Office of the Secretary

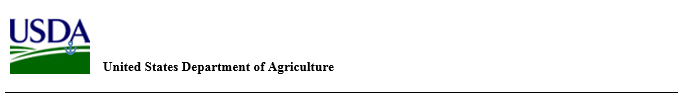
Office of the Chief

Information Officer

1400 Independence Avenue S.W.

Washington, DC

20250

**USDA**

**TEMPLATE – READ ONLY**

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DATE: [MM/DD/YY]

TO: Gary Washington

Chief Information Officer

Office of the Chief Information Officer

THROUGH: Name

Title – Agency Administrator

Mission Area Name

FROM: Name

Mission Area Assistant Chief Information Officer

Mission Area Name

SUBJECT: Information Technology **FY20XX** Acquisition Approval Request

**Executive Summary**

This document provides acquisition information for the Rural Development| Office of Chief Information Office (OCIO) and key decision data to the U.S. Department of Agriculture's (USDA) Office of the Chief Information Officer (OCIO) for acquisition approval.

The **total** estimated expenditure for this FY20XX acquisition is [$ - Total AAR Request in whole dollars]. This *[Full/Abbreviated/Emergency]* AAR receives funding from the following investment(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Investment Name: IT Management** | | **UII: NUMBER** | **Inv. Type\*:** |
| **Category** | **DME Cost\*\*** | **O&M Cost\*\*** | **TOTAL** |
| External Labor |  |  |  |
| Outside Services |  |  |  |
| Hardware |  |  |  |
| Software |  |  |  |
| Facilities & Power |  |  |  |
| Telecom |  |  |  |
| Other |  |  |  |
| Internal Services |  |  |  |
| **TOTAL** |  |  |  |

*\* Investment Type: Major(M), Non-Major(NM), Standard(S)*

*\*\*DME/O&M Cost: DME - Development, Modernization, and Enhancement / O&M - Operations and Maintenance*

***\*\*IMPORTANT: AAR Description will be included on OCIO AAR Approval Memo\*\****

***INSTRUCTIONS – 2,500-character limit****:* ***If award or solicitation is required before the end of 1st Quarter FY20,*** *enter: The solicitation is anticipated to be issued no later than MM/DD/YY or The contract(s) is anticipated to be awarded no later than MM/DD/YY.*

*AAR Description – It is recommended this text is placed in the AAR Description on the General Tab. The Reviewers will view this section as part of their review. The Description MUST INCLUDE clear and concise statements on:*

* *What is being requested (i.e. Support Services, Software/Hardware purchase, DME efforts, O&M support)*
* *Why the request is needed*
* *Benefits of approving this request*

*Description MUST* ***NOT*** *CONTAIN*

* *Overview of the investment/program*
* *Past accomplishments of the Investment* ***unless*** *it supports Abbreviated or Emergency request.*

***EXAMPLE****:* The Acquisition Request is for **[what is being requested…]** DME hardware and support services for the development, testing and implementation of system AAA using unmanned drones **[why is the request needed…]** to facilitate the visual surveillance work of farmers. **[Benefits of approving this request…]** The effort would assist in reducing the time allocated for crop inspection and improve analysis and trend forecasting.

***EMERGENCY AAR ONLY: To be included on OCIO AAR Approval Memo***

***[INSTRUCTIONS: 2,500-character limit.***

1. *Provide justification/reason for use of the emergency AAR process (i.e. critical break/fix due to hardware failure).]*
2. *Impact if emergency request is not granted*.

***EXAMPLE:*** An emergency AAR request due to **[justification/reason for use of the emergency AAR process…]** the recent hardware failure of 2 critical servers which impacts the operations of mission critical systems A, B, and C. The expedited approval of this AAR will allow for installation and testing of the hardware to be completed within 2 business days after receipt of hardware**. [Impact if emergency request is not granted…]** Failure to approve the request would impact information provided to business stakeholders and halt customer services to systems A, B and C.

***NOTE****: These statements will be part of the OCIO AAR Approval memo*

1. **Justification and Benefits and Detailed Acquisition Description**
2. Technical Requirements *[INSTRUCTIONS: The acquisition described in the AAR should be justified in terms of the value to be obtained through fulfillment of technical requirements. Provide the purpose for the proposed acquisition including any software, equipment, hardware, provisioned IT services, services and/or support services in sufficient detail so that OCIO will understand its purpose.  
      
   Describe the current technology implementation to include the range of services provided with this acquisition, specify the number of technical support personnel for onsite and offsite.   
     
   In addition to this justification, provide a detailed list of the hardware and/or software to be purchased along with the associated costs. If this information is in a separate document, provide the document name and section where the information is contained. The separate document should be uploaded into AgMax. The list can also be an attachment to this memo.]*
3. Business Requirements  *[INSTRUCTIONS: The acquisition described in the AAR should be justified in terms of the value to be obtained through fulfillment of business requirements. Include the related mission program(s) and/or business function(s) in terms of major inputs, outputs and customers.]*
4. Consequence/Impact Statement

*[INSTRUCTIONS: Provide negative consequence/impact statement using an ‘if/then’ format if AAR request is not approved or not approved by a specific timeframe.]*

1. **Partnership Agreements**

This acquisition *[does not support / does support*] any collaborative projects with other USDA agencies or external organizations’

*[INSTRUCTIONS: If this acquisition does support any collaborative projects, complete the table below:]*

|  |  |  |
| --- | --- | --- |
| **Name of Collaborative Project(s)** | **List USDA agencies or external organizations involved in the partnership** | **Summarize roles and responsibilities of each partner** |
|  |  |  |
|  |  |  |

1. **Implementation Progress**

*[INSTRUCTIONS: If this request relates to an approved AAR for the same investment(s)in the past and current fiscal year, fill out the table and describe the changes that have occurred since that submission.*

*Previously Approved AARs (Past and Current Fiscal year)*

|  |  |  |  |
| --- | --- | --- | --- |
| **AAR Name** | **AAR #** | **AAR Approval Date** | **AAR Amount** |
|  |  |  |  |
|  |  |  |  |

1. *Current progress made, such as major milestones completed, or deliverables produced*
2. *Improvements in business processes*
3. *New regulatory requirements or other events that caused changes in the overall approach or direction*
4. *Changes in funding availability, original schedule or project scope; and*
5. *If any significant delays, describe the cause]*

**Example**

1. **Acquisition Strategy**

The following contracts and agreements support implementation of this AAR.

[**INSTRUCTION**: If multiple Investments are associated with this AAR request, include the column ‘Associated Investment Name’. If there is only one related investment for this request, remove the column.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Contracts** | **Planned Period of Performance** | **Associated Investment Name** | **Planned FYXX**  **Funding** |
| ABC Communications Support  Services BPA  8/22/2017 - 8/21/2022 | Task Order Period of Performance |  | $ 1,200,000 |
| Process Improvement initiative  Services BPA  9/15/2018 – 09/30/2021 | Task Order Period of Performance |  | $411,000 |
| Strategic Support  8(a) Award (base year + 4 option years) | Task Order Period of Performance |  | $700,000 |
| **TOTAL** |  |  | **$2,311,000** |

***INSTRUCTION: TOTAL must equal total AAR Requested Amount in the Executive Summary.***

**V. Technical Checklist Review**

As indicated in the Executive Summary of this memo, the Technical checklist reviews will be conducted by the below Technical groups based upon AAR type (Emergency/Abbreviated or Full):

|  |  |
| --- | --- |
| **AAR Type** | **Technical Checklist Review** |
| Full | Capital Planning & IT Governance (CPITGD). Office of Information Security (OIS) ad Section 508 compliance (IMD), Mission Area - Senior Program Manager (MASPM), Enterprise Application Services (EAS), Client Technology Services (CTS), Enterprise Architecture (EAD), National Information Technology Center (NTIC), eGovernment (eGOV), Enterprise Network Services (ENS), Category Management (CM). |
| Emergency/Abbreviated | Capital Planning & IT Governance (CPITGD). Office of Information Security (OIS), Section 508 compliance (IMD), Mission Area - Senior Program Manager (MASPM) |

**VI. Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact** | **Name** | **Email** | **Phone** |
| **Agency Administrator** |  |  |  |
| Mission Area Assistant CIO |  |  |  |
| Business Sponsor |  |  |  |
| Investment Manager(s) |  |  |  |
| Agency AAR Contact |  |  |  |