

# U.S. Department of Energy

Washington, D.C.

# ORDER

DOE 1450.1C

9-3-86

SUBJECT: ACQUISITION, UTILIZATION, AND ADMINISTRATION OF TELEPROCESSING SERVICES

---

1. PURPOSE. This Order sets forth Department of Energy (DOE) policies and procedures for acquiring and utilizing teleprocessing services from commercial sources.
2. CANCELLATION. DOE 1450.1B, ACQUISITION, UTILIZATION, AND ADMINISTRATION OF TELEPROCESSING SERVICES, of 6-12-84.
3. BACKGROUND.
  - a. This Order implements Federal Acquisition Regulations (FAR) Subpart 201-4.12 (41 CFR 1-4.12), entitled "Procurement and Contracting Government-wide for Automatic Data Processing Services," by setting forth the policies and procedures for acquiring and utilizing teleprocessing services from commercial sources through implementation of the General Services Administration (GSA) teleprocessing services program
  - b. The teleprocessing services program is the centrally managed GSA program by which Federal agencies are required to acquire commercially remote computing services which cannot be satisfied by existing Government resources. Services covered by the teleprocessing services program include interactive, remote batch, and/or specialized data processing. The program also provides for the acquisition of training, documentation, the use of software packages and/or specialized data bases, and technical support incidental to the services being acquired. The program does not include facilities management services or any arrangement where title to automatic data processing (ADP) equipment can pass to the Federal Government.
  - c. Acquisition of ADP support services not incidental to the acquisition and use of teleprocessing services is addressed by DOE 4200.3A, MANAGEMENT OF SUPPORT SERVICES CONTRACT ACTIVITY, of 4-5-83.
4. REFERENCES.
  - a. Federal Acquisition Regulations (FAR), Subpart 201-4.12 (41 CFR 1-4.12), entitled "Procurement and Contracting Government-wide for Automatic Data Processing Services," which provides uniform provisions for agency acquisition of ADP services.

---

DISTRIBUTION:  
All Departmental Elements

INITIATED BY:  
Office of Computer Services and  
Telecommunications Management

- b. "General Services Administration Teleprocessing Services Program Handbook, FAR Subpart 201-4. 12, of 10-81, which sets forth procedures to be followed by Federal agencies in acquiring commercial services under the teleprocessing services program.
- c. Federal Acquisition Regulations (FAR), Federal Information Resources Management Regulation (FIRMR) Amendment 4, of August 30, 1985, which codifies the implementation of the Competition in Contracting Act of 1984 and the Small Business and Federal Procurement Competition Enhancement Act of 1984.
- d. Federal Acquisition Regulations (FAR), FIRMR Bulletin 2, "Changes to the Teleprocessing Services Program (TSP), " of May 23, 1984, which identifies modifications made to the Teleprocessing Services Program by the General Services Administration to improve its efficiency and effectiveness.
- e. DOE 1360.1A. ACQUISITION AND MANAGEMENT OF COMPUTING RESOURCES, of 5-30-86, which establishes Departmental policies "and procedures for the acquisition and management of computing resources.
- f. DOE 1360.2, COMPUTER SECURITY PROGRAM FOR UNCLASSIFIED COMPUTER SYSTEMS, of 3-9-79, which includes a requirement for certification by the computer protection program manager that appropriate Protection requirements are included in specifications for the acquisition of computer facilities, equipment, software, or related services.
- g. DOE 1330.1A, AUTOMATED MANAGEMENT INFORMATION SYSTEMS AND DATA ADMINISTRATION, of 7-15-83, which establishes policy to assure proper review and coordination of the development and modification of both energy information systems and management information systems.

- 5 DEFINITION Teleprocessing services are contractual services for the computation or manipulation of data in support of administrative, financial, communicative, scientific, and other similar Federal agency data processing applications. It includes teleprocessing, full service (interactive and remote batch), interactive, and remote batch processing.
6. POLICY. Teleprocessing services shall be centrally controlled to gain the pages of reducing administrative overhead, obtaining more favorable rates and discounts, and providing resource variety to meet user needs. Teleprocessing services shall be utilized when they are the most effective and economical means of satisfying the needs of the program, function, or administrative activity being supported

9-3-86

7. RESPONSIBILITIES AND AUTHORITIES.

- a. Director of Administration (MA-2) through the Director of Computer Services and Telecommunications Management (MA-25).
- (1) Coordinates and establishes DOE teleprocessing services policies, principles, and procedures.
  - (2) Formulates and establishes criteria for acquisition of teleprocessing services.
  - (3) Prepares consolidated plans for utilization of teleprocessing services and provides advice to organizations within the Department on budgeting and funding for teleprocessing services as part of the regular budget process.
  - (4) Provides for reports relating to utilization of teleprocessing services.
  - (5) Implements applicable Government-wide issuances, rules, and procedures.
  - (6) Maintains consolidated records on the utilization of teleprocessing services and associated costs incurred.
  - (7) Ensures, through the sharing program and other methods, maximum utilization of existing Federally owned or leased teleprocessing services.
  - (8) Provides technical advice on the applicability, reliability, effectiveness, efficiency, and cost of teleprocessing services.
  - (9) Where teleprocessing services are requested for development or modification of a management information system, refers the request for review under the provisions of DOE 1330.1A, page 4, paragraph 7a.
  - (10) For DOE Headquarters Elements, approves or disapproves all requests for teleprocessing services and centrally acquires and administers teleprocessing services.
  - (11) For field organizations, the Energy Information Administration (including remote offices under their administrative control), and for Heads of Headquarters Elements having direct responsibility for an ADP installation, approves or disapproves all requests for teleprocessing services with an estimated annual cost of \$2,000,000 or more for a competitive procurement, or \$200,000 or more for a sole source procurement. (This includes all organizations that have, or may have, ADP installations not located at Headquarters, and which report directly or through a project management office rather than through a field organization. )

5. Heads of Headquarters Elements.

- (1) Review requests for teleprocessing services and, as appropriate, recommend approval to MA-2 using the justification and documentation specified in paragraph 8.
- (2) Budget and fund approved teleprocessing services during the regular budget process.
- (3) Provide information on teleprocessing service plans to MA-2, as required.

c. Managers of Field Organizations; Administrator, Energy Information Administration; Heads of Headquarters Elements Having Direct responsibility for an ADP Installation

- (1) Acquire and administer teleprocessing services for their organizations. Implement Departmentwide policies using procedures in paragraph 8.
- (2) Approve or disapprove requests for teleprocessing services with an estimated annual cost of less than \$2,000,000 for a competitive procurement, or less than \$200,000 for a sole source procurement. Submit to MA-2 for approval or disapproval of all requests with an estimated cost equal to or in excess of these limits.
- (3) Budget and fund approved teleprocessing services during the regular budget process.
- (4) Provide information on teleprocessing service utilization and plans to MA-2, as required.
- (5) Appoint a teleprocessing services program point of contact to coordinate activities with Headquarters and keep the Director of ADP and Communications Services (MA-251) informed of this appointment.

8. PROCEDURES AND REQUIREMENTS.

- a. Headquarters Elements requiring teleprocessing services shall define their requirements and submit to the Director of ADP and Communications Services (MA-251), DOE Forms 1450.5A, "Certification of Timesharing Logon ID Owner Responsibilities"; and 1450.5B, "Request for Commercial Timesharing Services." Blank forms may be obtained by contacting the local DOE data processing organization or from the supply store at your site. The requirements shall be met by using DOE resources if they are available.
- b. Field organizations requiring teleprocessing services shall follow their local procedures and/or directives for obtaining these services. The requirements shall be met by using DOE resources if they are available.

- c. If DOE resources are not available, the local DOE data processing organization shall follow teleprocessing services program procedures (reference paragraphs 4b and 4d) to acquire an approved delegation of procurement authority.
- d. All requests from field organizations, including the Energy Information Administration, for teleprocessing services with an estimated annual cost of \$2,000,000 or more for a competitive procurement or \$200,000 or more for a sole source procurement shall be sent for approval to MA-2, with the agency procurement request described in reference 4b. MA-2 will process the request and obtain a delegation of procurement authority from GSA.
- e. Telecommunications services and equipment identified as part of the teleprocessing services program will be administratively processed and reviewed by the Director of Computer Services and Telecommunications Management, and approved in accordance with the provisions of 41 CFR, Subpart 101-37, and Departmental telecommunications procedures.

BY ORDER OF THE SECRETARY OF ENERGY:



HARRY L. PEEBLES  
Director of Administration

