



**Acquisition Procedures Update No. 16-10**  
**Dated: April 22, 2016**

## MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

**FROM:** IRIS B. COOPER,  
SENIOR PROCUREMENT EXECUTIVE,  
OFFICE OF THE PROCUREMENT EXECUTIVE

**SUBJECT:** Treasury IT Acquisition Tracker.

**1. Purpose:** This Acquisition Procedures Update (APU) is issued to amend the Department of Treasury Acquisition Procedure (DTAP) September 2015 edition version 2.0 for the purposes of establishing the requirement surrounding the Treasury IT Acquisition Tracker.

**2. Effective Date:** Immediately

**3. Expiration Date:** Until otherwise canceled, superseded or included within a future edition of the DTAP.

**4. Background:** The Federal IT Acquisition Reform Act (FITARA) passed in Dec, 2014 mandates the Agency Chief Information Officer (CIO) have visibility of all IT Acquisitions and approve or delegate the approval of all IT acquisition plans. The Treasury IT Acquisition Tracker (Tracker) tracks all IT Acquisitions from the planning stage to award. This provides both the Treasury's CXOs visibility to all IT Acquisitions that meet the established criteria. Overall, the Senior Procurement Executive (SPE) has determined that the issuance of this amendment to the DTAP is necessary to establish requirements surrounding the Tracker.

**5. Department of the Treasury Acquisition Procedures:** The DTAP is amended as follows:

A. Add subpart 1004.76 as follows:

### SUBPART 1004.76—TREASURY IT ACQUISITION TRACKER

#### 1004.7601 Scope.

(a) The [Treasury IT Acquisition Tracker](#) (Tracker) provides the Treasury CXOs and the SPE visibility into all current year IT acquisition actions from planning to award stages as mandated by FITARA.

(b) Guidance on the use of the Tracker is available at [Job Aid](#)

(c) Registration is required (see [How to Register](#)).

**1004.7602 Definition.**

As used in this subpart

“Acquisition action” means an acquisition operation that requires action from a Contracting Officer that includes: contract awards, exercise of options, other non-administrative contract modifications (e.g. addition or de-obligation of funds), interagency modifications as well as zero dollar awards, and excludes administrative modifications and acquisitions below the purchase card limit.

**1004.7603 Applicability.** The Tracker applies to all IT Acquisitions Treasury-wide.

**1004.7604 Procedures.**

(a) COs shall work with CORs and Program Offices to enter all IT acquisitions actions into the Tracker that meet the following criteria—

- (1) Valued greater than \$10 million (\$1 million for CDFI);
- (2) Supports OMB business cases for major CPIC IT investments;
- (3) An IT contract or agreement, regardless of dollar value, with a period of performance that exceeds five years, excluding potential extensions of performance as provided by FAR 52.217-8 and FAR 52.237-3; or

(4) Is the subject of significant external interest or internal debate such that it warrants the attention of the SPE, BCPO, CIO, CFO or other executive stakeholders.

(b) CORs are responsible for ensuring information in Tracker is accurate, current, and complete.

(c) COs and CORs shall complete regular updates to reflect the change in status for reported IT acquisition actions.

(d) COs shall ensure COR designation letters include the responsibility for ensuring the information in Tracker is accurate, current and complete.

**6. Required Bureau Actions:** Bureau Chief Procurement Officers shall—

- a. Ensure dissemination of this APU to all impacted personnel; and
- b. Update any related Bureau policies and procedures impacted by this APU.

**7. Additional Information:** The point of contact for this APU is Mr. Thomas O’Linn, who can be reached at [thomas.olinn@treasury.gov](mailto:thomas.olinn@treasury.gov) or [OfficeoftheProcurementExecutive@treasury.gov](mailto:OfficeoftheProcurementExecutive@treasury.gov).