CHAPTER 4.  ACQUISITION OF OFFICE INFORMATION SYSTEMS

4-1.    POLICY STATEMENTS.  IPS is responsible for the planning of OIS
        procurement and implementation.

        Acquisition of all OIS equipment, whether standard or
        non-standard, requires prior technical approval by IPS.
        Acquisition of certain classes of OIS software, as detailed
        below, also require prior technical approval by IPS.  IPS
        reviews all requests for acquisition of OIS equipment.
        Requests must include justification.  Justifications must
        include requirements analyses as prescribed by the Federal
        Information Resource Management Regulations, 41CFR Part
        301-30.  The analysis must include a system design which
        identifies what the following requirements are and how they
        will be satisfied:

            o      Technical requirements:  hardware, software, and
                   communications.

            o      Operational requirements:  system structure,
                   interfaces, and definition of inputs and outputs.

            o      Organizational requirements:  security, training,
                   and facilities.

4-2.    REQUESTING OIS.  Appendix 1 contains detailed information on
        the issues that must be addressed in the justification for OIS
        equipment (including add-on equipment) and non-Headquarters
        supported software.

        Requests for OIS and the required justifications are submitted
        by the users to the Director of Administration in the Region,
        or to their Administrative Officer in Headquarters.  DOAs
        should involve the MIDs/MSDs in evaluating requests.  Requests
        and justifications are then submitted to the Director of IPS
        for technical approval.

4-3.    APPROVALS.  Approval from IPS must be received for all
        requests from Headquarters and the Field for any acquisition
        of OIS equipment and services and for some software (see 4-4.b
        below).  IPS approval is on technical merits only and, except
        where explicitly indicated (Chapter 3), does not imply funding
        approval.

4-4.    PROCUREMENT OF OIS.  After the required technical approval
        from IPS has been obtained, a Request for Contract Services or
        Requisition for Supplies and Equipment (HUD 10.4) is sent to
        the Office of Procurement and Contracts (OPC) or appropriate
        Field staff (Regional Contracting Officers (RCOs) or
        Administrative Services Division (ASD)).

        Written technical approval from IPS must accompany such
        requests.  Contracting Officers must ensure any requests
        received without approval are cleared by IPS prior to
        solicitation.  Administrative Officers in Headquarters should
        ensure that approvals are obtained before requests

are sent to OPC.  Regional Directors of Administration are
responsible for ensuring this policy is followed in their
Regions.

Equipment and software are not to be acquired by the
Department (rented, leased, or purchased) as part of training
and/or other support provided by a contractor without prior
technical approval of IPS.

Specific categories of procurements are detailed below.

a.   EQUIPMENT - procured centrally by IPS.

b.   SOFTWARE:

    (1)   Standard Software.  The Department has selected
          specific microcomputer software packages to be used
          for the functions below.  These are purchased
          centrally by the Office of Information Policies and
          Systems (IPS) and distributed with the appropriate
          equipment.

        o       operating system (MS-DOS)

        o       spreadsheet (LOTUS 1-2-3)

        o       data base management (dBASE III PLUS)

        o       word processing (SAMNA WORD III)

    (2)   Approved Software.  IPS has selected an approved set
          of microcomputer software to be used for functions
          which are required by some users.  This software is
          purchased centrally by IPS and distributed as
          requested.

        o       program editor

        o       utility programs

        o       disk backup

        o       compiler

    (3)   All Other Software.  Users purchase with their funds
          and without IPS technical approval any microcomputer
          software not covered in the above paragraphs as long
          as it does not require the purchase of additional
          equipment.

    (4)   EXCEPTIONS.  All exceptions to the above policies
          require IPS technical approval.

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c.   MAINTENANCE/REPAIRS OF HUD OWNED EQUIPMENT:

(1)   Standardized equipment - procured by IPS.

(2)   Non-standardized equipment:

(a)   Headquarters - procured by IPS.

(b)   Regions - procured by the Region.

d.   RENTAL/LEASE OF EQUIPMENT AND ITS
MAINTENANCE - procurement is initiated by Headquarters
users in coordination with their Administrative Officer,
or by the Regions in coordination with their RCO or ASD.

4-5.   SECURITY EQUIPMENT AND ERGONOMIC FURNITURE.  As soon as the
OIS equipment (standard or non-standard) has been ordered, IPS
will notify the requesting organization which must then:

o   Determine a proper location for the equipment.

o   Determine the need for appropriate furniture such as
ergonomically designed desks and chairs, to be used with
the equipment.

o   Submit furniture requests for Headquarters to the
Facilities Operations Division of OAMS through the
Administrative Officer.

o   Submit furniture requests for Regional and Field Offices
to the Regional Director of Administrative
Servcices/Administrative and Management Services Division
for consolidation of Regional requirements.  Facilities
Operations Division of OAMS will provide HUD Form
718,
Funds Reservation and Contract Authority, to the
appropriate Region to effect procurement of security
equipment and ergonomic furniture.

o   Make arrangements with their Administrative Officer for
physical security of the equipment e.g., a locked office
and/or an anchor pad or cable, or a self-contained locked
cabinet.

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