



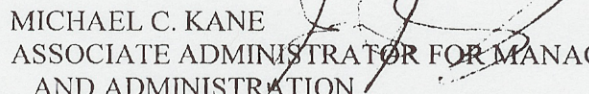
Department of Energy
Washington, DC 20585

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MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM:

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CHIEF INFORMATION OFFICER


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ASSOCIATE ADMINISTRATOR FOR MANAGEMENT
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SUBJECT:

DOE and NNSA Policy for Utilization of GSA SmartBUY

The Office of Management and Budget (OMB) established the SmartBUY program on June 2, 2003 (Attachment 1). SmartBUY policy and procedural guidance, as outlined by OMB and the General Services Administration (GSA), are provided in Attachments 2, 3 and 4.

SmartBUY is a government-wide enterprise software licensing initiative established to maximize the buying power of the government and decrease the cost of widely used commercial software. Agencies are required to use SmartBUY agreements to purchase any commercial off-the-shelf software that is available under those agreements, such as Novell and WinZip (Attachment 5).

- DOE and NNSA procurement staff shall determine if the requirement may be fulfilled through SmartBUY prior to completing any procurement action. This applies to all purchase card holders.
- If the required software is available under existing SmartBUY agreements, the requirement shall be processed through SmartBUY. (Attachment 2)
- If the required software is not available under existing SmartBUY agreements, the requirement shall be processed internally by DOE/NNSA Procurement offices.
- Waiver requests are discouraged and must prove a significant impact on Departmental operations or funding. Waivers will be managed by DOE/NNSA technology and procurement offices, but may only be granted by the General Services Administration (GSA). Attachment 6 provides a GSA sample waiver request. NNSA waiver requests shall be forwarded through the NNSA CIO and coordinated with the DOE CIO. NNSA will provide DOE an advance copy of any waiver request submitted to GSA.



- When a SmartBUY agreement exists, Facilities and Management contractors are authorized and encouraged to consider SmartBUY as a first alternative when procuring IT software.

Implementation procedures are forthcoming. For additional SmartBUY information, please see <http://cio.doe.gov/SProjects/smartbuy.html>. Please contact Mr. Cuttie W. Bacon IV, Director of Business Management, OCIO, with inquiries regarding the DOE SmartBUY initiative at cuttie.bacon@hq.doe.gov or at (202) 586-2000.

Attachments:

1. Office of Management and Budget Memorandum; M-03-14, dated June 2, 2003
<http://www.whitehouse.gov/omb/memoranda/m03-14.html>
2. Maximizing Use of the SmartBUY Program, dated March 26, 2004
3. Office of Management and Budget Memorandum; M-04-08, dated February, 25, 2004
<http://www.whitehouse.gov/omb/memoranda/fy04/m04-08.pdf>
4. Office of Management and Budget Memorandum; M-04-16, dated July 1, 2004
<http://www.whitehouse.gov/omb/memoranda/fy04/m04-16.html>
5. Current SmartBUY Agreements in Place
<http://www.cio.gov/index.cfm?function=showdocs&category=agreements%20in%20place>
6. SmartBUY Waiver Process, GSA, dated August 6, 2004
<http://www.cio.gov/documents/20040708finalwaiver-cUpdate.doc>