# IHS Agency Procurement Request

## Instructions

To comply with requirements of the Federal Information Technology Acquisition Reform Act (FITARA) to implement category management, the IHS Office of Information Technology (OIT) has established new workflows and processes to associate IT procurements with approved IT Investments.  IHS decisions to fund IT purchases must be defensible to auditors and this form collects the additional details required for compliance.

*Please complete the form and all required signatures.  Attach the completed form and all associated artifact documents to the UFMS requisition or Interagency Agreement (IAA) request.*

**IT Capital Planning and Investment Control (CPIC) Thresholds and Requirements are defined in the [Indian Health Manual (IHM) Part 8, Chapter 4](#).**

- Total purchase or contract cost less than $25K within a five year life cycle – All Form Sections (except E –IT Governance) must be completed.

- Total purchase or contract cost greater than $25K within a five year life cycle:

    - Require IT Governance documentation and approval through the Capital Planning and Investment Control (CPIC) process.  CPIC is a structured approach to managing IT investments to ensure that IT investments align with the IHS mission, strategic goals, and supports business needs, while minimizing risks and maximizing returns throughout an investment's life cycle.
    The Capital Planning and Investment Control (CPIC) Business Needs Statement and Business Case Manager application was developed to facilitate the creation and tracking of the required IT Governance documentation.  The URL to the application is [https://home.ihs.gov/cpicwebapp](https://home.ihs.gov/cpicwebapp).  Questions about the CPIC process should be submitted to [CPICSupport@ihs.gov](mailto:CPICSupport@ihs.gov).

    - Require that all Form Sections below must be completed.

## Accessibility Requirements

All IT Procurement are subject to Section 508 of the Rehabilitation Act and Part 339 of the HHS Acquisition Regulations (HHSAR).  Information and regulations for procuring accessible IT can be found at the following:

- GSA: [Procuring Accessible Information and Communications Technology (ICT)](#)
- GSA: [BuyAccessible Wizard](#) – assists in determining whether or not §508 applies to specific products and services, what sections apply, and documenting ICT accessibility requirements.
- [Part 339 – Acquisition of Information Technology](#) of the HHSAR.

Questions about §508 and the Part 339 of the HHSAR should be submitted to [IHSsection508@ihs.gov](mailto:IHSsection508@ihs.gov).  **Informational Links** *Note:  These links require IHS Network or VPN connection for access.*

- [OIT Approved Hardware and Software List](#)
- [IT Specific Object Class Codes](#)

# IHS Agency Procurement Request

## Procurement Request Form

This document and all associated approvals and artifact documents must be attached to UFMS requisitions and Interagency Agreements (IAA) for all Information Technology purchases.

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## A. IHS Area/Facility/Office Information

Area/Facility/Office Name

Address                                                City                    State           Zip

**Area/Facility/Office Director**              Email                                             Phone #

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## B. Request/Project Point of Contact Information

**Requester or Primary Point of Contact**     Email                                  Phone #

# C. Request/Project Specifications

Proposed Request/Project Name                    Priority          Tracking Number (Optional)

Brief Description and Justification for Request/Project

This request is          This request is for          Existing                    CAN(s) to          Estimated Total Request/
for a service            an existing contract         Contract or PO #            Charge             Project Amount

Start of Services               End of Services               If for a Reasonable Accommodation, provide the RA#

Anticipated Supply Source:
   NITAAC
   NASA SEWP
   GSA IT (Schedule 70)
   Army CHESS IT
   Other

# D. Suggested Vendor and IGCE Information

You can include attachments with this form by using the "Add Attachments" button.

Name

Address                                          City               State          Zip

IGCE Provided By          Phone               Email

# E. IT Governance - Acquisitions $25K and above within a 5 year life cycle

*(if applicable)*

**IT Governance ID Number (Note: This number is assigned during the CPIC process)**

Name of Submitted Business Needs Statement and/or Business Case

Provide the "Review Completed" date for each of the Enterprise Performance Life Cycle (EPLC) stage-gate reviews as appropriate:

1) **Stage Gate 1 – Architecture Review**

   a) Artifact Required: Business Needs Statement

   b) Review Completed (date)

2) **Stage Gate 2 – Project Selection Review**

   a) Artifact(s) Required: Business Case and approval by the:

   i) Chief Information Officer (CIO) - for less than $501K within a 5 year life cycle, or
   ii) Information Technology Investment Review Board (ITIRB) - for greater than $501K within a 5 year life cycle

   b) CIO or ITIRB Review Completed

3) **REQUIRED: Include all associated approval documents and artifacts as attachments to the UFMS requisition.**

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# F. Apple iOS Devices

*(if applicable)*

All new iOS devices to be purchased must be associated with the IHS Enterprise Apple Business Manager (ABM) Customer Account ID 1249115 to enable automatic association of Apple iOS devices to the IHS Mobile Device Management (MDM) application. The IHS MDM ensures all mobile devices are properly configured to meet federal cybersecurity requirements.

All Apple iOS devices must be purchased from or through a reseller that has an "Apple ABM Reseller ID" (No Exceptions) to ensure the devices are properly configured and managed. The IHS Apple DEP Customer Account ID is 1249115.

The Contracting Officer, or whomever will purchase the devices, must obtain the Reseller's ABM ID and provide that ID number to CPICsupport@ihs.gov prior to purchase so OIT can synchronize the accounts. This process ensures the device hardware is electronically marked as IHS Property, which can't be removed, even by a factory reset.

If the device needs to be surplussed for any reason, the device must be released by the MDM server administrator. If you have specific configuration requirements for iOS devices that you would like to be managed by the MDM application, please contact the Messaging Services Team Lead, Steve Carnes, to discuss.

## G. Certification

I certify that the following criteria have been met in determining the need for the requested item(s):

The items are absolutely essential to program needs, and are in alignment with the IHS Approved Equipment List (AEL) or Approved Software List (ASL). *IF specifications exceed those in the AEL/ASL, provide additional justification in section C.*

The items requested are the least expensive that satisfy the technical needs of the requesting program.

The items meet initial use or replacement standards.

There are no other items available, either from equipment pools or unrequired sources within the Indian Health Service that will meet the program needs.

Staff is now, or will be, qualified to utilize requested items.

If interfaced with the IHS network, the items have been verified as compatible.

All statements on or attached to this form are a true and accurate representation and are in accordance with applicable laws, departmental regulations, and agency policies.

This purchase will in no way attempt to make use of a government purchase card to circumvent the IT acquisitions governance process.

The purchase will comply with Part 8, Chapter 4, Capital Planning & Investment Control of the Indian Health Manual.

## H. Approvals and Signatures

All requests require the following approvals:

**Signature: Requester**

**Signature: Area/Facility/Office/IT Approver**

**Signature: Area or Headquarters Information Systems Security Officer (ISSO)**

**Signature: Area Information Systems Coordinator (ISC)** *(NOTE: for non-HQ Acquisitions only)*

If this request is for a Medical Device that meets the FITARA definition of IT, then the Area Biomedical Engineer must sign.

**Signature: Area/Facility/Office Biomedical Engineer**