

# Office of Acquisition and Property Management

September 29, 2006

## Department of the Interior Acquisition Policy Release (DIAPR) 2006-08

### **SUBJECT: Information Technology Acquisitions and the Department of the Interior Technical Reference Model (TRM) and the Interior Solution Architecture (ISA)**

#### 1. *Purpose:*

This policy release directs Department of the Interior (DOI) acquisition staff to:

- review requests for Information Technology (IT) acquisition for the inclusion of a DOI Technical Reference Model (TRM) technology waiver consistent with the Target Interior Solution Architecture (ISA);
- use existing Department-wide contract vehicles for IT products and technology; and,
- notify bureau acquisition staff of the TRM's utility as a market research tool.

Related directives are also provided for DOI IT professionals.

#### 2. *Effective Date:*

Effective upon issuance.

#### 3. *Expiration Date:*

No expiration unless superseded or canceled.

#### 4. *Background and Explanation:*

The DOI TRM (found at <http://www.doi.gov/ocio/architecture/fea#htm#trm>) was established to provide a means of IT inventory, classification, prioritization, and standardization, and to support DOI IT strategic initiatives. The TRM lists technology specifications, standards, and products accepted by the DOI Office of the Chief Information Officer (OCIO) as being consistent with the target ISA (found at <http://www.mydoi.doi.net/ocio/cto/ctoc/Interior%20Solution%20Architecture.pdf>), which defines the DOI's strategic direction for IT solutions. The TRM also identifies those products and technologies that are available via existing DOI-wide contract vehicles. The OCIO has mandated that all DOI IT professionals responsible for initiating IT purchases must abide by the guidelines established in the TRM and the ISA.

Anyone wishing to purchase IT products and/or technology that fall within the TRM service standard types and that are not appropriately classified in the TRM must obtain a technology waiver (located at: <http://www.mydoi.doi.net/ocio/cto/ctoc/>) from: (1) the Chief Technology Officers' Council (CTOC) for cross-cutting, enterprise purchases; or

(2) from their bureau or service CIO for bureau-specific purchases. Information on the IT products and/or technology that do not apply to TRM service standard types and therefore are not covered by this policy, can be found at <http://www.doi.gov/ocio/architecture/fea.htm#trm> or from your Bureau's CIO office (examples include facilities items such as racks and standard cables.). Non-enterprise waivers must be reported to the CTOC on a quarterly basis in accordance with the TRM waiver process.

IT product and/or technology purchases that fall within the TRM service standard types and that are not categorized as follows require a waiver:

. "Licensed by DOI" (i.e., existing contract instruments are already in place) or "Preferred" (i.e., those having met DOI acceptable standards) as identified in Version 3.1 of the TRM;

. "Preferred" except for bureau- or service-specific products and technologies identified as "Limited" in TRM version 4.0, which will supersede version 3.1.

It is the responsibility of the requestor to obtain a technology waiver. Note that in order for a waiver to be approved, the requested product or technology should be consistent with the ISA.

#### *5. Action Required:*

Effective immediately:

a. All Acquisition staff shall:

1) Review all DOI purchase requests involving the acquisition of IT products or technology for the possible inclusion of technology waivers. (Note that this policy applies only to products and technology that fall within the TRM service standard types.) Requests for purchases of IT products or technology other than those identified as "Licensed by DOI" (i.e., existing contract instruments are already in place) or "Preferred" (i.e., those having met DOI acceptable standards) in TRM version 3.1, or "Preferred" except for bureau- or service-specific products and technologies identified as "Limited" in TRM versions 4.0 or later, must include a technology waiver. It is the responsibility of the requestor to obtain the technology waiver via the waiver process established in the TRM.

2) Acquisition staff are reminded that the November 14, 2005, memorandum issued by W.Hord Tipton and Debra Sonderman mandating the use of the DOI-wide Blanket Purchase Agreement (BPA) for IT hardware remains in force.

3) Acquisition staff shall utilize the DOI-wide IT contract vehicles found at <http://www.doi.gov/ocio/erm>. These DOI-wide contracts were specifically established to promote technical standardization and cost efficiency.

4) Acquisition staff are encouraged to utilize the TRM and the ISA for market research purposes.

b. All DOI IT professionals responsible for initiating IT purchases shall:

1) Abide by the guidelines established in the TRM and ISA.

2) Ensure that the products or technology in acquisition requests are consistent with the ISA.

3) Obtain a technology waiver when purchasing IT products and/or technology other than those classified as "Licensed by DOI" or "Preferred" in the TRM version 3.1, or "Preferred" except for bureau- or service-specific products and technologies identified as "Limited" in the TRM. Technology waivers must be approved by the CTOC for cross-cutting, enterprise purchases or from the bureau or service CIO for bureau specific purchases when requesting the purchase of IT products and/or technology other than those appropriately classified in the TRM. Non-enterprise waivers must be reported to the CTOC on a quarterly basis in accordance with the TRM waiver process.

Both acquisition and IT staff are strongly encouraged to discuss future IT purchases as early in the requirement planning process as possible.

*6. Additional Information:* If you have questions about this matter, please contact Kate Oliver at (202) 208-3345 or Daud Santosa, Chief Technology Officer, at (202) 208-5064. Questions related to the established DOI-wide contracts should be referred to Samantha Goldstein at (202) 208-5274.

/ signed Debra E. Sonderman, Director  
Office of Acquisition and Property Management

/ signed W. Hord Tipton, Chief Information Officer  
Office of the Chief Information Officer