



United States Department of Agriculture

Grain Inspection,
Packers and
Stockyards
Administration

Federal Grain
Inspection Service

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Administrator

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Notice ODA-2017-2

TO: FGIS Executive Management Team

FROM: Randall D. Jones
Deputy Administrator

Randall Jones 5/18/17

SUBJECT: IT Purchasing

1. PURPOSE

This notice establishes protocol for IT equipment and services purchased by the Program. The purpose of this policy is to improve coordination and homogenize IT equipment and services procured by the Program.

2. POLICY

This policy covers purchases of IT equipment, software, and any service contract that involves IT. IT equipment is considered all equipment that connects to a computer or network. All IT purchase requests must be submitted to the Office of the Deputy Administrator for review. ODA will ensure that IT purchases consider the needs for the entire Program to maximize savings. If the purchase is approved, ODA will coordinate with GIPSA IT to complete purchase.

3. REQUESTS

Submit all requests to FGIS.ODA@usda.gov.