

PROCUREMENT MEMORANDUM 2024-08

FREQUENTLY ASKED QUESTIONS

1. May I use a Secure Software Development Attestation Form that was completed for another agency?

Yes, the Department of Commerce may use the attestation form if received by another agency for the same software.

2. May I communicate the requirements for the form with vendors?

Yes, you are encouraged to communicate with vendors as early in the acquisition process as possible if the requirement requires an attestation, including:

- a. Communicate the attestation requirements to potential and interested offerors.
- b. Communicate that the attestation form will be required prior to award or an extension or waiver will be necessary.
- c. Notify potential and interested offerors that the Department may not approve the offered software if the software doesn't follow applicable NIST guidance. If this happens, the requirement will need to be re-solicited or an alternate software may be selected for award.

3. Will existing software that meets the attestation requirements need to have an attestation form?

Yes, all existing software that meets the requirements will need an attestation form, an extension, or a waiver. Contact your local IT community or DOCSSSC@doc.gov for more information on existing software.

4. What should I do if I'm not sure if my software requires an attestation form?

Contact your local IT community or email DOCSSSC@doc.gov for technical assistance.

5. What should I do if I am experiencing issues obtaining an account to view the CISA repository?

For account issues, contact the CISA Technology Operations Center (TOC) at TOC@mail.cisa.dhs.gov, or call (202) 771-CISA (2472).

6. Do I need an attestation form for a recompile?

Yes, you need a form for all software that meets the requirements. However, if a form was collected for the software already in use, either by the Department of Commerce or another agency, the *same* form may be used for the software during the recompile.

7. Do I need a new IT Checklist and Supplemental Information if I received a PR package before September 8, 2024.

No, a new checklist is not required. The software will need an attestation but that is being handled separately from the requirements of this PM. In addition, if a PR needs to be updated or renumbered for administrative purposes, that does not trigger a requirement for a new IT checklist.

8. How is GSA handling Federal Supply Schedules and attestations?

See the post [here](#) from GSA to its Federal Supply Schedule vendors on the need to complete attestations. Contracting officers shall still ensure that attestations are provided for schedule orders before award.

9. Who is my cognizant CIO?

Your cognizant CIO is the CIO for your operating unit or bureau except for the Office of the Secretary whose cognizant CIO is Gary Haney, Deputy Chief Information Officer (Acting), Office of Solutions and Service Delivery.

10. What happens if a vendor needs assistance in completing the checklist?

The contracting officer or program manager may assist a vendor if they have questions. If those individuals need assistance with a vendor's questions, the contracting officer or program manager may contact DOCSSSC@doc.gov or [OAM mailbox@doc.gov](mailto:OAM_mailbox@doc.gov).