

No: Y30-007

Title: Acquisition of Computing Resources Equipment, Software or Services

Rev: 11/01/2000

This procedure is issued to define Y-12 internal actions needed for Y-12 funded acquisitions of computing resources (formerly Automatic Data Processing, (ADP)) equipment, software or related services.

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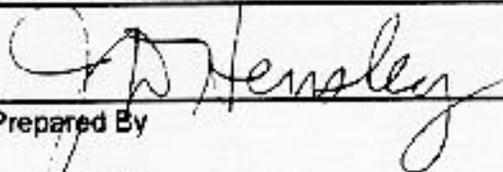
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Martin Marietta Energy Systems, Inc.
Oak Ridge Y-12 Plant Command Media

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Y-12 PLANT
BUSINESS AND FINANCE

SUBJECT: ACQUISITION OF COMPUTING RESOURCES EQUIPMENT, SOFTWARE, OR SERVICES


Prepared By

5/15/95
Date


Procedure Validator

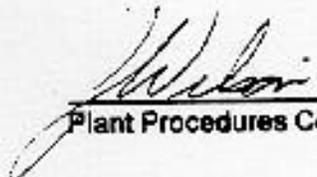
5/15/95
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Functional PCCB Chairperson

5/15/95
Date

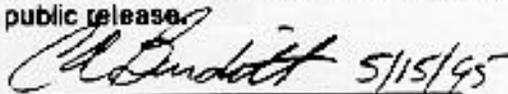

Functional Policy Coordinator

5/15/95
Date


Plant Procedures Coordinator

5/15/95
Date

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Name & Date

6/1/95
Effective Date

SUBJECT: ACQUISITION OF COMPUTING RESOURCES EQUIPMENT, SOFTWARE, OR SERVICES

I. PURPOSE

This procedure is issued to define Y-12 internal actions needed for Y-12 funded acquisitions of computing resources (formerly Automatic Data Processing, (ADP)) equipment, software, or related services.

II. REQUIREMENTS REFERENCES

A. Flowdown Documents

1. DOE Order 1330.1C: *Computer Software Management*
2. DOE Order 1360.1B: *Acquisition and Management of Computing Resources*
3. MMES Policy/Procedure CT-2: *Acquisition of ADP Equipment and Resources*

B. Other Documents Needed

1. MMES TCS-10: *Data Resource Management*
2. MMES TCS-14: *Standard for ADP Planning*
3. Y-12 80 Series Procedures: *Software Development and Control*
4. C&TS Guidelines for Acquisition of Computing Hardware, Software, and Software Support Services
5. YEL-PROC-86-3/R5, *ADP Protection Handbook*
6. ES/ESH-40/R1/D, *Technical Architecture Specification*

III. SCOPE/LIMITATIONS

This procedure is applicable to all Y-12 organizations. Provisions apply to all computing resources related items. Details of computing resource categories, based on threshold values, are contained in Ref. II.A., MMES CT-2, *Acquisition of ADP Equipment and Resources*.

IV. DEFINITIONS

- A. *Computing Resources Acquisition Plan*: A written plan that includes: the description

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and purpose of the project; justification for procuring computing resource equipment; required computing resources; and funding sources (by budget and reporting classification (B&RC) codes) that support the acquisition of computing resource hardware, software, or software support services. It is the vehicle through which the planned acquisition is effected. The details of the plan are commensurate with the projected cost, and the content is as prescribed in Ref. II.A.2. DOE Order 1360.1B, *Acquisition and Management of Computing Resources*.

- B. *Computer Integrated Enterprise (CIE)*: Combined set of management activities that focus on the coordinated use of computer technologies for information systems supporting official business systems.

CIE activities must meet at least one of these fundamental objectives in the Y-12 Plant:

1. Facilitate the sharing of information;
 2. Aid in systematically linking previously related but separate tasks or functions;
 3. Support Department Of Energy (DOE), Martin Marietta Energy Systems (MMES), Inc. or Y-12 Plant program initiatives; or
 4. Introduce selected new, advanced, computer-driven technologies into production processes.
- C. *Computing Resources*: Interconnected computer hardware (e.g., Local Area Network), telecommunications hardware, remote terminals, supporting software (operating system, utilities, applications), recorded information/data, software support services, and supporting media (tapes, disks, etc.) which support a designated user group. Distributed computing systems contained within one site are considered as a single computing resource.
- D. *Computing Resource Short-Range Plan (CRSRP)*: A proposal submitted annually to Department Of Energy/Oak Ridge Operations (DOE/ORO) that details the intent to acquire computing resource hardware, software, or software support services. The CRSRP consists of separate items including the description and purpose of the project, the programmatic requirement, justification for procuring computing resource equipment, required computing resources, and the funding proposed (by B&RC code and fiscal year). A CRSRP submission is required for any computing resource acquisition that is sole source between \$250,000 and less than one million dollars or competitive between \$500,000 and one million dollars.
- E. *Information Resources Management Long-Range Site Plan*: A plan submitted

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annually to DOE that consists of a combination of information systems, financial management systems, telecommunications site plans, and computing resources costing one million dollars or more which will be acted upon over the budget cycle of the next seven years.

V. REQUIREMENTS

- A. Organizations originating requests for computing resource items will complete the documentation and obtain necessary approvals specified in Ref. II.A.3.
- B. Items less than \$25,000 require a four-digit ADP number (e.g., Y95-1234) and may be obtained from your organization's CIE Implementation Manager (IM).
- C. All purchase requisitions for computing resource items or services require a CIE stamp with the signature of your organization's CIE IM. The organizational financial analyst and Hazardous Materials Coordinator must also stamp and sign the purchase requisition. In addition, a Y-12 Procurement Quality Checklist (UCN-19412) must be completed and attached to the requisition before it can be processed.
- D. Organizations originating requirements for information systems (software applications) will comply with the provisions of Ref. II.B.3., *Y-12 80 Series Procedures, Software Development and Control*. Particular attention should be paid to the provisions of Y-12 Plant Procedure 80-100, *Project Initiation Implementation*.
- E. Organizations requiring software development from resources outside Y-12 Computing and Telecommunications Services (C&TS), (e.g., C&TS/Management Information Systems at K-25, or other agencies outside Y-12), will first initiate projects in accordance with Y-12 Plant Procedure 80-100. This process ensures appropriate reviews by line management, appropriate Business System Project Manager (BSPM), C&TS, and the Computer Systems Management & Development organization.

VI. RESPONSIBILITIES

- A. Y-12 Organizations
 - 1. Prepare annual budget submissions for computing resource items and forward to the Computer Systems Management & Development (CSMD)/Business Management Organization (BMO) for prioritization and inclusion in the annual Y-12 budgets. Specific calls will be issued for the General Plant Equipment

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- (Capital) and expense budgets, respectively. Ensure computing resource requirements are reflected in an approved Business Plan Task.
2. Upon receipt of annual calls, prepare input to the annual Computing Resource Short-Range Plan and the Information Resources Management Long-Range Site Plan.
 3. Participate in the software prioritization process by working requirements through the respective BSPM.
 4. Prepare and process the required item/project documentation in accordance with the current instructions contained in Ref. II.A.3. Detailed forms and instructions are available on-line in VideoText under (7) C&TS Information: (4) Computing Resources Procurement Guidelines.
- B. Computing and Telecommunications Security Organization
1. Provides consultation and review of plans and acquisition documents as required by current prescribing directives in Ref. II.B.5.
 2. When necessary, participates on computing resource acquisition and procurement teams.
- C. Computer Systems Management & Development Organization (CSMD)
1. Coordinates, compiles, and submits Computer Resource Short-Range Plan and Information Resource Management Long-Range Plan for computing resource acquisitions.
 2. Forwards budget calls to BSPMs and IMs.
 3. Assembles plant inputs for computing resources and, based on published criteria, prioritizes acquisitions. Coordinates the prioritized list with BSPMs and IMs and submits for funding.
 4. Coordinates submission of computing resource items to plant budget committees.
 5. Coordinates management of computing resources with C&TS.
 6. The CSMD organization manager is responsible for approval of all new computing resource acquisition plans.

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D. Computing and Telecommunications Services

1. Participates in Y-12 computing resource planning efforts to provide technical recommendations regarding hardware, software, and telecommunications.
2. Provides advice, assistance, and recommendations concerning the technical aspects of Y-12 computer resources management.
3. Provides technical assistance and guidance in acquisition of hardware, software, and telecommunications in accordance with existing plant strategies, goals, objectives, and standards.
4. Provide guidance and direction concerning compliance with Ref. II B.6, *Technical Architecture Specification*.
5. Participates in prioritization of computing resource items to provide technical advice and counsel.

VII. ACTION STEPS

None

VIII. REQUIRED RECORDS

None

IX. ADMINISTRATION

The manager, CSMD organization under BMO, is responsible for the administration and interpretation of this procedure.