro-Purchase Requests.

17. IMT Micro-Purchase IMT Regional Office Approver – an employee who is designated by the Regional IMT Manager that performs IMT Regional Office approval on IMT Micro-Purchase Requests.

18. IMT Micro-Purchase Radio Approver – the Reclamation Radio Liaison who is designated by the ACIO that performs approval on IMT Micro-Purchase Requests for Radio Equipment requirements.

19. Regional ICS Program Manager – an employee identified by the Region who is notified upon IMT Micro-Purchase supervisor approval on IMT Micro-Purchase Requests for ICS requirements.

G. IMT Work Breakdown Structures (WBS)
All IMT acquisition requirements must be charged to an IT investment WBS. (See IRM TRMR-67 Administrative Cost Tracking: Information Management and Technology (ITM) Cost Tracking in the Financial and Business Management System (FBMS).)

H. IMT Procurement Procedures and Approvals
The dollar value and commodity type of an IMT acquisition requirement determine the required procedures and approvals. They are categorized below into Desktops, Laptops, Tablets, and Servers (Section 1); Audio Visual Requirements (Section 2); Radio Equipment (Section 3); Cellular Devices, Service, Repairs, and Apps (Section 4); and All Other IMT – Above and Below the Micro-purchase Threshold (Section 5).

See Section I. for additional procedures that are required for requirements that are high dollar; meet the definition of a Major Acquisition; or result in a significant change to the information or industrial control system, environment of operation, or security posture, regardless of categorization.

See Section J. for when emergency or urgent circumstances arise.

1. Desktops, Laptops, Tablets, and Servers – Became effective November 14, 2018
All requirements for desktops, laptops, tablets, and servers (regardless of dollar amount) must adhere to the following procedures:

a. The requesting office must submit a Preliminary PR with the Purchasing Group/Issuing Office as R&I - Denver Office AAOB through the Preliminary PR SharePoint which is accessible via the IMT Storefront at http://mtrc.usbr.gov/itsore. If the item is not one of the standard configurations, a waiver must be obtained that addresses why the standard
configurations do not meet the business need. A template for the waiver is available on the IMT Storefront at http://intra.usbr.gov/itsstore. The waiver must have ACIO Approval prior to submitting the Preliminary PR.

b. A FBMS Purchase Requester will submit a corresponding FBMS PR that will require FBMS PR IT Approval which must be ACIO Approval and, if a non-standard configuration item, a waiver. ACIO Approvers will neither approve nor reject a PR for Desktop, Laptop, Tablet or Server requirements until receiving an email from the respective Regional IRMC member (or designee) unless the Regional IRMC member notifies the ACIO in writing that an ACIO Approver may approve all PRs for Desktop, Laptop, Tablet or Server requirements without such emails. Even when the Regional IRMC member recommends approval of a PR for Desktop, Laptop, Tablet or Server requirements, the ACIO Approvers may reject. In those cases, the ACIO Approver will call the Regional IRMC member to discuss the reason for rejection and any possible alternatives.

c. The IMT Procurement Cadre will conduct the acquisition and make and administer the resulting award.

2. Audio Visual Requirements – Effective Immediately
In order to ensure consistency and operational compatibility of AV service across Reclamation and to strategically source AV supplies and services, an Indefinite-Delivery Indefinite-Quantity (IDIQ) contract was awarded on January 1, 2018 that provides for AV System Design, Installation, Training, Operation and Maintenance (O&M), Consulting, Event Services, and Equipment. Therefore, requirements for any AV supplies and services regardless of dollar amount and regardless of location must adhere to the following procedures:

a. The most current version of the AV IDIQ Ordering Guide must be followed. It is posted at: https://sites.google.com/a/usbr.gov/bor-wide-contracts/main-page.

b. AV requirements must be coordinated with the AV IDIQ contract’s Contracting Officer’s Representative (COR).

c. Requirements for Video Teleconferencing (VTC) equipment and peripherals may only be fulfilled with the makes and models that have been identified by the AV IDIQ Contractor and accepted by the AV IDIQ COR as compatible. Deviations from such makes and models must be approved by the ACIO or his/her acting/designee.

d. Otherwise, the request and acquisition process will follow the procedures in Section II. 5. “All Other IMT.”

3. Radio Equipment – Became Effective Upon Issuance of IMT Circular 18-01 on August 17, 2018
In order to verify spectrum availability (a Radio Frequency Authorization (RFA) exists or has been obtained) and that the requested equipment is compliant, all
radio equipment acquisition requirements (regardless of dollar amount) must include a completed Request for Approval to Purchase Radio Wireless Equipment (available on the IMT Storefront at http://intra.usbr.gov/itstore). For questions, contact your Regional Radio Representative.

The IMT Procurement Cadre will make the award utilizing DOI’s enterprise contract. If the enterprise contract cannot be used to fulfill the requirement, other sources/contract vehicles will be considered accompanied by a waiver (available on the IMT Storefront at http://intra.usbr.gov/itstore) from the Bureau Radio Program manager.

The request and acquisition process will follow the procedures in Section H. 5. “All Other IMT.”

4. Cellular Devices, Service, Repairs, and Apps – Became Effective Upon Issuance of IMT Circular 18-01 on August 17, 2018

All requirements for ordering new/replacement cellular devices; ordering new or changes to existing wireless communication services; obtaining repairs to devices; and purchasing apps with the exception of M2M cellular devices must adhere to the following procedures. M2M cellular devices must adhere to the ICS micro-purchasing procedures.

a. New/Replacement Devices and New or Changes to Service (Cellular Phones, Hotspots, Air-Cards, etc.)

Employees requesting new/replacement cellular devices and new or changes (including cancellation) to wireless communication services should contact their local authorized cellular buyer. (A list of local authorized cellular buyers is available on the IMT Storefront at http://intra.usbr.gov/itstore.)

b. Cellular Device Repairs

Repairs to cellular devices should be coordinated through the supervisor and the local authorized cellular buyer. Only the local authorized cellular buyer may use the Government purchase card for repairs. (A list of local authorized cellular buyers is available on the IMT Storefront at http://intra.usbr.gov/itstore.) Otherwise, repairs may be reimbursed through the use of an Optional Form (OF)-1164 Claim for Reimbursement for Expenditures on Official Business.

c. Apps

The Cellular Rules of Behavior include information for the Apple ID setup and usage. In this section, it specifically states that Government charge cards are prohibited from being utilized for the creation of Apple accounts. Reimbursement for work-related downloads/apps may be requested through the supervisor. You must complete the OF-1164 Claim for Reimbursement for Expenditures on Official Business. If an employee’s Apple ID is currently connected to a Government charge card, immediately replace it with a personal credit card. Gift cards (iTunes) may not be purchased with a Government charge card; however, if an employee does not have a personal credit card, then purchasing an iTunes
gift card with personal funds and submitting a claim for reimbursement of work-related purchases would be acceptable when approved by a supervisor.

5. All Other IMT
All IMT requirements that do not fall into any of the above must adhere to the following procedures:

a. Above the Micro-purchase Threshold – Became Effective October 1, 2018
   i. The requesting office must submit a Preliminary PR with the Purchasing Group/Issuing Office as R81 - Denver Office AAOB through the Preliminary PR SharePoint which is accessible via the IMT Storefront at http://intra.usbr.gov/its tore.
   ii. A FBMS Purchase Requester will submit a corresponding FBMS PR that will require FBMS PR IT or Radio Approval which must be ACIO Approval. ACIO Approvers will neither approve nor reject a PR for (non-Radio) IMT requirements until receiving an email from the respective Regional IRMC members (or designee). Even when the Regional IRMC member recommends approval of a PR for (non-Radio) IMT requirements, the ACIO Approvers may reject. In those cases, the ACIO Approver will call the Regional IRMC member to discuss the reason for rejection and any possible alternatives.
   iii. The IMT Procurement Cadre will conduct the acquisition process and make and administer the resulting award. (ICS requirements, including ICS-related M2M technologies, will typically be awarded and administered by designated IMT Procurement Cadre staff in the respective Regional Acquisition Office.)

b. At or Below the Micro-purchase Threshold – Effective immediately (current process) until c. below replaces.
   i. For all IMT Services and any Supplies that indicate “SharePoint Approval Required” on the IT Supply List, submit a “New Charge Card Purchase Request” form via the IT Charge Card SharePoint at: https://teamssp.bor.doi.net/itspending/cc/default.aspx. After authorization is obtained, a micro-purchaser may proceed with making the purchase.
   ii. For IMT Supplies on the IT Supply List that do not indicate “SharePoint Approval Required,” a micro-purchaser may proceed with making the purchase without additional IMT approval.
   iii. Coordinate any purchases for Radio Equipment with the Bureau Radio Program Manager and servicing property office.

c. At or Below the Micro-purchase Threshold – Effective upon IMT Micro-Purchase SharePoint deployment (estimated 1st quarter of FY 2020)
   i. Upon establishment of the IMT Peripheral Catalog which will be accessible via the IMT Storefront at http://intra.usbr.gov/its tore, micro-purchasers may order directly from the IMT Peripheral Catalog as needed and in accordance with Regional/Area Office policies, if any.
ii. Until the IMT Peripheral Catalog is established or for items not on the IMT Peripheral Catalog once established:
   1. The requesting office must submit an IMT Micro-purchase Request Form through the IMT Micro-purchase SharePoint, which will be accessible via the IMT Storefront at http://intra.usbr.gov/itsstore. The request may not include any non-IMT items or services. If the request form contains an ICS requirement, including ICS-related M2M technologies, the requester must select “Yes” on the form’s “ICS/SCADA Requirement” field. If the request form includes Radio Equipment, the requester must select “Yes” on the form’s “Radio Requirement” field.
   2. All Request Forms will require approvals by the following personnel and trigger the following email notifications:
      a. IMT Micro-Purchase Supervisor Approver.
      b. Upon Supervisor approval, Regional Budget and/or any other staff designated have the option of receiving an FYI email notification.
      c. Upon Supervisor approval, if the requirement is identified as ICS applicable by the requester, the Regional ICS Program Manager and/or other designated staff will receive an email notification. If the Regional ICS Program Manager (or designee) objects to the requirement, the Regional ICS Program Manager (or designee) must notify the Regional Office IMT Approver within 24 hours of receiving the email notification.
      d. IMT Micro-Purchase IMT Area Office Approver (not applicable for requirements that originate from a Regional Office or the Denver Office).
      e. IMT Micro-Purchase IMT Regional Office Approver.
      f. If the requirement is for Radio Equipment, IMT Micro-Purchase Radio Approver.
   3. The IMT Procurement Cadre will make and administer the resulting award.

1. Requirements that are High Dollar or Major Acquisitions or Security Related – Effective October 1, 2018
   1. There are certain requirements which require coordination and planning through the ACIO’s office prior to purchasing. Such requirements include:
      a. Any requirement that has an estimated value equal to or greater than $1,000,000;
      b. Any requirement defined as a “Major Acquisition”; or
      c. Any requirement or change that is likely to substantively affect the security or privacy posture of a system and/or increase risk to Reclamation’s environment including:
         i. Any change to a system that results in a change to the security
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categorization;
   ii. Major system upgrade or replacement; or
   iii. New system (Cloud-Based, ICS or Enterprise)
2. These requirements must adhere to the following procedures:
   a. Complete an IMT High Dollar, Major Acquisition, or Security Related
      Clearance form (available via the IMT Storefront at
      http://imtra.usbr.gov/itsstore) and include the signed Clearance with the
      Standard Purchase Requisition Package Checklist (available via the One
      Stop Shop, AMD Regional Customer Service Centers at
   b. At the ACIO’s or his/her acting’s designee’s discretion, a “Requirements
      and Solicitation Planning” meeting will be held prior to commencing
      the standard acquisition process. The purpose of the meeting is to ensure
      FITARA and Bureau IMT objectives are met by reviewing the
      requirements/statement of work, reviewing the technical evaluation plan,
      and identifying the Technical Proposal Evaluation Committee (TPEC)
      members. Participants at the meeting must include technical point-of-
      contact(s), acquisition staff, and the ACIO or his/her acting/designee.
   c. At the ACIO’s or his/her acting’s designee’s discretion, a “Source
      Selection Advisory Council” will be convened prior to award. The
      purpose of the Council is to ensure FITARA and Bureau IMT objectives
      are met by analyzing and validating the TPEC report and by making an
      award recommendation. Council participants must consist of the ACIO
      or his/her acting/designee and any senior Information Resource Office
      managers who are identified by the ACIO (none of who have served as a
      TPEC member for the subject award).

J. Emergency Procurements – Became Effective October 1, 2018
All IMT procurements deemed as an emergency or urgent (serious impact to the
agency/mission) by a Director (or his/her designee) may bypass the IMT Acquisition
Strategy Plan process approvals prior to the procurement being initiated. However, the
ACIO (or his/her acting) must be notified within 48 hours, and the IMT Acquisition
Strategy Plan process must be initiated and submitted within 10 business days of the
procurement initiation.

K. Point-of-Contacts
For additional information, contact the Manager, Planning and Compliance Division,
IRO at 303-445-2092 or the Chief of the Contracting Office, IMT Procurement Cadre at
303-445-2434.
Reclamation Leadership Team
Commissioner, Attn: 91-00000 (BBurman), 91-10000 (JHess, DJraff), 92-00000 (SHagensauer),
94-00000 (GFPayne), 94-30000 (RWolf), 96-00000 (DPalumbo)
Directors, Attn: 84-21000 (KSmiley), 84-27000 (RWelch), 84-40000 (KKnight),
84-50000 (KStock), 86-51000 (MSpiker), 86-68000 (TLuebske), 86-70000 (BBecker)
Regional Directors, Attn: PN-1000 (LGray), MP-100 (EConant), LC-1000 (TFulp),
UC-100 (BHees), GP-1000 (MBlack)

cc: Reclamation Leadership Team Executive Assistants
91-00000 (ERRogers), 92-00000 (LWhite), 94-30000 (OQuarles), 96-00000 (JColman),
84-21000 (SGerman), 84-27000 (SDeMarco), 84-40000 (JBarday, JCasement),
84-50000 (SSotomayor), 86-51000 (CJohnson), 86-69000 (PLoetel), 86-71000 (MCase)
PN-1000 (LSwanson), MP-101 (AThomas), LC-1000 (CPemberton, VWhitlow),
UC-101 (SWylie), GP-1000 (TCurrid)

IRBAC Members
91-12000 (JJuferco), 94-30000 (MHughes-Brown)
84-21000 (RBratmer), 84-21200 (JFord, JJudd, AStott), 84-27100 (WOrvis),
84-27800 (DTerrell), 84-44000 (KKnight), 84-52000 (GKunkel-Shields),
86-51000 (MPulsamp), 86-68200 (KWille), 86-69000 (LBrekke)
PN-1020 (JCarrington), MP-110 (TAblerle), LC-1200 (JMcCloskey), UC-110 (DPicard),
GP-1200 (JSoucy)

IRM Members
91-12000 (HTurner)
84-21100 (PMcFall)
PN-1500, (RGoes), MP-3100 (MRosenberger), LC-3000 (JRicker), UC-960 (LLiams),
GP-6200 (MTogood)
84-21100 (PBryant, BHutchison, BWaryanka), 84-21220 (JAHarris),
84-27820 (BFeritag, HHairshman), 84-27810 (KSegura)
PN-3700 (MGates), MP-3800 (BDavis), LC-10000 (BNelson), UC-802 (JDurrant),
GP-5000 (CWorley)