

September 1, 2016

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| DIRECTIVE: | JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-12 |
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: REVISED – Protocol for Job Corps Information Technology (IT)
Purchases

1. Purpose. To advise the Job Corps community of the process for IT purchases.
2. Background. The Office of Job Corps (OJC) receives inquiries from centers regarding the purchase of IT equipment, beyond what OJC has provided. An example of such is the purchase of student computers to supplement classroom training. OJC is also asked whether such purchases require approval, and what is the process for obtaining such.
3. Action. Requests for purchases of additional equipment must be submitted to the National Office via the Regional Offices.

The protocol is as follows:

- a) The National Office, Regions, Centers/OA/CTS and National Training Contractors (NTCs) must obtain Information Technology Acquisitions Review Board (ITARB) approval before making an IT purchase.
- b) Regions are the first level of review to approve or disapprove IT requests.
- c) The requestor will submit to ITARBrequest@jobcorps.org a completed ITARB form and the required attachments. Job Corps Data Center will track the ITARB approval request, and submit to the National Director or her designee for review and final approval. (Attached is a blank ITARB form.)
- d) National Office and Regional offices that purchase equipment connected to the Department of Labor network will also need to obtain ITARB approval before proceeding with the normal procurement processes.

- e) Upon receipt of ITARB approval, the National Office, Regions, Centers/OA/CTS and NTCs will proceed with procurement using the normal processes and funding vehicles.
- f) The purchase request must include a statement of work, three price quotes, name brand justifications when a specific brand is required, market research, and an independent government cost estimate.
- g) Please be advised that purchases of PCs and laptops will be limited to predefined configurations purchased under pre-negotiated vehicles as described in Office of Management and Budget (OMB) Mandate M-16-02 dated 10/15/2015. One of the procurement options is the website for GSA schedule purchases which is <https://www.gsaadvantage.gov/>. Click on the GSS icon (For Government-wide Strategic Solutions) and choose a desktop or laptop model.

This is the process for obtaining **equipment to be connected to the Job Corps production network, or equipment that will at any point contain Federal records.** This includes printers, scanners, etc. This does not affect agreements already in place, such as copier leases, or receiving donated excess equipment that meets the minimum requirements.

This revised Program Instruction Notice supersedes Program Instruction Notices 16-04 and 16-08.

Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

- 4. Expiration. Until superseded.
- 5. Inquiries. Inquiries should be directed to Linda Estep at estep.linda@dol.gov.

Attachment

Information Technology Acquisitions Review Board Form