

**COMMERCE ACQUISITION MANUAL
1339.71**

DEPARTMENT OF COMMERCE
TELECOMMUNICATIONS AND INFRASTRUCTURE REQUIREMENTS
UNDER
GSA's ENTERPRISE INFRASTRUCTURE SOLUTIONS (EIS)

COMMERCE ACQUISITION MANUAL 1339.71

Table of Contents

SECTION 1 – OVERVIEW	1
1.1 BACKGROUND	1
1.2 PURPOSE	1
1.3 APPLICABILITY	1
1.4 POLICY	1
1.5 SCOPE OF EIS	1
SECTION 2 – ROLES AND RESPONSIBILITIES	2
2.1 SENIOR PROCUREMENT EXECUTIVE (SPE)	2
2.2 DEPARTMENT OF COMMERCE (DOC) CHIEF INFORMATION OFFICER (CIO)	2
2.3 OPERATING UNIT CHIEF INFORMATION OFFICER (CIO)	2
2.4 SENIOR BUREAU PROCUREMENT OFFICIALS (BPO)	2
2.5 HEADS OF CONTRACTING OFFICE (HCO).....	2
2.6 ORDERING CONTRACTING OFFICERS (OCO) FOR EIS	2
2.7 CONTRACTING OFFICER REPRESENTATIVES (COR) FOR EIS.....	2
2.8 EIS PROGRAM ADMINISTRATOR	3
SECTION 3 – ACQUISITION, MANAGEMENT, AND SERVICE ORDERS	4
3.1 ACQUISITION OF EIS SERVICES	4
3.2 MANAGEMENT OF EIS SERVICES	4
3.3 SERVICE ORDERS	4
3.4 EIS RESOURCES AND REQUIREMENTS	4
SECTION 4 – WAIVER PROCESS	5
4.1 WAIVER APPLICATION	5
4.2 WAIVER APPROVAL	5

Telecommunications and Infrastructure Requirements

SECTION 1 – OVERVIEW

1.1 Background

The Enterprise Infrastructure Solutions (EIS) is a government-wide multiple award, indefinite delivery indefinite quantity (IDIQ) contract vehicle that provides federal agencies with mission-critical and comprehensive telecommunications, infrastructure, information technology services, and service-related equipment. EIS is the General Services Administration's (GSA's) comprehensive follow-on acquisition vehicle for Network, Washington Interagency Telecommunications System (WITS) 3, GSA's Regional local service contracts, and other current telecommunications contracts. (See Commerce Acquisition Manual (CAM) 1339.70). The EIS contracts were awarded on July 31, 2017 with a period of performance of 15 years (one 5-year base and two 5-year options). The Department is in the process of transitioning its telecommunication and infrastructure requirements from the predecessor contracts to GSA's EIS contracts.

1.2 Purpose

The purpose of this CAM Chapter is to set forth acquisition-specific requirements for use of GSA's EIS contract and to establish roles and responsibilities.

1.3 Applicability

This policy is applicable to all acquisitions for telecommunications and networking infrastructure services, and service-related equipment, including National Security Systems and Trusted Internet Connections contracts. Telecommunications and networking infrastructure services, and service-related equipment, are defined as those services and service-related equipment provided or obtainable through the EIS contracts.

1.4 Policy

In accordance with this CAM chapter use of the EIS contracts for telecommunications and networking infrastructure services, and service-related equipment, is required unless a waiver is granted. The requirements for a waiver are described in this Section 4. This policy shall be used in conjunction with the guidance established in GSA's EIS program and supplemental guidance established by the Department of Commerce (DOC) Office of the Chief Information Officer relating to the EIS contracts. Individual operating units may establish specific management practices to implement this policy.

1.5 Scope of EIS

The EIS contract provides a comprehensive acquisition vehicle to acquire simple to complex telecommunications and networking infrastructure services, and service-related equipment. The GSA EIS website at www.gsa.gov/eis provides comprehensive resources and requirements on the scope, use and management of the EIS contract vehicles. DOC acquisition personnel working with the EIS contracts, including Ordering Contracting Officers (OCOs), delegated Contracting Officer Representatives (CORs), EIS Program Administrator and delegee(s), program managers, and others must be familiar and comply with EIS requirements.

END OF SECTION 1

SECTION 2 – ROLES AND RESPONSIBILITIES

2.1 Senior Procurement Executive (SPE)

The Senior Procurement Executive is responsible for issuing and overseeing compliance with Department of Commerce (DOC or Department) policy on the acquisition of telecommunications services and service-related equipment; and providing concurrence with waiver requests.

2.2 Department of Commerce Chief Information Officer (CIO)

The DOC CIO is responsible for approving waiver requests and for supplemental guidance relating to the EIS contracts.

2.3 Operating Unit Chief Information Officer (CIO)

Operating Unit CIOs are responsible for:

- a. Recommending CORs who will be responsible for placing and managing service orders under the EIS contracts
- b. Providing concurrence on waiver requests.

2.4 Senior Bureau Procurement Officials (BPO)

BPOs for the National Oceanic and Atmospheric Administration and Enterprise Services-Acquisition are responsible for:

- a. Implementing and overseeing compliance with Departmental policy on the acquisition of telecommunications and networking infrastructure services and service-related equipment
- b. Providing concurrence with waiver requests.

2.5 Heads of Contracting Office (HCO)

Heads of Contracting Offices are responsible for:

- a. Ensuring that Contracting Officers under their purview comply with the requirements of this policy;
- b. Recommending waiver requests.

2.6 Ordering Contracting Officers for EIS

The OCO is the contracting officer who serves as the key official representing the agency. There are 2 OCOs representing the Department (see 3.1) who are responsible for:

- a. Completing required training under the EIS program,
- b. Operating within GSA's delegation of procurement authority,
- c. Issuing task orders, and
- d. Appointing qualified Contracting Officer Representatives (CORs) who have also completed required GSA EIS training.

2.7 Contracting Officer Representatives for EIS

COR responsibilities include but are not limited to:

- a. Meeting all requirements for COR certification in accordance with CAM 1301.670.
- b. Operating within the limits of authority delegated by the OCO
- c. Complying with contract ordering procedures
- d. Completing all required training specified in the EIS program
- e. Completing contractor-provided training related to the placement of orders.

- f. Ensuring funding availability on the task order prior to issuing Service Orders (SOs)
- g. Accepting services ordered and timely verifying that services meet technical requirements.
- h. Facilitating and coordinating the installation of services ordered.
- i. Validating services billed and initiating billing disputes in accordance with the EIS dispute process.
- j. Maintaining an inventory of all assets ordered and monitoring and tracking services.

2.8 EIS Program Administrator

The EIS Program Administrator is located in the DOC Office of the Chief Information Officer (OCIO), Office of Solutions and Service Delivery (OSSD), DOCEISTransition@doc.gov. Except for providing concurrence on waiver requests, EIS Program Administrator responsibilities may be delegated to bureaus. The EIS Program Administrator is responsible for:

- a. Providing concurrence on waiver requests.
- b. Compiling, tracking, disseminating and maintaining an up-to-date listing of DOC Conexus users and their permissions.
- c. Granting roles and permissions to DOC users for Conexus access.
- d. Notifying vendors via the vendor notification process of COR additions and deletions.
- e. Serving as the Agency Conexus Administrator, will authorize user accounts and assign users to specific roles.
- f. Restricting Conexus user permission to view data based on Agency Hierarchy Codes (AHC).
- g. Submitting requests for user access to the Agency Pricer tool and maintaining an up-to-date list of users that have access.

Note: NOAA EIS Program Administrator responsibilities are delegated to the NOAA OCIO Enterprise Network Program Office, NOAA.EIS@NOAA.gov.

END OF SECTION 2

SECTION 3 – ACQUISITION, MANAGEMENT, AND SERVICE ORDERS

3.1 Acquisition of EIS Services

All telecommunications and networking infrastructure services and service-related equipment requirements shall be procured by the designated OCO. The OCO for NOAA will acquire EIS requirements for NOAA. The OCO for ES-A will acquire EIS requirements for all operating units within the Department except NOAA.

3.2 Management of EIS Services

Ordering Contracting Officers will be supported by CORs and EIS Program Administrator.

3.3 Service Orders

Service orders within the scope of the task order may be placed by the OCO or, if delegated, by a designated COR on behalf of the OCO. Sufficient and appropriate funding must be available under the task order to fund the service order.

3.4 EIS Resources and Requirements

The GSA EIS website at www.gsa.gov/eis provides comprehensive resources and requirements on the EIS contract. DOC acquisition personnel working with the EIS contracts shall be familiar and comply with EIS requirements.

END OF SECTION 3

SECTION 4 – WAIVER PROCESS

4.1 Waiver Application

A waiver must be obtained from the DOC CIO before using a non-EIS acquisition vehicle for telecommunications and networking infrastructure services, and service-related equipment. A cost benefit analysis must be conducted and included in the waiver request. At a minimum, the cost benefit analysis must include:

- a. Description of requirements to be satisfied, including consideration of special needs such as timeliness, location or use;
- b. Full comparison of acquisition costs and prices of services on alternative; and
- c. Assessment of risk factors associated with each alternative course of action including consideration of cost risk, technical risk, security and cybersecurity risk, supply chain risk, schedule risk, and overall mission support risk.

Note: A waiver has been granted for the National Oceanic and Atmospheric Administration (NOAA) Enterprise Network (N-Wave) and it is approved for use.

4.2 Waiver Approval

The request for waiver application must be prepared by the requesting office and submitted to the DOC CIO through the following routing process:

- a. Operating Unit CIO - Concurrence
- b. NOAA or ES-A BPO – Concurrence
- c. SPE – Concurrence
- d. EIS Program Administrator – Concurrence
- e. DOC CIO – Approval

END OF SECTION 4

END OF CAM 1339.71