

## POLICY FLASH 2006-12

DATE: January 31, 2006  
TO: Procurement Directors  
FROM: Office of Procurement and Assistance Policy, MA-61  
Office of Procurement and Assistance Management

SUBJECT: **Implementation of DOE SmartBUY**

SUMMARY: The purpose of this notice is to provide information on the DOE-wide implementation of SmartBUY, an e-government initiative.

### **Background:**

SmartBUY is a government-wide enterprise software licensing initiative. Consistent with Section 5112 of the Clinger-Cohen Act, the Office of Management and Budget (OMB), as part of its statutory direction to improve the acquisition and use of IT in the federal government, has designated the General Services Administration (GSA) as the lead agency to negotiate government-wide enterprise licenses for software. The SmartBUY initiative may include the following types of software licenses: Office Automation; Network Management; Antivirus; Database; Business Modeling Tools; and Open source software support.

### **What is the purpose of this initiative?**

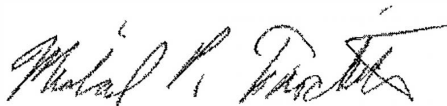
The purpose of this initiative is far-reaching in assuring that the federal government is leveraging its immense buying power to achieve the maximum cost savings and best quality for commercially available IT products and services. In addition, obtaining supplies and services through SmartBUY should decrease administrative lead time because preliminary contract preparations, source selection, and optimum price negotiations have already been accomplished, thus conserving scarce resources.

### How will this affect work processes?

- ▶ Contracting Officers and purchase card holders should ensure that Program Office personnel have vetted SmartBUY IT requirements through the Office of Chief Information Officer SmartBUY Program Manager for approval prior to acquisition processing.
- ▶ Contracting Officers and purchase card holders are advised that new SmartBUY contracts may become available for use from time to time. The CIO's office will publish electronic notification to all users as these events occur. Access the CIO SmartBUY website at <http://cio.doe.gov/SProjects/smartbuy.html> for current actions and related guidance.
- ▶ Contracting Officers are advised that the acquisition of bundled or turn-key systems containing hardware and pre-loaded software are outside the parameters of the SmartBUY initiative, according to current policy and procedural guidance from GSA.
- ▶ The processing and approval of SmartBUY program waivers are the responsibility of the CIO. If waivers occur, they will be coordinated internally by the OCIO with DOE/NNSA procurement offices and GSA.

Attached is the Department's SmartBUY memorandum issued by the OCIO. Additional information regarding DOE's SmartBUY initiative may be obtained from Cuttie Bacon IV, Director of Business Management, OCIO. He can be reached on (202) 586-2000 or e-mail at [Cuttie.Bacon@hg.doe.gov](mailto:Cuttie.Bacon@hg.doe.gov).

Questions concerning this Policy Flash should be directed to Denise P. Wright at (202) 287-1340 or [Denise.Wright@u.hg.doe.gov](mailto:Denise.Wright@u.hg.doe.gov)



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

Attachment



Department of Energy  
Washington, DC 20585

November 18, 2005

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: ROSITA O. PARKEs, J. ( )  
CHIEF INFORMATION OFFICER  
MICHAEL C. KANE  
ASSOCIATE ADMINISTRATIVE MANAGEMENT  
AND ADMINISTRATION

SUBJECT: DOE and NNSA Policy for Utilization of GSA SmartBUY

The Office of Management and Budget (OMB) established the SmartBUY program on June 2, 2003 (Attachment J). SmartBUY policy and procedural guidance, as outlined by OMB and the General Services Administration (GSA), are provided in Attachments 2, 3 and 4.

SmartBUY is a government-wide enterprise software licensing initiative established to maximize the buying power of the government and decrease the cost of widely used commercial software. Agencies are required to use SmartBUY agreements to purchase any commercial off-the-shelf software that is available under those agreements, such as Novell and WinZip (Attachment 5).

- DOE and NNSA procurement staff shall determine if the requirement may be fulfilled through SmartBUY prior to completing any procurement action. This applies to all purchase card holders.
- If the required software is available under existing SmartBUY agreements, the requirement shall be processed through SmartBUY. (Attachment 2)
- If the required software is not available under existing SmartBUY agreements, the requirement shall be processed internally by DOE/NNSA Procurement offices.
- Waiver requests are discouraged and must prove a significant impact on Departmental operations or funding. Waivers will be managed by DOE/NNSA technology and procurement offices, but may only be granted by the General Services Administration (GSA). Attachment 6 provides a GSA sample waiver request. NNSA waiver requests shall be forwarded through the NNSA CIO and coordinated with the DOE CIO. NNSA will provide DOE an advance copy of any waiver request submitted to GSA.



- When a SmartBUY agreement exists, Facilities and Management contractors are authorized and encouraged to consider SmartBUY as a first alternative when procuring IT software.

Implementation procedures are forthcoming. For additional SmartBUY information, please see <http://cio.doe.gov/SProjects/smartbuy.html>. Please contact Mr. Cuttie W. Bacon IV, Director of Business Management, OCIO, with inquiries regarding the DOE SmartBUY initiative at [cuttie.bacon@hq.doe.gov](mailto:cuttie.bacon@hq.doe.gov) or at (202) 586-2000.

Attachments:

1. Office of Management and Budget Memorandum; M-03-14, dated June 2, 2003  
<http://www.whitehouse.gov/omb/memoranda/m03-14.html>
2. Maximizing Use of the SmartBUY Program, dated March 26, 2004
3. Office of Management and Budget Memorandum; M-04-08, dated February, 25, 2004  
<http://www.whitehouse.gov/omb/memoranda/fy04/m04-08.pdf>
4. Office of Management and Budget Memorandum; M-04-16, dated July 1, 2004  
<http://www.whitehouse.gov/omb/memoranda/fy04/m04-16.html>
5. Current SmartBUY Agreements in Place  
<http://www.cio.gov/index.cfm?function=showdocs&category=agreements%20in%20place>
6. SmartBUY Waiver Process, GSA, dated August 6, 2004  
<http://www.cio.gov/documents/20040708finalwaiver-cUpdate.doc>