U.S. Department of Transportation
Office of the Secretary of Transportation

400 Seventh St., S.W.
Washington, D.C. 20590

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MEMORANDUM TO: Departmental Officers
Heads of Operating Administrations

FROM: Daniel P. Matthews
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SUBJECT: Guidelines for Information Technology (IT) Purchases

PURPOSE

The purpose of this memorandum is to establish guidelines for the purchase of IT products/services during the transition to the standard IT products/services in the DOT Technical Reference Model (TRM) and the phased implementation to a DOT Common Operating Environment (COE).

REFERENCES

Clinger-Cohen Act of 1996, Public Law 104-106, February 10, 1996.
Office of Management and Budget Circular A-130, Management of Federal Information Resources, November 30, 2000.
"DOT Information Technology Services Consolidation" memorandum from the DOT Chief of Staff dated October 14, 2003.
DOT Order 1350.2, "Departmental Information Resources Management Manual (DIRMM)".

SCOPE

The memorandum applies to all Operating Administrations (OAs) migrating to the DOT COE, excluding the Federal Aviation Administration (FAA).

The requirements in this memorandum are not applicable to the FAA's National Airspace System (NAS) architecture.

Although express language contained in 49 U.S.C. 106,40110,40121 allows for differing FAA procurement language, the DOT Chief Information Officer (CIO) and the

FAA CIO have agreed to implement these requirements for the FAA administrative network, where practical and where consistent with 49 U.S.C. 106,40110,40121.

BACKGROUND

Each year DOT spends a large portion of its discretionary budget on IT resources, such as computer hardware and software (including licenses), and on maintenance, training and support services for these investments. As required by the Clinger Cohen Act, the Office of Management and Budget, and at the direction of the Secretary of Transportation, the OA CIOs and the DOT CIO have been working together to identify the IT resources currently in place throughout the Department. This process has resulted in the establishment of a baseline IT architecture for the Department. Numerous commonalities were identified in this baseline, and the Department's Architecture Review Board (ARB), as chartered by Chapter 1 of the DIRMM, is in the process of identifying enterprise wide solutions to create efficiencies and reduce redundancies while meeting DOT business requirements.

In addition to identifying current IT resources, DOT has established an Information Technology Task Force (ITTF) and several newly formed IT Commodity Councils to pursue innovative and cost effective means to implement a modernized, standards-based COE that will be implemented throughout DOT in a phased approach from FY 2005-FY 2007. The implementation of this target COE will result in: An interoperable, standards-based IT infrastructure; the ability to implement Enterprise Licensing Agreements to reduce DOT's total cost of ownership of IT resources; and enhanced security of the DOT IT infrastructure. The scope of the ITTF covers: network services; telecommunications services; IT Security; desktop management services; hosting concepts; directory & messaging; service desk; records management; migration issues; physical/structural details; typical employee move process; and, network printers, copiers and fax.

IMPLEMENTATION REQUIREMENTS

Effective October 1, 2004, all commercial software, hardware and telecommunications being procured by contract (including through subcontracts), purchase order, task order (including GSA Schedules), small purchase, purchase card or otherwise, are required to be approved in advance by the OA CIO (or their designated representative). The OA CIO is responsible for ensuring that the requested IT products/services are in compliance with the standards in the DOT TRM and COE.

WAIVERS

Waivers to this memorandum will only be authorized by the DOT CIO, or appropriate designee, after consideration of the recommendation by the DOT ARB.

POINTS OF CONTACT

The points of contact for these guidelines are Darren Ash, OCIO at (202) 366-8973, and Kathy Espenshade, OSPE at (202) 366-4276.