



U.S. Department of Housing and Urban Development
Washington, D.C. 20410

CHIEF PROCUREMENT OFFICER

**Acquisition Instruction (AI) 17-01; Change 3
Implementing FITARA**

1. Purpose.

The purpose of this amendment is to provide revised information concerning the threshold of requirements which include IT components that require FITARA review and approval by the Office of the Chief Information Officer.

2. Reference.

- FITARA [HUD OCIO] Policy Guidance.

3. Cancellation.

AI 17-01 Change 2, Implementing FITARA (4/15/2020) is hereby cancelled.

4. Effective Date.

This Change 3 to AI 17-01 is effective upon issuance and remains in effect until it is rescinded, canceled, or superseded.

5. Changes.

Paragraph 8 is changed to read:

- 8. Applicability.** Procedures described herein apply to the following requirements and contracts: any requirements and contracts that include IT or an IT component valued at \$250,000 or more.

Paragraph 12 is changed to read:

- 12. Contract Awards.** OCPO COs may not award applicable (see Section 8) contracts without a CIO Approval Request for IT Acquisition Memo except as follows:

If a non-IT funded requisition's IGCE states that the IT component(s) is not anticipated to exceed \$250,000, but through the acquisition process, the firm

identified as the best value to the government proposes costs associated with the IT components that exceed \$250,000 by not greater than 10%, the CO may continue to award.

If the CO discovers, in situations such as described above, that the firm identified as the best value to the government proposed costs associated with the IT components that exceed \$250,000 by more than 10%, the CO will put the requisition on a review route to the program office and require that they upload a completed CIO Approval Request for IT Acquisition Memo (see Attachment A) and route the requisition for review to an OCIO CRC representative through PRISM. The OCIO CRC representative will review the paperwork and route the requisition with an uploaded approved document back to the CO through PRISM. The CO may then proceed with awarding the contract.

6. Point of contact for this amendment.

The Point of Contact for this AI is Ms. Nicole Jackson, Procurement Analyst, Office of Policy, Systems and Risk Management. You may contact her at Nicole.H.Jackson@HUD.gov or by phone at 202.402.3868.

Issued by:



Ronald C. Flom
Chief Procurement Officer

DEC 21 2020

Date