DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

OCT 1 9 2000

MEMORANDUM FOR DEPARTMENT OF THE NAVY HEADS OF CONTRACTING ACTIVITIES (HCA'S)

Subj: INFORMATION TECHNOLOGY-RELATED PROCUREMENTS

The Navy-Marine Corps Intranet (NMCI) contract was awarded on October 6, 2000 and commands will begin to transition from their current networks to NMCI. To ensure a smooth transition period, and to avoid the potential for duplication of expenditures for Information Technology (IT) capabilities that are available under the NMCI contract, it is essential that all Navy and Marine Corps contracting activities immediately initiate steps to monitor and control the award, modification and use of other IT contracts. Therefore, you are directed to:

(a) Review all prospective IT procurements in excess of $25,000 (including orders to be placed on existing contracts) by activities under your cognizance. Specifically excluded from this review are purchases/orders:

- for local voice services (since voice integration on NMCI is not scheduled until FY-03)
- that deal with Top Secret or compartmentalized information
- that involve cryptologic related activities as they relate to national security systems
- for computer resources, both hardware and software, that are physically part of, dedicated to, and essential in real time to the mission performance of a weapons system or a shipboard system related to the Information Technology for the Twenty First Century (IT-21) effort. (Note: Embarkable/deployable workstations, portable computers, laptop computers, etc. are not included in this exemption.)

Reviews should be conducted prior to issuance of a solicitation if feasible, but in any event, prior to purchase, modification or award of a contract. The requirement for reviews shall be in effect until activities have fully transitioned to NMCI.

Reviews should ensure that prospective purchases/contracts are only for IT capabilities that are unavailable under the NMCI

contract, unless the proposed contract actions meet one of the following criteria:

- The HCA determines that specific hardware, software, or IT services are essential to successful execution of a command or program initiative and it is clearly needed before it can be delivered under the NMCI contract. The NMCI PCO (Ms. Ellen Polen, polene@spawar.navy.mil, 619-524-7388) must verify that the contract delivery schedule cannot be modified to accommodate this need; or
- The proposed contract actions are for IT services for which the period of performance will expire before the requiring activity transitions to NMCI (or within a reasonable time thereafter, as agreed to by the NMCI government management office and the requesting official).

Any delegation of authority for conducting these reviews shall be limited to individuals at the General, Flag, or Senior Executive Service level.

(b) Submit a list, including estimated value and award date, to ASN(RDA)/ABM not later than November 30, 2000 of all planned IT procurements within your command that:

- have already been reviewed and for which a decision to proceed has been made, or
- which are subject to review in accordance with (a) above, but have not yet been reviewed.

(c) Not award any new requirements-type contracts for IT capability (hardware, software, or services) that is available under the NMCI contract.

Questions concerning this memorandum should be directed to Mr. Jim Ermerins on (703) 602-2322 or by e-mail at Ermerins.James@hq.navy.mil.

H. Lee Buchanan

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