

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 North 17th Street  
Omaha, Nebraska 68102-4978

DM 25-1-72

CEMRO-IM

Memorandum  
No. 25-1-72

1 February 1993

Information Management

IMPLEMENTING PROCEDURES FOR ACQUIRING PROCUREMENT AUTHORITY FOR  
FEDERAL INFORMATION PROCESSING (FIP) RESOURCES

1. Purpose. It is the objective of this District Memorandum (DM) to ensure that Federal Information Processing (FIP) resources are acquired in compliance with the Federal Information Resources Management Regulation (FIRMR), minimize detrimental impacts to the procurement schedule, and develop a clear administrative record of the procurement action. This memorandum provides guidance, and establishes procedures that are to be used in determining the applicability of a particular acquisition to the FIRMR and for obtaining the required procurement authority for FIP resource acquisitions. This memorandum will identify the centers of technical expertise for FIP/FIRMR compliance and the duties and responsibilities of each functional party to the acquisition.
2. Applicability. This memorandum applies to all acquisitions (including construction contracts and their modification), initiated by the Omaha District and its subordinate offices.
3. References.
  - a. Federal Information Resources Management Regulation (FIRMR).
  - b. Letter, U.S. Army ISSAA, 29 Oct 90, Subject: Modification of Delegation of Procurement Authority.
  - c. Letter, U.S. Army ISSAA, 26 Nov 90, Subject: General Services Administration's (GSA) Decision to Limit the Corps of Engineers Procurement Authority.
  - d. Acquisition Letter (AL) 88-37, Department of the Army, Office of the Assistant Secretary, 8 Sep 88, Subject: Delegation of Authority to Approve Use of 10 US Code, Section 2315 (Warner Amendment) Exemption Authority.
  - e. Engineering Circular 25-1-162, U.S. Army Corps of Engineers, 15 Jul 92, Life Cycle Management of Information Systems. (Draft)
  - f. Engineering Circular 25-1-164, U.S. Army Corps of Engineers, 15 Jul 92, Procurement Authority for Federal Information Processing (FIP) Resources.
  - g. Engineering Technical Letter 1110-3-433, U.S. Army Corps of Engineers, 15 Feb 92, Subject: Federal Information Processing Resources In Military Construction Projects.

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h. Memorandum, CEMRD-DE, 28 Oct 91, Subject: Federal Information Processing (FIP) Acquisitions.

i. Memorandum, CEMRO-OC, 16 Aug 91, Subject: FIRMR/FIP.

#### 4. Policy Background.

a. Federal statutory law (40 U.S. Code, Section 759), grants exclusive authority for FIP resource procurement to the Administrator of the General Services Administration (GSA). GSA, by regulation, delegates procurement authority for FIP resources to Federal agencies through the agency Designated Senior Official (DSO). The United States Army Corps of Engineers (USACE) Senior Information Resources Management (IRM) Official has delegated the responsibility of managing the USACE Delegated Procurement Authority (DPA) to the Headquarters' Director of Information Management. This delegation further establishes the Directorate of Information Management as the USACE proponent for all FIP resource acquisitions conducted under the FIRMR. The Director of Information Management has authority to re-delegate procurement authority to the Chiefs/Directors of Information Management (C/DIM) USACE elements.

b. All FIP resource acquisitions require an appropriate delegation of procurement authority. This delegation may take one of three different forms: a regulatory delegation, a specific agency delegation, or a specific acquisition delegation. The instructions and examples provided by this memorandum, are to be used when applying for a specific acquisition delegation of procurement authority. Management of the USACE regulatory and specific agency delegation of procurement authority is accomplished through the Information Mission Area Modernization Plan (IMA Mod Plan). The DPAs that apply to all of USACE are listed in Appendix B.

#### 5. Procedures.

a. Appropriate procurement authority must be obtained from the District Chief of Information Management (CIM) before acquiring any FIP resource. Appendix D of this memorandum outlines the procedures that are to be followed when conducting the analysis of a procurement request for FIRMR applicability, exception and documentation. These procedures are discussed in detail in the FIRMR, Part 201-1 and FIRMR Bulletin A-1. An organization must not fragment requirements to circumvent the thresholds identified in Appendix B.

b. A Federal Information Processing Resource Acquisition Team will be appointed by memorandum from the Deputy Commander. The voting members, or designates, of the team will be the Chiefs of Information Management (IM), Office of Counsel (OC), Contracting Division (CT), and the appropriate Contracting Officer (KO) for that procurement. The preparer, or his designate, will be a non-voting member of the team. The team will meet to resolve disputes that arise from the implementation of this FIP/FIRMR procedure.

6. Responsibilities.

a. Preparer (Functional Proponent) will:

(1) Prepare all pre-solicitation documentation (i.e., Determination and Findings (D&F), Requirements Analysis (RA), Analysis of Alternatives (AA), Agency or Engineer Procurement Requests (A/EPR), etc.).

(2) Prepare the Justification and Approval (J&A) document for any procurement with "other than full and open competition".

(3) Prepare all Scopes of Work, Independent Government Cost Estimates, and Synopsis.

(4) Conduct an analysis of the procurement request for FIRMR applicability, and/or exception, and then document the results (D&F, A/EPR) using the procedures identified in Appendices E & F of this memorandum.

(5) When necessary, ask the FIP Resource Acquisition Team for a hearing to consider appeals of decisions, review interpretations of policy, or clarify implementation of procedures.

(6) Once all technical and functional approvals are obtained, the preparer will initiate all procurement requests.

b. Contracting Division will:

(1) Follow all provisions of the FIRMR and the FAR.

(2) Ensure that acquisitions for FIP resources have the required coordinations among the FIP Resource Acquisition Team and the appropriate procurement authorization certifications.

(3) Be a member of the FIP Resource Acquisition Team and participate in acquisition strategy sessions.

(4) Complete the Semi-Annual DPA Status Reports in accordance with EC 25-1-164, Appendix D.

c. Office of Counsel will:

(1) Perform legal sufficiency reviews for acquisitions that are other than full and open competition or that require higher level validation.

(2) Review documentation (i.e., acquisition plans, solicitations, D&Fs, A/EPRs, J&As, etc.) to ensure compliance with applicable laws and regulations.

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(3) Provide assistance and guidance on FIP/FIRMR requirements and procedures.

(4) Be a member of the FIP Resource Acquisition Team and participate in the acquisition strategy sessions.

d. Information Management Office (IM) will:

(1) Review and approve all required regulatory documentation prepared by the preparer for compliance with the Federal Information Resources Management Regulations, and EC 25-1-162, Life Cycle Management of Information Systems, and EC 25-1-164, Procurement Authority for Federal Information Processing Resources. The IM will review the preparer's documentation for adequacy, technical feasibility and accuracy, timeliness, and compatibility.

(2) When applicable, review documentation prepared by the preparer for valid Information Mission Area Modernization Plan (IMA Mod Plan) authorizations (Requirements Statement numbers), technical feasibility, accuracy, and compatibility with Department of the Army (DA) and USACE architectures.

(3) When requested, aid in developing Statements of Work, Specifications, and other material for the solicitation document.

(4) Review Statements of Work and functional specifications for technical feasibility.

(5) Assist in developing pre-solicitation documentation (i.e., RA, AA, Software Conversion Studies, Market Surveys, A/EPRs, J&As, etc.).

(6) When requested, assist in developing source evaluation criteria and evaluation of proposals.

(7) Provide technical expertise and guidance on FIP/FIRMR requirements, processes, procedures, and documentation.

(8) Coordinate the FIP/FIRMR process within the District between the preparer, IM, OC, and CT, and outside the District when authorization and approval are required from higher authority (i.e., Division, HQUSACE, ISSAA or GSA).

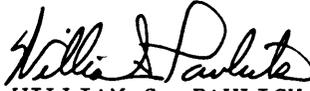
(9) Validate all J&As, D&Fs, etc., submitted to this or higher authority for approval.

(10) Be a member of the FIP Resource Acquisition Team and participate in the acquisition strategy sessions when FIP resources are involved.

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7. Point of contact (POC) for this memorandum is Chief, Information Management Office, (402) 221-3021.

FOR THE COMMANDER:



WILLIAM S. PAVLICK  
LTC, EN  
Deputy Commander

APPENDICES

APP A - Acronyms and Definitions  
APP B - FIP DPA  
APP C - Delegation of MRD's DPA  
APP D - Procedure  
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APPENDIX A

List of Acronyms and Definitions

AA	Analysis of Alternatives
APR	Agency Procurement Request
CIM	Chief of Information Management
DIM	Director of Information Management
D&F	Determination and Findings
DPA	Delegation of Procurement Authority
DSO	Designated Senior Official
EPR	Engineer Procurement Request
FAR	Federal Acquisition Regulation (Part 39)
FIP	Federal Information Processing
FIRMR	Federal Information Resources Management Regulation
GSA	General Services Administration
IMA Mod Plan	Information Mission Area Modernization Plan
IRM	Information Resources Management
ISSAA	Information Systems Selection and Acquisition Agency
J&A	Justification and Approval
LCMIS	Life Cycle Management of Information Systems
PR	Procurement Request
PREP	Preparer
RA	Requirements Analysis
RS	Requirements Statement

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**AGENCY PROCUREMENT REQUEST** means a request by a Federal agency for GSA to acquire Federal Information Processing (FIP) resources or for GSA to delegate the authority to acquire FIP resources. It is the document to be generated when applying for exclusive procurement authority for a specific acquisition.

**ANALYSIS OF ALTERNATIVES** uses the Requirements Analysis as a basis to compare and evaluate the costs and benefits of various alternatives for meeting the requirements and to determine which alternative is most advantageous to the government.

**COMPATIBILITY-LIMITED REQUIREMENT** means a statement of FIP resources requirements expressed in terms that require the items to be compatible with existing FIP resources.

**DELEGATION OF PROCUREMENT AUTHORITY** means procurement authority above the blanket delegation issued by GSA to the Department of the Army (ISSAA) in response to an Agency Procurement Request.

**DESIGNATED SENIOR OFFICIAL (DSO)** means: (a) the senior official designated by executive agencies pursuant to the Paperwork Reduction Act to be responsible for carrying out the agency's IRM functions; or (b) the senior IRM official designated by the agency head for Federal agencies not subject to the Paperwork Reduction Act to be responsible for acquisitions of FIP resources made pursuant to a DPA.

**DETERMINATION AND FINDINGS** means a special form of written approval by an authorized official that is required by statute or regulation as a prerequisite to taking certain contract actions. The "determination" is a conclusion or decision supported by the "findings". The findings are statements of fact or rationale essential to support the determination.

**ENGINEER PROCUREMENT REQUEST** is the official document for requesting HQUSACE, Division, or District procurement authority. Valid only within the Corps of Engineers, it is an abbreviated APR.

**FEDERAL AGENCY** means any executive agency or any establishment in the legislative or judicial branch of the Government, except the Senate, the House of Representatives, the Architect of the Capitol, and any activities under the Architect's direction.

**FEDERAL ACQUISITION REGULATION** provides uniform policies and procedures for acquisitions by executive agencies of the federal government. It is prepared, issued and maintained by the Department of Defense, General Services Administration, and the National Aeronautics and Space Administration.

**FEDERAL INFORMATION PROCESSING (FIP) RESOURCES** means any equipment or interconnected system or subsystems of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by a Federal agency, or under a contract with a Federal agency.

**FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATION (FIRMR)** is the primary government-wide regulation for the acquisition, management, and use of Federal information processing resources and Federal records. The FIRMR is issued by the Administrator of General Services with policy direction from the Office of Manpower and Budget.

**FEDERAL TELECOMMUNICATIONS SYSTEM (FTS)** means the umbrella of local and long distance telecommunications services, including FTS 2000 long distance services, provided, operated, managed, or maintained by GSA for the common use of all Federal agencies and other authorized users.

**FIP EQUIPMENT** means any equipment or interconnected system or subsystems of equipment used in the automatic acquisition, storage, manipulation, management, movement, control display, switching, interchange, transmission, or reception of data or information.

**FIP MAINTENANCE** means those examination, testing, repair, or part replacement functions performed on FIP equipment or software.

**FIP RELATED SUPPLIES** means any consumable item designed specifically for use with FIP equipment, software, services, or support services.

**FIP RESOURCES ACQUISITION TEAM** is comprised of the Chiefs of the Information Management Office, Office of Counsel, Contracting Division (or their designates), the appropriate Contracting Officer, and the preparer or his/her designate. It is an informal forum that convenes to hear complaints, review decisions and examine FIP/FIRMR policy and procedures. It ensures that judgements, determinations and decisions rendered during the execution of the process are fair, equitable, and in accordance with established policy.

**FIP SERVICES** means any service, other than FIP support services, performed or furnished by using FIP equipment or software.

**FIP SOFTWARE** means any software, including firmware, specifically designed to make use of, and extend the capabilities of FIP equipment.

**FIP SUPPORT SERVICES** means any commercial non-personal services, including FIP maintenance, used in support of FIP equipment, software, or services.

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**FIP SYSTEM** means any organized combination of FIP equipment, software, services, support services, or related supplies.

**INFORMATION MISSION AREA MODERNIZATION PLAN** is the implementation of a comprehensive Department of Army planning process to more effectively manage its ADP and other information resources. Cyclic in nature, it applies to all acquisitions by an organization of automation, telecommunications, visual information, printing and publishing, records management, and library technology and services. The IMA planning process charges Commanders of their organizations with determining their information resource requirements and priorities for their organizations; formulating those needs into Requirements Statements (RS); reviewing, validating, and integrating those RSs into a cohesive plan; and then submitting that plan to higher command for authorization.

**INFORMATION RESOURCES MANAGEMENT** means the planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use, and dissemination of information by agencies, including the management of information and related resources, such as Federal information processing resources.

**INTEGRAL** means a necessary part of the end item obtained by the procurement request.

**JUSTIFICATION AND APPROVAL** means a special form of written approval, signed by the Special Competition Advocate, to procure resources after soliciting and negotiating with only one source.

**LIFE CYCLE MANAGEMENT OF INFORMATION SYSTEMS** ensures that all the costs and benefits associated with a resource are considered throughout its useful life. Additionally, it seeks to ensure that resources are acquired efficiently and effectively, that they conform with established DA architectures, that they comply with applicable laws and regulations, redundancy is reduced, and accountability is assigned.

**PREPARER** means any individual who, on behalf of their organization, will be responsible for the successful and timely completion of a procurement request.

**PRODUCT** means the end item obtained by the procurement request.

**PROCUREMENT REQUEST** means any number of alternative actions (such as contracts, purchase orders, etc.) that cause government funds to be expended in obtaining supplies, services, equipment, etc.

**RECORDS** means all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.

**REQUIREMENTS ANALYSIS** is used to determine and document an agency's need for resources. It consists of a statement of the organization's function or mission, information needs, current system and its effectiveness, and its future resource requirements.

**REQUIREMENTS STATEMENT** is a document within which the information resource needs of an organization are identified, justified, and validated. The Districts RSs forms the basis for its Information Mission Area Modernization Plan (IMA Mod Plan).

**TELECOMMUNICATIONS FACILITIES** means equipment used for such modes of transmission as telephone, data, facsimile, video, radio, audio, and such corollary items as switches, wire, cable, access arrangements, and communications security facilities.

**TELECOMMUNICATIONS RESOURCES** means telecommunications equipment, facilities, and services.

**TELECOMMUNICATIONS SERVICES** means the transmission, emission, or reception of signals, signs, writing, images, sounds, or intelligence of any nature, by wire, cable, satellite, fiber optics, laser, radio, or any other electronic, electric, electromagnetic, or acoustically coupled means. The term includes the telecommunications facilities necessary to provide such services.

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APPENDIX B

Federal Information Processing  
Delegated Procurement Authorities

	<u>Competitive Procurement</u>	<u>Non- Competitive Procurement</u>
General Services Administration (GSA)		
Equipment	Above \$10.0M	Above \$10.0M
Software	\$10.0M	\$10.0M
Services	\$10.0M	\$10.0M
Support Services	\$10.0M	\$10.0M
Information Systems Selection and Acquisition Agency (ISSAA)		
Equipment	\$10.0M	\$10.0M
Software	\$10.0M	\$10.0M
Services	\$10.0M	\$10.0M
Support Services	\$10.0M	\$10.0M
Headquarters United States Army Corps of Engineers (HQUSACE)		
Equipment, Software, Services, and Support Services (Aggregate)	\$500K	\$ 50K
Divisions (excluding Districts), Labs, and Field Operating Activities		
Equipment, Software, Services, and Support Services (Aggregate)	\$250K	\$ 25K
Districts		
Equipment, Software, Services, and Support Services (Aggregate)	\$250K	\$2.5K

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APPENDIX C

Re-Delegation of Procurement Authority



DEPARTMENT OF THE ARMY  
MISSOURI RIVER DIVISION, CORPS OF ENGINEERS  
P.O. BOX 103, DOWNTOWN STATION  
OMAHA, NEBRASKA 68101-0103



REPLY TO  
ATTENTION OF

CEMRD-IM-IE

14 JAN 1992

MEMORANDUM FOR

Commander, Kansas City District  
Commander, Omaha District

SUBJECT: Redelegation of Procurement Authority

1. References:

- a. MRD Circular 25-1.
- b. Memorandum, CEMRD-IM, 7 June 1991, Subject: Clarification of IM Policy Memo 25-1-15.
- c. EC 25-7-7(FR) dated 30 June 1991.

2. I hereby redelegate to District Commanders within MRD the authority delegated to me in reference 1.c. as follows:

Competitive Procurement

\$250,000

Noncompetitive Procurement

\$2,500

3. This delegation of procurement authority is limited to:

- a. Requirements included in reference 1.a. Reference 1.a. is under revision and will be reissued by 15 February 1992.
- b. Maintenance requirements for existing hardware and software.
- c. FIP resources imbedded in Corps of Engineers construction projects.

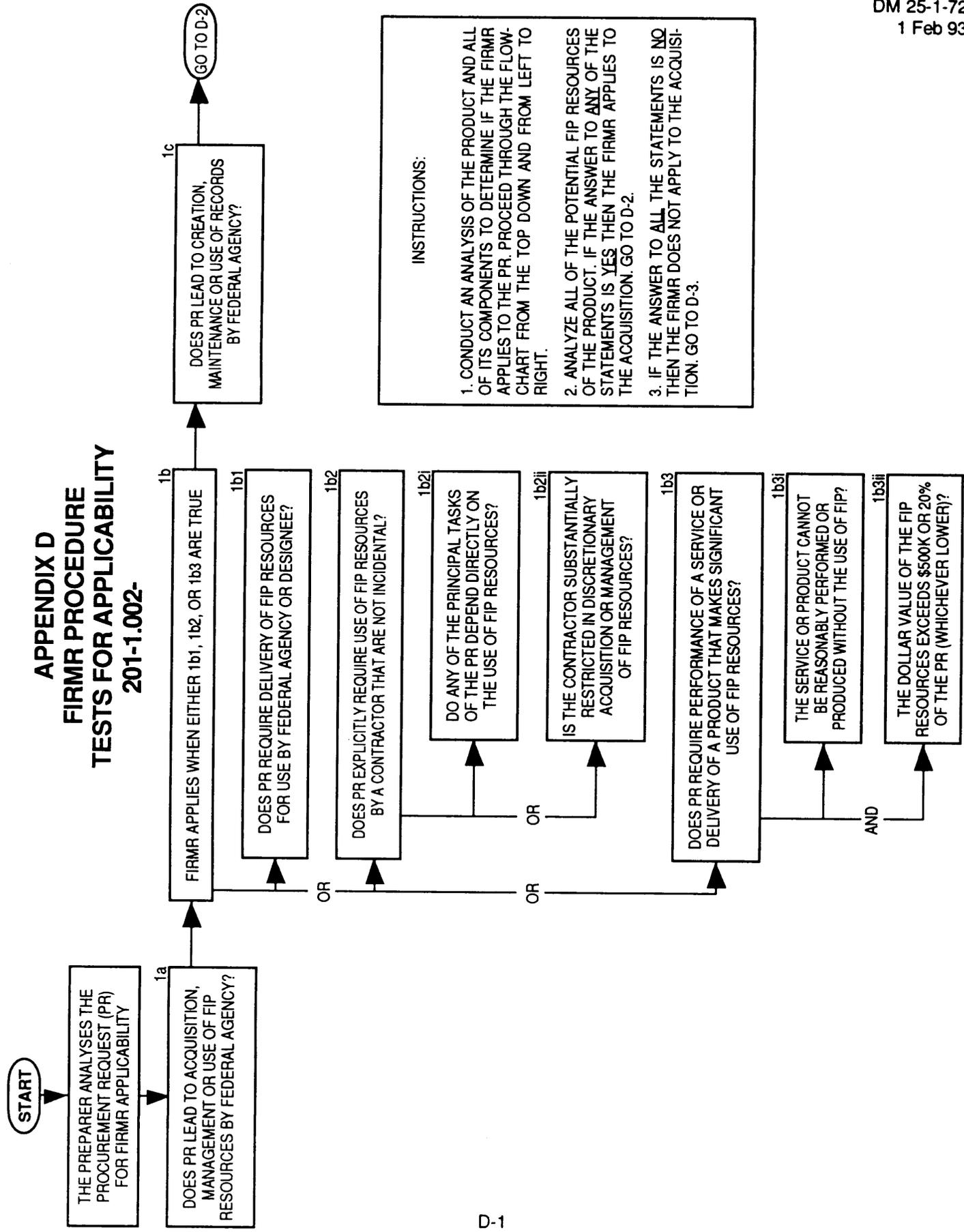
4. If you have any questions, please contact Ron Andersen, CEMRD-IM-IE, (402) 221-7248 or FTS 864-7248.

  
GAYLERD E. DAVIS  
Colonel, EN  
Acting Commander

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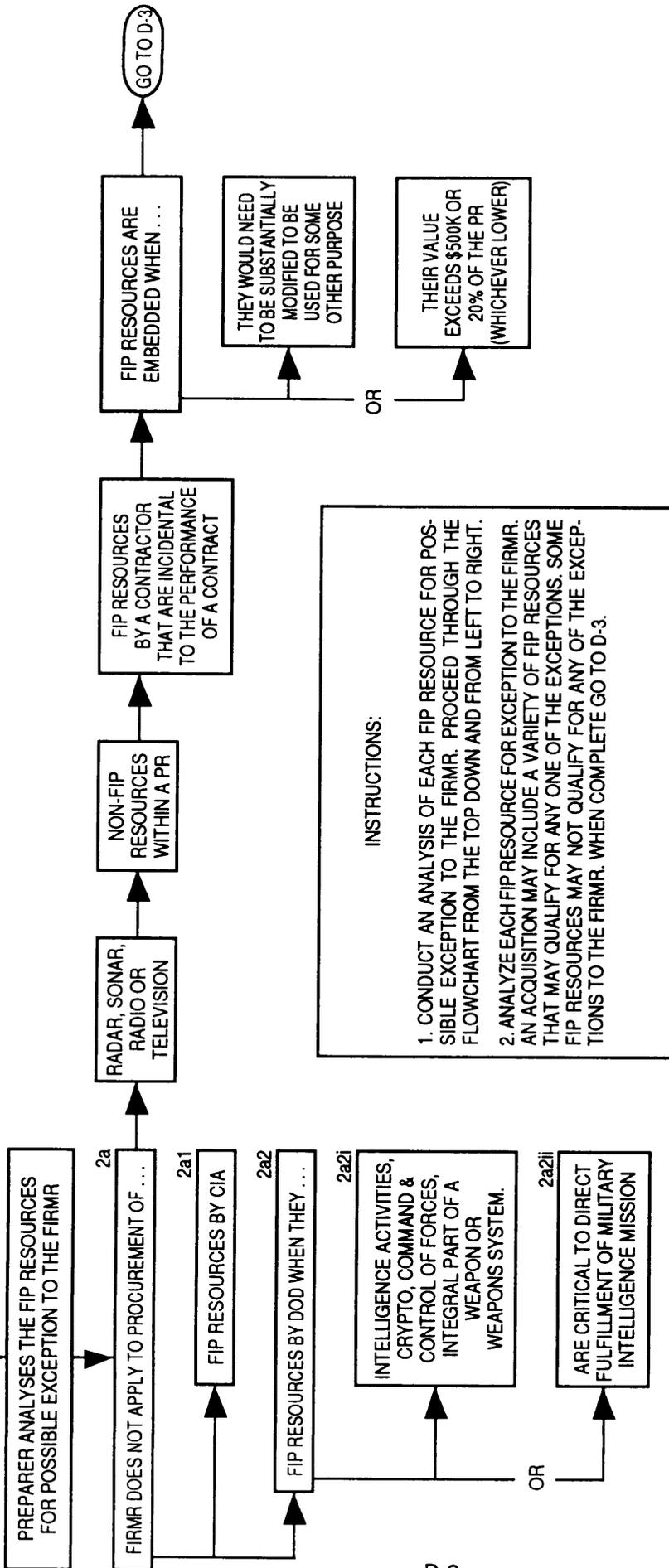
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# APPENDIX D FIRM PROCEDURE TESTS FOR APPLICABILITY 201-1.002-



**FIRM PROCEDURE  
 TESTS FOR EXCEPTION  
 201-1.002-**

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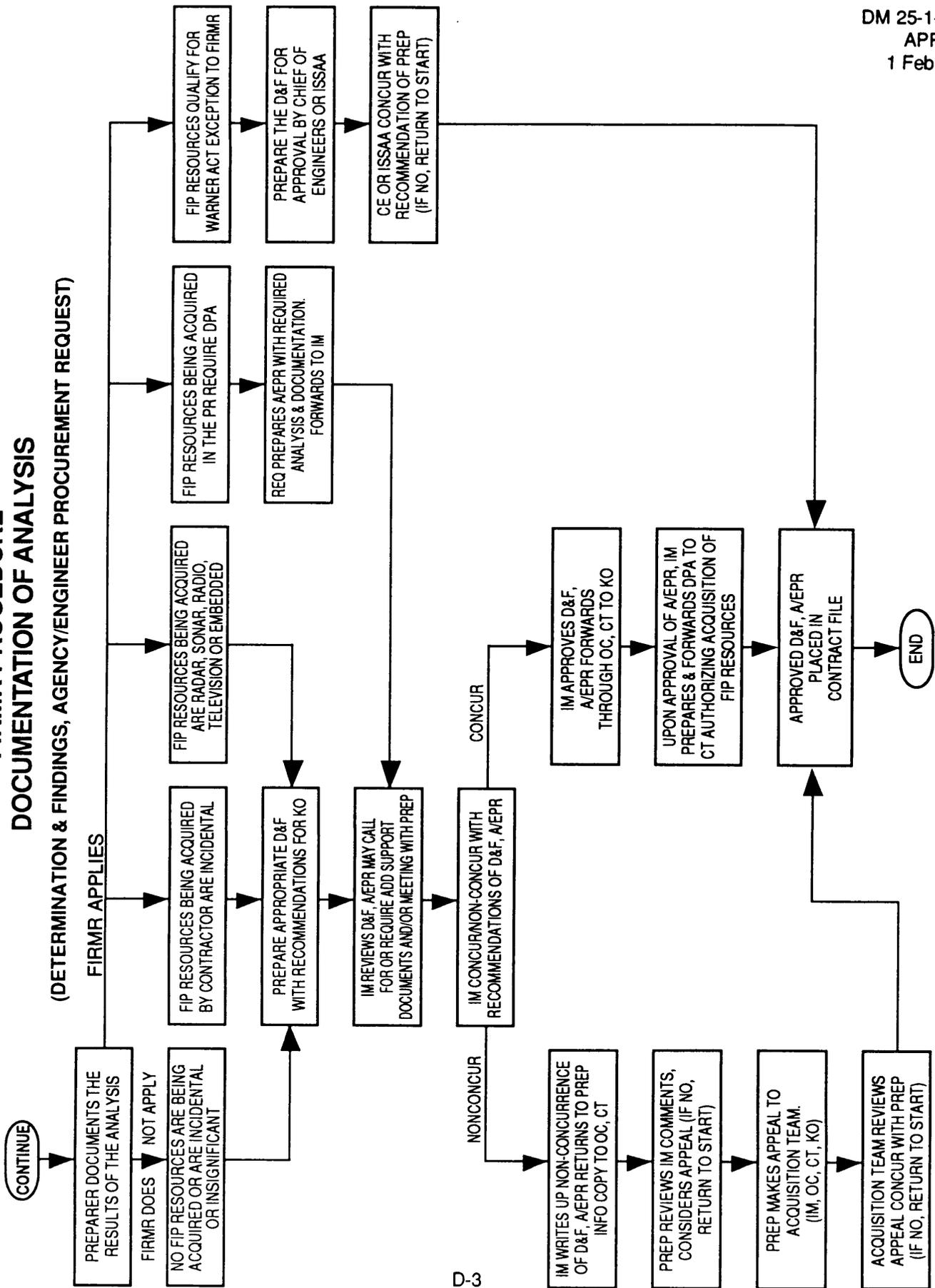


**INSTRUCTIONS:**

1. CONDUCT AN ANALYSIS OF EACH FIP RESOURCE FOR POSSIBLE EXCEPTION TO THE FIRM. PROCEED THROUGH THE FLOWCHART FROM THE TOP DOWN AND FROM LEFT TO RIGHT.
2. ANALYZE EACH FIP RESOURCE FOR EXCEPTION TO THE FIRM. AN ACQUISITION MAY INCLUDE A VARIETY OF FIP RESOURCES THAT MAY QUALIFY FOR ANY ONE OF THE EXCEPTIONS. SOME FIP RESOURCES MAY NOT QUALIFY FOR ANY OF THE EXCEPTIONS TO THE FIRM. WHEN COMPLETE GO TO D-3.

# FIRM PROCEDURE DOCUMENTATION OF ANALYSIS (DETERMINATION & FINDINGS, AGENCY/ENGINEER PROCUREMENT REQUEST)

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APPENDIX E

Instructions - Determination and Findings

1. Purpose. All acquisitions of FIP resources require authorization from a DSO for IRM. The DIM/CIM have been delegated the responsibility for managing the Corps of Engineers, DPA. It is the use of these D&Fs, and the following A/EPR procedures, that acquisitions of FIP resources are authorized for exemption or acquisition. This appendix is concerned with documenting and authorizing claims for "non-applicability" or "exception" to the FIRMR. Appendix F, which follows, is concerned with the preparation of an A/EPR. The A/EPR requests procurement authority from the CIM for those acquisitions that require the procurement of FIP resources that CANNOT be exempted from the FIRMR.

a. This appendix provides instructions for the preparation and staffing of the D&F documents that are to be prepared by an organization to satisfy the requirements of the FIRMR and of EC 25-1-164, "Procurement Authority for Federal Information Processing (FIP) Resources".

b. Specific instructions are provided for preparing D&Fs for those acquisitions where NO FIP resources are being acquired, as well as for those acquiring EXEMPT FIP resources. Exceptions to the FIRMR are granted under paragraphs 201-1.002(a) - (e) of that regulation. All the exceptions to the FIRMR are identified in appendix D, and all are specifically addressed by this appendix. Should the preparer question the appropriateness of an exception, how it should be interpreted, how to claim it, or how to manipulate the model D&Fs; they should contact any of the designated officials in the IM, OC, or CT for assistance. The model D&Fs are found at the end of this appendix. (Copies of these models are available on disk from the designated official.)

2. Applicability. This appendix applies to all acquisitions that are subject to the FIRMR, as well as their subsequent modification after award. All acquisitions are to be analyzed for possible FIP resource content, and the results of that analysis documented in the form of a D&F.

3. Responsibilities. The offices of IM, OC, and CT are available to provide technical assistance and consultation to the preparer. The preparer is responsible for assuring that requests are prepared in an accurate and timely manner.

4. Procedure. The D&F is to be prepared as executive correspondence for signature by the appropriate Contracting Officer (KO).

a. The D&F should be printed on high quality, 8 1/2" - 11", 25% cotton fiber, bond paper. Tractor-fed computer paper should not be used. The D&F should NOT be prepared on "letterhead" stationery, or be "right" justified.

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b. The preparer should avoid making adjustments to the format of the D&F, or to those parts of the D&F that are not highlighted. Depending on the amount of material added or deleted, the preparer may have to make adjustments to the page length, as well as to "force" the occurrence of page breaks.

c. The preparer will need to generate an original D&F for signature, a staffing copy with a signature ladder, as well as a file copy for their organizational records.

d. Once staffing is complete, the preparer will ensure that the signed original of the D&F is forwarded to the appropriate branch of CT (Civil, HTW, or Military), where it will be placed in the contract file.

e. The preparer is to supply the information for the highlighted areas of the model D&Fs, and to delete all materials that are NOT appropriate to his/her acquisition.

f. The first 10 items listed below are required of either of the D&Fs. Items (11) and (12) are appropriate only to a D&F where one or more of the exceptions to the FIRMR are being claimed. Provide the following:

(1) Office Symbol. Provide the preparer's office symbol.

(2) Approval Date. Do NOT date the original. This date will be STAMPED on the original when the KO certifies the D&F.

(3) Project or Product Title. Project or product title that the acquisition is to be known by.

(4) Project or Product Location. The location where the project or product will be deployed, installed, or used.

(5) Solicitation or Contract Number. Normally the D&F will be prepared well in advance of a solicitation or contract number being designated by CT. In the event that a solicitation or contract number has not been assigned, provide as much of the number as is known. Use the approved 17 character format.

(6) Delivery Order or Modification Number. This item is appropriate only to those acquisitions that will result from executed modifications or delivery orders to a contract. A modification or delivery order number should always be preceded by a contract number. Provide the modification or delivery order number using their approved format. If the acquisition is not a modification or delivery order to a existing contract, delete this line.

(7) Scope of Work. Provide a brief synopsis, abstract or description of the project or product being acquired. Normally this will start with a restatement of the project or product title, followed by a "functional" description of the goal or objective. It should be detailed enough to allow an uninformed reviewer/approver of the D&F to understand the work to be done, ascertain if FIP resources are likely to be acquired, and to come to the same conclusion as the preparer.

(8) Estimated Costs. Provide the estimated total award amount, including all additives and options, for acquiring the project or product. This includes, but is not limited to, all FIP resources within the acquisition.

(9) Contracting Officer. The appropriate KO that is to be provided for each acquisition is determined by whether that acquisition is civil, hazardous and toxic waste, or military; the estimated total award amount, and the intended location or deployment of the project or product. If the preparer is uncertain as to whom the KO is, they should contact CT for a determination. It is important to note that the District KOs CANNOT certify for approval a Warner Act exception to the FIRMR. The Chief of Engineers for the Corps can approve Warner Act exceptions for FIP resources that involve intelligence activities, cryptologic activities related to national security, and for equipment which is an integral part of a weapon or weapons system. All other requests for Warner exceptions can only be approved by the ISSAA for DA. The preparer should contact the designated official from IM for assistance whenever claiming this exception.

(10) Signature Ladder. A staffing copy with signature ladder will normally be prepared for all D&Fs. The signature ladder must appear on the "yellow" staffing copy of the D&F. The staffing elements placed on the ladder are largely dependent upon the preparer's organization and its policies and procedures, the type of acquisition, and who will be the KO. All the staffing elements may or may not be used on a particular ladder, but those elements displayed in bold typeface MUST be present on every ladder. The preparer should provide his/her telephone number, and a name and office symbol for each individual listed on the ladder. The flow of the ladder is cyclical from the preparer, to the reviewer(s), to the authorizing officials, to the KO for certification, and then finally returned to the preparer for retention and filing. (The last line of the ladder is a reminder to the preparer, that he/she is to ensure that the original of the approved D&F is to be placed in the contract file.)

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(a) Use a ladder of this type when the KO IS NOT one of the Executive Staff Officers.

Preparer/\*\*\*/\*  
Reviewer(s)/CEMRO-\*\*-\*\*  
Technical Manager/CEMRO-\*\*-\*\*  
Project Manager/CEMRO-\*\*-\*\*  
Division Chief(s)/CEMRO-\*\*  
Designated Official/CEMRO-IM  
Designated Official/CEMRO-OC  
Designated Official/CEMRO-CT  
Preparer/CEMRO-\*\*-\*\*  
CEMRO-CT-\*

(b) Use a ladder of this type when the KO IS one of the Executive Staff Officers.

Preparer/\*\*\*/\*  
Reviewer(s)/CEMRO-\*\*-\*\*  
Technical Manager/CEMRO-\*\*-\*\*  
Project Manager/CEMRO-\*\*-\*\*  
Division Chief(s)/CEMRO-\*\*  
Designated Official/CEMRO-IM  
Designated Official/CEMRO-OC  
Designated Official/CEMRO-CT  
Executive Assistant/CEMRO-EX  
Deputy Commander/CEMRO-D\*  
Preparer/CEMRO-\*\*-\*\*  
CEMRO-CT-\*

(11) Exceptions. Normally an acquisition for a project or product will contain a number of systems or sub-systems which may contain components that qualify as FIP resources. Each may qualify for a different exception to the FIRMR, several may qualify for the same exception, some may not qualify for an exception. All FIP resources within an acquisition require some form of authorization. They either must be declared and certified exempt from the FIRMR through the D&F procedures, or a DPA sought and received from the CIM for their acquisition. In either case, the appropriate authorization MUST be received prior to solicitation.

(a) The preparer should conduct his/her analysis of the product, identifying each system or sub-system that contains FIP resources. (We recommend that the preparer develop a "worksheet" to be used during the course of his/her analysis.) For each of these systems or sub-systems that contain FIP resources provide a title, a description of its function and the role that the FIP resources play in satisfying the requirements of the system

or sub-system, an estimated cost for the FIP RESOURCES within it, and the FIRMR exception that will be claimed when preparing the D&F. For those FIP resource(s) where NO exception to the FIRMR can be claimed, make a notation that an A/EPR must be prepared. (See appendix F for preparation of an A/EPR.)

(b) Unless the product or project, or any of its systems or sub-systems are completely made up of FIP resource(s), determining the estimated costs for the FIP resources within a system can be difficult. It might even be impossible to derive a separate estimate for the FIP resource(s) components within a system or sub-system. In that event, make it clear in the D&F that the estimated costs are for the system or sub-system and that a separate estimate for the individual FIP resource(s) costs is not possible.

(c) All allowable exceptions to the FIRMR are listed in order in the "model" D&F; even those that we feel there will be little call for. They are listed so as to demonstrate a complete implementation of the FIRMR and in the unforeseen case that they might be needed. We anticipate that there will be little use made of the Warner Act exception to the FIRMR. And, since the FIRMR applies to only the FIP resources within an acquisition, the preparer need not use these procedures to request an exception for the "non" FIP resources within an acquisition. We anticipate that the set of related paragraphs dealing with each of these exceptions will be deleted from the D&F.

(d) Having completed his/her analysis of the acquisition, the preparer is now ready to develop the appropriate D&F(s) and A/EPR.

(i) If it was determined that NO FIP resources are to be acquired as result of the acquisition or, that the FIP resources being acquired are incidental or insignificant, the FIRMR is NOT APPLICABLE to the acquisition. The preparer should develop a D&F based on the first of the two models, the APPLICABILITY model. Prepare the D&F supplying the information requested in above items (1) - (10) and then staff to the appropriate elements for approval.

(ii) For acquisitions where FIP resources ARE being acquired and the FIRMR is APPLICABLE but, one or more of the exceptions to the FIRMR are being claimed, the preparer should "group" the FIP resources in the order of the exception to be claimed. They are to be identified and claimed in the order that the exception is granted in the FIRMR. That is, all those FIP resources for which the "Warner Act" exception is claimed, paragraph 201-1.002-2(a), should precede those for which the "Radar, Sonar, Radio, etc." exception, paragraph 201-1.002-2(b), is being claimed. Claims for "incidental" exceptions should precede "embedded" exceptions. Within the "embedded" exception; those claiming the exception for "substantial modification" should precede those claiming the "\$500K or 20%" exception.

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(iii) The preparer is now ready to develop a D&F based on the second of the two models, the EXCEPTION model. As before, prepare the D&F supplying the information requested in above items (1) - (10). The paragraphs in the model that are currently identified by the numbers 1, 2, 15 and 16 MUST also be present in their relative positions when the preparer has completed developing his/her D&F. Depending upon which of the exceptions are being claimed within a D&F, paragraphs 15 and 16 will receive new numbers but, they must remain the final 2 paragraphs of the D&F.

(iv) Use the "worksheet" that was developed during the analysis phase to provide the title of each system/sub-system containing FIP resources, a functional description of each, and a estimated costs for the FIP resources.

(v) If the preparer is not going to claim a "Warner Act" exception to the FIRMR, then paragraphs 3 & 4 can be deleted. If exceptions for "Radar, Sonar, Radio, etc." are not to be claimed, the preparer can delete paragraphs 5 & 6. Paragraphs 7 & 8 apply to the "non" FIP resources of an acquisition and should be deleted. Those claiming exceptions for "incidental" FIP resources will use paragraphs 9 & 10, otherwise delete these two. Finally, the "Embedded" exceptions are identified in paragraphs 11, 12 and 13. When claiming an "Embedded" exception to the FIRMR, paragraph 11 will always be used. Depending upon whether the FIP resources meet the tests for "substantial modification " or "\$500K - 20%" will determine which of paragraphs 11 or 12 are appropriate. It is very possible that both are appropriate to an acquisition and that both will need to be retained. Keep what is appropriate, delete what is not.

(12) In paragraph 14 provide a brief, but complete, listing of the system or sub-system of NON-EXEMPT FIP resources that are to be acquired in support of this acquisition. Provide the title, functional description, estimated unit costs, and then a estimated total for all non-exempt FIP resources within the acquisition. These FIP resources require authorization (DPA) from the CIM to procure. The total estimated amount is the value of the DPA that will have to be requested . If there are NO non-exempt FIP resources being procured, delete paragraph 14 of the "model".

(g) Make sure that the paragraphs are re-numbered consecutively and are in the appropriate relative positions or order.

(h) Set the occurrence of page-breaks for readability. Determine the appropriate elements for the staffing ladder and develop the "yellow" staffing copy of the D&F. Organize the package as executive correspondence and staff accordingly.

① → CEMRO-~~XXXX~~

~~XXXXXXXX~~ ← ②

DEPARTMENT OF THE ARMY  
 Corps of Engineers, Omaha District  
 Determination and Findings  
 Federal Information Resources  
 Management Regulation (FIRMR) -- Applicability  
 Project/Procurement  
 Order/Modification  
 Acquisition/Contract No. DAC  
 Delivery Order/Modification No. ~~XXXXXX~~

③ →

← ④

⑤ →

← ⑥

Findings

⑦ →

1. The above-referenced acquisition requires the contractor to furnish all plant, labor, materials, equipment and perform all work per contract documents. ~~Place a brief but complete description of the project and its scope here.~~ The total estimated costs for this acquisition are \$~~XXXXXX~~.

← ⑧

2. Upon review of this acquisition, I have determined that Federal Information Processing (FIP) resources are not being acquired or are incidental or insignificant. Therefore, Title 41, CFR, Chapter 201, Federal Information Resources Management Regulation (FIRMR), effective 29 April 1991, does not apply to this acquisition.

Determination

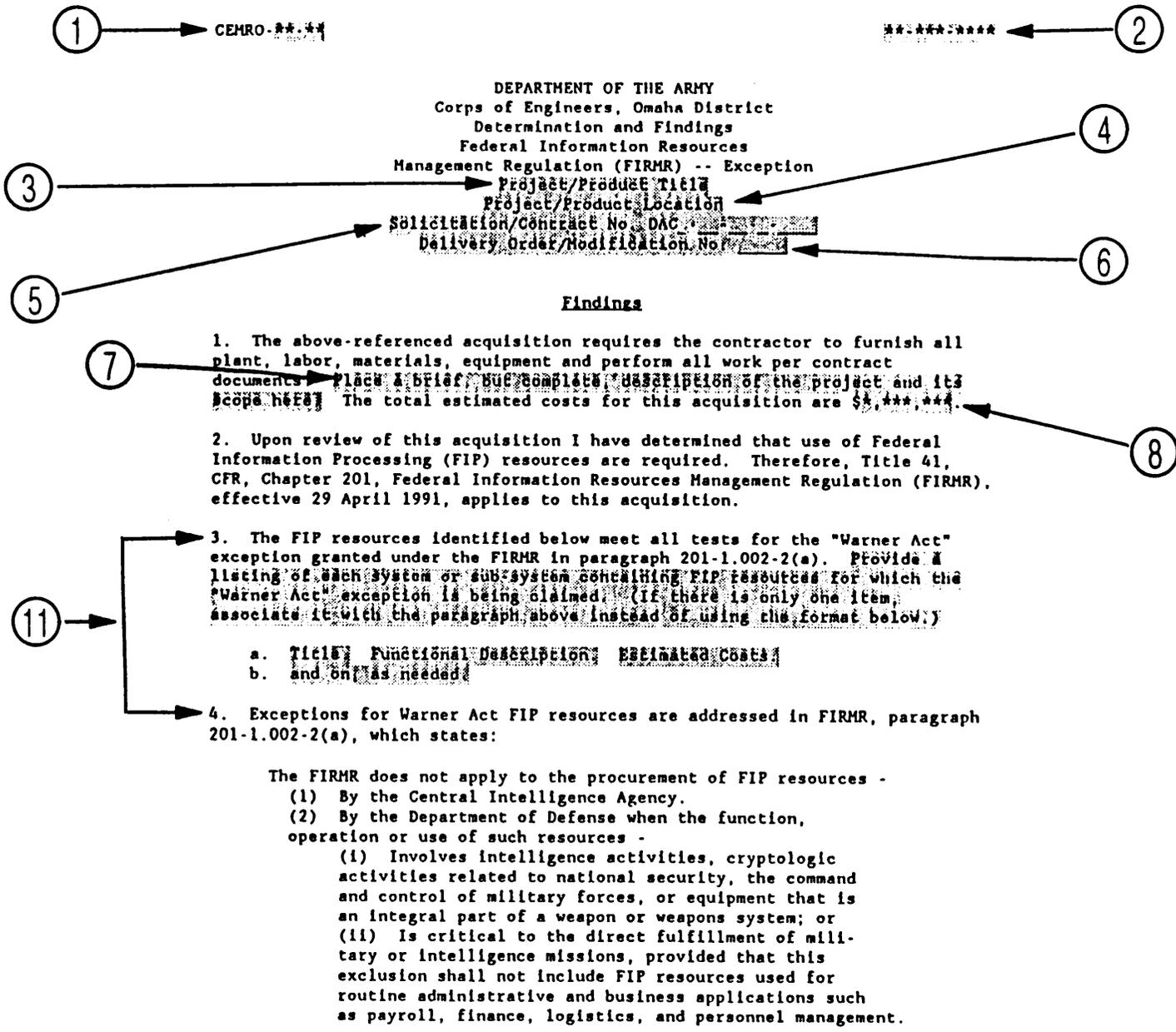
3. For the reasons stated above, I have determined that the FIRMR does not apply to this acquisition.

~~Name of Contracting Officer~~  
 Contracting Officer

← ⑨

⑩ →

Preparer/\*\*\*\*/\*\*\*\*  
 Reviewer(s)/CEMRO-\*\*-\*\*  
 Technical Manager/CEMRO-\*\*-\*\*  
 Project Manager/CEMRO-\*\*-\*\*  
 Division Chief(s)/CEMRO-\*\*-\*\*  
 Designated Official/CEMRO-IM  
 Designated Official/CEMRO-OC  
 Designated Official/CEMRO-CT  
 Preparer/CEMRO-\*\*-\*\*  
 CEMRO-CT-\*



11

5. The FIP resources identified below meet all tests for the "radar, sonar, radio, or television" exception granted under the FIRMR in paragraph 201-1.002-2(b). Provide a listing of each system or sub-system containing FIP resources for which the "radar, sonar, radio, television" exception is being claimed. (If there is only one item, associate it with the paragraph above instead of using the format below.)

- a. Title, Functional Description, Estimated Costs
- b. and on, as needed

6. Exceptions for FIP resources that are radar, sonar, radio or television are addressed in FIRMR, paragraph 201-1.002-2(b), which states:

The FIRMR does not apply to radar, sonar, radio or television equipment, except that the FIRMR is used by GSA to implement Federal Telecommunications Standards for radio equipment.

11

7. The items identified below meet all tests for the "non-FIP resources" exception granted under the FIRMR in paragraph 201-1.002-2(c). Provide a listing of each system or sub-system containing FIP resources for which the "non-FIP Resources" exception is being claimed. (If there is only one item, associate it with the paragraph above instead of using the format below.)

- a. Title, Functional Description, Estimated Costs
- b. and on, as needed

8. The applicability of the FIRMR to the "non-FIP resources" of an acquisition, when both FIP and non-FIP resources are being acquired, is addressed in FIRMR, paragraph 201-1.002-2(c), which states:

When both FIP and other resources are being acquired under the same solicitation or contract and the FIRMR applies to the solicitation or contract, the FIRMR applies only to the FIP resources.

11

9. The FIP resources identified below meet all tests for the "incidental" exception granted under the FIRMR in paragraph 201-1.002-2(d). Provide a listing of each system or sub-system containing FIP resources for which the "incidental" exception is being claimed. (If there is only one item, associate it with the paragraph above instead of using the format below.)

- a. Title, Functional Description, Estimated Costs
- b. and on, as needed

10. Exceptions for incidental FIP resources are addressed in FIRMR, paragraph 201-1.002-2(d), which states:

While the FIRMR may require an agency to include in Federal solicitations and contracts provisions and clauses that control the contractor's acquisition of FIP resources, the FIRMR does not apply to FIP resources acquired by a Federal contractor that are incidental to the performance of a contract.

11

11. The FIP resources identified below are embedded and meet all tests for the "substantial modification" exception granted under the FIRMR in paragraph 201-1.002-2(e)(1). Provide a listing of each system or subsystem containing embedded FIP resources for which the "substantial modification" exception is being claimed. (If there is only one item, associate it with the paragraph above instead of using the format below.)

- a. Title; Functional Description; Estimated Costs;
- b. and on, as needed;

12. The FIP resources identified below are embedded and meet all tests for the "dollar value" exception granted under the FIRMR in paragraph 201-1.002-2(e)(2). The FIP resources identified below, have a total estimated value of \$\*,\*\*\*,\*\*\*, which is \*\*percent of the total estimated award amount. The total estimated value of these FIP resources are less than \$500,000, or less than 20 percent of the estimated award amount (whichever is less). Provide a listing of each system or subsystem containing embedded FIP resources for which the "dollar value" exception is being claimed. (If there is only one item, associate it with the paragraph above instead of using the format below.)

- a. Title; Functional Description; Estimated Costs;
- b. and on, as needed;

13. Exceptions for FIP resources that are embedded are addressed in FIRMR, paragraph 201-1.002-2(e), which states:

The FIRMR does not apply to the acquisition, management, and use of products containing FIP equipment when:

- (1) The embedded FIP equipment would need to be substantially modified to be used other than as an integral part of the product; or
- (2) The dollar value of the embedded FIP equipment is less than \$500,000 or less than 20 percent of the value of the product, whichever amount is lower.

Embedded FIP equipment is FIP equipment that is an integral part of the product, where the principal function of the product is not the "automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information."

12

14. In addition to the exempt FIP resources identified above, this project requires the acquisition of FIP resources that do NOT qualify for one of the approved exceptions to the FIRMR. These FIP resources are; Provide a complete listing of the non-exempt FIP resources being acquired, and the name of the system/subsystem(s) that they support. (If there is only one item, concatenate it with this paragraph instead of using the format below.) Total estimated costs for these non-exempt FIP resources are \$\*,\*\*\*,\*\*\*. An Engineer Procurement Request (EPR), requesting procurement authority for these items will be prepared and submitted to the Chief of Information Management for approval prior to proceeding with the solicitation.

- a. Title; Functional Description; Estimated Costs;
- b. and on, as needed;

15. The FIP resources being acquired as a result of this acquisition are an integral part of the product, without which the product could not meet its primary purpose.

**Determination**

16. For the reasons stated above, I have determined that the FIP resources referenced above qualify for the referenced exception(s) to the FIRMR.

Name of Contracting Officer  
Contracting Officer

9



10



- Preparer/\*\*\*/\*\*
- Reviewer(s)/CEMRO-\*\*-\*\*
- Technical Manager/CEMRO-\*\*-\*\*
- Project Manager/CEMRO-\*\*-\*\*
- Division Chief(s)/CEMRO-\*\*-\*\*
- Designated Official/CEMRO-IM
- Designated Official/CEMRO-OC
- Designated Official/CEMRO-CT
- Preparer/CEMRO-\*\*-\*\*
- CEMRO-CT-\*

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APPENDIX F

Instructions - Agency/Engineer Procurement Request<sup>1</sup>

1. Purpose. This appendix describes the procedures to be used by the preparer to request a delegation of the CIM's exclusive procurement authority of FIP resources for a "specific" acquisition. The preparer will use this appendix to request procurement authority for those FIP resources that cannot be exempt from the FIRMR. The preparer should not undertake the development of an A/EPR without first contacting the IM POC. The development of an A/EPR, and supporting documentation, is not for the un-initiated. The IM POC will assist the preparer by determining which of the documents are required and the extent to which each needs to be developed. The documentation requirement will be determined by the size, value, and complexity of the anticipated acquisition. The required documents must be complete prior to undertaking the development of the A/EPR. The A/EPR is a synopsis of the information contained in the required documents. The documents are identified in paragraph 7 of the model A/EPR.

2. Applicability. As with appendix E, this appendix applies to all acquisitions that are subject to the FIRMR. All acquisitions are to be analyzed for possible FIP resource content, and the outcome of that analysis documented in the form of a Determination and Findings (D&Fs) or procurement authorization sought from the CIM through the A/EPR. The CIM has exclusive procurement authority for FIP resources. Requests against the exclusive procurement authority of the CIM can take one of two different forms:

a. Specific Agency Delegation is a procurement authority issued to a specific agency. It is issued by GSA, through ISSAA and HQUSACE to the Omaha District. GSA issues this authority based on how well the agency manages its FIP acquisitions. This authority of the CIM, for FIP resource acquisition, is made available to organizations through the IMA Mod Plan. See appendix B for the current Specific Agency Delegation.

b. Specific Acquisition Delegation is authorization from the CIM to acquire specific FIP resources that were not authorized through the IMP. The CIM authorizes the KO to contract for FIP resources under a DPA. At the end of this appendix the preparer will find an example of a "model" A/EPR. Copies of the "model" A/EPR are available on disk from the Information Management Office POC.

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<sup>1</sup> This appendix borrows extensively from the "Federal Information Resources Management Regulation" (FIRMR) for its text materials, and from EC 25-1-164, "Procurement Authority For Federal Information Processing (FIP) Resources", for the model Engineer Procurement Request (EPR) portrayed on pages F-6 through F-9.

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3. Responsibilities. As with the D&F, the offices of IM, OC, and CT are available to provide technical assistance and consultation to the preparer, but it is the preparer who is ultimately responsible for seeing that the A/EPR is prepared and staffed in an accurate and timely fashion.

a. The Chief of Information Management or designee will:

(1) Review and take appropriate action on the A/EPR. For significantly large or complex acquisitions, or for cases with significant compatibility-limited requirements, IM will conduct a comprehensive review of the acquisition before issuing a DPA. In these instances, IM may require the submission of additional information.

(2) Delegate authority to the KO to conduct the contracting action if the acquisition cost is within the approval threshold of the CIM.

(3) Assist the preparer in developing the A/EPR and supporting documentation when the acquisition costs exceed the CIM's threshold.

(4) Deny procurement authority.

b. The preparer will:

(1) Prior to initiating any work on developing an A/EPR consult with the designated official of IM who will determine which, if any, of the regulatory compliance documents (paragraph 7 of this appendix) must be completed and where the approving authority lays.

(2) Prepare and submit an A/EPR, and its required documentation, to IM when the acquisition is not covered by either a regulatory DPA or a specific agency DPA received through the IMA Modernization Plan.

(3) Prepare the A/EPR in accordance with the instructions provided in this appendix and forward the original, signed by an official who has been authorized to submit A/EPRs, to the CIM.

4. Procedure. The A/EPR is to be prepared as executive correspondence for signature by the appropriate authorizing officials.

a. The A/EPR should be printed on high quality, 8 1/2 inch X 11 inch, 25% cotton fiber, bond paper. Perforated, tractor-feed, computer paper should not be used. The A/EPR will NOT be prepared on "letterhead" stationery, nor will the margins be "right" justified.

b. The preparer should avoid making adjustments to the format of the A/EPR and should provide information only in those sections of the model A/EPR that are highlighted (Red-Lined). The preparer may have to make adjustments to the page length so as to "force" the occurrence of page breaks in the appropriate position.

c. The preparer will need to generate an original A/EPR for signature, a staffing copy with a signature ladder, as well as any file copies that they may need for their organizational records.

d. Once staffing is complete, the preparer will ensure that the signed original of the A/EPR is forwarded to the appropriate branch of CT (Military, Civil or HTW), where it will be placed in the contract file for that acquisition. Refer to appendix E, page E-3, paragraph 4(10), for additional information on signature ladders.

e. The preparer is required to delete all sections of the model A/EPR that do NOT apply to his/her acquisition. The preparer will need to work closely with the designated officials from IM, OC, and CT in order to accurately identify what materials are not appropriate to their A/EPR. The preparer also needs to work closely with the designated officials so as to clearly define and understand what information is being requested of the remaining sections and documents.

f. Provide the following:

(1) Division or Office Information.

(a) In the heading above part 1; delete all inappropriate terms. The amount of the DPA required determines which term is appropriate. Refer to appendix B. For DPAs of \$500,000 and above, the appropriate term to use is "Agency". Provide the division or office name, address, and location where the FIP resources will be installed or the services will be performed.

(b) Provide the name, position title, division or office identity, and telephone number of the senior program official assigned to the acquisition. This individual will be the customer or his representative. They are the "receiver" of the goods, services or products that are being delivered. Most likely these will be supervisors, program managers, or in some cases project managers.

(c) Provide the names, position titles, and division or office identities for those officials responsible for the preparation of this A/EPR. These are the key individuals within an organization who are most knowledgeable about this particular acquisition. Most likely they will be technical managers, POCs, designers, etc.

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(d) Provide the name, position title, and organization identity of the contract specialist or negotiator who acts on behalf of the KO.

(2) Project Title and Description. Provide the project title and a brief but specific description of the programs that the FIP resources support.

(3) Current FIP Support. Provide a brief but specific description of the current FIP resources supporting these programs. If this is a new requirement for which there is no current or existing FIP support, make a statement declaring that status.

(4) FIP Resources to be Acquired. Provide a brief but specific description of the FIP resources to be acquired during the contract life. The preparer may wish to include pertinent information about the applications present that will help IM understand the requirements. This description should describe how changing requirements will be satisfied (e.g., resources required for system expansion, anticipated augmentations, upgrades, and other system modifications) during the contract life, if such requirements will be included in the solicitation.

(5) Contracting Approach.

(a) Indicate whether or not the proposed contracting approach is to satisfy a requirement using a specific make, model, or vendor specification and whether compatibility-limited requirements will be used.

(b) Identify by fiscal year and quarter the planned milestones for release of the solicitation and contract award.

(c) If the request involves a pilot or prototype, describe the strategy for the follow-on implementation phase.

(d) Indicate the intended contract type, (i.e., firm-fixed price, cost-plus-fixed fee, etc.).

(e) Indicate whether the acquisition plan (see FAR, subpart 7.104(c)) contemplates contracting under policies and procedures for: [Choose the appropriate plan and delete the rest.]

(i) Full and open competition (see FAR, subpart 6.1).

(ii) Full and open competition after exclusion of sources (see FAR, subpart 6.2).

(iii) Other than full and open competition (see FIRMR, subpart 201-39.6 and FAR, subpart 6.3). In addition, provide the applicable statutory contracting authority cited in FIRMR, subpart 201-39.6 or FAR, subpart 6.302-1 through 6.302-7, permitting the use of such procedures.

(6) Estimated Contract Life and Cost. The estimated contract cost of the acquisition is to be identified by the type of FIP resource for the contract life and includes all anticipated optional quantities, resources, and periods. Detailed cost breakdowns may be included when necessary to describe clearly the estimated cost. The estimated total contract cost (for all years) should correspond to the planned contract life. The delegation of procurement authority resulting from this submission will be limited to the contract cost and years set forth in it.

(7) Regulatory Compliance (FIRMR 201-20).

(a) Provide a statement to indicate that the organization has reviewed and complied (or will comply) with all applicable regulations or list the deviations from the regulations that apply to this request for approval and provide an explanation for each deviation request.

(b) Provide the date of completion or most recent update of those documents identified by IM POC for completion or indicate not applicable (see FIRMR, part 201-20).

(8) Division or Office Remarks. Provide additional comments concerning any of the above items or special conditions associated with this acquisition. Such as required building construction or modification.

(9) Division or Office References. Provide references to any previous delegations, meetings, phone discussions, etc., associated with this acquisition or indicate not applicable.

(10) Authorization. District authorized signatures, position titles, division or office designations, and dates.

5. Delegation of Procurement Authority (DPA). In appendix G of this DM the preparer will find a "model" DPA. The DPA is prepared by IM upon approval of the requirement identified in the A/EPR. Upon approving the A/EPR, the CIM (or their designee) will prepare the DPA. It will be issued for a specific duration, costs, options, and for the FIP resources as they are identified in paragraph 6 of the A/EPR. IM will forward the original of the DPA to CT for placement in the contract file and furnish copies of the DPA to the preparer and program manager. The CT is responsible for abiding by all the terms and conditions of the DPA including specific dollar thresholds, duration, limitations in scope, and any special reporting requirements. The KO may **NOT** exceed any of the terms and conditions of the delegation. It is possible that, in revising or amending the approved A/EPR the revised request might exceed the approval threshold of the approving official. In that event, a revised DPA must be requested for the total aggregate amount from the appropriate approving authority.

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DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
Omaha District

Agency/Engineer Procurement Request  
for  
GSA/ISSAA/HOUSACE/NCD/MRO Delegation of Procurement Authority

1. Division or Office Information.

a. Location of FIP Resources: Division or Office Name  
Street Address  
City, State, Zip

b. Senior Program Official: Name  
Position Title  
Office Symbol  
Area Code, Phone Number

c. Technical Official: Name  
Position Title  
Office Symbol  
Area Code, Phone Number

Name  
Position Title  
Office Symbol  
Area Code, Phone Number

d. Contracting Official: Name  
Position Title  
Office Symbol  
Area Code, Phone Number

2. Project Title and Description. Provide the descriptive project title (indicative of the project and the required resources) and a concise description of the primary function that the FIP resources will support.

3. Current FIP Support. Provide a concise description of the current FIP resources supporting this project. Indicate if this is a new mission requirement for which there are no current FIP resources.

4. FIP Resources to be Acquired. Provide a concise description of the FIP resources to be acquired over the total contract life. Include brief details of the equipment, software, services, or support services being acquired, relating each to the requirement(s) it satisfies.

5. Contracting Approach.

- a. Indicate if the proposed contracting approach uses a specific FAR model for vendor solicitation or compliance with FAR requirements.
- b. Indicate the planned acquisition (insert FAR reference) solicitation release and contract award.
- c. If the request involves a fixed price contract, indicate the type of contract for the following implementation phase.
- d. Indicate the intended contract type (insert FAR reference) plus fixed fee (if any).
- e. As prescribed in FAR, Subpart 7.104(c) the acquisition plan contemplates contracting under policies and procedures for
  - (1) Full and Open Competition (insert FAR Subpart 6.1)
  - (2) Full and Open Competition with a limited number of FAR Subpart 6.2)
  - (3) Other than Full and Open Competition (insert FAR Subpart 201.39.6 and FAR Subpart 6.3) authority cited in FAR, Subpart 201.39.6 of FAR, Subpart 6.302 through 6.302.7 permitting the use of such procedures.

6. Estimated Contract Life and Cost.

<u>FIP Resource</u>	<u>Estimated Contract Cost Incl. Options</u>
FIP Equipment . . . . .	\$ [REDACTED]
FIP Software . . . . .	\$ [REDACTED]
FIP Services . . . . .	\$ [REDACTED]
FIP Support Services. . . . .	\$ [REDACTED]
<hr/>	
SUB-TOTAL FIP Resources. . . . .	\$ [REDACTED]
Exempt FIP Resources. . . . .	\$ [REDACTED]
FIP Related Supplies. . . . .	\$ [REDACTED]
All Other Contract Costs . . . . .	\$ [REDACTED]
<hr/>	
SUB-TOTAL Other Contract Costs . . . . .	\$ [REDACTED]
<hr/>	
TOTAL Contract Cost . . . . .	\$ [REDACTED]
Contract Life . . . . .	[ ] Year(s), [ ] Option years

'This amount represents the amount of the requested DPA.

7. Regulatory Compliance (FIRMR, Subpart 201-20).

(a) The Division/Office has reviewed and ~~complied~~ will comply with all applicable regulations, including the FIRMR. No deviations are sought.

(b) The following is a list of the required FIRMR and LCMIS documentation, the Information Mission Area planning authorization certification numbers, and the dates of completion or latest revision. (N/A for those that are not applicable.)

<u>FIRMR Documentation</u>	<u>Date</u>
Requirements Analysis	8/7/92
Analysis of Alternatives	8/7/92
Determination to support the use of compatibility limited requirements	8/7/92
Conversion Study	8/7/92
Certified data to support any requirement available from only one responsible source (i.e., J&A)	8/7/92
Certified data to support any use of a specific make and model specification (i.e., J&A)	8/7/92
Description of planned actions necessary to foster competition for subsequent acquisitions (i.e., J&A)	8/7/92
Justification for more than one agency to provide switching facilities or services at building locations	8/7/92
Exception to the use of FIS 2000 mandatory network services	8/7/92
Exception to the use of GSA mandatory consolidated local telecommunications services	8/7/92
 <u>LCMIS Documentation</u>	 <u>Date</u>
Abbreviated System Decision Paper	8/7/92

Information Mission Area Modernization Plan

Requirements Statement Number C 9 92 0000 0000

8. Division or Office Remarks. Provide additional information concerning any of the above items or special conditions associated with this acquisition or indicate "N/A".

9. Division or Office References. Provide references related to previous delegations, meetings, phone discussions, etc. associated with this acquisition or indicate "N/A".

10. Authorization.

a. Senior Program Official.

-----  
Date Signature Block

b. CIM Validation.

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Date Signature Block

c. Legal Review.

-----  
Date Signature Block

d. Contracting Officer.

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Date Signature Block

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APPENDIX G

Delegation of Procurement Authority

CEMRO-IM (715)

\*\*-\*\*\*-\*\*\*\*

MEMORANDUM FOR Chief, CEMRO-CT

SUBJECT: Delegation of Procurement Authority (DPA) for the ~~Place the project title and location here~~ Project

1. In accordance with the provisions of 40 US Code, Section 759, you are hereby delegated specific acquisition authority for the procurement of Federal Information Processing (FIP) resources for the ~~Place the project title and location here~~ as well.
2. This approval is granted under the following provisions:
  - a. Funds are available from current resources. This action will not be used to obtain additional funds.
  - b. The total purchase price of the FIP resources portion of the contract may not exceed \$~~\*\*\*,\*\*\*~~. This limit includes the cost of all options which can be exercised during the ~~##~~ year(s) maximum life of the contract. The FIP resources to be acquired are identified in the enclosed Engineer Procurement Request (EPR).
  - c. This approval constitutes authority to conduct a procurement based upon a full and open competition. Acquisition must be made by the Contracting Officer in accordance with applicable procurement directives, including all requirements imposed by the Federal Information Resources Management Regulation (FIRMR). Any material changes made to an approved acquisition must be submitted to CEMRO-IM for approval.
3. This acquisition ~~does/does not~~ require the acquisition of Federal Information Processing (FIP) resources that are exempt from the Federal Information Resources Management Regulation (FIRMR). A Determination and Findings ~~is/is not~~ included.
4. You are responsible for tracking and reporting the acquisition against the Omaha Districts' Information Management DPA number. Please refer to DPA Number MRO-9~~\*,\*\*\*~~ in all future correspondence concerning this action. Point of contact for this action is Mr. Rod Larson at ext. 3920.

2 Encls  
Determination and Findings  
Engineer Procurement Request

CAROL A. ATHERTON  
Chief, Information Management Office

CF: (w/encls)  
CEMRO-~~\*\*-\*\*~~ (Requestors Name)

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