Memorandum

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

From: Debra E. Sondeman
      Director, Office of Acquisition and Property Management and Senior Procurement Executive

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 Enterprise-wide 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/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; 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.

c: 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