THE DEPUTY SECRETARY OF COMMERCE
Washington, D.C. 20230

MAR 23 2012

MEMORANDUM FOR: Chief Financial Officers
Chief Information Officers
Bureau Procurement Officials
Heads of Contracting Activity
Department of Commerce Purchase Cardholders

FROM: Dr. Rebecca Blank
Acting Deputy Secretary of Commerce
And Under Secretary for Economic Affairs

Scott B. Quehl,
Chief Financial Officer and Assistant Secretary of Administration

Simon Szykman,
Chief Information Officer

Barry E. Berkowitz,
Senior Procurement Executive and
Director for Office of Acquisition Management

SUBJECT: Department-wide contract for Personal Computers and Accessories

OVERVIEW

The Department of Commerce (DoC) has established, for the first time, a single Department-wide blanket purchase agreement (BPA) for desktop computers, laptops, monitors and other accessories. The BPA, awarded to Intelligent Decisions, a small business, is expected to save the Department $4-$5M annually. The BPA capitalizes on the large volume of computers that the Department of Commerce purchases each year to achieve significant cost reductions.

The new single BPA (with a base and four option years) will provide the Department with computers manufactured by Dell and will achieve more than lower pricing. It will also:

- Reduce the thousands of employee hours required to award hundreds of separate contracts for computers
- Reduce IT complexity and longer term support and maintenance costs by standardizing PC specifications across the Department
- Streamline the ordering process
- Improve upon average delivery times
- Increase the Department's small business participation by 30%

DoC is committed to using the BPA to the maximum extent practicable in order to take advantage of the significant discounts realized through this competition. Savings are expected to provide a 40% discount off FY10 prices.

The purpose of this policy is to outline the usage of the new DoC PCs and Accessories BPA and to provide guidance on improving PCs and Accessories buying behavior.

POLICY

Effective immediately, DoC Contracting Officers, purchasing agents and purchase cardholders shall use the DoC PCs and Accessories BPA for all PC and Accessories acquisitions. Use of the DoC PCs and Accessories BPA is required unless a bona fide need or mission critical requirement is justified. Some potential examples of products that may be required to meet mission critical needs and are not part of the DoC PCs and Accessories BPA are Apple products, ruggedized laptops, thin clients, and ultra-high performance workstations.

EXCEPTIONS

Each Bureau will be responsible for developing a written exception process to review and approve requirements that qualify as a bona fide or mission critical need and which will be fulfilled outside of the DoC PCs and Accessories BPA.

OVERSIGHT

Decisions to not utilize the DoC PCs and Accessories BPA shall be documented in the acquisition file or purchase card record. The Office of Acquisition Management (OAM) will maintain oversight of PCs and Accessories acquisitions across DoC. OAM will work with individual Bureaus that do not comply with the required use policy.

ROLES AND RESPONSIBILITIES

Head Contracting Activities shall:

- Ensure Bureau policies are developed to promote compliance with this policy

CFO/CIO offices shall:

- Ensure communication of this policy to all office staff
- Ensure compliance and accountability with respect to the requirements and guidance provided within this policy

Bureau Procurement Officials shall:

- Ensure communication of this policy to all acquisition staff
- Ensure compliance and accountability with respect to the requirements and guidance provided within this policy
- Ensure that procurement management reviews include compliance as a special interest

Head of Contracting Office shall:

- Communicate policy to all acquisition staff
- Monitor compliance with the requirements and guidance provided within this policy

- Manage procurement reviews, including compliance as a special interest
- Assess purchase card holder limits and authorize single transaction increases when required

Department of Commerce Purchase Cardholders shall:

- Use the DoC PCs and Accessories BPA for all PC and Accessories purchases, unless a written exception has been granted
- If an exception is required, the cardholder should ensure that appropriate documentation is in the file to support the purchase
- Use the portal to order items under the contract

Office of Acquisition Management/Procurement Performance Excellence Office shall:

- Maintain oversight of the DoC PCs and Accessories BPA
- Monitor and report compliance
- Manage issue resolution

PURCHASING GUIDELINES

In addition to centralizing DoC PCs and Accessories spend through a single acquisition vehicle, changing our PCs and Accessories buying practices will offer further opportunities to generate savings. By making a few simple adjustments to our PCs and Accessories buying practices, we can drive additional cost savings across DoC.

To capture these benefits, the following guidelines should be considered prior to any PCs or Accessories purchase.

- **Check Existing Inventory for Excess Usable Devices Prior To a New Acquisition**: DoC maintains property and inventory data for each Bureau. Part of each PCs and Accessories acquisition process should include the review of excess inventory for usable devices prior to acquisition of a new PC or Accessory.
- **Maintain a 3 - 4 Year Refresh Cycle**: While most Bureaus refresh PCs every 4 years, there are instances across DoC of PCs with up to a 6 year refresh rate. While delaying a PC refresh may reduce acquisition costs, older PCs are more expensive to maintain, driving up the total cost of ownership (TCO). After Year 3, the support and out-of-warranty repair costs increase to the extent that they outweigh the benefit of amortizing the acquisition cost over more years, causing a five year old PC to cost more than twice as much to maintain as a new one. The optimal PC refresh rate is between three and four years, and Bureaus should strive to maintain this refresh cycle.
- **Eliminate Accident Protection**: Historically, many Bureaus have purchased Accident Protection on their desktops and laptops. After a legal review of the new PC requirements, it was determined that appropriated funds cannot be used to purchase Accident Protection. Therefore, Accident Protection should be removed from all future PC acquisitions and will not be offered on this BPA.
- **Limit Warranties to 3 years**: Currently, many Bureaus purchase 4 Year warranties instead of 3 Year warranties. The need for a 4 Year warranty can be determined by assessing the average failure rate across an organization, which is defined as when an issue cannot be fixed by the internal help desk and requires OEM or third party support. Typical PC failure

rates make purchasing of 4-year warranties not economical and Bureaus should be mindful that a fourth year of warranty does not provide a cost benefit for DoC.

- **Align User Segments with PC Configurations**: Many PC purchases are based on personal preference or available funding and are not purchased to align with user needs. Aligning functional needs with the appropriate PC configurations could result in significant savings. For instance, ensuring that power users have more powerful machines, while standard users have more basic machines will provide users with machines that meet their functional needs without overspecing.

Thank you for your attention to and participation in this important initiative.

Developed by the Procurement Performance Excellence Office (PPEO)

Department of Commerce Cost Reduction Initative
PCs & Accessories Contract
Ordering Instructions

Summary/Background:

The Department of Commerce (DoC) awarded a single Custom User Purchasing Agreement (CUPA) with Intelligent Decisions under the NASA SEWP IV vehicle, to establish a department-wide procurement vehicle for the acquisition of Personal Computers, Monitors, Accessories, and Services. This is a mandatory use vehicle for the DoC, and this document provides guidance on how to order PCs & Accessories under this contract.

Order Placement

Only orders placed by a Contracting Officer or a Bureau authorized purchase card holder shall be fulfilled under this agreement.

Order placement via phone, email or through an Online Ordering Portal website shall be accepted.

It is recommended that all orders placed under this agreement be placed and tracked through a DoC-specific Online Ordering Portal. The Portal will be available mid-March 2012. Until that time, please place orders through email or phone with the points of contact listed below.

Order Submission:

Online Ordering Portal: TBD mid March
Email: akimmel@intelligent.net or jgornik@intelligent.net
Phone: Amanda Kimmel 703-554-1752 or Jenn Gornik 703-554-1733
Fax: 703-554-1952 or 703-554-1933

Order Payment - Acceptance of Government Purchase Cards

The Contractor is required to accept the GSA SmartPay card and purchase orders for orders issued against the agreement.

Products & Services Offered:

A detailed list of products and services offered under this contract can be found on the following pages.

Questions/Concerns:

DoC PCs & Accessories Contact:

Tammy Journet
Deputy for Procurement Performance Excellence
202-482-4511
tjournet@doc.gov

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PCs & Accessories Product List:

STANDARD LAPTOP CONFIGURATION				
ITEM NUMBER	COMPONENT			PRICE
ITEM# 1001	PROCESSOR	BASE	Intel Core i5-2520M, 2.50GHz, 3MB Cache	$905.54
	RAM	BASE	4.0GB	
	PRIMARY STORAGE	BASE	250GB 7200rpm SATA Hard Drive	
	GRAPHICS CONTROLLER	BASE	Standard HD graphics controller, HDMI, VGA	
	NETWORK CARD	BASE	1 GB NIC / Wireless G- and N-enabled	
	DVD-ROM DRIVE	BASE	8x DVD+/-RW (or higher)	
	SCREEN SIZE & WEIGHT	BASE	14.0" 4-5 lbs	
	AIR CARD	BASE	[Not available on Base Configuration]	
	ADVANCED VIRTUAL MANAGEBILITY	BASE	[Not available on Base Configuration]	
	WEBCAM	BASE	[Not available on Base Configuration]	
	OPERATING SYSTEM	BASE	Windows 7 - 64 Bit	
	WARRANTY	BASE	3 Year Basic Hardware Service with 3 Year Remote Diagnostic Service	
	BATTERY	BASE	Lithium Ion Battery (min. 4 operating hours)	
	KEYBOARD	BASE	Built in keyboard and track pad	
	ETHERNET PORT	BASE	100/1000 Ethernet port	
	SPEAKERS	BASE	Integrated stereo speakers	
	USB PORTS	BASE	Minimum of four USB ports, with the preference that one be a USB 3.0 port	
	OTHER PORTS	BASE	Headphone, Microphone, Docking Station, Keyboard, Mouse, AC power Supply, VGA, DVI or Display Port to DVI dongle adapter, Display Port	
	SECURITY	BASE	Smartcard Reader technology Required	
	FINGERPRINT READER	BASE	Fingerprint Reader Required	

ITEM# 1001-A	RAM	OPTION	8.0GB	$140.32
ITEM# 1001-B	PRIMARY STORAGE	OPTION	500GB 7200rpm SATA Hard Drive	$64.14
ITEM# 1001-C	AIR CARD	OPTION	Brand-Agnostic Aircard	$100.23
ITEM# 1001-D	ADVANCED VIRTUAL MANAGEBILITY	OPTION	Intel VPro or AMD equivalent	$16.04
ITEM# 1001-E	WEBCAM	OPTION	Built-in Webcam	$24.05
ITEM# 1001-F	OPERATING SYSTEM	OPTION	Linux	--
ITEM# 1001-G	WARRANTY	OPTION	3 Year "Enhanced" Hardware Service with 3 Year Next Business Day (NBD) Limited Onsite Service After Remote Diagnosis	$63.34
ITEM# 1001-H	WARRANTY	OPTION	4 Year "Basic" Hardware Service with 4 Year Remote Diagnostic Service	$95.41
ITEM# 1001-I	WARRANTY	OPTION	4 Year "Enhanced" Hardware Service with 4 Year NBD Limited Onsite Service After Remote Diagnosis	$199.65

PERFORMANCE LAPTOP CONFIGURATION				
ITEM NUMBER	COMPONENT			PRICE
ITEM# 2001	PROCESSOR	BASE	Intel® Core™ i5 (2.50GHz, 3M cache, dual core)	$923.71
	RAM	BASE	4.0GB	
	PRIMARY STORAGE	BASE	250GB 7200rpm SATA Hard Drive	
	GRAPHICS CONTROLLER	BASE	Standard HD graphics controller, HDMI, VGA	
	NETWORK CARD	BASE	1 GB NIC / Wireless G- and N-enabled	
	DVD-ROM DRIVE	BASE	8x DVD+/-RW (or higher)	
	SCREEN SIZE & WEIGHT	BASE	15.6" 5-6lbs	
	AIR CARD	BASE	[Not available on Base Configuration]	
	ADVANCED VIRTUAL MANAGEBILITY	BASE	[Not available on Base Configuration]	
	WEBCAM	BASE	[Not available on Base Configuration]	
	OPERATING SYSTEM	BASE	Windows 7 - 64 Bit	
	WARRANTY	BASE	3 Year Basic Hardware Service with 3 Year Remote Diagnostic Service	
	BATTERY	BASE	Lithium Ion Battery (min. 4 operating hours)	
	KEYBOARD	BASE	Built in keyboard and track pad	
	ETHERNET PORT	BASE	100/1000 Ethernet port	
	SPEAKERS	BASE	Integrated stereo speakers	
	USB PORTS	BASE	Minimum of four USB ports, with the preference that one be a USB 3.0 port	
	OTHER PORTS	BASE	Headphone, Microphone, Docking Station, Keyboard, Mouse, AC power Supply, VGA, DVI or Display Port to DVI dongle adapter, Display port	
	SECURITY	BASE	Smartcard Reader technology Required	
	FINGERPRINT READER	BASE	Fingerprint Reader Required	

ITEM# 2001-A	PROCESSOR	OPTION	Intel® Core™ i7 (2.70GHz, 4M cache, dual core)	$382.50
ITEM# 2001-B	RAM	OPTION	8.0GB	$140.18
ITEM# 2001-C	PRIMARY STORAGE	OPTION	500GB 7200rpm SATA Hard Drive	$64.08
ITEM# 2001-D	PRIMARY STORAGE	OPTION	128GB Mobility Solid State Drive	$320.42
ITEM# 2001-E	GRAPHICS CONTROLLER	OPTION	512MB Discrete graphics controller compatible with 2.70GHz processor	--
ITEM# 2001-F	AIR CARD	OPTION	Brand-Agnostic Aircard	$100.13
ITEM# 2001-G	ADVANCED VIRTUAL MANAGEBILITY	OPTION	Intel VPro or AMD equivalent	$16.02
ITEM# 2001-H	WEBCAM	OPTION	Built-in Webcam	$24.03
ITEM# 2001-I	OPERATING SYSTEM	OPTION	Linux	--
ITEM# 2001-J	WARRANTY	OPTION	3 Year "Enhanced" Hardware Service with 3 Year Next Business Day (NBD) Limited Onsite Service After Remote Diagnosis	$63.28
ITEM# 2001-K	WARRANTY	OPTION	4 Year "Basic" Hardware Service with 4 Year Remote Diagnostic Service	$95.32
ITEM# 2001-L	WARRANTY	OPTION	4 Year "Enhanced" Hardware Service with 4 Year NBD Limited Onsite Service After Remote Diagnosis	$199.46

LIGHTWEIGHT LAPTOP CONFIGURATION				
ITEM NUMBER	COMPONENT			PRICE
ITEM# 3001	PROCESSOR	BASE	Intel® Core™ i5 (2.50GHz, 3M cache, dual core)	$1,058.31
	RAM	BASE	4.0GB	
	PRIMARY STORAGE	BASE	250GB 7200rpm SATA Hard Drive	
	GRAPHICS CONTROLLER	BASE	Standard HD graphics controller, HDMI, VGA	
	NETWORK CARD	BASE	1 GB NIC / Wireless G- and N-enabled	
	DVD-ROM DRIVE	BASE	8x DVD+/-RW (or higher) (integrated or add-on)	
	SCREEN SIZE & WEIGHT	BASE	13.3" 3-4 lbs	
	AIR CARD	BASE	[Not available on Base Configuration]	
	ADVANCED VIRTUAL MANAGEBILITY	BASE	[Not available on Base Configuration]	
	WEBCAM	BASE	[Not available on Base Configuration]	
	OPERATING SYSTEM	BASE	Windows 7 - 64 Bit	
	WARRANTY	BASE	3 Year Basic Hardware Service with 3 Year Remote Diagnostic Service	
	BATTERY	BASE	Lithium Ion Battery – 3 cell	
	KEYBOARD	BASE	Built in keyboard and track pad	
	ETHERNET PORT	BASE	100/1000 Ethernet port	
	SPEAKERS	BASE	Integrated stereo speakers	
	USB PORTS	BASE	Minimum of two USB ports, with the preference that one be a USB 3.0 port	
	OTHER PORTS	BASE	Headphone, Microphone, Docking Station, Keyboard, Mouse, AC power Supply, VGA, DVI or Display Port to DVI dongle adapter, Display port	
	SECURITY	BASE	Smartcard Reader technology Required	
	FINGERPRINT READER	BASE	Fingerprint Reader Required	

ITEM# 3001-A	RAM	OPTION	8.0GB	$139.71
ITEM# 3001-B	PRIMARY STORAGE	OPTION	128GB Mobility Solid State Drive	$215.55
ITEM# 3001-C	GRAPHICS CONTROLLER	OPTION	256MB Graphics controller, HDMI, VGA	--
ITEM# 3001-D	GRAPHICS CONTROLLER	OPTION	512MB Graphics controller, HDMI, VGA	--
ITEM# 3001-E	AIR CARD	OPTION	Brand-Agnostic Aircard	$99.79
ITEM# 3001-F	ADVANCED VIRTUAL MANAGEBILITY	OPTION	Intel VPro or AMD equivalent	$15.97
ITEM# 3001-G	WEBCAM	OPTION	Built-in Webcam	$23.95
ITEM# 3001-H	OPERATING SYSTEM	OPTION	Linux	--
ITEM# 3001-I	WARRANTY	OPTION	3 Year "Enhanced" Hardware Service with 3 Year Next Business Day (NBD) Limited Onsite Service After Remote Diagnosis	$63.07
ITEM# 3001-J	WARRANTY	OPTION	4 Year "Basic" Hardware Service with 4 Year Remote Diagnostic Service	$108.58
ITEM# 3001-K	WARRANTY	OPTION	4 Year "Enhanced" Hardware Service with 4 Year NBD Limited Onsite Service After Remote Diagnosis	$198.79

STANDARD DESKTOP CONFIGURATION				
ITEM NUMBER	COMPONENT			PRICE
ITEM# 4001	PROCESSOR	BASE	Intel® Core™ i5 4 core (3.1GHz, 6M cache, quad core)	$617.27
	RAM	BASE	4.0GB	
	PRIMARY STORAGE	BASE	250GB 7,200 RPM 3.5" SATA, 6.0Gb/s Hard Drive	
	GRAPHICS CONTROLLER	BASE	Standard HD integrated graphics controller, HDMI, VGA	
	NETWORK CARD	BASE	1 GbE NIC	
	DVD-ROM DRIVE	BASE	8x DVD+/-RW (or higher)	
	FOOTPRINT	BASE	Small Form Factor	
	OPERATING SYSTEM	BASE	Windows 7 - 64 Bit	
	WARRANTY	BASE	3 Year Basic Hardware Service with 3 Year Remote Diagnostic Service	
	ADVANCED VIRTUAL MANAGEBILITY	BASE	[Not available on Base Configuration]	
	KEYBOARD	BASE	Wired English keyboard	
	MOUSE	BASE	USB Optical mouse	
	ETHERNET PORT	BASE	100/1000 Ethernet port	
	SPEAKERS	BASE	Internal Chassis Speaker Option	
	USB PORTS	BASE	Minimum of five USB ports, with the preference that one be a USB 3.0 port	
	OTHER PORTS	BASE	Headphone, Microphone, Docking Station, Keyboard, Mouse, AC power Supply, VGA, DVI or Display Port to DVI dongle adapter, Display Port	
	INTERFACE	BASE	Unified Extensible Firmware Interface (UEFI)	
	SECURITY	BASE	Smart-Card Reader Technology (Built-in or Add-on)	

ITEM# 4001-A	RAM	OPTION	8.0GB	$64.29
ITEM# 4001-B	PRIMARY STORAGE	OPTION	500GB 7,200 RPM 3.5" SATA, 6.0Gb/s Hard Drive	$34.55
ITEM# 4001-C	OPERATING SYSTEM	OPTION	Linux	--
ITEM# 4001-D	WARRANTY	OPTION	3 Year "Enhanced" Hardware Service with 3 Year Next Business Day (NBD) Limited Onsite Service After Remote Diagnosis	$63.48
ITEM# 4001-E	WARRANTY	OPTION	4 Year "Basic" Hardware Service with 4 Year Remote Diagnostic Service	$71.52
ITEM# 4001-F	WARRANTY	OPTION	4 Year "Enhanced" Hardware Service with 4 Year NBD Limited Onsite Service After Remote Diagnosis	$151.88
ITEM# 4001-G	ADVANCED VIRTUAL MANAGEBILITY	OPTION	Intel VPro or AMD equivalent	$24.11

PERFORMANCE DESKTOP CONFIGURATION				
ITEM NUMBER	COMPONENT			PRICE
ITEM# 5001	PROCESSOR	BASE	Intel® Core™ i5 4 core (3.1GHz, 6M cache, quad core)	$623.29
	RAM	BASE	4.0GB	
	PRIMARY STORAGE	BASE	250GB 7,200 RPM 3.5" SATA, 6.0Gb/s Hard Drive, Dual hard drive RAID enabled	
	GRAPHICS CONTROLLER	BASE	Standard HD graphics controller, HDMI	
	NETWORK CARD	BASE	1 GbE NIC	
	DVD-ROM DRIVE	BASE	8x DVD+/-RW (or higher)	
	FOOTPRINT	BASE	Mini-Tower	
	OPERATING SYSTEM	BASE	Windows 7 - 64 Bit	
	WARRANTY	BASE	3 Year Basic Hardware Service with 3 Year Remote Diagnostic Service	
	ADVANCED VIRTUAL MANAGEBILITY	BASE	[Not available on Base Configuration]	
	KEYBOARD	BASE	Wired English keyboard	
	MOUSE	BASE	USB Optical mouse	
	ETHERNET PORT	BASE	100/1000 Ethernet port	
	SPEAKERS	BASE	Internal Chassis Speaker Option	
	USB PORTS	BASE	Minimum of five USB ports, with the preference that one be a USB 3.0 port	
	OTHER PORTS	BASE	Headphone, Microphone, Docking Station, Keyboard, Mouse, AC power Supply, VGA, DVI or Display Port to DVI dongle adapter, Display Port	
	INTERFACE	BASE	Unified Extensible Firmware Interface (UEFI)	
	SECURITY	BASE	Smart-Card Reader Technology (Built-in or Add-on)	

ITEM# 5001-A	PROCESSOR	OPTION	Intel® Core™ i7 4 core (3.4GHz, 8M cache, quad core)	$204.92
ITEM# 5001-B	RAM	OPTION	8.0GB	$64.29
ITEM# 5001-C	PRIMARY STORAGE	OPTION	500GB 7,200 RPM 3.5" SATA, 6.0Gb/s Hard Drive	$14.46
ITEM# 5001-D	PRIMARY STORAGE	OPTION	1TB 7,200 RPM 3.5" SATA, 3.0Gb/s Hard Drive with NCQ and 16MB Cache	$34.55
ITEM# 5001-E	GRAPHICS CONTROLLER	OPTION	512MB Discrete graphics Card, HDMI	$59.47
ITEM# 5001-F	OPERATING SYSTEM	OPTION	Linux	--
ITEM# 5001-G	WARRANTY	OPTION	3 Year "Enhanced" Hardware Service with 3 Year Next Business Day (NBD) Limited Onsite Service After Remote Diagnosis	$63.48
ITEM# 5001-H	WARRANTY	OPTION	4 Year "Basic" Hardware Service with 4 Year Remote Diagnostic Service	$71.52
ITEM# 5001-I	WARRANTY	OPTION	4 Year "Enhanced" Hardware Service with 4 Year NBD Limited Onsite Service After Remote Diagnosis	$151.88
ITEM# 5001-J	ADVANCED VIRTUAL MANAGEBILITY	OPTION	Intel VPro or AMD equivalent	$24.11

ULTRA HIGH PERFORMANCE DESKTOP CONFIGURATION				
ITEM NUMBER	COMPONENT			PRICE
ITEM# 6001	PROCESSOR	BASE	Single Quad Core Intel® Xeon® Processor	$1,005.29
	RAM	BASE	8.0GB	
	PRIMARY STORAGE	BASE	1TB 7,200 RPM 3.5" SATA, Dual hard drive RAID enabled	
	GRAPHICS CONTROLLER	BASE	Base 256MB (or better) Graphics card with HDMI, VGA * Graphics Controller must run the latest versions of OGL and Direct X	
	NETWORK CARD	BASE	1 GbE NIC	
	DVD-ROM DRIVE	BASE	8x DVD+/-RW (or higher)	
	FOOTPRINT	BASE	Workstation	
	OPERATING SYSTEM	BASE	Windows 7 - 64 Bit	
	WARRANTY	BASE	3 Year Basic Hardware Service with 3 Year Remote Diagnostic Service	
	ADVANCED VIRTUAL MANAGEBILITY	BASE	[Not available on Base Configuration]	
	KEYBOARD	BASE	Wired English keyboard	
	MOUSE	BASE	USB Optical mouse	
	ETHERNET PORT	BASE	100/1000 Ethernet port	
	SPEAKERS	BASE	Internal Chassis Speaker Option	
	USB PORTS	BASE	Minimum of seven USB ports, with the preference that one be a USB 3.0 port	
	OTHER PORTS	BASE	Headphone, Microphone, Docking Station, Keyboard, Mouse, AC power Supply, VGA, DVI or Display Port to DVI dongle adapter, Display Port	
	INTERFACE	BASE	Unified Extensible Firmware Interface (UEFI)	
	SECURITY	BASE	Smart-Card Reader Technology (Built-in or Add-on)	

ITEM# 6001-A	PROCESSOR	OPTION	Dual Quad Core Intel® Xeon® Processor, 2.93GHz	$1,076.25
ITEM# 6001-B	RAM	OPTION	12.0GB	$220.45
ITEM# 6001-C	RAM	OPTION	16.0GB	$519.62
ITEM# 6001-D	RAM	OPTION	24.0GB	$968.39
ITEM# 6001-E	GRAPHICS CONTROLLER	OPTION	512MB Graphics Controller, HDMI, VGA	$62.98
ITEM# 6001-F	GRAPHICS CONTROLLER	OPTION	1.0 GB Graphics Controller, HDMI, VGA	$110.22
ITEM# 6001-G	OPERATING SYSTEM	OPTION	Linux	--
ITEM# 6001-H	WARRANTY	OPTION	3 Year "Enhanced" Hardware Service with 3 Year Next Business Day (NBD) Limited Onsite Service After Remote Diagnosis	$85.82
ITEM# 6001-I	WARRANTY	OPTION	4 Year "Basic" Hardware Service with 4 Year Remote Diagnostic Service	$55.11
ITEM# 6001-J	WARRANTY	OPTION	4 Year "Enhanced" Hardware Service with 4 Year NBD Limited Onsite Service After Remote Diagnosis	$166.12
ITEM# 6001-K	ADVANCED VIRTUAL MANAGEBILITY	OPTION	Intel VPro or AMD equivalent	$7.75

MONITORS			
COMPONENT			PRICE
ITEM# 7001	20" Class LCD Monitor	OPTION	$157.71
ITEM# 7002	20" Class LCD Monitor w/360 spin	OPTION	$276.17
ITEM# 7003	22" Class LCD Monitor	OPTION	$157.71
ITEM# 7004	22" Class LCD Monitor w/360 spin	OPTION	$276.17
ITEM# 7005	24" Class LCD Monitor	OPTION	$243.83
ITEM# 7006	24" Class LCD Monitor w/360 spin	OPTION	$362.29
ITEM# 7007	27" Class LCD Monitor	OPTION	$882.05
ITEM# 7008	27" Class LCD Monitor w/360 spin	OPTION	$1,000.51
ITEM# 7009	30" Class LCD Monitor	OPTION	$971.35

ACCESSORIES				
ITEM #	COMPONENT			PRICE
ITEM# 8001	Port Replicators	OPTION	Port replicator with power adapter cord for defined laptop configurations	$101.85
ITEM# 8002	Laptop Batteries	OPTION	Lithium ion, 10-hour options for Standard and Performance Laptops	$141.02
ITEM# 8003	Laptop Batteries	OPTION	Lithium ion, 6-cell for Lightweight laptops	$106.55
ITEM# 8004	Mounting Brackets	OPTION	Wall mounting brackets	$125.35
ITEM# 8005	Mounting Brackets	OPTION	Dual monitor mounting brackets	$122.68
ITEM# 8006	Carrying Cases	OPTION	Nylon laptop carrying case which will fit defined laptop configurations	$31.33
ITEM# 8007	Docking Station	OPTION	With support for dual monitors, 1 DVI port, 2 display ports, 1 serial port, 1 parallel port, 2 USB ports, and 1 x eSATA/USB port	$156.69
ITEM# 8008	External Hard Drive	OPTION	1 TB	$62.67
ITEM# 8009	External Hard Drive	OPTION	2 TB	$78.34
ITEM# 8010	External Hard Drive	OPTION	3 TB	$109.68
ITEM# 8011	Keyboards	OPTION	Basic Wired Keyboard Without Smartcard Reader	$15.66
ITEM# 8012	Keyboards	OPTION	Wired Keyboard With PIV Smartcard Readers	$39.17
ITEM# 8013	Keyboards	OPTION	Basic Wireless Keyboard	$43.08
ITEM# 8014	Mouse	OPTION	Optical 2-Button Mouse with Scroll	$14.09
ITEM# 8015	Speakers	OPTION	Flat panel stereo sound bar with power adapter	$28.20
ITEM# 8016	Memory	OPTION	Additional 2GB Memory DIMMS	$39.17
ITEM# 8017	Memory	OPTION	Additional 4GB Memory DIMMS	$47.00
ITEM# 8018	Video Card	OPTION	Additional Video Cards - 256 MB	$53.48
ITEM# 8019	Video Card	OPTION	Additional Video Cards - 512 MB	$63.45
ITEM# 8020	Video Card	OPTION	Additional Video Cards - 1 GB	$86.18

SERVICES			
ITEM #	COMPONENT		PRICE
ITEM# 9001	Image Loading	OPTION	$22.10
ITEM# 9002	Asset Tagging	OPTION	$18.22

UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF THE CHIEF INFORMATION OFFICER
High Performance Computing and Communications

MEMORANDUM FOR: Assistant Administrators
Deputy Assistant Administrators
Staff Office Directors
Chief Financial Officers
Chief Information Officers

MAR 28 2012

FROM: Joseph F. Klimavicz
Chief Information Officer and Director, High Performance Computing and Communications

SUBJECT: Release of NOAA Desktop and Laptop Purchase Hold

I am pleased to announce the hold placed on purchasing laptops and desktops will be released on April 2 when the Department of Commerce's procurement vehicle for the acquisition of desktop computers, monitors, accessories, and services is available for use.

The Department awarded a Custom User Purchasing Agreement (CUPA) to Intelligent Decisions and recently released a Department policy for use of this procurement vehicle (Attachment 1). This CUPA is a mandatory source for this type of equipment and associated services. Its ordering portal offers a means to easily and quickly meet our PC requirements moving towards a more unified computing environment through standardized models and fewer configuration variations while reducing costs. The portal will be located at http://store.intelligent.net/doc/. Please utilize the NOAA process for purchasing desktop and laptop computers and accessories when ordering from this portal (Attachment 2). This process also includes instructions for seeking a waiver.

While ordering will be streamlined, it is important to continue to manage the demand for desktops and laptops. As part of NOAA IT cost reduction initiatives, a NOAA Desktop-Laptop Purchase Management Policy was drafted and while still in coordination with our bargaining units (Attachment 3), please refer to this draft policy as guidance in your decision making process.

Please contact Michele Heffner, the NOAALink Program Manager, at NOAAPC.Initiative@noaa.gov, if you have any questions or need any clarifications.

Printed on Recycled Paper

March 27, 2012

NOAA Process for Purchasing Desktop/Laptop Computers and Accessories

Overview

An agreement between the Department of Commerce, US Census Bureau, and NASA has established a contract under the NASA SEWP vehicle for "Personal Computers (PC) and Accessories", which includes Desktop and Laptop Computers, Monitors, Accessories, and Services, at discounted prices. The PC portion of the contract includes three desktop and three laptop base configurations, with the ability to modify/reconfigure selected components. This contract is a mandatory source within DOC for acquiring these types of equipment and related services. For detailed ordering instructions on using the PC portal, refer to the DOC ordering guide.

Implementation

The goal of this process is to maximize ease of use, ensure conformance to architectural standards, maintain visibility of purchases, manage waiver requests and assure consistency with NOAA policies and the Desktop-Laptop Purchase Management Policy. To accomplish this, Line Offices and Staff Offices will establish a process for purchasing PCs through the portal including developing an approval process, identifying the LO/SO purchasing agents, and identifying/documenting allowable exceptions. The process will also include the LO/SO established configurations that will promote homogeneity and consistency with the LO/SO technical architecture. In addition, following such best practices will ease any future transitions to environments such as thin clients and virtualization.

Waivers

Waivers from use of the DOC ordering vehicle must be approved by LO CIO or designated representative and accompanied with a bona fide justification, such as:

- For field emergency
- a specialty computer that provides a cost-effective functionality not offered in the standard configurations)

In order to ensure compliance with the DOC ordering process, all LOs and SOs are responsible to submit a monthly report of all approved waivers to NOAAPC.initiative@noaa.gov by the 7th day following the month being reported in the attached format.

All waived PCs must be procured through the NOAALink vehicle and will be subject to the 3% fee. The approved waiver shall be attached to the procurement request along with the other procurement documentation.

(Note: Staff Offices should get approvals from OCIO SSD/CSB.)

NOAALink will be responsible to collect post-action reports of purchases through the portal and share this information with the CIOs to ensure consistency with NOAA policy on the Desktop-Laptop Purchase Management Policy.

Order Processing

The preferred process is through the use of purchase card. LO/SO purchases would be approved by the LO CIO (or designated representative) prior to orders being placed via an on-line "ordering portal" by designated "Field Delegates" with authorization to purchase up to their warrant levels. The name of the designee should be sent to NOAAPC.initative@noaa.gov.

Request for Changes to Purchase Card limits should follow the following process:

- If a Field Delegate needs to have their single purchase limit increased, the cardholder needs to provide copies of their FAC-C and warrant to their NOAA APC[1] . An increase to the cardholder's monthly purchase limit requires the Cardholder Approving Official to provide additional justification to NOAA APCs based on monthly spending projections. No purchase card limits will be raised above those set by the individual's warrant.

- If a Field Delegate's warrant level is determined to be insufficient for the expected purchasing levels, the LO CIO must submit requests for a higher warrant to the Field Delegate Program Coordinator. A new warrant will be re-issued to include increased levels for DOC ordering vehicle. A copy of the re-issued warrant must to be provided to NOAA APCs before increases to purchase card limit(s) will be processed. *One-time increases can also be submitted to the monthly limit based on an anticipated increase in a large one-time bulk purchase.* The increased limit to a purchase card holder would only apply to purchases through the DOC portal.

For Staff Offices, designated purchase card holders will also order through the portal.

For both Line Offices and Staff Offices, AGO will identify points of contact within the Acquisition Divisions to process Staff Office requests and large dollar requests above a Field Delegates' warrant level. More details on this process will be forthcoming.

The portal allows requirements to be built and stored in a shopping cart to be procured at a later time. Prior to the designated purchasing agent placing the order, they should verify that the requirements are consistent with the SO/LO required configurations.

The purchase card holders will oversee the acquisition, including tracking the procurement, ensuring appropriate property accountability and paying invoices.

[1] NOAA APCs are Tracey Cureaux (HQ and Eastern Servicing Areas), CBC staff (Central and Mountain Servicing Areas) and Shannon McIlroy (Western Servicing Area).

Title:	DRAFT DESKTOP AND LAPTOP PURCHASE MANAGEMENT POLICY		
NOAA IT Standard Number (NISN):	4.00X	Current Version Date:	February 20, 2012
Effective Date:	XXXX, 2012	Expiration Date:	none
Originator:	Nancy Huang /Daphna Shai	Current Editor:	CIOs

KEYWORDS

Desktop (DT), Laptop (LT), Cost, Reduction, Purchase, Issuance, Reporting, Tech Refresh

PURPOSE AND SCOPE

The purpose of this policy is to minimize the demand and/or total expenditures associated with the purchase of DT/LT devices. This policy applies to all NOAA Desktop/Laptop (DT/LT) devices.

AUTHORITY

This policy is established by the NOAA Chief Information Officer in response to the following directives:

1. OMB Administrative Efficiency Initiative, November 7, 2011.
2. Department of Commerce, Cost Reduction Implementation, May 2011.
3. Presidential Executive Order 13576: *Delivering an Efficient, Effective, and Accountable Government*, 13 June 2011
4. Presidential Executive Order 13589: *Promoting Efficient Spending*, 9 November 2011

INTENDED AUDIENCE

This policy is targeted for any person who makes decisions about the purchase and/or assignment of DT/LT devices. However, all NOAA employees, contractors and affiliates should be familiar with the contents and intent of this policy.

BACKGROUND

NOAA's total expenditure for DT and LT purchases has increased steadily and is approaching $10M per year. Because this represents a significant and growing investment, it is incumbent upon NOAA leaders to improve its management of the purchase, assignment, and cost tracking of these resources.

DEFINITIONS

- *DT/LT* - Desktop/Laptop computer.
- *DT/LT End User* – NOAA employees, affiliates, and contract personnel to whom a DT/LT is assigned for their indefinite and exclusive use.
- *Functionality* – The type of work performed on the device such as office productivity, computationally intensive scientific work, instrumentation, remote monitoring of systems or facilities, and travel/loaner functions (used for email, web, etc.). Telework and remote work does not by default constitute a different functionality.
- *Tech Refresh* - The periodic replacement of systems (or components) to assure continued effectiveness and supportability throughout its lifecycle.

POLICY

Those who have the authority to make decisions about the purchase and/or assignment of DT/LT devices shall:

- Obtain approval from the LO CIO or their designated representatives prior to purchase;
- Use an enterprise procurement vehicle, when available;

- Ensure all "End Users" are limited by default to a single DT/LT device. Assignment of multiple DT/LT devices to a single end user requires approval from the LO CIO or their designated representatives and shall be limited to cases where a separate functionality is required.
- Institute a technology refresh cycle of no less than four years for end-user DT and LT.
- Review and/or take advantage of existing equipment inventories to avoid unnecessary DT/LT purchases.

LO CIOs shall comply with this policy and respond to any applicable reporting/guidance.

Waivers

Each LO CIOs will be responsible for establishing a written waiver process to review and approve requirements that qualify as exceptions to this policy. NOAA Staff Offices wills submit their waiver requests to the designated person in the NOAA CIO Office.

The following are examples of potential purchase exceptions:

- Proactive preparation for emergency conditions (e.g., disaster or COOP events)
- Continuous monitoring of critical operations/systems/equipment

The following are examples of potential excepted users:

- Some end users with disabilities
- Operations staff who use a shared pool of workstations
- Someone who uses only a loaner system (e.g. for travel)
- Staff who use a shared set of computers as part of field operations or when integrated into instrumentation
- Systems staff or web developers who need to support multiple platforms

Oversight

NOAA Chief Information Officer will monitor compliance to this policy.

NOAA JUSTIFICATION AND APPROVAL FOR NON-USE OF DOC BLANKET PURCHASE AGREEMENT (BPA) FOR PERSONAL COMPUTERS AND ACCESSORIES

Use of DOC's BPA for desktop computers, laptops, monitors and other accessories is required for the Department of Commerce. Desktop, laptops, monitors and accessories purchased outside of the BPA, must be justified and approved by the Line Office Chief Information Officer or their designate and for Systems Support Division in the Office of the Chief Information Officer, for purchase orders, contracts, or purchase card transactions.

Justification and Supporting Documentation: Provide specific information regarding basis for non-use including Apple products, ruggedized laptops, think clients, and ultra-high performance workstations below:

Requested by: _____ _____

Signature Date

Name of Purchase Cardholder or Contracting Officer

Approved by: _____ _____

Signature Date

Name and Title of Approving Official: _____ _____

Signature Date

Acquisition Systems Issue Resolution Package

#9001 Properly Creating NOAA Calls Against Census BPA NNG07BA28BYA132312BU0002 (Intelligent Decisions) and Ensuring Accurate FPDS-NG Reporting

June 19, 2014

Purpose

This document provides information on the following:

- Creating and Reporting New Calls (Awards) against Census BPA NNG07BA28BYA132312BU0002 with Intelligent Decisions
- Correcting FPDS-NG Reports For Existing Calls (Awards) Against Census BPA NNG07BA28BYA132312BU0002 with Intelligent Decisions

For reference, below is how the BPA data displays in FPDS-NG:

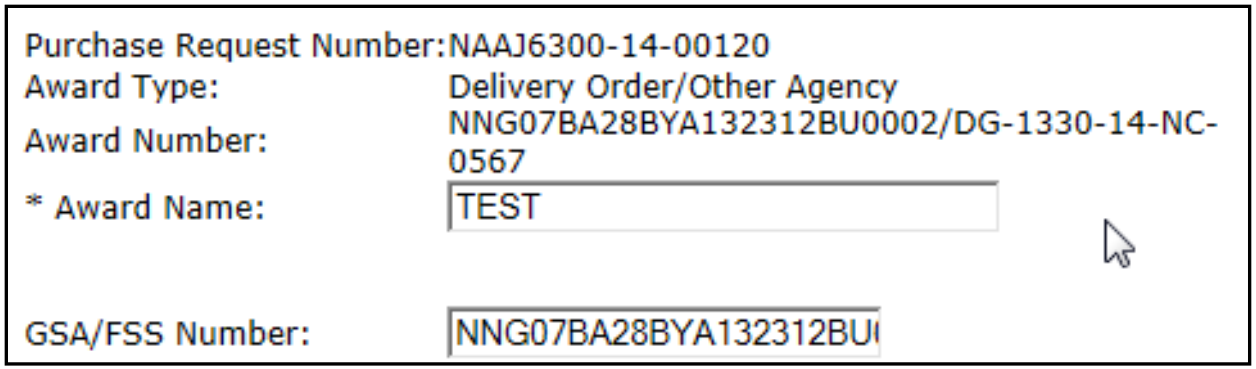
Contract Search Results

4 Documents Found 1 - 4 Of 4

IDV ID:	1301-DOCNNG07BA28BYA132312BU0002	Doc Type:	BPA
Mod Number:	0	Status:	Final
Agency Name:	OFFICE OF THE SECRETARY	Referenced IDV ID:	
Office Name:	DEPT OF COMM/BUREAU OF THE CENSUS	NAICS Code:	541519
Vendor Name:	INTELLIGENT DECISIONS, INC.	Base And All Options Value:	$100000000.00
Other IDV ID:			

Creating and Reporting New Awards

- When creating a new award against the Census BPA (NNG07BA28BYA132312BU0002), with Intelligent Decisions (vendor 00000463), ensure the following is selected/entered:
  - Award Type: Delivery Order/Other Agency
  - GSA/FSS Number: NNG07BA28BYA132312BU0002



Creating and Reporting New Awards

- On the Award Administration (Administration Tab), ensure that the Business Size is indicated as “Small.”

Administration | Properties | Addresses | Funding | Form Info.

Administration Information

Purchase Request Number:
Award Type: Delivery Order/Other Agency
Award Number: NNG07BA28BYA132312BU0002/DG-1330-13-CT-0051
*Award Name: DG-1330-13-CT-0051

GSA/FSS Number: NNG07BA28BYA132312BU0
* CO:
* COR: If not required select NCR-No COR Required
Name:
Phone Number:
Fax Number:
E-Mail Address For Internal Routing:
E-Mail Address For Printing:

National Interest:
For More Information: Daniel Schurman
Phone Number: 301-628-1419
E-Mail Address For Internal Routing: daniel.schurman@noaa.gov
E-Mail Address For Printng: daniel.schurman@noaa.gov

Technical POC:
Name:
Phone Number:
Fax Number:
E-Mail Address For Internal Routing:
E-Mail Address For Printing:

Award Dates

* Award Date: 06/19/2014
* Signed on Date:
Issue Date:
* Start Date:

Notice to Proceed:
* Expiration Date:
* Est. Ultimate Completion Date:

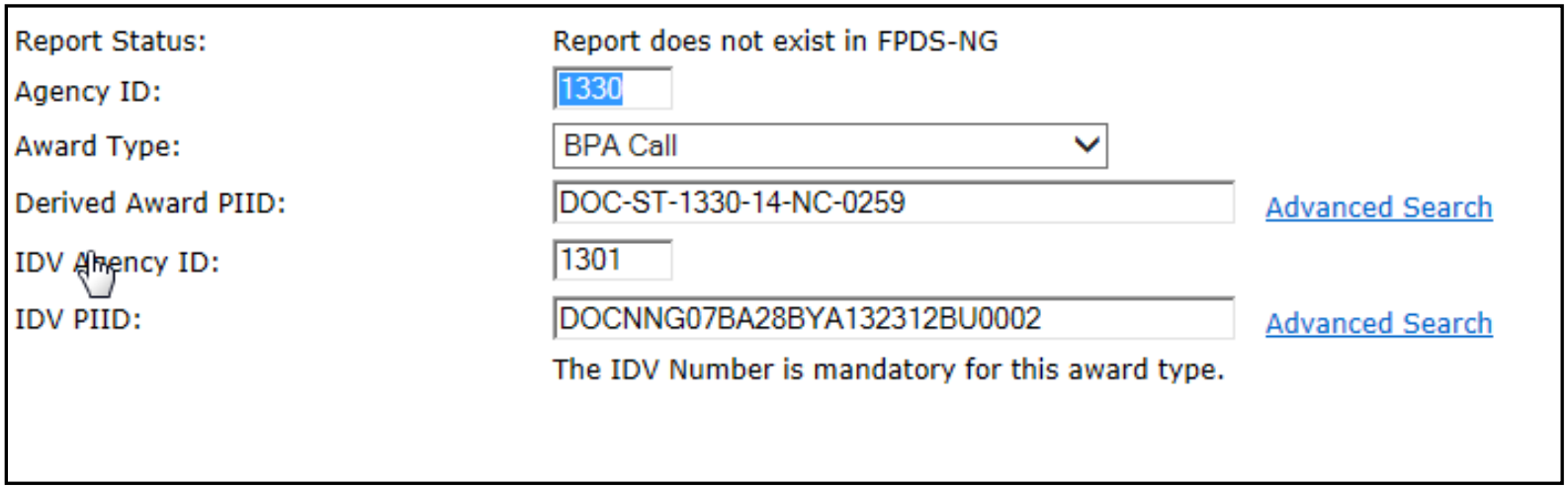
Award Vendor

*Vendor:

Discount Terms:
Discount Days:
Net Due:
Transactional Partner:
* Business Size Indicator: Small
VPP Reporting Required: No

Creating and Reporting New Awards

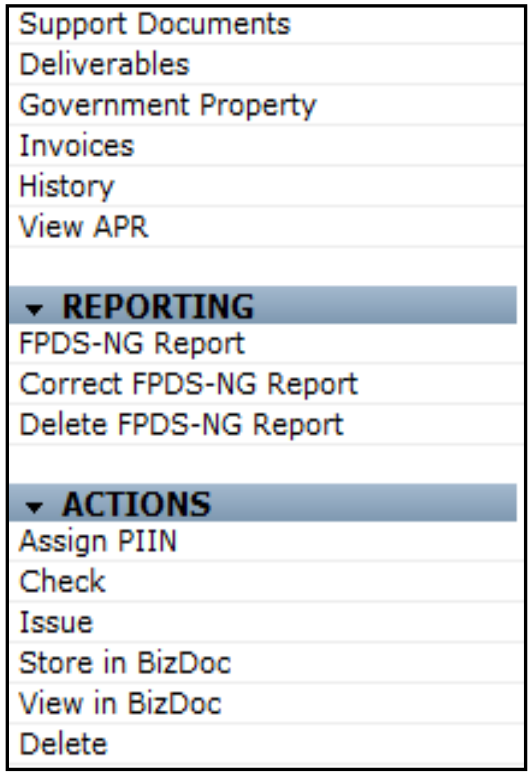
- When entering the FPDS-NG interface screen in C.Award ensure that the following are selected/entered:
  - Award Type: BPA Call (not Delivery/Task Order)
  - IDV Agency ID: 1301
  - IDV PIID: DOCNNG07BA28BYA132312BU0002



Correcting FPDS-NG Reports on Existing Awards

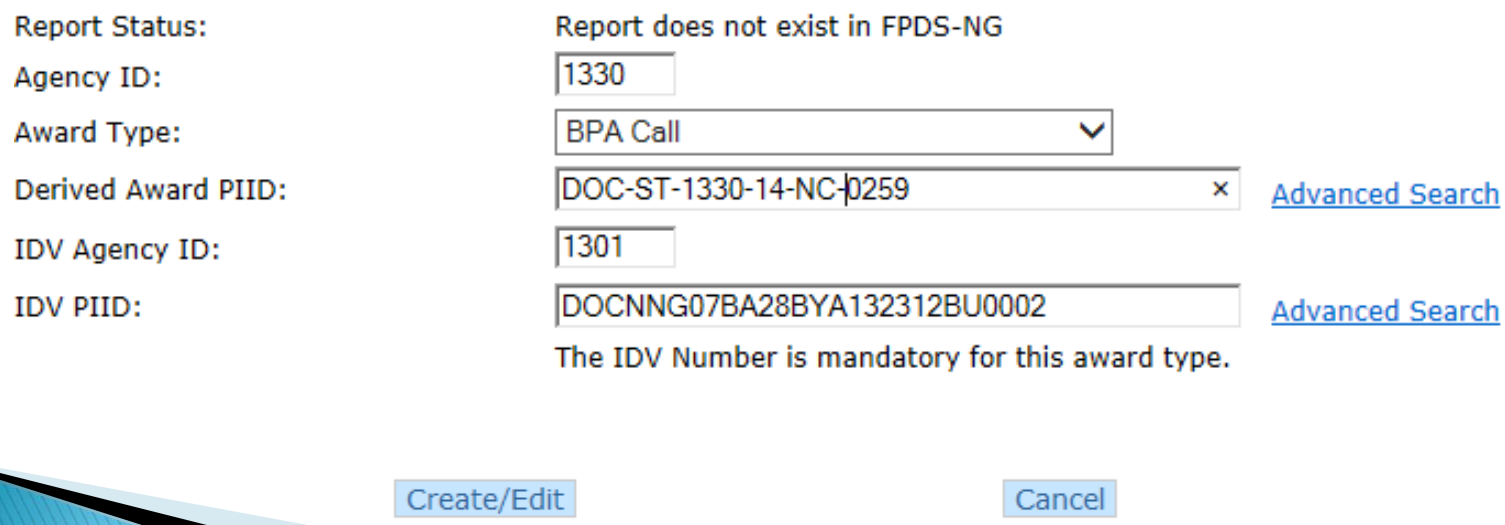
When correcting the FPDS-NG reporting of an existing NC award against the Census BPA (NNG07BA28BYA132312BU0002), with Intelligent Decisions (vendor 00000463), take the following steps:

- Open the award and click Modifications to see if any modification(s) were performed on the award.
  - If modifications were issued, click Delete FPDS-NG Report for each modification issued as well as the award.
  - If no modifications were issued, click Delete FPDS-NG Report on Award Summary to delete the FPDS-NG report.
- Once the FPDS-NG reports are deleted, click on FPDS-NG Report from the Award Summary, Reporting Menu to recreate the report(s).



Correcting Existing FPDS-NG Reports

- When the C.Award FPDS-NG interface screen opens, the default information may be incorrect. Ensure that the following are selected/entered and click Create:
  - Award Type: BPA Call
  - IDV Agency ID: 1301
  - IDV PIID: DOCNNG07BA28BYA132312BU0002



Correcting Existing FPDS-NG Reports

- The FPDS-NG report will display in another window and should look similar to the below:

New | Save Draft | Validate | Approve | Correct | Modify | Save Tmplt | Delete | Print | Help

Transaction Information

Award Type:	BPA Call	Prepared Date:	06/05/2014 18:14:04	Prepared User:	NOAASYSADMIN
Award Status:	Final	Last Modified Date:	06/05/2014 18:15:49	Last Modified User:	NOAASYSADMIN

Document Information

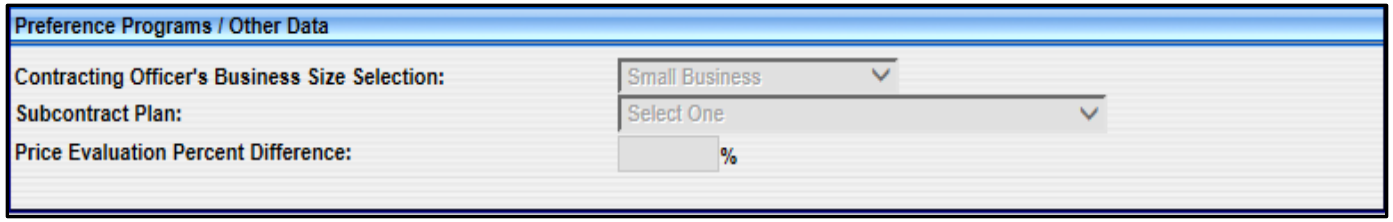
	Agency	Procurement Identifier	Modification No	Trans No
Award ID:	1330	DOCDG133014NC0567	0	0
Referenced IDV ID:	1301	DOCNNG07BA28BYA132312BU0002	0	
Reason For Modification:				
Solicitation ID:				

	Agency Identifier	Main Account	Sub Account	Initiative
Treasury Account Symbol:	13	1450		Select One

Dates		Amounts	
Date Signed (mm/dd/yyyy) :	06/04/2014	Action Obligation:	$10.00
Effective Date (mm/dd/yyyy) :	06/04/2014	Base And Exercised Options Value:	$10.00
Completion Date (mm/dd/yyyy) :	06/30/2014	Base And All Options Value:	$10.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	06/30/2014	Fee Paid for Use of IDV:	$0.00

Purchaser Information

Contracting Office Agency ID:	1330	Contracting Office Agency Name:	NATIONAL OCEANIC AND ATMOSPHERIC
Contracting Office ID:	000DG	Contracting Office Name:	DEPT OF COMM/NAT OCEAN AND ATMOS
Funding Agency ID:	1330	Funding Agency Name:	NATIONAL OCEANIC AND ATMOSPHERIC
Funding Office ID:	NA	Funding Office Name:	NATIONAL OCEANIC AND ATMOPHERIC A
Foreign Funding:	Not Applicable		

Verification

Verification that the FPDS-NG Report is correct, when both creating new awards and correcting existing awards, can be done by ensuring the Contracting Officer's Business Size Selection shows as "Small Business" at the bottom of the FPDS-NG Report: