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**U.S. DEPARTMENT OF LABOR**  
**Office of the Chief Information Officer**

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**Information Technology  
Acquisition Review Board  
(ITARB)**

Charter and Workflow Process

**Version 3.0**  
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U.S. Department of Labor  
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# 1 ITARB Charter

The ITARB is one of the essential decision-making bodies under the IT Governance process at the Department of Labor (DOL). This section articulates the structure of the ITARB and its associated roles and responsibilities. The subsequent section provides the detailed workflow related to the process.

## 1.1 Purpose of Charter

The purpose of this Charter is to define the authority, membership, and roles and responsibilities of DOL's IT Acquisition Review Board (ITARB). The ITARB charter will be reviewed periodically for needed revisions or updates.

## 1.2 ITARB Background

The Clinger-Cohen Act of 1996 and Title 40 of the United States Code mandate all Federal agencies to establish effective and efficient processes for the selection, management, and evaluation of all information technology (IT) investments.

The Federal Acquisition regulation (FAR) Part 7, "Acquisition Planning," requires Agency heads to establish criteria and thresholds at which written acquisition plans shall be prepared.

OMB Circular A-130, "Management of Federal Information Resources," states, "agencies must establish and maintain a capital planning and investment control process that links mission needs, information, and information technology in an effective and efficient manner...The capital planning and investment control process includes all stages of capital programming, including planning, budgeting, procurement, management and assessment."

## 1.3 ITARB Authority and Mission

The ITARB is a decision-making body with its authority delegated by the Deputy Secretary of Labor's July 20, 2011 memorandum for Agency Heads to ensure that agencies eliminate duplication of IT initiatives and adhere to Departmental policies. The ITARB is accountable for the approval of funds for all IT acquisitions, including infrastructure, products, commodities, and services to ensure alignment with the Department's IT Modernization and strategic sourcing initiatives. This effort will assist the agencies in the long term by working towards a more streamlined and consolidated approach toward IT goods and services acquisitions that will be able to leverage efficiencies to benefit their agency and departmental program goals.

The ITARB's mission is to ensure DOL's IT acquisitions are managed as strategic business resources and adhere to DOL acquisition and strategic sourcing policies.

## 1.4 ITARB Membership

The ITARB includes the following members:

- Chief Information Officer (CIO) - Chair
- Deputy Chief Information Officer (DCIO) - Vice-Chair
- Director, Office of Acquisition Management Services (OAMS)



- Director, IT Governance
- Chief Technology Officer (CTO)

At the Board's discretion, ex-officio members may be named to provide specialized expertise and advice. Ex-officio members may come from DOL's Information Assurance Division (IAD), Engineering Review Board (ERB), Office of the Solicitor (SOL), Office of Small and Disadvantaged Business Utilization Office of the Assistant Secretary for Policy, or other offices as deemed necessary. The Board will appoint a Coordinator to manage communications to and from the Chair, Vice-Chair, and ITARB members.

Non-chair ITARB members conduct initial reviews of each ITARB request and provide recommendations to the Chair or Vice-Chair for final signature approval.

## **1.5 ITARB Roles and Responsibilities**

The ITARB has the following roles and responsibilities:

- Perform an initial review of all acquisition related documents and evaluate the Department's proposed IT acquisitions to ensure: alignment with the Department's IT modernization efforts, strategic goals and objectives; and expenditures are aligned to DOL IT strategy and strategic sourcing opportunities
- Eliminate duplication of IT initiatives to provide a better return on investment for technology expenditures across the Department.
- Work closely with agencies on IT acquisition proposals and approval decisions to ensure investments are coordinated across the Department and funds are used effectively.
- Create processes for ensuring all IT acquisitions comply with Section 508 accessibility guidelines, IPv6 standards, security protocols, and other Federal regulations and mandates addressing acquisitions.

## **1.6 ITARB Meetings and Communications**

Principals are expected to attend all required in-person meetings. If necessary, a member may be represented by a designated alternate.

The ITARB will meet as necessary to process requests in a timely manner and will aim to respond to agencies within 10 business days, provided there are no delays due to issues with the completeness or quality of the request forms/templates that would require additional clarification from the agency. The ITARB will convene as often as necessary to consider specific agency requests for IT acquisitions and determine if the request adheres to Departmental goals, direction, and policies.

The Coordinator will provide all communications functions for the ITARB. This will include preparing an agenda for all meetings, providing the agenda and meeting notice to members prior to each meeting, recording and distributing meeting minutes, and performing other scheduling, correspondence, and communications functions as needed. The Coordinator will be responsible for reporting ITARB results to the agencies and requesting additional information from them as needed.



## 1.7 ITARB Use of Agency IT Spend Plans

As part of the Department's budgeting process, agencies are required to develop IT spend plans that capture all planned agency IT acquisitions and correlate them to investments represented in the Exhibit 53s and 300s. These spend plans will assist agency decision making for planned IT expenditures and help manage acquisition requests.

Completed IT spend plans will be leveraged by the ITARB to increase the efficiency and reduce the burden of individual agency ITARB requests. The ITARB will review completed agency IT spend plans and pre-approve a portion of planned IT acquisitions. The pre-approved agency IT acquisitions will be able to proceed without having to prepare additional ITARB requests. This reduces the number of individual ITARB requests, while providing management visibility and oversight into IT acquisitions.

## 1.8 ITARB Required Forms and Documentation

The ITARB will review and require approval of IT acquisitions prior to submitting a procurement action to be processed. Agencies must submit to the ITARB the ITARB Acquisition Review Form for every purchase, or a completed agency IT spend plan. If after submission of the IT spend plan the agency's purchasing plans change throughout the FY, the agency is required to submit a new form noting the changes and obtain ITARB approval prior to submission of the procurement request.

The following forms are required for approval:

- **Form DL 1-6074:** Information Technology Acquisitions Review Board Request (PDF)
- **Market Research** - The process used for collecting and analyzing information about the entire market that is available to satisfy the minimum agency needs. The research will arrive at the most suitable approach to acquiring, distributing, and supporting supplies and services.
- **Independent Government Cost Estimate (IGCE)** - An IGCE is the Government's estimate of the resources and projected cost of the resources a contractor will incur in the performance of a contract. These costs include direct costs such as labor, products, equipment, travel, and transportation; indirect costs such as labor overhead, material overhead, and general and administrative (G&A) expenses; and profit or fee (amount above costs incurred to remunerate the contractor for the risks involved in undertaking the contract).

One of the following:

- **Statement of Work (SOW)** - The portion of a contract describing the actual work to be done by means of specifications or other minimum requirements, quantities, performance date, and a statement of the requisite quality.
- **Performance Work Statement (PWS)** - A statement of the technical, functional, and performance characteristics of the work to be performed; PWS determines performance factors, including the location of the work, the units of work, the quantity of work units,



and the quality and timeliness of the work units. It serves as the scope of work and is the basis for all costs entered on the Cost Comparison Form (CCF).

- **Statement of Objectives (SOO)** - The portion of a contract that establishes a broad description of the government's required performance objectives.

In addition, include the following forms if applicable:

- **Determination and Finding (D&F)** - A document that is signed by an authorized government official and that justifies a decision to take a certain action; expressed in terms of meeting the regulatory requirements of the situation.
- **Justification and Approval (J&A—Open Market) / Limited Source Justification (LSJ—through GSA)** - A document to justify procurement using other than full and open competition. This document is required prior to commencing negotiation for a contract resulting from an unsolicited proposal or any other contract award that does not provide for full and open competition.

Any additional documentation will enhance the chances of receiving ITARB approval. This includes, but is not limited to:

- Alternative Analysis
- Sole Source Justification

## 1.9 Contact the ITARB

To contact the ITARB with any questions, or provide agency ITARB request documents, send them to [ITARB@dol.gov](mailto:ITARB@dol.gov). For further information, visit the ITARB FAQs page on LaborNet.



## 2 ITARB Workflow Process

This section provides the detailed workflow related to the ITARB process. The previous section articulates the structure of the ITARB and its associated roles and responsibilities.

### 2.1 Overview

This is an overview of the IT Acquisition Review Board (ITARB) and related processes. As stated previously, the primary purpose of ITARB is to consolidate, standardize and simplify IT acquisitions. ITARB benefits also include:

- Ensuring better alignment of IT acquisitions with IT strategic and operational objectives;
- Eliminating redundant IT initiatives across different DOL agencies;
- Communicating and resolving IT architecture issues by appropriate cross-agency leadership;
- Enabling better systems integration and avoiding developing systems in silos;
- Facilitating strategic sourcing and the consolidation of investments across multiple agencies;
- Driving efficiencies throughout the IT organization by enforcing adherence to IT architectural standards and principles provided by DOL while adhering to federal mandates ;
- Supporting the reuse of existing assets such as systems, software and hardware;
- Ensuring appropriate business unit support for IT initiatives and reuse of existing data; and
- Reviewing agency IT acquisitions for adherence to departmental policies including IT security, IPv6, 508 compliance, etc.

### 2.2 Scope

The scope of this section covers the steps in the approval process from the time an agency initiates an IT acquisition request through an ITARB review, approval, modification or disapproval of the request. A critical step is the categorization of IT procurements based on the criteria described in this document. The intent of the ITARB process is to achieve significant cost savings, consolidate IT services and standardize IT investments to support the mission of DOL.

### 2.3 Approval Process

The figure below articulates the approval process from agency IT acquisition request determination through processing approved ITARB requests.

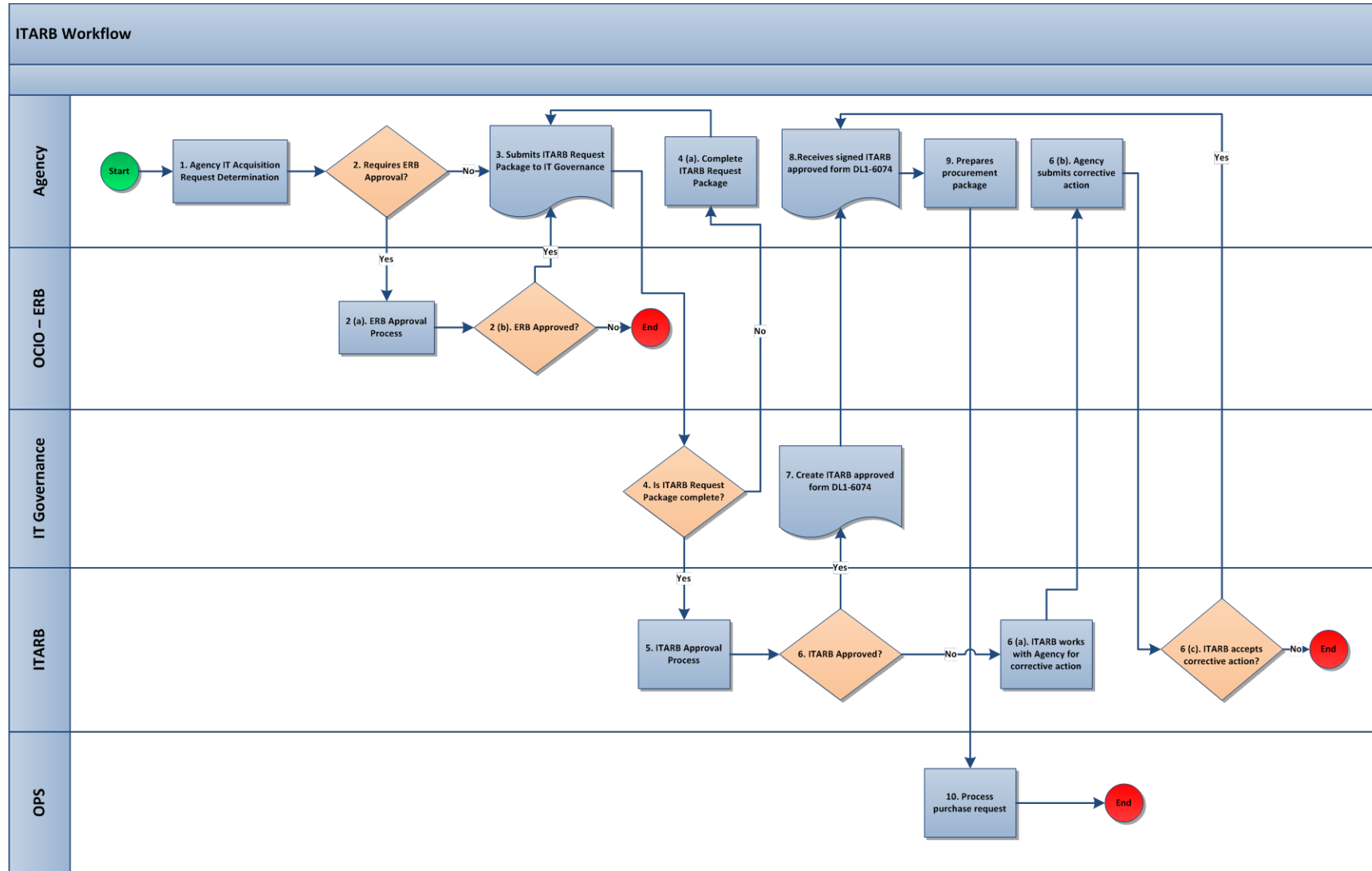


Figure 1: IT Acquisition Approval Process





ID	Step	Description	Responsible Party
1	Agency IT Acquisition Request Determination	Agency business sponsor identifies IT initiatives to fulfill performance gaps, and ensures the investment aligns with agency goals, enterprise technology standards and agency performance metrics. Business/IT sponsor evaluate the technology requirements and estimate the lifecycle cost of the proposed IT investment	Agency business sponsor and/or IT acquisition requestor
2	Engineering Review Board	Business owner determines if the IT acquisition will require review and approval by the Engineering Review Board (ERB) prior to submission of ITARB request	ERB
2a	Engineering Review Board	The ITARB request goes through the ERB process. ERB will conduct review.	ERB
2b	Engineering Review Board	ERB will make decision to approve or disapprove ITARB request.	ERB
3	ITARB Request Package	Business sponsor/IT project manager completes the ITARB Acquisition Request Package and submits to IT Governance. The package consists of the ITARB request form and procurement documents identified on the ITARB form. Exp. IGCE, SOO....	Agency business sponsor and/or IT acquisition requestor
4	IT Governance Review	IT Governance reviews the ITARB Package for accuracy and determines if the package is complete.	IT Governance
4a	Agency Package	If the ITARB package is incomplete, the agency will be required to complete the ITARB package and resubmit for review.	Agency business sponsor
5	ITARB Review	ITARB reviews and evaluates the investment using functional, technical and performance criteria	ITARB
6	ITARB Approval or Disapproval	<p>ITARB approves or disapproves IT acquisition request based on criteria and allowed budget</p> <p>Upon approval of the acquisition, ITARB sends the agency the approved form and signed summary page to the business sponsor to proceed with procurement through the EPS.</p> <p>If the IT acquisition is disapproved, ITARB develops a justification for the rejection and informs the business sponsor.</p>	ITARB



ID	Step	Description	Responsible Party
6a	ITARB Approval or Disapproval	ITARB works with the Business Sponsor/Requestor for further clarification or modification of the IT acquisition request. ITARB may propose a corrective action to the Business Sponsor/ Requestor.	ITARB; Agency Business Stakeholder
6b	ITARB Approval or Disapproval	<p>Based on recommendations and action items from ITARB board, the agency will make desired modifications and resubmit, or cancel request.</p> <p>ITARB justification for disapproving the investment will be communicated to the agency business sponsor. A request may be rejected due to any of the reasons listed below but is not limited to the following:</p> <ul style="list-style-type: none"> <li>•Duplicative effort</li> <li>•Not cost effective</li> <li>•Does not use the existing resources efficiently</li> <li>•Conflicts with a program or management policy</li> </ul> <p>Is not consistent with DOL Strategic plan or IT modernization effort</p>	Agency Business Stakeholder
6c	ITARB Approval or Disapproval	ITARB board will accept corrective actions or decline. If accepted, ITARB sends the agency the approved form (DL1-6074).	ITARB
7	ITARB Form DL1-6074	Approved ITARB form (DL1-6074) will be sent to agency.	IT Governance
8	ITARB Form DL1-6074	Agency receives approved ITARB form (DL1-6074).	Agency Business Stakeholder
9	Procurement Package	Agency prepares complete procurement package.	Agency Business Stakeholder
10	OPS	All IT acquisitions are submitted through the Enterprise Procurement System (EPS). DOL's procurement offices receive the requisitions electronically and award procurement actions.	Agency Business Sponsor/ Procurement

## 2.4 IT Acquisition Selection Criteria

The ITARB evaluation criteria supports the review of IT acquisition opportunities and identification of potential efficiencies. Criteria are categorized by functional, technical and



performance areas to evaluate an investment's alignment to DOL's strategic plan, IT Modernization Program goals and objectives and technology standards.

### 2.4.1 Functional Selection Criteria

The functional criteria support the evaluation of an investment's alignment to the Department or agency business functions. It is important to identify opportunities that can be leveraged across different agencies to avoid service and data silos. Functional alignment criteria include:

- Strategic Alignment: Investment is aligned with DOL's strategic goals and objectives and with the IT Modernization Program;
- Operational Urgency and Criticality: Investment is required by Federal mandate, regulatory change or urgent business need;
- Cross Agency Investment: Acquisition provides service across multiple agencies within DOL such as infrastructure and software services; and
- Consolidation, Simplification or Standardization: Acquisition is capable of consolidating services, addressing redundancy, simplifying business process or refreshing technology to align with department standards.

### 2.4.2 Technical Selection Criteria

Technical criteria support the evaluation of an investment's alignment to the Department's technology standards. Proposed technology solutions and acquisitions should be in compliance with Federal mandates and other modernization initiatives. Technical alignment criteria include:

- Technology: Acquisition aligns with hardware and software technologies standardized or approved by DOL;
- Scalability and Interoperability: Acquisition is scalable for future demand and can be integrated with the current environment for services such as enterprise wide ;authorization and authentication mechanisms, business intelligence services and other network and security infrastructure;
- Federal Mandates: Acquisition complies with Federal mandates such as IPv6, 508 and other federal initiatives;
- Security and Privacy: Acquisition is capable of protecting its information and its relationship to other systems and complies with FISMA (Federal Information Security Management) and FIPS (Federal Information Processing Standard) security objectives. New cloud services such as infrastructure as service and software as service should be in compliance with FISMA and other Federal security mandates;
- Data: Acquisition complies with DOL data architecture responsible for organizing the storage and retrieval of data. Acquisition should be able to integrate with other existing systems to provide single source of standard enterprise-wide data; and
- Innovation: Acquisition enables and improves Federal innovative strategies such as data center consolidation, data center virtualization and cyber security.

### 2.4.3 Performance Selection Criteria

Performance criteria support the evaluation of an investment's proposed acquisition and operational performance to DOL's strategic plan and the IT Modernization Program. Performance alignment criteria include:

- Reduces Cost: Acquisition reduces the overall cost of ownership for the specific business process;



- Decreases Risk: Acquisition reduces the financial risk of contracting to the government and supports due diligence to evaluate the value of the contract;
- Productivity: Acquisition improves employee productivity, promotes teleworking and is available in remote areas enabling field offices and staff to perform efficiently and effectively; and  
Customer Service: Acquisition improves customer service and satisfaction such as data integration, customer log in to multiple systems, services accessible via hand held devices, and consolidated call center services.

## **2.5 Other Considerations**

### **2.5.1 Review Opportunities for IT Spend Plans**

Agencies are encouraged to review the annual IT spend plan with the ITARB to facilitate a smooth fiscal year IT acquisitions process. While this is not a requirement, early IT spend plan reviews will ensure agency acquisition requests that meet ITARB criteria will proceed efficiently. Again, the ITARB was established to ensure agency IT expenditures are managed as strategic business resources.

### **2.5.2 IT Strategic Sourcing**

The ITARB is required to facilitate the Department's IT strategic sourcing initiative. As a result the OCIO will look for strategic sourcing opportunities regarding IT acquisitions at all levels.