

GSA ORDER

Subject: GSAM Case 2016-G513, Coordination Procedures for IT Acquisitions

1. **Purpose.** This GSA order transmits a revision to the General Services Administration Acquisition Manual (GSAM) to implement the Federal Information Technology Acquisition Reform Act (FITARA)¹ and OMB Memorandum 15-14: Management and Oversight of Federal Information Technology² in GSA procurements for information technology³.

2. **Background.** Among other information technology management practices and principles, FITARA adds the following coordination/planning requirements:

- An acquisition plan or interagency agreement that includes information technology must be reviewed and approved by the funding agency Chief Information Officer (CIO).
- Contract modifications that make substantial changes to the scope of a contract and are inconsistent with the acquisition strategy and acquisition plan previously approved by the CIO must be reviewed and approved by the CIO.

In addition, this case incorporates the appropriate acquisition requirements for GSA's IT Standards Approval Process in accordance with current version of CIO Policy 2160.1, GSA IT Standards Profile. This CIO policy ensures GSA information technology products and services are compliant with Section 508 accessibility requirements as well as reduces proliferation of similar software and hardware products, reduces maintenance costs, increases use of shared services, and enhances systems' interoperability.

3. **Effective Date.** October 9, 2018.

4. **Explanation of Changes.** This amendment includes non-regulatory changes. For full text changes of the amendment see Attachment A, GSAM Text Line-In/Line-Out. This amendment revises the language of the following GSAM subparts, change

¹ Federal Information Technology Reform Act, Pub L. No. 113-291, Subtitle D, Section 831–837 of the National Defense Authorization Act for Fiscal Year 2015

² M-15-14; Management and Oversight of Federal Information Technology; Office of Management and Budget; June 10, 2015

³ Information technology is defined in FAR Part 2

summarized below:

- 502.1 (Definitions)
 - 502.101 - added a new definition for “GSA information technology”, building on the FAR Part 2 definition of “information technology” that specifies the type of equipment and systems defined as information technology. The new definition in GSAM Part 502 details when such equipment and systems are considered “GSA information technology.”
- 504.1 (Contract Execution)
 - 504.101 - Updated reference to current version of GSA Order CIO 2162, GSA Digital Signature Policy.
- 507.1 (Acquisition Plans)
 - 507.104 - updated to require acquisition plans for GSA information technology be approved by the GSA CIO and references the requirements in Part 517 for information technology procurements requested by other agencies.
- 511.1 (Selecting and Developing Requirements Documents)
 - 511.170 - new section added to:
 - Require use of standard configurations for GSA information technology procurements when feasible;
 - Mandate requirements for information technology be coordinated with the GSA CIO; and
 - Incorporate the requirements of the IT Standards approval process in accordance with the current version of CIO Policy 2160.1, GSA IT Standards Profile.
- 517.5 (Interagency Acquisitions)
 - 517.502-70 - added new section to clarify that the requesting agency’s CIO is responsible for conducting the required internal information technology coordination outlined in FITARA and OMB Memo M-15-14: Management and Oversight of Federal Information Technology.
- 539.1 (General)
 - 539.101 - added new section to cross reference the guidance on CIO coordination, standard configurations, and GSA IT standards profile.
- 543.1 (General)
 - 543.102 - added new section that includes guidance on what modifications to GSA information technology contracts must be approved by the GSA CIO and then references the requirements in Part 517 for procurements requested by other agencies.

5. Cancellations and Rescissions. None

6. Point of Contact. Any questions regarding this Order should be directed to Kevin Funk, General Services Acquisition Policy Division, via phone at (202) 357-5805, or via email at kevin.funk@gsa.gov.

A handwritten signature in blue ink that reads "Jeffrey A. Koses". The signature is written in a cursive style with a large initial 'J' and a long horizontal stroke at the end.

Jeffrey A. Koses
Senior Procurement Executive
Office of Acquisition Policy
Office of Government-wide Policy

Attachment A

GSAM Case 2016-G513 “Procedures For Coordinating IT Acquisitions”

GSAM Text, Line-In/Line-Out

GSAM Baseline: Change 92 effective 10/02/2018

- Additions to baseline are indicated by **[bold text in brackets]**
- Deletions to baseline made by final rule are indicated by ~~strikethroughs~~
- Five asterisks (* * * * *) indicate that there are no revisions between the preceding and following sections
- Three asterisks (* * *) indicate that there are no revisions between the material shown within a subsection

Part 502—Definitions of Words and Terms

Subpart 502.1—Definitions

502.101 Definitions.

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[“GSA information technology” means information technology as defined in FAR Part 2 that is owned or operated by the U.S. General Services Administration or by a contractor or other organization on behalf of the U.S. General Services Administration.]

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Part 504— Administrative Matters

Subpart 504.1—Contract Execution

504.101 Contracting officer’s signature.

Contract, contract modifications, blanket purchase agreements, and task and/or delivery orders may be executed manually or electronically using a digital signature. In the absence of the original contracting officer, another contracting officer with appropriate warrant authority may sign. Always type or stamp the name and title of the contracting officer signing the contract on the document, unless it is electronically signed. An electronic contract which includes the name of the contracting officer satisfies the typed,

stamped or printed requirement found in FAR 4.101. GSA Order CIO 2162.[2]† (GSA Digital Signature Policy ~~dated December 2, 2010~~) is the guidance for the use of digital signatures as the preferred means of providing signatures for GSA documents, forms, correspondence, and/or emails.

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Part 507—Acquisition Planning

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Subpart 507.1—Acquisition Plans

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507.104 General procedures.

(a) The planner shall:

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(6) Coordinate with ~~local representatives of the Office of the [GSA] Chief Information Officer (CIO) if the action involves IT~~ **[GSA information technology and ensure acquisition plans are approved by the GSA CIO. Guidance for identifying the applicable GSA CIO point of contact is located on the Acquisition Portal at <https://insite.gsa.gov/itprocurement>. For interagency acquisitions involving information technology, see Subpart 517.5] to ensure compliance with the requirements of GSA Order CIO 2135.1, GSA Information Technology (IT) Capital Planning and Investment Control (not required for establishing a Federal Supply Schedule program).**

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Part 511— Describing Agency Needs

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Subpart 511.1—Selecting and Developing Requirements Documents

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[511.170 Information Technology Coordination and Standards

(a) *Standard Configurations.* The contracting officer shall use standard configurations for GSA information technology procurements when feasible. A list of standard configurations for applicable information technology procurements can be found on the Acquisition Gateway Information Technology Hallway (login required) at <https://hallways.cap.gsa.gov/app/#/gateway/information-technology>.

(b) *CIO Coordination.* Requirements for GSA information technology must be coordinated with the GSA Chief Information Officer (CIO) in accordance with the Federal Information and Technology Acquisition Reform Act (FITARA) (Pub L. No. 113-291). Guidance for identifying the applicable GSA CIO point of contact is

located on the Acquisition Portal at <https://insite.gsa.gov/itprocurement>. For interagency acquisitions involving information technology, see Subpart 517.5.

(c) *GSA IT Standards Profile*. GSA information technology must also be approved for use pursuant to the GSA Order CIO 2160.1 GSA IT Standards Profile. More details about the formal GSA IT Standards Profile approval process can be found on the GSA IT Standards webpage at the following link:

<https://insite.gsa.gov/portal/content/500499>.]

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Part 517—Special Contracting Methods

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[Subpart 517.5—Interagency Acquisitions

517.502 Procedures

517.502-70 Information Technology Procurements.

The requesting agency is responsible for the required information technology coordination and approval outlined in Federal Information and Technology Acquisition Reform Act (FITARA) (Pub L. No. 113-291) if the procurement involves information technology for the use of the requesting agency and not for GSA use.

This requirement for CIO coordination by the requesting agency should be confirmed by GSA as the servicing agency by ensuring this CIO coordination requirement is documented in the interagency agreement or a separate document.]

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Part 539—Acquisition of Information Technology

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[Subpart 539.1—General

539.101 Policy.

(a) *Standard Configurations*. See section 511.170 for any applicable standard configurations for GSA information technology procurements.

(b) *CIO Coordination*. See sections 507.104, 511.170, and 543.102 for required coordination and approval by the GSA Chief Information Officer (CIO) for procurements involving GSA information technology. For interagency acquisitions, see section 517.502-70.

(c) *GSA IT Standards Approval*. See section 511.170 for any necessary GSA IT Standards Profile approvals.]

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Part 543—Contract Modifications

Subpart 543.1—General

[543.102 Policy.

In accordance with the Federal Information and Technology Acquisition Reform Act (FITARA) (Pub L. No. 113-291), the contracting officer must ensure any modification that makes substantial changes to the scope of a contract or order for GSA information technology that is inconsistent with the approved acquisition plan receives approval from the GSA Chief Information Officer (CIO). See section 511.170 for any necessary GSA IT Standards Profile approvals. For interagency acquisitions, the requesting agency is responsible for CIO coordination and approval for any modifications that make substantial changes to the scope of a contract or order.]