



Chief Information Officer (CIO) Information Technology (IT) Procurement Review and Approval Form

Point of Contact (POC)

Phone Number

Funding Organization

**Purchase Request
Number (if existing)**

Contract Number
(if existing)

Program Title

Statement Of Work Summary- *Provide sufficient information to define the type and extent of service or products being acquired; including key words.*

**Period of Performance
covered by current
funding request**

**Task Order Period
of Performance**

Current funding request

Annual Cost

Scope Keyword(s)

**Has the Bandwidth Program Office
assessment been completed on this request?**

Contract Type

Cost Category

Primary Purpose

Vendor Type

Vendor Name

Fund Certifier (Primary)

Fund Certifier (Backup)

Cost Center Code

Cost Savings - Describe the program's efforts to identify savings.

Impact Statement - Describe the impact to your customers and/or the Federal Aviation Administration's mission if the CIO does not approve the procurement. Also, include any additional impacts and support needed by AIT over the life of a given contract.

Attestation

I attest that I have officially coordinated this procurement package and received approval from my program office leadership.

Name of the Preparer

(Name: Last, First)

Date Prepared

(Date: MM/DD/YYYY)

-----Section below this line to be completed by CIO Review Team-----

Submission Date

Recommendations

CIO Approval Guidance

CIO Signature Approval

Signature Date

Appendix A: Instructions for Completion of Chief Information Officer (CIO) Information Technology (IT) Procurement Review and Approval Form

- 1 **POC.** Enter full name of individual submitting the request for CIO review and approval. Also, include a phone number where the individual can be reached.
- 2 **Funding Organization.** Enter the FAA organization providing funding for the work.
- 3 **Purchase Request Number.** Enter the procurement request number from PRISM. Enter TBD, if one hasn't been created.
- 4 **Contract Number.** Enter the Contract number, if existing. Enter TBD, if not awarded.
- 5 **Program Title.** Enter the name/title of your procurement.
- 6 **Statement of Work (SOW) Summary.** Enter the applicable FAA organization's mission as it applies to the procurement; objective/statement of need for the procurement; and a brief summary/list of the key tasks to be performed by the contractor.
- 7 **Period of performance covered by current funding request.** Enter the estimated date for the base year or base period POP. (For example, a one year base would be April 01, 2021 – March 31, 2022 or a 3 years base period would be April 01, 2021 – March 31, 2024).
- 8 **Task Order Period of Performance.** Enter the estimated date for the entire contract period of performance. (For example, a 5 years contract would be April 01, 2021 – March 31, 2026).
- 9 **Current funding request.** Enter the cost from your IGCE (total base year or base period cost).
- 10 **Annual Cost.** Same comment as above, enter the total base year or base period cost. Total may vary from current funding request due to incremental funding or other modifications within the fiscal year.
- 11 **Scope Keywords.** Select the most appropriate descriptive keyword from the drop-down list (For additional details see Appendix B below).
- 12 **Question: Has the Bandwidth Program Office assessment been completed for this request?** Please note if you respond “NO” to the bandwidth question, you need to state at the end of the “SOW Summary” Block in one or two sentences why a bandwidth assessment isn’t required for your procurement. However, if you respond “Yes”, you filled out the bandwidth assessment form and submitted it to the NBUP for action. Therefore, you have to wait until the assessment has been completed and submit a copy of the NBUP memo stating the results of their assessment. If you need assistance, the National Bandwidth Program POC is Gloria Richmond. Her number is (202) 267-7340.
- 13 **Contract Type.** Select the most appropriate contract type from the drop-down list (For additional details see Appendix B below).
- 14 **Cost Category.** Select the most appropriate definition from the drop-down list. (For additional details see Appendix B below).
- 15 **Primary Purpose.** Select the most appropriate definition from the drop-down list (For additional details see Appendix B below).
- 16 **Vendor Type.** Select the most appropriate definition from the drop-down list (For additional details Appendix B below).
- 17 **Vendor Name.** If it’s a directed award, enter vendor’s name. Enter TBD, if this is a competitive procurement.
- 18 **Fund Certifier (Primary).** Enter the full name for assigned certifier. If unknown, enter TBD.
- 19 **Fund Certifier (Back up).** Enter the full name for assigned certifier. If unknown, enter TBD.
- 20 **Cost Center Code.** Enter the code for the applicable cost center. If unknown, enter TBD.
- 21 **Cost Savings.** Describe program's efforts to identify savings.
- 22 **Impact Statement.** Describe the impact to your customers and/or the FAA's mission if the CIO does not approve the procurement. Also, include any additional impacts and support needed by AIT over the life of a given contract.
- 23 **Attestation.** The POC (preparer) completing the form should fill in their name and the date the form was completed.

Appendix B: Common Terms and Definitions

Scope Keywords:	Explanation:
Solution Delivery	Services for development of a solution. Includes requirements, design, development, and implementation activities.
Asset Management	Includes management of IT assets throughout FAA such as hardware and software items. Includes all asset inventory work.
Business Continuity Management	Services to support enterprise activities to ensure continuation of business through disruption related risks.
Commercial Software	IT software available on the open market.
Deskside Services	Services to support FAA IT users with specific system, software, and/or hardware issues. Labor only used to resolve technical problems.
Emerging Technology	New technology being introduced into the FAA.
Enterprise Architecture	IT related architecture design, development, and governance activities.
Hardware	Physical IT equipment only. Usually the contract covers only equipment; no services.
Information Security	Security related hardware, software, and/or services to support FAA in meeting security related problems, issues, and/or general governance requirements.
Infrastructure Management	Services to support the management of FAA IT infrastructure. As defined earlier infrastructure includes all hardware, software, services and support for the physical IT infrastructure throughout FAA. This type of contract typically includes only labor to support these items.
IT Business Support	IT services that support general business activities such as planning, budget and finance work, policy, process reengineering, etc.
IT Planning and Performance	Specific services for IT business plans and performance measurement activities.
IT Risk Management	Services to develop risk management plans, track risks, work with security organizations to resolve issues. All labor costs.
IT Training Services	IT training services for the FAA IT workforce.
Privacy	Privacy related support services; software, hardware, and/or systems related work to support privacy requirements.
Program Management	Services related to support for a program; usually related to project and program management activities.
Service Desk	A Helpdesk staffed with IT specialists that supports an IT system, hardware, or software equipment and troubleshoots issues and problems.

Contract Type:	Definitions:
Cost-plus Award Fee	Includes a estimated cost, base fee, award fee, evaluation and payment plan.
Cost-plus Fixed Fee	Cost plus contract that pays a negotiated fee fixed at the inception of a contract.
Firm-Fixed	A contract that provides for a firm fixed-price or, when suitable, an adjustable price to include a ceiling price, a target price (including target cost), or both.
Hybrid Other	A contract that displays features of multiple types of contracts.
Performance Based	Provides for payment of a variable fee dependent on contractor performance metrics disclosed in the contract.
Time and Materials	Provides for acquiring goods or services based on direct labor hours (and reimbursement of materials costs) at fixed hourly rates stated in the contract award.
IDIQ	Contracts that provide for an indefinite quantity of items or services over a fixed time.
Interagency Agreement	Agreement between agencies or departments to provide services.

Cost Category:	Definitions:
Solution Delivery	Services for development of a solution. Includes requirements, design, development, and implementation activities.
Commodity IT Consolidation	Standardization of IT services and products delivered across the FAA. One example is managed services for hosting. Focus is on how we are delivering IT services and infrastructure with an emphasis on use of existing vs. new contracts. Also, possible use of enterprise wide contracts.
Contract Consolidation	Possible consolidation contract actions through leveraging existing contracts. Looking for uniformity across FAA and potential for fewer diverse contracts that request similar type of products or services.
Program and Workforce Mgmt.	Services that support programs and staffing augmentation support.
Software Agreements/licenses	Software license, software maintenance, and support costs.

Primary Purpose:	Definitions:
Solution Delivery	Services for development of a solution. Includes requirements, design, development, and implementation activities.
Hardware	Information technology equipment - computers, mobile devices, servers, data center mainframe equipment, etc.
Help Desk	Services to support FAA users of IT software, systems, and hardware; includes both troubleshooting and desk-side support.
Infrastructure	All hardware, software, services and support for the physical IT infrastructure throughout FAA. The contract could include all the above.
Program Office Support	General services that support programs.
Staff Augmentation	Additional contract staffing to support an FAA office in completing required work. Only includes labor.
Software	Software license costs, software maintenance and support costs for the software.

Vendor Type:	Definitions:
Alaska Native/American Indian 8(a)	Company 51% owned by an Alaskan Native Corporation or American Indian certified 8(a).
HUBZone Small Business	Historically Underutilized Business Zone Small Business.
Large Business	Company that is designated a large business.
Small Disadvantaged Business	Company 51% owned by socially and economically disadvantaged individuals.
Other	Any other type of vendor not covered here.
8(a)	Company qualified under the Small Business Administration guidelines for section 8(a).
SAVES	FAA IT contract available to all FAA organizations for pre-qualified vendors, software, hardware, and support services.
Service-Disabled Veteran Owned Small Business	Company 51% owned by one or more service-disabled veterans that qualifies as a small business.
Small Business	Company that qualifies as a small business.
Veteran-Owned Small Business	Company 51% owned by one or more veterans that qualifies as a small business.
Women-Owned Small Business	Company 51% owned by one or more women that qualifies as a small business.