Minerals Management Service
Interim Policy Document

Effective Date: September 11, 2007   **IPD No. 07- 08**
Program: Offshore Minerals Management
Title: OMM Information Technology Acquisition Approval Authority

Originating Office: Information Technology Division, Offshore Minerals Management

1. Purpose. This Interim Policy Document (IPD) outlines the authority and approval process for Offshore Minerals Management (OMM) Information Technology (IT) acquisitions.

2. Scope. This IPD applies to all OMM acquisitions related to computer hardware, software, and services, including acquisitions that have an IT component (e.g., environmental studies with a database component). Note: supplies used in conjunction with computer hardware (e.g., diskettes, magnetic tapes and storage media, printer toner cartridges, compact discs, desktop accessories) are not considered IT and do not require IT approval.

3. Objective. To ensure the procurement of IT resources follows a structured acquisition process, selected IT solutions fit within the established OMM IT architecture, and all acquisitions comply with federal regulations.

4. Authority.

A. The Clinger-Cohen Act

B. Federal Acquisition Regulation (FAR)

C. OMB Circular A-130

D. Government Performance and Results Act (GPRA)

E. OMB Circular A-11

F. Departmental Manual 376, Chapter 4, Automated Data Processing, IT Investment

G. Minerals Management Service Manual Handbook, Administrative Delegations of Authority 218.1-H

5. Definitions.

A. Information Technology (IT) is defined as any equipment, or interconnected system(s) or subsystem(s) of equipment, used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency. The term "information technology":

(1) Includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

(2) Does not include:

(a) Any equipment acquired by a contractor incidental to a contract.

(b) Any equipment that contains imbedded information technology used as an integral part of the product, but the principal function of which is not defined as "Information Technology". For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats, temperature control devices and, uninterruptible power supplies.

(c) Supplies used in conjunction with computer hardware such as: diskettes, magnetic tapes and storage media, printer ink/toner cartridges, compact discs, digital video disks, desktop accessories, anti-glare screens, etc.

B. "Purchasing threshold" is the micro-purchase value for acquisitions as defined by the FAR 2.101 and, for IT, is limited to the threshold established by the MMS Chief Information Officer (CIO).

6. Policy. It is the policy of the OMM program that:

A. The OMM IT acquisition process is managed by the Information Technology Division (ITD), Office of Information Policy and Communications (OIPC). Contact information for individuals with responsibilities related to the management of this process is available on the MMS Pipeline at http://pipeline.mms.gov/pages/organ/omm/omm_itd_opc__PPPSBranch.asp

B. All OMM IT acquisitions, regardless of funding source, cost level, or acquisition method, be in compliance with:

(1) Federal Acquisition Regulations (FAR).

(2) Departmental, MMS and OMM Capital Planning and Investment Control (CPIC) processes.

(3) Departmental and MMS standards for IT architecture.

C. All acquisitions funded by the Information Management Program (IMP) account require the certification and signature approval of the OMM IMP Budget Manager.

D. All desktop, laptop, server-class computers, and enterprise software acquisitions use the Department of the Interior (DOI) Consolidated IT Blanket Purchase Agreement (BPA), and must be implemented by the designated OMM Acquisition Manager. A decision guide for selecting hardware is available at http://www.doi.gov/ocio/erm/guidelines.pdf

E.   Requests for products not available from the DOI BPA require a waiver containing a detailed technical justification and signature approval from the MMS Chief Information Officer (CIO), Chief, Information Management Division (IMD), and the Chief, Information Technology Division (ITD).

F.   Copies of all final approved IT acquisitions, regardless of funding source or cost level, will be forwarded to the OMM CPIC Manager and the OMM IT Asset Manager.

G.   Splitting an acquisition to achieve two or more purchases under the purchasing threshold is prohibited.

H.   Delegated approval authority is governed by a zero tolerance abuse policy. If abused, delegated approval authority will be rescinded.

7. Responsibilities.

A.   OMM requesting offices are responsible for:

(1) Identifying a Technical Point of Contact.

(2) Developing the justification, requirements and, if necessary, statement of work, for IT acquisitions.

B.   The Technical Point of Contact is responsible for assisting the requesting office in the development of technical requirements, the evaluation of proposals and the resolution of technical issues related to the acquisition.

C.   The Chief, ITD, has approval authority for all IT acquisitions exceeding the purchasing threshold, regardless of funding source, and hereby delegates IT approval authority as follows:

(1) Local IT managers are delegated IT approval authority for IT acquisitions up to the purchasing threshold and are responsible for:

(a) Reviewing all acquisitions, regardless of cost level, for completeness of documentation, compliance with local standards and consistency with the OMM architecture. Questions regarding standards should be referred to the OMM Enterprise Architect for clarification.

(b) Ensuring budget certification has been obtained from the proper authority.

(c) Forwarding acquisitions exceeding the local IT Managers purchasing threshold to the OMM Enterprise Architect for review.

(2) The OMM Enterprise Architect, is responsible for reviewing all IT acquisition requests exceeding the purchasing threshold and is responsible for:

(a) Ensuring required documentation is complete and sufficient to render an opinion on whether the acquisition is consistent with the technical architecture.

(b) Evaluating requests for compliance with technical standards, requirements, mission needs and strategic goals.

(c) Returning requests that do not comply or require additional information to the requestor with instructions on needed changes.

(d) Forwarding approved requests funded by the IMP to the OMM IMP Budget Manager. Non-IMP requisitions will be forwarded to the OMM Acquisition Manager for processing.

(3) The OMM IMP Budget Manager is responsible for:

(a) Certifying IMP funding availability.

(b) Assigning IMP account numbers.

(c) Forwarding the requisition to the OMM Acquisition Manager.

(4) The OMM Acquisition Manager will oversee the acquisition process for all OMM IT procurement requests exceeding the purchasing threshold and is responsible for:

(a) Coordinating requests with appropriate offices within, and external to, OMM.

(b) Developing requisition forms.

(c) Assigning requisition numbers.

(d) Forwarding all requests which exceed the purchasing threshold to the Chief, ITD and, as appropriate, to Deputy Chief Information Officer for evaluation, approval and further processing.

(e) Coordinating with the Chief, Procurement Operations Branch, Procurement Division, or their delegated Contracting Officer.

(f) Recording and tracking all IT acquisition requests.

(g) Submitting copies of all completed acquisitions to the OMM IMP Budget Manager and OMM IT Asset Manager.

8. Expiration. This IPD will remain in effect until incorporated into the MMS Manual, canceled, or superseded with another IPD.

                                                    Associate Director for
                                                    Offshore Minerals Management