

November 17, 2003

PROCUREMENT MEMORANDUM 2003-09

ACTION

MEMORANDUM FOR HEADS OF CONTRACTING OFFICES

FROM: Christine A. Makris */signed/*
 Deputy Director for Acquisition Management

SUBJECT: Information Technology Security Clauses

The purpose of this procurement memorandum (PM) is to issue Information Technology (IT) Security clauses for incorporation in all Department of Commerce solicitations and contracts for services.

The attached IT Security clauses should be used in all solicitations and contracts for services, especially those that include information technology resources or information technology services in which the Contractor must have physical or electronic access to DOC information. These clauses are available for use immediately and will be mandatory on January 1, 2004. Additionally, these clauses will be added to the list of revised local DOC clauses that were issued via PM 2000-03. The clauses: **Commerce Acquisition Regulation (CAR) 1352.239-73 – Security Requirements for Information Technology Resources** and **CAR 1352.239-74 – Security Processing Requirement for Contractors /Subcontractor Personnel for Accessing DOC Information Technology Systems** will also be incorporated into the Commerce Standard Acquisition and Reporting System (CSTARS) in the near future.

This interim guidance is provided to ensure that all new solicitations and contracts established shall include the new IT security clauses. Applicable existing contracts should also be modified. Each HCO should review their existing contracts and modify as appropriate. All applicable existing contracts should be modified to incorporate the new IT Security clauses by March 1, 2004. HCOs unable to meet this date shall provide notification to the Procurement Executive, through their respective Bureau Procurement Official, as to the circumstances preventing incorporation of the clauses and a firm date for incorporation. The IT Security clauses will be formalized in the Commerce Acquisition Regulation and a future CAM chapter that will also address IT Security training.

Questions about this memorandum may be directed to Dao X. Vissering in the Commerce Acquisition Performance, Policy, and Support Division at Dvissering@doc.gov or 202-482-4185.

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DOC Acquisition Community