



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release

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Subject

1263 - EQUIPMENT, SOFTWARE, AND SERVICES

1. Explanation of Material Transmitted: This release establishes Bureauwide policy and procedures for the acquisition, development, and utilization of automated data processing equipment, services, and software.
2. Reports Required: None.
3. Material Superseded: None.
4. Filing Instructions: After the attached sheets have been filed as directed, this Transmittal Sheet may be discarded.

REMOVE:

None

INSERT:

1263

(Total: 10 Sheets)

Arnold E. Petty
Deputy Director, Management Services

1263 - EQUIPMENT, SOFTWARE, AND SERVICES

Table of Contents

- .01 Purpose
- .02 Objectives
- .03 Authority
- .04 Responsibility
- .05 Definitions

- .1 Request for Resources
 - .11 Categories of Resources
 - A. Equipment
 - B. Computer Services
 - C. Software
 - .12 Submission of Requests
 - A. Directorate; State Directors; Service Center Director; BLM-Director, BIFC
 - B. District Managers
 - .13 Content of Request
 - A. Person to Contact
 - B. Description of Project
 - C. Action to Date
 - D. Alternate Solutions
 - E. Request Description
 - F. Expected Results
 - G. Other Resources Needed
 - H. Funding
 - I. Other Impacts
 - J. Method of Procurement
 - K. Sensitive Information

- .2 Review and Evaluation of Requests
 - .21 Technical Review
 - A. Feasibility
 - B. Cost/Benefit Analysis
 - C. Available Resources
 - D. Future Impacts
 - E. Conflicts
 - F. Timing
 - .22 Managerial Review
 - A. Type of Request
 - B. Comparison of Goals to Information Systems Objectives
 - C. Assessment of Request Goals
 - D. Other Implications
 - .23 Financial Review
 - .24 Approvals
 - A. Within Limits of 306 DM 4
 - B. Outside Limits of 306 DM 4
 - C. GSA Approval
 - D. Recording Final Action

1263 - EQUIPMENT, SOFTWARE, AND SERVICES

- .3 Inventory of Resources
 - .31 Updating the ADP Resource Inventory
 - .32 Uses of the Inventory

- .4 Automatic Data Processing (ADP) Communications
 - .41 Request for Resources
 - .42 Approvals
 - .43 ADP Data Communication Long-Range Planning
 - .44 Equipment Disposition

- .5 ADP Equipment and Services Reporting
 - .51 Recurring Reports
 - A. GSA C/MIS Forms
 - B. GSA Form 2068A, Quarterly Report of ADP Service
 - C. ADP/MIS Report

Illustrations

1. ADP Management Information System (Form 1260-1)
2. Quarterly Report of ADP Service (GSA Form 2068A)

1263 - EQUIPMENT, SOFTWARE AND SERVICES

.01 Purpose. This Section establishes the procedures for the acquisition, development, and use of Automated Data Processing (ADP) equipment, services, and software.

.02 Objectives. The objectives are to:

A. Ensure that the development and operation of ADP systems and use of ADP equipment, services, and software are consistent with Bureau objectives.

B. Control duplication of systems, equipment, data, services, and software.

.03 Authority. (See BLM Manual Section 1260.03)

.04 Responsibility. (See BLM Manual Section 1260.04)

.05 Definitions. (See BLM Manual Section 1260, Glossary of Terms)

1263 - EQUIPMENT, SOFTWARE, AND SERVICES

.1 Request for Resources. Any BLM organizational unit desiring Automated Data Processing (ADP) equipment, services, and software must document the request and forward it through proper channels as specified below.

.11 Categories of Resources. ADP resources are categorized as follows:

A. Equipment includes computer Central Processing Units (CPUs), data storage devices, disk and tape drives/readers, peripheral equipment, terminals, printers, and ADP communications equipment. The equipment is defined as communication front-ends multiplexors, Private (PVT) Line circuits modems, and dial-up circuits and other related computer hardware.

B. ADP Services includes procurement of contract support to accomplish data processing functions or services and contract personnel to gather data for a data processing application. An example is the data compiled and placed on magnetic tape for input to a computer application.

C. Software includes procurement of commercial, vendor-supplied, and university-supplied software packages and those from other Government agencies.

.12 Submission of Requests. All requests are submitted to the Service Center Director (D-200) for technical evaluation. A copy of the request is also forwarded to the Director (870). The following BLM officials may initiate requests:

A. Directorate, State Directors, Service Center Director, and BLM-Director, Boise Interagency Fire Center (BIFC). These personnel may initiate requests and distribute them in accordance with .12 above.

B. District Managers. Requests originated by District Managers must be submitted through the appropriate State Director.

.13 Content of Requests. Before a request is proposed, the Chief, Office of Data Systems (D-200) and Director (870) may be consulted for assistance or advice. Requests for new starts must contain all data listed in .13 A through K. Requests for equipment or services that are additions to like items previously approved must contain data listed in A and B.

A. Person to Contact. Provide the project manager or office name, title, and telephone number. Include similar information for persons and organizations having coordinating responsibilities.

B. Description of Project. Describe in detail the nature of the project for which the equipment, services, or data is required.

1263 - EQUIPMENT, SOFTWARE, AND SERVICES

C. Action to Date. Describe the status of the project (progress, etc.).

D. Alternate Solutions. List alternative solutions considered or investigated before arriving at a decision to request the equipment or services.

E. Request Description. Describe in detail the equipment or services required.

1. If terminals are requested, include capability and special features, estimated hours of usage, anticipated connect time per call, estimated number of calls daily, number of characters transmitted per call, and peak period.

2. Describe the type of computer system to be used for the project (type, model, series, memory size, peripherals, etc.), if other than the BLM computer system.

F. Expected Results. Describe the results anticipated from completing the project.

G. Other Resources Needed. Describe in detail the amount of money, work force, and period of time this project will require.

H. Funding. Describe the availability of funding and the activity to which the project will be charged.

I. Other Impacts. Describe the potential for planned expansion. Describe the relationship of the proposal to existing capability.

J. Method of Procurement. Describe the procurement method to be used to satisfy the request (e.g., Request for Proposal, Invitation for Bid, competitive or non-competitive, Federal Supply Schedule, evaluation criteria, etc.).

K. Sensitive Information. If sensitive information of any type is to be automated, consult the Director (870), for the applicability of privacy safeguards. If required, submit the information specified on privacy safeguards as outlined in 306 DM 4.

1263 - EQUIPMENT, SOFTWARE, AND SOFTWARE

.2 Review and Evaluation of Requests. Each request is reviewed and evaluated from three viewpoints: technical, managerial, and financial.

.21 Technical Review. The SCD evaluates each request in accordance with the criteria set forth below, 306 DM 4, FPMR, FPR, GSA temporary regulations and OMB Circulars. Within 10 working days, the request, evaluation results, and recommendations are forwarded to the Director (870). The Office of Data Systems (D-200) performs the technical review using the following criteria:

A. Feasibility. Determine that the request is technically feasible and that the requested equipment or service actually accomplishes what is required.

B. Cost/Benefit Analysis. Provide a cost/benefit analysis of:

1. Estimated initial costs of a new computer system (if applicable), such as, cost of site preparation, analysis, programming basic applications, cost of training, files conversion (if needed), parallel operation, etc.

2. Estimated annual operating costs, such as total costs for the computer and related equipment, rental and maintenance; software rental; analyst and programmer personnel required for systems maintenance; operations personnel needed; space; supplies; and power cost, etc.

3. Estimated annual savings: displaced costs (costs of doing the function before the change to new equipment or contracted services), plus value of operation efficiencies, less annual operating costs.

4. Intangible benefits. These are important and sometimes may justify a system where cost benefits are not immediately evident.

5. If the system is mandatory, cite the applicable law, regulation, etc.

C. Available Resources. Determine if the requirements can be met by sharing ADP resources currently available. Consider if consolidation of ADP resources is possible and desirable.

D. Future Impacts. Determine future implications of BLM's being committed or locked into the requested equipment or services. Determine accompanying costs (personnel, other equipment, space, etc.) which can be expected if the request is approved.

E. Conflicts. Determine if the request conflicts with any existing or proposed use of ADP within BLM. If so, determine if conflicts can be resolved. If equipment is being requested, determine if it is compatible with existing BLM hardware. Consider whether compatibility is necessary or desirable and provide reasons for such determination.

1263 - EQUIPMENT, SOFTWARE, AND SERVICES

F. Timing. Consider timing implications. Determine if the equipment or service is reasonably obtainable and will be beneficial. If the request is long-range, assess the BLM ADP environment at the time of implementation. Include implications of future obsolescence.

.22 Managerial Review. The Chief, Division of Information Systems (870) evaluates each request for conformity to information systems objectives and timetables. The following criteria are used:

A. Type of Request. Determine if the request is a new start or a continuation of existing services or efforts. If a continuation, assess results obtained so far.

B. Comparison of Goals to Information Systems Objectives. Determine if the request fits information systems objectives and timetables. Indicate if the service, equipment, or effort will be an interim or long-term function in reaching information systems goals.

C. Assessment of Request Goals. Determine if the request will meet an immediate need that will be satisfied eventually by reaching information systems goals or capabilities.

D. Other Implications. Outline other implications which make the request viable from a bureauwide viewpoint.

.23 Financial Review. Financial criteria are the same as for other requests for funds and for ascertaining that funding is available for the purpose requested. In an interim request which is not in the AWP, a copy of the request, stating the type funding or reallocation, must be sent to the Director (160) whose determination will be documented, sent to (870), and included in the overall management review. If the costs are included and approved in the Annual Work Plan, no additional financial review is necessary.

.24 Approvals.

A. Within Limits of 306 DM 4. All requests that fall within the limits of 306 DM 4 must be approved by the Director (870).

B. Outside Limits of 306 DM 4. All requests outside the limits of 306 DM 4 are submitted to the Director (870). Any necessary approvals are obtained from the Information Resources Manager, Department of the Interior, by the Director (870).

C. GSA Approval. The Director (870) will obtain GSA clearances as outlined in the Federal Property Management Regulation (FPMR) Part 101-35, 101-36, 101-37, Federal Regulations (FPR) Chapter 1 and OMB Circulars such as A-108, A-109, etc.

1263 - EQUIPMENT, SOFTWARE, AND SERVICES

D. Recording Final Action. Copies of all approval/disapproval decisions are sent by Director (870) to the originating office and Service Center Director (D-200). DSC uses this documentation to update the BLM ADP equipment listing.

1263 - EQUIPMENT, SOFTWARE, AND SERVICES

.3 Inventory of Resources. An inventory of ADP resources is maintained by the Service Center (D-200). In order to establish this ADP resource inventory all State Directors, BLM Director - BIFC, Service Center Director, and WO Division Chiefs must complete and submit to DSC (D-200) Form 1260-1, ADP Management Information System, (See Illustration 1) for any purchase or lease of ADP equipment.

.31 Updating the ADP Resource Inventory. The inventory is forwarded semi-annually to each State Director, and Division Chiefs. Each office will match each line item entry on the inventory with the ADP equipment located on site. Discrepancies are annotated and explained, and a copy of the corrected inventory is returned to the Service Center Director (D-200).

.32 Uses of the Inventory. The Service Center Director (D-200) sends to each State Director, the BLM D-BIFC, and each WO Division Chief, a copy of the Bureau's ADP resource inventory for their use. Each official prior to requesting ADP resources must refer to the inventory list for possible locations of surplus equipment. Review of the inventory will assure utilization of current resources and promote sharing of ADP equipment amongst the various offices.

1263 - EQUIPMENT, SOFTWARE, AND SERVICES

.4 Automatic Data Processing (ADP) Communications. The BLM interstate ADP communications network is defined as, "The communications front ends on the Denver central site computer, the multiplexors located in the Denver Service Center (DSC), the circuits between the front ends and/or the State office multiplexors and the modems and dial-up circuits connected to the above mentioned multiplexors." Bureau organizational units requiring ADP communications equipment and/or services to link with the Denver central site computer must forward written requests through the State Telecommunications (TC) Manager to the DSC TC Manager. See BLM Manual Section 9120 for policy and direction on approvals, equipment acquisition, circuit acquisition network management, and network monitoring.

.41 Request for Resources. Any BLM organizational unit desiring to acquire ADP communications equipment, circuits and/or services which are not a part of BLM's interstate network as described in .4 above must submit a request in appropriate format to the State TC Manager as directed by BLM Manual Section 9120.

.42 Approvals. (See BLM Manual Section 9120.)

.43 ADP Communications Long Range Planning. Each State Office is required to have a TC Services Plan. This plan is updated annually on or before January 1. The short-and long-range plans for intrastate ADP TC needs are to be included in this document. If any State plan impacts another State, DSC, or BIFC, a copy of that portion of the plan must be forwarded to the impacted organization, Attn: TC Manager, and the TC Manager must coordinate with the State ADP coordinator.

.44 Equipment Disposition. Bureau officials must report any excess ADP equipment under their control to the Service Center Director (D-200) as soon as equipment is determined surplus or 120 days prior to disposition. Include in the report: organization, equipment location, make and model, condition, age, and whether the equipment is leased or owned. (On leased equipment, report lease/purchase option credits accumulated and dollar amount remaining for purchase, and whether a maintenance contract exists.) Prepare and send Standard Form 120, Disposal of Excess Equipment, with the report. The DSC will offer equipment available to other bureaus if equipment is excess to all other BLM office needs.

1263 - EQUIPMENT, SOFTWARE, AND SERVICES

.5 Automatic Data Processing (ADP) Equipment and Services Reporting.

Reporting of ADP equipment and services is required both on a recurring and on an as-required basis.

.51 Recurring Reports. Three types of recurring reports are required for ADP equipment and services. There are reports of terminal usage, data processing/telecommunications (TC) services, and data processing/TC equipment.

A. GSA Communications/Management Information Systems (C/MIS) Forms, (GSA Forms 2936, 2936A, 2936B, 2936C and 2936D). These are required as appropriate for necessary approvals prior to acquisition of non-voice communications equipment, circuits, and/or services. (See BLM Manual Section 9120 for specific instructions.)

B. GSA Form 2068A, Quarterly Report of ADP Service. BLM offices using commercial (or non-BLM) sources of data processing or TC services must submit GSA Form 2068A (per FPMR 101-26) to GSA on a quarterly basis. (See Illustration 2.)

C. ADP/MIS Report. This report (required by Federal Management Circular 74-2) is an inventory of all BLM ADP equipment. The Chief, Office of Data Systems (D-200) maintains an up-to-date inventory as follows:

1. D-200 sends two copies of each office equipment inventory to the appropriate APD Coordinator quarterly for updating the master file.
2. Bureau offices make necessary corrections, additions, and deletions and return the inventory to Service Center Director (D-200).
3. New equipment is added to the inventory when equipment is delivered.

D. Distribution of the Report. The Service Center Director (D-200) forwards the inventory of BLM's ADP equipment in ADP/MIS format to Director (870), who forwards it to the Department of Interior, Office of Information Resources Management.

1263 - EQUIPMENT, SERVICES, AND SOFTWARE

ADP Management Information System
(ADP Equipment Owned or Leased)

Form 1260-1 (July 1982) (formerly DSC 1262-3)	UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT ADP MANAGEMENT INFORMATION SYSTEM (ADP Equipment Owned or Leased)	BLM (check appropriate box) <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased Equipment Inventory (check appropriate box) <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Change <input type="checkbox"/> Deletion		
1a. Location of Equipment and Office Code <i>Bureau of Land Management, 18th C Sts. NW, Washington, DC. Rm 3531, AA 834</i>				
b. Type of Equipment <i>Digital Dec Weibee III</i>		c. Manufacturer <i>Alanthus Data Communications</i>		
2a. Supplier (if other than manufacturer)		b. Model No. <i>LA 120</i>	c. Serial No. <i>WF 0651</i>	d. BLM Property No. <i>205913</i>
3. Acquisition Source (check appropriate box) <input checked="" type="checkbox"/> Inter-Agency Transfer <input type="checkbox"/> Intra-Agency Transfer <input type="checkbox"/> Equipment Manufacturer <input type="checkbox"/> Other (explain)				3a. Give Original Government Acquisition Date.
4. Type of Maintenance (check appropriate box) <input type="checkbox"/> Principle Period of Maintenance (PPM), plus remedial maintenance, as required. <input type="checkbox"/> Extended Period of Maintenance, beyond (PPM), plus remedial maintenance, as required. <input checked="" type="checkbox"/> Maintenance on a parts and labor basis only. <input type="checkbox"/> Other (explain)				
5. DATE Acquisition <i>12/21/81</i> Purchase Order <i>756898</i> Equipment was received <i>2/15/82</i>		6. PRICE Purchase <i>\$2,200.00</i> Monthly Maintenance _____ Monthly Lease (does this include maintenance costs) <input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Lease With Option to Purchase (LWOP) Credit Percentage _____ Purchase Price Percentage _____		8. Was Equipment Procured through Federal Supply Schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "yes," give schedule number.)		
9. Comments:				
Submitted by <i>John Doe</i>		Title <i>Chief, Division Data Processing</i>		
Office <i>890</i>		Date <i>3/2/83</i>	Telephone No. (include area code) <i>(404) - 456-8800</i>	
(Instructions on reverse)				

1263 - EQUIPMENT, SERVICES, AND SOFTWARE

ADP Management Information System
(ADP Equipment Owned or Leased)

GENERAL INSTRUCTIONS

BLM OWNERSHIP - Indicate if equipment is owned or leased.

EQUIPMENT INVENTORY - Indicate whether form is being submitted to show an addition, change, or deletion to existing ADP/MIS equipment inventory.

Submit completed form to ADP/MIS Coordinator, Management Support Staff (D-201), Office of Data Systems, DSC.

SPECIFIC INSTRUCTIONS

(Items not listed are self-explanatory)

Item

- 1a LOCATION OF EQUIPMENT - State, District, RAH, etc., where equipment is installed. Also mail/office code.
- b TYPE OF EQUIPMENT - Indicate Terminal, Printer, Coupler, Word Processor, etc.
- 2a SUPPLIER - Complete only if supplier is other than manufacturer.
- 3 ACQUISITION SOURCE - (1) Inter-Agency Transfer - Indicate if equipment was acquired from another Government Agency. (2) Intra-Agency Transfer - Indicate if equipment was acquired from another BLM Office. (3) Equipment Manufacturer - Indicate if equipment was purchased/leased from manufacturer.
- 4 TYPE OF MAINTENANCE - If type of maintenance is not listed, explain under "other."
- 6 PRICE - (1) Purchase - This is required, even if equipment is being leased. Show purchase price at time of order. (2) Monthly Maintenance - Monthly cost for established maintenance agreement with a vendor. (3) Monthly Lease - Monthly cost on leased equipment.
- 7 LEASE WITH OPTION TO PURCHASE (LWOP) - (1) Credit Percentage - This percentage is that shown in appropriate GSA Schedule, indicating amount of credits toward purchase which can be accrued for a particular piece of equipment. (2) Purchase Price Percentage - This figure is the percentage shown in appropriate GSA Schedule of actual purchase price for which POC's (*Purchase Option Credits*) may be applied.
- 8 EQUIPMENT PROCURED THROUGH FEDERAL SUPPLY SCHEDULE - Check "yes" if equipment was obtained through the Federal Supply Schedule, check "no" if equipment was procured differently. Use schedule number only on leased equipment.
- 9 COMMENTS - Use this space for any additional information or comments.

1263 - EQUIPMENT, SERVICES, AND SOFTWARE

Quarterly Report of ADP Service Provided to Another Agency
or Obtained from a Commercial Source

GENERAL SERVICES ADMINISTRATION QUARTERLY REPORT OF ADP SERVICE PROVIDED TO ANOTHER AGENCY OR OBTAINED FROM A COMMERCIAL SOURCE <i>(See Instructions on reverse)</i>		DATE	FOR EXCHANGE USE ONLY	JOB CODE	
		WORK BASIS <input type="checkbox"/> NORMAL <input type="checkbox"/> EMERGENCY	JOB TITLE		
I. REPORTED BY	1. AGENCY NAME AND ADDRESS (COMPLETE MAILING ADDRESS, INCLUDING ZIP CODE) <i>Division of Engineering Bureau of Land Management Denver Federal Center, Bldg 50 Denver, Colo. 80225</i>		2. INDIVIDUAL TO CONTACT (FULL NAME) <i>Glen E. Coffman</i>		
			TITLE: ORGANIZATION <i>Division of Engineering</i>		
II. PROVIDED TO/ OBTAINED FROM	3. AGENCY SERVICE PROVIDED TO (COMPLETE MAILING ADDRESS, INCLUDING ZIP CODE)		4. COMMERCIAL SOURCE SERVICE OBTAINED FROM (CONTRACTOR'S COMPLETE NAME & MAILING ADDRESS, INCLUDING ZIP CODE) <i>Action Keypunch Service 575 Union Blvd. Lakewood, Colo. 80226</i>		
			TELEPHONE <i>234-2264</i> EXTENSION		
III. FREQUENCY, TYPE AND COST OF SERVICE	5. SERVICE WAS <input checked="" type="checkbox"/> ONE-TIME <input type="checkbox"/> RECURRING		6. FREQUENCY WITH WHICH SERVICES WERE OBTAINED OR PROVIDED <input type="checkbox"/> DAILY <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> OTHER (SPECIFY)		
	7. WAS SERVICE PROVIDED ON A REIMBURSABLE BASIS? <input type="checkbox"/> YES <input type="checkbox"/> NO		8. METHOD USED TO COMPUTE CHARGES <input checked="" type="checkbox"/> HOURLY RATE <input type="checkbox"/> INTERAGENCY AGREEMENT <input type="checkbox"/> JOB PRICE <input type="checkbox"/> OTHER (SPECIFY)		
	9. TYPE OF SERVICE		TOTAL HOURS	HOURLY RATE SCHEDULE	COST (Act. for Reimb. Est. for Non-Reimb.)
	COMPUTER*			\$	\$
	PUNCHED CARD EQUIPMENT				
DATA PREPARATION		<i>310</i>	<i>5.00</i>	<i>1500</i>	
PROGRAMMING					
EQUIPMENT OPERATORS - COMPUTER					
EQUIPMENT OPERATORS - PUNCHED CARD					
*TOTAL OTHER (SEE ATTACHMENTS)					
*COMPUTER TYPE & MODEL USED					
		TOTAL COST		\$ <i>1,500</i>	
IV. DESCRIPTION OF SERVICE	10. DESCRIPTION OF WORK OBTAINED/PROVIDED (ENGINEERING, GENERAL ACCOUNTING, PAYROLL, ETC.) <i>Keypunch Services</i>				
	11. SERVICES WERE OBTAINED/PROVIDED FOR: <input type="checkbox"/> PEAK LOAD <input checked="" type="checkbox"/> DEVELOPMENT OF NEW PROGRAMS <input type="checkbox"/> PRIOR TO INITIAL EQUIPMENT INSTALLATION <input type="checkbox"/> OTHER (DESCRIBE)		12. WHICH OF THE FOLLOWING, IF ANY, PRESENTED A PROBLEM IN OBTAINING OR PROVIDING SERVICES? <input type="checkbox"/> ESTABLISHING PRIORITIES <input type="checkbox"/> TRANSPORTATION OF SOURCE DATA <input type="checkbox"/> OTHER (DESCRIBE) <input type="checkbox"/> ASSURING ACCURACY <input type="checkbox"/> AGREEMENT <input type="checkbox"/> MEETING DEADLINES <input type="checkbox"/> SECURITY CLEARANCE <input type="checkbox"/> POOR WORKING CONDITIONS <input type="checkbox"/> PROVIDING OPERATORS		