



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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Memorandum

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

From: *for* *Brigitte Maffett*
Debra E. Sonderman
Director, Office of Acquisition and Property Management and Senior
Procurement Executive

Bernard J. Mazer
Chief Information Officer

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:

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cc: 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