




DEPARTMENT OF THE TREASURY
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Acquisition Bulletin (AB)
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MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM:

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Senior Procurement Executive
Office of the Procurement Executive

SUBJECT:

Bureau Reporting on High Impact Acquisitions

Purpose: This AB establishes annual and ongoing reporting requirements for High Impact Acquisitions (HIA). The purpose of this AB is to ensure that the Senior Procurement Executive (SPE) has visibility into such activity.

Effective Date: This AB is effective immediately.

Expiration Date: This AB will expire when cancelled or superseded.

Background: Pursuant to Treasury Directive 12-11, the SPE has responsibility for the maintenance and oversight of the procurement system for all of Treasury and it is important that the SPE be informed whenever a high impact procurement action occurs that might come to the attention of the Department's executive body. Ongoing and timely reporting of such activity is necessary in order for the SPE to exercise oversight responsibilities effectively.

High Impact Acquisitions are ongoing, planned, or anticipated procurement actions, defined by the following criteria:

1. Acquisitions with an estimated value of more than \$10 million.
2. Acquisitions with an estimated value more than \$1 million if the proposed acquisitions involve more than one Bureau, excluding Administrative Resource Center (ARC) support of other Treasury Bureaus;
3. Acquisitions that require a review by the Treasury Investment Review Board (TIRB);
4. Competitive sourcing actions under OMB Circular A-76;
5. Acquisition actions that may be controversial or otherwise sensitive such that they warrant the attention of the SPE, for example, relevant protests or claims, or acquisitions in which interest or inquiries have been expressed by either the White House or Congress, Inspectors General (OIG and TIGTA), or Government Accountability Office (GAO).

Required Actions: All Bureau Chief Procurement Officers shall:

1. **Complete the initial High Impact Acquisition Table:** Each Bureau Chief Procurement Officer (BCPO) shall deliver to the SPE a completed report on all HIAs under his or her authority. Each high impact acquisition shall be individually identified and shall contain the information as listed in the template table, attached. Planned / In Process HIA shall include a copy of the Acquisition Plan or a due date for its completion. The initial HIA report shall be delivered to the SPE not later than March 31, 2006.
2. **Provide ongoing reporting to the SPE of High Impact Acquisition changes:** Whenever a high impact acquisition action is initiated or planned, the BCPO shall inform the SPE in writing as soon as possible, and always before public notification, e.g., in FedBizOpps or e-Buy. The information conveyed to the SPE shall include at a minimum an entry for the attached High Impact Acquisition Table. The BCPO shall report changes or a full update to previously provided information in the Table (for example, to remove completed or cancelled acquisitions and update points of contact) as frequently as feasible. Annual Bureau verification and update of high impact acquisition reports is required. At the beginning of each fiscal year, not later than November 1st, the BCPO shall provide to OPE the current version of the Bureau's high impact acquisition report.

Any Treasury Bureau that has a planned or existing procurement action that falls under the High Impact Acquisition criteria detailed above and determines that such actions do not warrant reporting shall submit a waiver to John Fallon at john.fallon@do.treas.gov. The submitted waiver request will include a detailed justification explaining why the listed action(s) should be excused from the reporting requirement as required in the subject Acquisition Bulletin.

Questions about this AB may be directed to John Fallon at john.fallon@do.treas.gov or (202) 622-0248.

Attachment: High Impact Acquisition Table