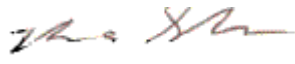


MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Thomas A. Sharpe, Jr. 
Senior Procurement Executive
Office of the Procurement Executive

SUBJECT: High Impact Acquisitions (HIA) and Contract Management Reviews

Purpose: This is a revision of Acquisition Bulletin (AB) 06-04, High Impact Acquisitions, dated March 1, 2006. This AB revises AB 06-04 by refining the definition of High Impact Acquisitions (HIA) and establishing a quarterly review requirement, initially for HIA related to Major Information Technology (IT) investments. The purpose of this AB is to ensure visibility into HIA planning and contract management activities.

Effective Date: This AB is effective immediately.

Expiration Date: This AB will expire when cancelled or superseded.

Background: On March 1, 2006, the Senior Procurement Executive (SPE) issued AB 06-04, which required the active and ongoing identification of ongoing, planned or anticipated HIA. HIA are procurement actions that are:

1. estimated to be of value greater than \$10 million;
2. related to investments that require a review by the Treasury Investment Review Board (TIRB);
3. Competitive Sourcing actions under OMB Circular A-76; or
4. controversial or otherwise sensitive such that they warrant the attention of the SPE, for example, complex or high profile multiple-bureau purchases, 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).

Procurement actions, for the purpose of this AB, include the award of new contracts, execution of interagency agreements, issuance of purchase orders, and issuance of task or delivery orders against existing contracts or agreements.

This AB is intended to improve program and contract management of HIA related to Major IT investments. Major IT investments require review by the Treasury Investment Review Board, meeting HIA criteria number 2.

A critical part of improving IT program and contract management is to improve communication and coordination among Program Managers (PMs), Contracting Officers' Technical Representatives (COTRs), and Contracting Officers (COs). This will be accomplished, in part, by incorporating a quarterly contract review as part of the Capital Planning and Investment Control (CPIC) Process for major IT investments, with Contracting Officers utilizing the Department of the Treasury's Enterprise Portfolio Management tool, ProSight, to document their review. The review will take place as part of the overall Control review process already in place for major IT investments. Program Managers have identified the contracts and Contracting Officers involved through their OMB Exhibit 300 submissions.

We plan to add non-IT HIA to the ProSight tool in the near future and will require a similar quarterly contract review by Contracting Officers. At that time, we will eliminate the need to update the Excel spreadsheet associated with this AB and will track and update our HIA quarterly in the ProSight tool. These plans will be communicated by issuance of a further revision to this AB.

Required Actions: All Bureau Chief Procurement Officers shall:

1. Continue to provide ongoing reporting to the SPE of HIA list updates.

Whenever a HIA is initiated or planned that meets criteria 1, 3 or 4, the BCPO shall inform the SPE in writing as soon as possible, and always before public notification, e.g., in FedBizOpps or e-Buy. HIAs meeting only criteria 2 will be identified by Program Managers in their OMB Exhibit 300s and do not require BCPO notification of the SPE (unless they meet also criteria 1, 3, or 4.) The information conveyed to the SPE shall include at a minimum an entry for the attached *High Impact Acquisition Table*. In keeping with the quarterly cycle of Major IT investment reviews, quarterly Bureau verification and update of the Table is required. HIA that are captured in the ProSight tool do not need to be included or updated in the Table and information in ProSight will be updated during the quarterly review process. (See Required Action 2, below.)

2. Cause their cognizant Contracting Officers to complete the quarterly review process of HIA.

Each quarter, in connection with the Capital Planning and Investment Control process, the SPE will use the HIA list to identify contracts requiring review in the ProSight tool. Initially, this list will be limited to contracts related to Major IT Projects; subsequent quarterly reviews will include all HIA.

Contracting Officers will be contacted directly with an email request to review their contracts' status in the ProSight tool. A copy of the email request will be sent to the relevant BCPO to

assure that the correct Contracting Officer is assigned the task of reviewing the contract. The details of these arrangements may be modified by mutual agreement of a BCPO and OPE.

A CO is required to make a judgment as to the status of contract cost, schedule, and performance. Additionally, the CO will certify that he or she and the COTR have the appropriate acquisition qualifications per OFPP memo 05-01 and DTAR 1001.67, respectively.

OPE does not require BCPO approval of CO reviews, but will provide BCPOs with a means to track the status and results of their CO inputs. BCPOs, at their discretion, may require an internal review prior to finalization of reviews. Instructions for the use of the ProSight tool will be maintained on the OPE intranet at http://intranet.treas.gov/procurement/prosight_tool_instructions.asp

Any Treasury Bureau that has a planned or existing procurement action that falls under the HIA criteria detailed above and determines that such actions do not warrant reporting shall submit a waiver to OPE. The 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.

Communications related to this AB may be directed to Kevin Youel Page at kevin.youel-page@do.treas.gov or (202) 622-0651.

Attachments: High Impact Acquisition Table