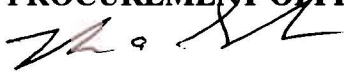


MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

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

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

Purpose: This is a revision of Acquisition Bulletin (AB) 06-04 R1, High Impact Acquisitions, dated September 29, 2006. This AB supersedes AB 06-04R1 by establishing a quarterly review requirement for all major Information Technology (IT) and non-IT HIA investments in the ProSight database. 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Expiration Date: This AB will expire when cancelled or superseded.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: HIAs are defined by the Senior Procurement Executive (SPE) as:

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).

Note: Item 2 is also referred to as IT HIAs and items 1, 3 and 4 are referred to as non-IT HIAs.

HIA procurement actions, for the purpose of this AB, include pre-award, award and administration of: contracts, interagency agreements, purchase orders, and task or delivery orders against existing contracts or agreements.

HIAs are reviewed quarterly. OPE provides advance notice of HIA Quarterly Reviews and reviewers have up to three weeks to input and or certify information in ProSight. (Note: Quarterly review timeframes coincide with the master Capital Planning and Investment Control (CPIC) calendar.)

The purpose of the HIA Quarterly review is to improve visibility into HIAs as well as contract management by improving communication and coordination among Program Managers (PMs), Contracting Officer's Technical Representatives (COTRs), and Contracting Officers (COs).

Prior to this AB, only major IT investments were part of OPE's quarterly contract review in ProSight, while the non-IT investments were being reported to OPE on the spreadsheet attached to AB 06-04R1. The reason for this distinction between tracking major IT investments reviewed by the TIRB in ProSight and non-IT investments on spreadsheets was access to technology in place at the time. Program managers were already required by the Office of Management and Budget (OMB) Circular A-11 to report CPIC assets on OMB Exhibit 300. Treasury's Enterprise Portfolio Management tool, ProSight, correlates the Exhibit 300 information and generates a full Exhibit 300 report for submission to OMB. This tool was upgraded to include OPE's HIA Quarterly Review of major IT investments by COs. The non-IT investments were not accommodated in ProSight making it easier to report them to OPE on the spreadsheet attached to the AB 06-04R1.

ProSight 7.0 was recently installed. It accommodates both IT and non-IT HIAs. COs (or BCPO designee(s)) are now responsible for inputting and updating non-IT HIAs in the database. Program offices will continue to input all IT contracts reviewed by the Treasury Investment Review Board into the ProSight database; and COs will continue to update those IT contracts in ProSight.

The High Impact Acquisition Quarterly Review Guidance version 3.0 is now available at http://intranet.treas.gov/procurement/prosight_tool_instructions.asp. It was published on April 3, 2008 to capture changes as a result of migrating to ProSight7.0 and provides instructions to COs for performing the Quarterly HIA review of both IT and non-IT HIAs.

Required Actions: All Bureau Chief Procurement Officers shall:

1. Report HIAs in ProSight.

Whenever an HIA is initiated or planned that meets criteria 1, 3 or 4, the BCPO shall have it entered into ProSight early in the planning process, as soon as the need is identified and always in advance of any public notification, e.g., in FedBizOpps or e-Buy. HIAs meeting only criterion 2 will be identified by Program Managers in their OMB Exhibit 300s and do not require BCPO notification to the SPE (unless they meet criteria 1, 3, or 4.)

2. Complete the quarterly review process of HIAs.

Each quarter, as designated on the CPIC calendar, COs 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 CO is assigned the task of reviewing the contract. The details of these arrangements may be modified by mutual agreement between the BCPO and OPE.

A CO is required to make a judgment as to the status of earned value management, 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 and the CO will certify the information by adding a date as to when the review was complete and accurate.

OPE does not require BCPO approval of CO reviews, but BCPOs now have access to data in ProSight. 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 request to OPE. The waiver request will include a detailed justification explaining why the listed action(s) should be excluded from the reporting requirement as required in the subject Acquisition Bulletin.

Communications related to this AB may be directed to Karen Davis at karen.davis@do.treas.gov or (202) 622-2092.