

October 13, 2004

MEMORANDUM FOR: CHIEF INFORMATION OFFICERS
CHIEF ACQUISITION OFFICERS
SENIOR PROCUREMENT EXECUTIVES

FROM: Karen S. Evans
Administrator, Office of E-Government and Information
Technology

Robert A. Burton
Associate Administrator, Office of
Federal Procurement Policy

SUBJECT: Avoiding Duplication of Agency Activities with the
Presidential E-Government and Lines of Business
Initiatives

This memorandum provides additional instructions to ensure agency IT investments and related acquisitions do not duplicate Presidential E-Government or Line of Business Initiatives.

A February 25, 2004 memorandum entitled "Maximizing Use of SmartBuy and Avoiding Duplication of Agency Activities with the President's E-Gov Initiatives" (M-04-08), directed each agency Senior Procurement Executive (SPE) and Chief Information Officer (CIO) to take certain actions to avoid duplication of Presidential E-Government Initiatives. The memorandum, as well as OMB FY'04 budget guidance, directed agencies to issue internal instructions by March 15, 2004 to review all planned and scheduled IT acquisitions, including upgrades and modernization efforts, for major IT acquisition projects and those of \$2M and higher. These instructions were to address the manner in which the agency would review all planned IT investments and acquisitions.

Attached to this email are the February memorandum located at <http://www.whitehouse.gov/omb/memoranda/fy04/m04-08.pdf> and a brief description of the Presidential E-Government Initiatives and the five Lines of Business.

Direction to Agencies:

1. Upon receipt of this memorandum, agencies must provide to the Office of E-Government and Information Technology a copy of the internal agency instructions. Please send electronic copies of instructions to ITreviewplans@omb.eop.gov.

2. Beginning with the 1st quarter FY 2005 President's Management Agenda scorecard and each quarter thereafter, each agency CIO, SPE, and Chief Acquisition Officer (CAO) must provide a joint statement to OMB's Office of E-Government and Information Technology confirming the agency is neither planning nor scheduled to duplicate IT investments or acquisitions.

The joint statement must confirm the agency has completed its review of all planned and scheduled IT investments and acquisitions, including upgrades and modernization for the current and future fiscal years. Agencies unable to confirm such a review must consult and document meeting with the Presidential E-Government Initiative managing partner and portfolio managers and secure approval from the OMB E-Government Administrator before proceeding with a potentially duplicative investment.

We appreciate your continued support of the Presidential E-Government and Line of Business Initiatives. This memorandum is intended only to improve the internal management of the executive branch, and is not intended to, and does not create any right or benefit, substantive or procedural, enforceable at law or in equity, against the United States, its departments, agencies, or other entities, its officers or employees, or any other person.

Departments and agencies are reminded of their responsibilities under the Administration's strategy on contract bundling to fully justify any contract bundling and to increase federal contracting opportunities overall for small business. This memorandum does not relieve departments and agencies from such responsibilities.

Agency CIOs, SPEs, and CAOs may contact Tim Young, Associate Administrator for E-government and Information Technology at 202-395-0368 with any questions regarding these requirements.

Attachments