

IHS Information Technology Acquisition Process Workflow

All IT Purchases Less than \$25k (5 year lifecycle) Require:

1. IHS IT Agency Procurement Request (APR)

Note: Do not complete Section E on the APR form.

All IT Purchases Greater than \$25K to \$100K (five year life cycle) Require:

1. IHS IT Agency Procurement Request – All sections REQUIRED, see attached form.
2. Business needs Statement (BNS) development and approval.

Link to the CPIC web application for development of the BNS:

<https://home.ihs.gov/cpicwebapp/>

All IT Purchases Greater than \$100k to \$500K (five year life cycle) Require:

1. IHS IT Agency Procurement Request - All Sections REQUIRED, see attached form.
2. Business needs Statement (BNS) - BNS to be approved before you enter the Business needs case.
3. Once BNS is approved, you are able to complete the **Business Case**.
4. Presentation of the Business Case to the **Technical Review Board (TRB)**, with CIO final approval.

Link to the CPIC web application for development of the BNS and Business Case:

<https://home.ihs.gov/cpicwebapp/>

The TRB and ITIRB Governance Calendar is found here: <https://home.ihs.gov/cpicwebapp/index.cfm?module=home&option=main>

All IT Purchase Over \$500K (five year life cycle) Require:

1. IHS IT Agency Procurement Request - All Sections REQUIRED, see attached form.
2. Business needs Statement (BNS) - BNS to be approved before you enter the Business needs case.
3. Once BNS is approved, you are able to complete the **Business Case**.
4. Presentation of the Business Case to the **Technical Review Board (TRB)** and **IT Investment review Board (ITIRB)**, with final CIO final approval.

Note: In some cases of high dollar value or high risk projects, a Business Case may have to be presented to HHS.

Link to the CPIC web application for development of the BNS and Business Case:

<https://home.ihs.gov/cpicwebapp/>

The TRB and ITIRB Governance Calendar is found here: <https://home.ihs.gov/cpicwebapp/index.cfm?module=home&option=main>

All IT Purchases, if applicable, shall require:

1. **Accessibility Compliance**
 - a. GSA: [Procuring Accessible Information and Communications Technology \(ICT\)](#)
 - b. GSA: [BuyAccessible Wizard](#) – assists in determining whether or not §508 applies to specific products and services, what sections apply, and documenting ICT accessibility requirements.
 - c. [Part 339 – Acquisition of Information Technology](#) of the HHSAR.

Questions about §508 and the Part 339 of the HHSAR should be submitted to IHSsection508@ihs.gov

2. **Apple Device Enrollment Program Compliance**

- a. All new iOS devices being purchase must be associated with the IHS Enterprise Apple Device Enrollment Program (DEP), Customer Account ID 1249115, to enable IHS to automatically associate all Apple iOS devices to the IHS Mobile Device Management (MDM) application. IHS uses MDM to ensure all mobile devices are properly configured to meet federal cybersecurity requirements.
 - i. All Apple iOS devices must be purchased from, or thru, a reseller that has an "Apple DEP Reseller ID" (No Exceptions) so that we can ensure the devices are properly configured and managed. The IHS Apple DEP Customer Account ID is 1249115.

- ii. The Contracting Officer, or whomever purchases the devices, must obtain the Reseller's DEP ID and provide that ID number to CPICsupport@ihs.gov so OIT can synchronize accounts. This process ensures the device hardware is electronically marked as IHS property, which can't be removed, even by a factory reset.
- iii. If the device needs to be surplus for any reason, the device must be released by the MDM server administrator. If you have specific configuration requirements for these devices that you would like to be managed by the MDM application, please contact the Service Desk to discuss.

3. OIT Approved hardware and Software List

<https://collaborate.ihs.gov/sites/oit/DPMB/architecture/AEL/SitePages/IHS%20Approved%20Hardware%20and%20Software.aspx>

Note: If IT Equipment is on the OIT Approved hardware and software list, approval is more successful.

4. IT Specific Object Class Codes

<https://collaborate.ihs.gov/sites/oit/DPMB/architecture/AEL/SitePages/View%20IT%20Specific%20Object%20Class%20Code.aspx#InplviewHashf152d4fc-a633-4852-a512-11e1bc43d8ed=ShowInGrid%3DTrue>