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**Department of Energy**  
**Privacy Impact Assessment (PIA)**

**Name of Project: Industry Interactive Procurement System (IIPS)**  
**Bureau: Department of Energy**  
**Project's Unique ID: IIPS**  
**Date: July 30, 2008**

**A. CONTACT INFORMATION:**

- 1. Who is the person completing this document? (Name, title, organization and contact information).**

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- 2. Who is the system owner? (Name, organization and contact information).**

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- 3. Who is the system manager for this system or application? (Name, organization, and contact information).**

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- 4. Who is the IT Security Manager who reviewed this document? (Name, organization, and contact information).**

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- 5. Who is the Privacy Act Officer who reviewed this document?**

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**B. SYSTEM APPLICATION/GENERAL INFORMATION:**

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**1. Does this system contain any information about individuals?**

Yes

**a. Is this information identifiable to the individual<sup>1</sup>?**

IIPS does not collect any information about individuals in an identifiable form as defined by OMB Memo M-03-22. We do not collect SSN; we do not collect TIN. The people who are registering to submit proposals and application on IIPS are registering on behalf of their company or organization. They are never requested to provide any personal information besides their name.

**b. Is the information about individual members of the public?**

Yes. Information is about vendors (who are considered members of the public unless an award is made) interested in receiving information about changes to specific DOE solicitations and submitting proposal/application information to DOE. (vendors do not have to register to view solicitations in IIPS)

**c. Is the information about employees?**

Yes – some information is about DOE employees in Procurement Offices who will be posting solicitations or processing proposals received.

**2. What is the purpose of the system/application?**

The U.S. DOE “e-center” is the Department of Energy’s web site for information on doing business with the Department of Energy, including viewing current business opportunities, registering to submit proposals, and obtaining information and guidance on the acquisition and financial assistance award process. The Industry Interactive Procurement Systems (IIPS) is the application “engine” at the heart of the DOE e-center, and supports the interface and information transactions between government and government and between government and industry.

IIPS:

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<sup>1</sup> “Identifiable Form” - According to the OMB Memo M-03-22, this means information in an IT system or online collection: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors).

- Enables DOE end users and members of the public to request and receive email notification of updates to specific solicitations. Enables proposal & application submission as appropriate to the DOE in response to a variety of procurement, financial assistance, and contracting actions/options;
- Enables review of proposals by Proposal Evaluators & Project Managers; and
- Enables Contracting Officers to receive questions, publish responses, and receive revised proposals and applications to a prior submission
- Publishes announcements to appropriate inter-agency web sites – Grants.gov or FedBizOpps

**3. What legal authority authorizes the purchase or development of this system/application?**

Department of Energy Authorization Act, Title 42, United States Code (U.S.C), Section 7101 et. seq., 50 U.S.C. 2401 et. seq.; Freedom of Information Act, 5 U.S.C. 552.

**C. DATA in the SYSTEM:**

**1. What categories of individuals are covered in the system?**

The categories of individuals include 1) vendors interested in receiving DOE solicitations and submitting proposal information to DOE and 2) DOE employees in Procurement and Program Offices who post and process solicitations and proposals.

**2. What are the sources of the information in the system?**

- a. Is the source of the information from the individual or is it taken from another source? If not directly from the individual, then what other source?**

Directly from the individual representing the vendor, or from DOE employees.

- b. What Federal agencies are providing data for use in the system?**

None.

- c. What Tribal, State and local agencies are providing data for use in the system?**

None

- d. From what other third party sources will data be collected?**

None

**e. What information will be collected from the employee and the public?**

From employees: First and last Name, work address, email address and work phone number.

From the Public: Company name, type of ownership, DUNS number, address, first and last name, email address, phone #, and user generated password for the user to login to the system.

**3. Accuracy, Timeliness, and Reliability**

- a. How will data collected from sources other than DOE records be verified for accuracy? b. How will data be checked for completeness? c. Is the data current? What steps or procedures are taken to ensure the data is current and not out-of-date? Name the document (e.g., data models).**

IIPS does not verify the accuracy or completeness of the vendor data. The accuracy, completeness, and currency of the vendor data in the system is the responsibility of the user providing the vendor data. The system provides a secure mechanism for users to view and update their data in the system.

- d. Are the data elements described in detail and documented? If yes, what is the name of the document?**

Yes, data elements are described in IIPS system documentation.

**D. ATTRIBUTES OF THE DATA:**

- 1. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?**

All vendor data in the system is relevant and necessary for DOE to provide vendors the capability to receive DOE solicitations and submit proposal/bid information to DOE.

- 2. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?**

No

- 3. Will the new data be placed in the individual's record?**

N/A

- 4. Can the system make determinations about employees/public that would not be possible without the new data?**

N/A

- 5. How will the new data be verified for relevance and accuracy?**

N/A

- 6. If the data is being consolidated, what controls are in place to protect the data from unauthorized access or use?**

Data is not being consolidated in this system.

- 7. If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access?**

Processes are not being consolidated.

- 8. How will the data be retrieved? Does a personal identifier retrieve the data? If yes, explain and list the identifiers that will be used to retrieve information on the individual.**

Data may be retrieved by 1) vendor name, DUNS #, and proposal or bid number for vendors, or 2) by DOE employee name for DOE employees.

- 9. What kinds of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?**

None

- 10. What opportunities do individuals have to decline to provide information (i.e., where providing information is voluntary) or to consent to particular uses of the information (other than required or authorized uses), and how individuals can grant consent.)**

During the new user registration process the applicant may choose to enter personal information in the online registration page. In order to be a registered user of the system and submit proposal/application information to DOE through the system, the applicant must enter all required vendor information along with the name of the vendor contact who is registering.

**E. MAINTENANCE AND ADMINISTRATIVE CONTROLS:**

- 1. If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?**

The system and data are maintained at a single site; however, DOE employees from across the Department who are responsible for the management and operation of the system may access the system via the internet. These employees are trained to ensure the consistent management and operation of this system across the DOE complex.

- 2. What are the retention periods of data in this system?**

Data in the system is retained indefinitely.

- 3. What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept?**

N/A

- 4. Is the system using technologies in ways that the DOE has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?**

No

- 5. How does the use of this technology affect public/employee privacy?**

N/A

- 6. Will this system provide the capability to identify, locate, and monitor individuals? If yes, explain.**

No

- 7. What kinds of information are collected as a function of the monitoring of individuals?**

N/A

- 8. What controls will be used to prevent unauthorized monitoring?**

IIPS established policies and procedures for controlling and monitoring access to the system. These are defined in "Security Plan for IIPS," September 2006, Version 2.4.

- 9. Under which Privacy Act systems of records notice does the system operate? Provide number and name.**

✓ DOE-82 – Grant and Contract Records for Research Projects, Science Education, and Related Activities.

**10. If the system is being modified, will the Privacy Act system of records notice require amendment or revision? Explain.**

N/A

**F. ACCESS TO DATA:**

**1. Who will have access to the data in the system? (e.g., contractors, users, managers, system administrators, developers, tribes, other)**

Registered vendors will have access to view and change their own personal data stored in the system.

Authorized DOE federal personnel will have access to view specific data in the system based on their role and responsibility. System Administrators and help desk staff will have access to all data in the system in order to operate and maintain the system.

**2. How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?**

System Access control lists are established to control access to data in the system to meet the required role and responsibility of the individual. The process is documented in the "Security Plan for IIPS," September 2006, Version 2.4.

**3. Will users have access to all data in the system or will the user's access be restricted? Explain.**

Anonymous users may view publicly available solicitation data in the system while registered vendors access is restricted to viewing publicly available solicitation data, directed solicitation data in the system, and to viewing and modifying their individual data. Based on role and responsibility, authorized DOE managers are provided access to vendor data in order to review bids and proposals and select and award contracts and grants. System Administrators and help desk staff have access to all data in the system in order to maintain the system and assist users with issues and problems.

**4. What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access? (Please list processes and training materials)**

Technical and administrative controls are in place to prevent the misuse of data by individuals with access. The technical controls include restricted access via user-id and password based on user responsibility and job function. These access controls are defined in the system security plan. A "Rules of Behavior" link containing consequences for violating the rules are displayed to the user each time the user logs onto the system. Administrative controls include separation of duties so individuals only have access to appropriate pieces of personal information, and use of system audit logs to monitor access and user activity in the system.

**5. Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? If yes, were Privacy Act contract clauses inserted in their contracts and other regulatory measures addressed?**

Yes, contractors were involved in the design and development and are involved in the maintenance of the system. Personal information from IIPS may be disclosed to these contractors and their officers and employees in performance of their contracts. Individuals provided with this type of information are subject to the same limitations applicable to DOE officers and employees under the Privacy Act, 5 U.S.C. 552a.

✓ Contract language states that data covered by the Privacy Act may be disclosed to contractors and their officers and employees. Any information that is obtained or viewed shall be on a need to know basis. Contractors are required to safeguard all information that they may obtain in accordance with the provisions of the Privacy Act and the requirements of the DOE. The contractor shall ensure that all DOE documents and software processed, and the information contained therein, are protected from unauthorized use and mishandling by assigned personnel.

**6. Do other systems share data or have access to the data in the system? If yes, explain.**

Yes, the IIPS interfaces with following systems:

- FedBizOpps [FBO] – Government website at <http://www.FedBizOpps.gov> used as focal point for viewing procurement opportunities primarily by industry. As of October 1, 2001, IIPS has been able to link its contract actions at FedBizOpps.
- Grants.gov (Find) – Government website at <http://www.grants.gov> used as the focal point for viewing Financial Assistance opportunities. As of March 1, 2003, IIPS has been able to transmit its grant opportunities to Grants.gov (Find).

Note: FedBizOpps & Grants.gov utilize indirect, one-way connection from IIPS to FBO and from IIPS to Grants.gov, via e-mail



- Grants.gov (Apply) – Government website at <http://www.grants.gov> used as the central location to apply for any federal grant opportunity. As of April 2004, IIPS has been able to retrieve grant applications submitted through Grants.gov.

Note: Grants.gov utilizes indirect, one-way connection from IIPS to Grants.gov, via SSL-secured web services calls

- PATS – Indirect, one-way connection from IIPS to PATS via the Lotus Notes Remote Procedure Call (RPC) on TCP port 1352.

**7. Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?**

System Owner

**8. Will other agencies share data or have access to the data in this system (Federal, State, Local, and Other (e.g., Tribal)?**

Yes, Department of Health & Human Services (HHS), and General Services Administration (GSA).

**9. How will the data be used by the other agency?**

HHS and GSA will use the data to publish DOE solicitation and to receive bids and proposals from vendors.

**10. Who is responsible for assuring proper use of the data?**

System Owner

**PIA Approval Signatures**

*Original copy signed and on file with the DOE Privacy Office.*