

For: State and County Offices

**Information Technology (IT) and LAN/WAN/Voice (LWV)
Related Acquisitions and Repairs**

Approved by: Deputy Administrator, Management



1 Overview

A Background

The USDA Reorganization Act of 1994 resulted in the creation of the Common Computing Environment (CCE) to fulfill certain responsibilities in meeting IT legislative mandates.

With the establishment of CCE, FSA, and Service Center partner agencies are required to coordinate IT and telecommunications infrastructures to facilitate a common:

- IT investment strategy
- telecommunications capability
- office automation tools
- administrative applications
- IT support organization.

To assist in the managing and facilitating CCE Information Technology Services Division (ITSD) the Budget and Acquisitions Office (BAO), Washington, DC; and ITSD, Telecommunications Operations Office (TOO), Kansas City, MO; will:

- work to provide a common IT and telecommunications support organization
- ensure that equipment, hardware, software, and services purchased are in compliance with the CCE infrastructure
- maintain accountability for the FSA funds used for FSA acquired IT and LWV acquisitions and repairs. National funds, not State Office funds, are used to procure equipment, hardware, software, services, and repairs.

Disposal Date	Distribution
May 1, 2005	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice provides guidance on the procurement of IT and LWV-related repairs and acquisitions.

2 Requests for Approval

A Requests for IT Acquisitions and Repairs

Contact the National Help Desk at 800-255-2434 about **all** IT hardware and software problems. The Help Desk will:

- troubleshoot the problem and provide technical assistance
- either resolve the problem or refer it to the appropriate office.

BAO will accept referrals received from the Help Desk and requests from the State Office for CCE-related acquisitions. Upon approval of a request from BAO, Field Offices will be instructed to proceed by using either of the following options:

- purchase the required item with the State Office Government Purchase Card
- process AD-838.

Approved requests will be processed as follows.

IF a purchase or repair estimate costs are...	THEN requestor must provide BAO with...	AND BAO will...
less than \$2,500	any written request, that is, e-mail, memorandum, or AD-700	provide the requestor with the following: <ul style="list-style-type: none">• Procurement Request Number• Accounting Classification Code• Budget Object Code.
over \$2,500	AD-700 with all applicable requisition information provided, except for the following: <ul style="list-style-type: none">• Procurement Request Number• Accounting Classification Code• title and signature blocks	return the completed and approved AD-700 to the requestor.

Important: **Prior** approval to obtain a repair estimate in which costs will be incurred **must** be requested.

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2 Requests for Approval (Continued)

B Requests for LWV Acquisitions and Repairs

Contact the National Help Desk at 800-255-2434 about all LWV equipment needing repair. The Help Desk will:

- troubleshoot the problem and provide technical assistance
- either resolve the problem or refer it to the appropriate office.

TOO will accept requests from the State Office for LWV-related acquisitions, such as LWV wiring, routers, switches, telephone systems, telephone equipment, cards, etc. Upon approval of a request from TOO, Field Offices will be instructed to proceed by using either of the following options:

- purchase the required item with the State Office Government Purchase Card
- process AD-838.

When a request is referred to TOO, requestor shall send AD-700 to TOO for technical and procurement approval regardless of the estimated cost. All applicable requisition information is to be provided on AD-700, except for the following:

- Procurement Request Number
- Accounting Classification Code
- title and signature blocks.

Prior approval to obtain a repair estimate in which costs will be incurred **must** be requested. TOO will provide the Accounting Classification Code, Budget Object Code, and Procurement Request Number as the approval to procure the estimate.

The cost of the repair estimate must be included on AD-700 to request the repair service, as applicable. If it is determined that the estimated repair cost is not beneficial to the Government, and the repair service is disapproved, AD-700 is to consequently be processed and forwarded to TOO for the cost of the repair estimate.

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3 Approval of Acquisitions and Repairs

A Provisions

State and County Office staff **must** obtain **prior** approval from BAO for IT requests and from TOO for LWV requests. The approval of a request shall not preclude simplified acquisition procedures, laws, and regulations as provided in:

- Agriculture Acquisition Regulation, 48 CFR Chapter 4, Parts 401 through 453
<http://www.usda.gov/procurement/policy/agar.html>
- Departmental Regulation 5013-6, Use of the Purchase Card and Convenience Check
<http://www.usda.gov/directives/files/dr/DR5013-006.pdf>
- APC/LAPC Purchase Card Program Guide and the PCMS/Micro-Purchase Guide. These guides/courses are provided to the employee by MSD, Planning and Oversight Section, when a purchase card has been requested for the employee.

An Accounting Classification Code provided for a request is not a blanket approval and will be used for the approved request **only**. Additionally, the approved purchase may be acquired **only** during the fiscal year in which the funds are approved.

B Follow-up Documentation Required From the Requestor

IF the method of purchase is...	THEN provide BAO and TOO, if a LWV acquisition, with...
purchase order	a copy of the final purchase order.
purchase card	<ul style="list-style-type: none">• documented information on the approved document as follows:<ul style="list-style-type: none">• order was processed by credit card• vendor• delivery date• total cost• buyer's initials and date• a copy of the reconciled Purchase Card Management System (PCMS) Report, or a print screen, within 1 month of the purchase. <p>Note: When reconciling the purchase in PCMS, identify the AD-700 Procurement Request Number in the "Agency Ref. Number" block.</p>

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4 Contact Information

A Contacts

For questions about this notice, contact 1 of the following.

Location/Purpose	Contact Information
National Help Desk	800-255-2434
ITSD, BAO, Washington, D.C. for: <ul style="list-style-type: none"> • hardware • software • repairs/repair estimates. 	FAX: 202-720-7134 Ag West: Earl.Bice@wdc.usda.gov (“Buddy” Bice) at 202-720-0893 Ag East: Sandi.Davenport@wdc.usda.gov at 202-720-1700 Ag Central: DeLayne.Gravelle@wdc.usda.gov at 202-720-9340.
ITSD, TOO, Kansas City, MO, for: <ul style="list-style-type: none"> • LWV wiring • routers • switches • telephone systems • telephone equipment • cards • etc. 	FAX: 816-926-6496 DAPruett@kcc.usda.gov (Deborah Pruet) at 816-926-2696 PSEaton@kcc.usda.gov (Pam Eaton) at 816-926-6949. FAX: 816-926-1804 KABaumgartner@kcc.usda.gov (Kathy Baumgartner) at 816-926-6899 DEJones@kcc.usda.gov (Debbie Jones) at 816-926-6224.