



MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

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

SUBJECT: Establishment of Major Acquisition Program (MAP) Reviews

1. Purpose: This Acquisition Procedures Update (APU) is issued to revise the Department of Treasury Acquisition Procedure (DTAP) in order to combine the Acquisition Program Review (APR, see DTAP 1004.7105) and High Impact Acquisition (HIA) Program (see DTAP subpart 1046.70) into a new Treasury program called Major Acquisition Program (MAP) Reviews.

2. Effective Date: Immediately

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 Expiration Date: Until otherwise canceled, superseded or included within a future edition of the DTAP.

4. Background: MAP Reviews will combine the HIA and APR programs by incorporating the best practices from both programs. MAP Reviews are part of Treasury FIRST (Facilitation, Integration, Relationships, Service, Transformation), and are designed to streamline the oversight of major/high risk acquisitions, while driving better overall acquisition outcomes. Based on the implementation of the MAP Reviews, the SPE has determined that the issuance of an amendment to the DTAP is necessary.

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

A. 1004.7105, Acquisition Program Reviews, is deleted in its entirety.

B. 1007.105(b)(19)(b) is revised as follows:

(b) If applicable, include a statement that this action meets the definition of a Major Acquisition as defined in [subpart 1046.70](#).

C. Subpart 1046.70, High Impact Acquisition Program, is amended as follows:

Subpart 1046.70— MAJOR ACQUISITION PROGRAM (MAP) REVIEWS

1046.7000 General.

MAP Reviews provide a structure that enables stakeholders (e.g. SPE, CIO, BCPO, CO, Program / Project Managers) to monitor and discuss Major Acquisitions. A key component of the MAP Reviews is the briefing of the SPE, CIO (for IT acquisitions) and other key stakeholders on a Major Acquisition. The purpose of MAP Reviews is to-

(a) Provide visibility into mission-critical or high-visibility procurement actions;



- (b) Ensure proper acquisition planning;
- (c) Increase communication among stakeholders;
- (d) Provide a forum for developing better business strategies and outcomes; and
- (e) As part of Treasury's Federal IT Acquisition Reform Act (FITARA) program, allow the Treasury CIO insight into the acquisition strategy for major IT acquisitions across all bureaus.

1046.7001 Definition.

(a) "Major Acquisition" means a planned or existing procurement action meeting at least one of the following criteria—

- (1) Valued greater than \$10 million (\$1 million for CDFI);
- (2) Supports OMB 300 major investments;
- (3) An information technology 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) Controversial or otherwise sensitive such that it warrants the attention of the SPE, BCPO, CIO (for IT acquisitions), or other executive stakeholders.

(b) "Procurement action," as used in this subpart, means interagency agreements, contracts, agreements, task orders, delivery orders, and purchase orders. Indefinite Delivery contracts and agreements shall be reported if the estimated potential value of all anticipated obligations under the contract or agreement, including options, is anticipated to meet or exceed the threshold set forth in [1046.7001\(a\)\(1\)](#), or if one or more orders or calls under the contract or agreement meets the criteria of [1046.7001\(2\)](#) or [\(3\)](#). Individual orders or calls shall be reported in addition to the base contract or agreement if they meet any of the criteria of this section.

1046.7002 Responsibilities

(a) BCPOs are responsible for —

- (1) Appointing a primary and an alternate MAP Review representative for their bureau; and
- (2) Ensuring all bureau stakeholders, as applicable (e.g., legal, small business, program office) attend each MAP Review briefing.

(b) Bureau MAP Review Representatives are responsible for —

- (1) Acting as the single bureau point of contact in all MAP Review matters when communicating with OPE;
- (2) Ensuring the bureau's Major Acquisitions List is updated, at a minimum, by the end of the fifth business day of each month to reflect all Major Acquisitions the bureau is working;
- (3) Coordinating the scheduling of the MAP Review briefings with OPE, and ensuring briefing slides are prepared by the bureau and uploaded to the Bureau MAP Review site at least two business days prior to the scheduled briefing; and
- (4) Providing OPE with a "flat file" by the tenth business day of each month, of all requisitions received by the bureau the previous month. This file will be used by OPE to verify the bureau's compliance with entering all Major Acquisitions into the bureau's Major Acquisitions list.

(c) Bureau Contracting Officers are responsible for —

- (1) Preparing the slides for each Major Acquisition they are working that is to be briefed; and



(2) Briefing the SPE and stakeholders at the MAP Review briefings.

(d) OPE is responsible for —

(1) Selecting the Major Acquisitions listed on the bureau's MAP List to be briefed in the MAP Reviews, in conjunction with the Treasury CIO (for IT Major Acquisitions) and the BCPO, no less than two weeks prior to each bureau's scheduled briefing;

(2) Providing a MAP Review site for each bureau to track its Major Acquisitions and upload slide decks for the MAP Review briefings;

(3) Coordinating the scheduling of the MAP Review briefings with the Bureau MAP Review Representatives;

(4) Reviewing the bureaus' flat files of all requisitions received the previous month to ensure bureaus are entering all Major Acquisitions into the Major Acquisition List; and

(5) Briefing the results of this review at the monthly TAC.

1046.7003 Reporting, Briefings, and Oversight

Bureaus shall use their respective MAP Review pages, available at http://thegreen.treas.gov/do/ope/MAP_Reviews/Pages/MAP_Reviews_Home.aspx for purposes of reporting all Major Acquisitions and uploading briefing slides.

(a) *Reporting.* Bureau MAP Review Representatives shall ensure all data for each Major Acquisition is entered in the bureau's MAP Review page, and, as actions move through the acquisition process, that all details for the action are updated as applicable (e.g., change the Contract Phase status to Post-Award once the action is awarded, and input the relevant details such as contract number, etc.). The bureau's Major Acquisitions List shall be updated, at a minimum, by the fifth business day of each month to reflect all new actions and changes to existing actions from the previous month.

(b) *Briefings.* MAP Review briefings are meant to provide the SPE, Treasury CIO (when purchasing IT), and other stakeholders with an overview of the procurement action, the acquisition strategy, and to identify/resolve any issues early in the acquisition process.

(1) MAP Review briefings will be led by the CO responsible for award of the subject Major Acquisition. Briefings shall address each item listed in the briefing template, available on each bureau's MAP Review page.

(2) IRS, BEP, and Fiscal Service will conduct MAP Review briefings monthly. All other bureaus will conduct MAP Review briefings quarterly, unless the SPE, Treasury CIO, or BCPO requests more frequent briefings.

(3) Bureau MAP Review Representatives should reference the OPE SharePoint MAP Review site,

http://thegreen.treas.gov/do/ope/MAP_Reviews/Pages/MAP_Reviews_Home.aspx for a description of the specific actions to take when scheduling/preparing briefings.

(4) OPE will schedule briefings with the Bureau's MAP Review Representative. OPE, in coordination with the Treasury CIO (when applicable) and the BCPO, will annotate on each bureau's MAP Review Page which Major Acquisitions are to be briefed;

(5) Bureau MAP Review Representatives shall upload the slide deck to the Bureau's respective MAP Review briefings library, available at:

http://thegreen.treas.gov/do/ope/MAP_Reviews/Pages/MAP_Reviews_Home.aspx.

(c) *Oversight.* Bureaus shall upload the flat files containing all new requisitions from the previous month (as described in 1046.7002(b)(4)) to the bureau's MAP Review page. OPE will review to ensure all Major Acquisitions are included in the bureau's Major Acquisitions List.

DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220



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

- a. Ensure dissemination of this APU to all impacted acquisition personnel;
- b. Provide OPE with a primary and an alternate Bureau MAP Review Representative; and
- c. Update any related Bureau policies and procedures impacted by this APU.

7. Additional Information: My point of contact for this APU is Mr. Jeff Bishop, who may be reached at jeffrey.bishop@treasury.gov or at OfficeoftheProcurementExecutive@treasury.gov.