



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

## **PROCUREMENT MEMORANDUM 2021-01**

### **ACTION**

**MEMORANDUM FOR:** Bureau Procurement Officials

**FROM:** Barry E. Berkowitz  
Senior Procurement Executive  
and Director for Acquisition Management

**REFERENCE:** Spend Under Management Designation for Department-wide Enterprise Contracts

### **1. Purpose**

To document the designation of the multiple enterprise wide contracts as components of the Department of Commerce's (DOC) Spend Under Management Strategy. This designation applies to the National Oceanic Atmospheric Administration's (NOAA) NWave contracts, the Business Applications Solution (BAS) contract, the PAR, Payroll and Benefits (PPB) contracts, and the Talent Acquisition (TA) contract.

### **2. Background**

Office of Management and Budget Memorandum M-19-13, Category Management: Making Smarter Use of Common Contract Solutions and Practices, dated March 20, 2019, calls on agencies to annually establish plans to reduce unaligned spend and increase the use of Best in Class solutions for common goods and services, consistent with small business and other statutory socioeconomic responsibilities.

### **3. Operating Characteristics**

The Department of Commerce (DOC) Departmental Management Council (DMC) has established BAS, PPB, and TA as mandatory, enterprise-wide programs for their respective scope areas. Enterprise Services – Acquisition (ES-A) is the exclusive contracting office authorized to issue orders against these enterprise wide contracts.

The DOC Chief Information Officer (CIO) has designated NOAA's NWave program as a mandatory source for TICAP services to all bureaus located in the Herbert C. Hoover Building (HCHB). NOAA is the exclusive contracting office authorized to issue orders against the NWave contracts.

#### **4. Waivers and Exceptions**

Waivers and exceptions from the mandatory use of the three enterprise-wide programs, BAS, PPB, and TA, must be approved by the DMC.

Waivers and exceptions from the mandatory use of NWave for network services within HCHB must be approved by the DOC CIO. Existing TICAP services within HCHB shall be phased out in coordination with the implementation of the NWave program and those contracts shall not be renewed.

#### **5. Effective Date**

This procurement memorandum is effective upon issuance and remains in effect until rescinded, revised, or canceled. This policy will be incorporated into a future Commerce Acquisition Manual Update.

#### **6. Point of Contact**

The point of contact for this memorandum is Olivia Bradley, [obradley@doc.gov](mailto:obradley@doc.gov).