



HEADQUARTERS

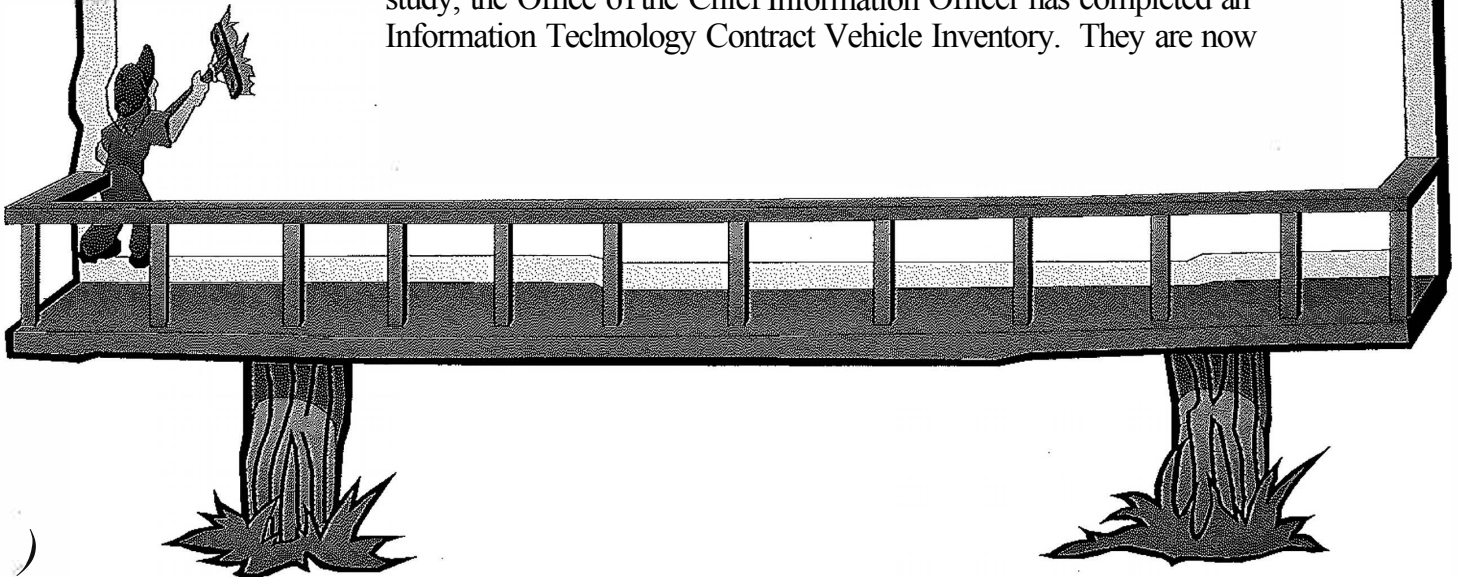
POLICY FLASH

POLICY FLASH 2005-24

DATE: March 18, 2005
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: Information Technology Contracts Inventory

SUMMARY: As you may be aware, the Department is in the process of completing an Information Technology Competitive Sourcing Study. As part of that study, the Office of the Chief Information Officer has completed an Information Technology Contract Vehicle Inventory. They are now



requesting your assistance in verifying the accuracy of their inventory, by providing information for your contracting activity. The inventory is to include all information technology related contracts, i.e. hardware, software, or related support services. You are asked to insert the expiration date for each contract in the last column of the inventory worksheet. You are also asked to furnish a listing of any contracts missing from the inventory by completing the input worksheet. The Chief Information Officer contact person is Robert Wilson, Robert.Wilson@hq.doe.gov at 301-903-4604. This information is required by April 1, 2005.

As background and to assist in responding to this request we are forwarding five attachments. They are:

1. March 15, 2005 Memorandum, Subject: Information Technology Contracting activities from the NNSA and DOE Procurement Executives.
2. March 26, 2004 Memorandum, Subject: Single Integrated IT Infrastructure for the Department from the Under Secretary
3. October 5, 2004 Memorandum, Subject: IT A-76 Transition Planning and Implementation from the Chief Information Officer
4. IT Inventory- This is an Excel Program file containing 2 worksheets. The first is the actual IT Contract inventory. The second is an input sheet for any contracts which may be missing from the inventory. You must be in Excel for it to function correctly
5. Directions.



Michael P. Fischetti, Acting Director
Office of Procurement and
Assistance Policy
Office of Procurement and
Assistance Management

Attachments

cc:
Robert Wilson, IM-12



Department of Energy
Washington, DC 20585

October 5, 2004

MEMORANDUM FOR DISTRIBUTION

FROM: ROSITAO.PARKES Qc-0
CHIEF INFORMATION OFFICER

SUBJECT: IT A-76 Transition Planning and Implementation

The Department-wide A 76 Information Technology (IT) Competitive Sourcing Study is moving into the final phases. As you know, the request for proposal (RFP) was released in mid-August. (I would like to take this opportunity to inform you of final activities related to the remaining aspects of the process.

Responses to the RFP are due in November 2004. Upon receiving the responses, a dedicated Department-wide team will carefully evaluate all submissions. A targeted award date has been set for the third quarter of fiscal year 2005. As we approach that critical milestone, several important activities will need to be accomplished by the Department-wide IT community, and I am soliciting your support to this end.

The competitive sourcing study has provided the entire Department with a unique opportunity to reaffirm its commitment to strengthened IT policies and practices. As we move forward, it is imperative to implement various policies, plans, and activities related to IT organizational realignment and the acquisition of IT support services. This will promote an effective transition to the service provider, and forward improved IT performance across the Department. Be assured that your organization will be involved in and kept abreast of all such activities.

To help ensure the Department-wide IT community is properly aligned for the overall transition, we will continue to work with your A-76 points-of-contact (POC) to facilitate the activities as referenced above, and in the future, may request additional specialists to assist in the implementation effort. Please review the attached list of POCs and email any updates or changes for your organization to Mr. Kevin Cooke of my staff at Kevin.cooke@hq.doc.gov.

I would like to thank you for your continued support throughout this entire process. Should you have any questions regarding these matters, please do not hesitate to contact me on 202-586 0166.

Attachment





The Deputy Secretary of Energy
Washington, DC 20585

MAR 26 2004

MEMORANDUM FOR DISTRIBUTION

FROM: KYLEE.MCCLARROW

SUBJECT: A Single Integrated IT Infrastructure for the Department

The Department has made great progress in achieving efficiencies and economies of scale in working the President's Management Agenda (PMA) initiatives, and I thank you for your efforts thus far. There is, however, still work to be done. Early on we recognized an opportunity to reduce our operational costs and increase security by moving to a single, integrated information technology (IT) infrastructure. This model is common practice in both private industry and in agencies across the federal government. In this context, the DOE infrastructure incorporates utility-like functions (networks, desk-top computing, help desk and support) that are similar across all components.

This memorandum clarifies and reconfirms my commitment to a single, integrated IT infrastructure across DOE. The question is not whether we will do this, but rather how we will accomplish it. Standardizing and consolidating like functions to achieve efficiencies is at the core of both OMB and DOE-sponsored e-Government initiatives. This objective affects two PMA initiatives currently underway, the Extended Common Integrated Technology Environment (eXCITE), an internal DOE e-Government initiative, and the Department-wide IT Competitive Sourcing Study.

I have directed the Chief Information Officer to continue eXCITE implementation, which will provide standard desktop, e-mail, and related services to Headquarters Program Offices.

I have also asked her to meet with each of you, as necessary, to review the concept of operations as developed for the IT Competitive Sourcing Study. The scope of the IT study addresses the full range of services that support a single, integrated infrastructure. The study does not address corporate business systems like I-MANAGE or mission-specific systems that ride over the infrastructure. Management of corporate business and mission-specific systems will remain with the Program Offices.

Further, I have asked the CIO to accommodate your specific requirements to the fullest extent possible and to make every effort to integrate and leverage efficiencies already achieved. Please contact her directly with any questions you may have and to coordinate planning and implementation efforts.

DISTRIBUTION

Deputy Secretary
Associate Deputy Secretary
Under Secretary for National Nuclear Security Administration
Under Secretary for Energy, Science and Environment
Executive Director, Secretary of Energy Advisory Board
Department Representative to the Defense Nuclear Facilities Safety Board
Assistant Secretary for Congressional and Intergovernmental Affairs
Assistant Secretary for Energy Efficiency and Renewable Energy
Assistant Secretary for Environment, Safety and Health
Assistant Secretary for Environmental Management
Assistant Secretary for Fossil Energy
Assistant Secretary for Policy and International Affairs
Chief Information Officer
Director, Office of Energy Assurance
General Counsel
Inspector General
Director, Office of Counterintelligence
Director, Office of Economic Impact and Diversity
Director, Office of Hearing and Appeals
Director, Office of Security and Safety Performance Assurance
Office of Intelligence
Director, Office of Management, Budget and Evaluation/ Chief Financial Officer
Director, Office of Public Affairs
Director, Office of Nuclear Energy, Science and Technology
Director, Office of Science
Director, Office of Worker and Community Transition
Director, Office of Civilian Radioactive Waste Management
Director, Office of Security
Director, Legacy Management
Administrator, Energy Information Administration
Administrator, Bonneville Power Marketing Administration
Administrator, Southeastern Power Administration
Administrator, Southwestern Power Administration
Administrator, Western Area Power Administration



Department of Energy
Washington, DC 20585

October 5, 2004

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To help ensure the Department-wide IT community is properly aligned for the overall transition, we will continue to work with your A-76 points-of-contact (POC) to facilitate the activities as referenced above, and in the future, may request additional specialists to assist in the implementation effort. Please review the attached list of POCs and email any updates or changes for your organization to Mr. Kevin Cooke of my staff at Kevin.cooke@hg.doe.gov.

I would like to thank you for your continued support throughout this entire process. Should you have any questions regarding these matters, please do not hesitate to contact me on 202-586-0166.

Attachment





Department of Energy

Washington, DC 20585

MAR 1 11 2005

MEMORANDUM FOR DISTRIBUTION

FROM: RICHARD H. HOPF, DIRECTOR
OFFICE OF PROCUREMENT AND
ASSISTANCE MANAGEMENT

ROBERT C. BRADEN, DIRECTOR
OFFICE OF ACQUISITION AND
SUPPLY MANAGEMENT

SUBJECT: Department-wide Information Technology Contracting
Activities

This memorandum is issued in accordance with the Deputy Secretary's memorandum of March 26, 2004 (Attachment 1) regarding the Department of Energy's (DOE's) commitment to a single Department-wide Information Technology (IT) infrastructure, and to continue to identify opportunities for reducing cost, maximizing efficiencies and improving the Department's cyber security posture.

The Department's ability to achieve these objectives will be facilitated, in part, through the implementation of the Information Technology Competitive Sourcing Study (Attachment 2) which is currently being conducted by the Office of the Chief Information Officer. The performance decision resulting from this study is projected for June 2005. All Departmental entities (except major site and facility management contractors) will be required to transition certain IT infrastructure and related services to the IT competitive sourcing performance solution following that award. The target date for completion of this transition is December 31, 2005. To facilitate required transition activities, all current IT and IT support service contracts must be reviewed to develop necessary and appropriate transition strategies, as well as to further identify opportunities to realize benefits from enhancing our current IT environment while also respecting individual program's IT related mission requirements.

To this end, it is imperative that data pertaining to all existing procurement vehicles for IT and IT support services be accurate and complete. A list of all current IT procurement instruments is contained in Attachment 3. All DOE IT services, including support services, which are not provided as part of a site or facility management contract must be included in your survey response. Please review the information in Attachment 3 and revise or update as appropriate. You are also requested to identify any other procurement vehicles for IT or IT services that are not included in Attachment 3.



Please provide your response to Mr. Robert Wilson by **April 1, 2005** at robert.wilson@hq.doe.gov. Subsequently, we will work with your office to determine the specific areas and timetable for contract transition. The transition strategy will be consistent with the published DOE Information Technology Support Services Competitive Sourcing Study performance work statement and the Department-wide single consolidated infrastructure initiative.

Additional guidance and/or policies regarding the IT Competitive Sourcing Study is forthcoming. If you have any questions, please contact Mr. Robert Wilson, Office of the Chief Information Officer, on (301) 903-4604.

Attachments

DISTRIBUTION

Aundra M. Richards, Director, Contracts Division Oakland Operations Office
 Jerry Zimmer, Director, Office of Acquisition & Financial Assistance Golden Field Office
 Charles Dan, Director, Contracts Management Division Rocky Flats Field Office
 John Bashista, Director, Office of Headquarters Procurement Services
 Mike Adams, Acting Director, Contracts Management Division Idaho Operations Office
 Jolm Greenwood, Manager, Acquisition & Assistance Group Chicago Operations Office
 Gary C. Landry, Director, Acquisition & Sales Division Strategic Petroleum Reserves
 Donald J. Garcia, Director, Contracts & Procurement Division Albuquerque Operations Office
 Stanley Colt, Acting Procurement Director, Carlsbad Field Office
 Melody Bell, Director, Contracts Management Division Nevada Operations Office
 Birdie V. Hamilton-Ray, Director, Contracts Management Division Office of Civilian Radioactive Waste Management
 Mona Snyder, Director, Contracts Ohio Field Office
 Michael Allison, Director, Contracts Management Division Savannah River Operations Office
 Charles Crowe, Director, Procurement & Contracts Division Oak Ridge Operations Office
 Anthony E. Lorenz, Director, Procurement Division Richland Operations Office
 Dale Siciliano, Procurement Director National Energy Technology Laboratory

cc:

Deputy Secretary
 Associate Deputy Secretary
 Under Secretary for Energy, Science and Environment
 Assistant Secretary for Energy Efficiency and Renewable Energy
 Assistant Secretary for Environmental Management
 Assistant Secretary for Environment, Safety and Health
 Assistant Secretary for Fossil Energy
 Director, Office of Civilian Radioactive Waste Management
 Director, Office of Electric Transmission and Distribution
 Director, Office of Legacy Management
 Director, Office of Nuclear Energy, Science and Technology
 Director, Office of Science
 Under Secretary for National Nuclear Security Administration
 Executive Director, Secretary of Energy Advisory Board
 Department Representative to the Defense Nuclear Facilities Safety Board
 Assistant Secretary for Congressional and Intergovernmental Affairs
 Assistant Secretary for Policy and International Affairs
 Chief Information Officer
 Administrator, Energy Information Administration
 General Counsel

Inspector General
Director, Office of Counterintelligence
Director, Office of Economic Impact and Diversity
Director, Office of Energy Assurance
Director, Office of Hearing and Appeals
Director, Office of Independent Oversight and Performance Assurance
Director, Office of Intelligence
Director, Office of Management, Budget and Evaluation/ Chief Financial Officer
Director, Office of Public Affairs
Director, Office of Security and Safety Performance Assurance

OPERATIONS OFFICES

Chicago Operations Office
Idaho Operations Office
Oak Ridge Operations Office
Richland Operations Office
Savannah River Operations Office

FIELD OFFICES

Carlsbad Field Office
Golden Field Office
Ohio Field Office
Rocky Flats Field Office



The Deputy Secretary of Energy
Washington, DC 20585

MAR 26 2004

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Director, Office of Worker and Community Transition
Director, Office of Civilian Radioactive Waste Management
Director, Office of Security
Director, Legacy Management
Administrator, Energy Information Administration
Administrator, Bonneville Power Marketing Administration
Administrator, Southeastern Power Administration
Administrator, Southwestern Power Administration
Administrator, Western Area Power Administration

Attachment 3

IT Contract Vehicles

DIRECTIONS

Worksheet 1 contains a list of IT contract vehicles detailed by organization and site. Please review the vehicles for your organization/site and **indicate the Expiration Date in column D**. If for some reason a vehicle is included in your area that should not be, please indicate this in column D instead of providing an expiration date.

Worksheet 2 is a blank spreadsheet for use in identifying all **current contract vehicles** dealing with IT and support services partially or in totality that are NOT included in Worksheet 1. **Please complete all columns provided and include any contracts that should have been included in the Worksheet 1**. This document will serve as a part of the baseline for the IT Competitive Sourcing Study.

This information is requested by April 1st, 2005. Upon completion, please return the Excel spreadsheet file to Mr. Robert Wilson of the Office of the Chief Information Officer at robert.wilson@hq.doe.gov. Should you have any questions please do not hesitate to contact Mr. Wilson via email or on (301) 903-4604.