Functional Series 500 - Management Services
ADS 548 - Program-Funded Information Technology (IT)

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*An asterisk indicates that the adjacent material is new or substantively revised.   1

ADS Chapter 548 - Program-Funded Information Technology (IT)

548.1   OVERVIEW

This chapter provides the authority, policy, and procedures for the management and use of the Agency's full range of information technology services. 40 U.S.C. 1401, Information Technology Management, provides the authority for this ADS chapter.

548.2   PRIMARY RESPONSIBILITIES

a.   The Bureau for Management, Office of Information Resource Management Consulting and Information Services Division (M/IRM/CIS) is responsible for providing the framework for the Agency's program-funded Information Technology (IT) activities. This framework focuses on functions such as planning, analysis, design, development, implementation, training, maintenance, and support of IT.

M/IRM/CIS is also responsible for providing technical assistance and support services to supplement host country-based IT contractors in the areas of strategic planning, systems evaluations, IT system specification reviews, interim IT component projects, evaluations, and related areas.

b.   USAID/Washington (USAID/W) and Mission Program Managers are responsible for contacting M/IRM at the earliest possible planning stage to link strategic plans to the Agency's mission and goals as required by the Clinger-Cohen Act (CCA) and 40 U.S.C. 1401, which directs M/IRM to establish clear and concise direction regarding investments in major information systems and to enforce that direction through the budget process.

548.3   POLICY DIRECTIVES AND REQUIRED PROCEDURES

548.3.1   Program-Funded Information Technology (IT) Review

M/IRM must review and approve program-funded projects that have an IT component in which the life-cycle cost of commodities or services (e.g., installation, maintenance, and technical assistance) exceeds $100,000.

Mission Directors, Program Managers, or designated representatives must submit information regarding the IT component of each project to M/IRM for review before program-funded IT activities are implemented. M/IRM/CIS reviews and approves the IT-related procurements, application system scopes of work, training programs, contractor proposals, IT needs assessments, hardware/software specifications, software development, and IT-related services (e.g., installation, maintenance, and technical assistance) concerning information systems with a life-cycle cost of at least $100,000.

To conduct a prompt and helpful review, M/IRM requires that the IT component of each project include the following information with the system submitted for approval:

- Description of project IT component, with goals and objectives;

- Summary of IT needs assessment;

- Discussion of primary applications and system design concept;

- List of IT system specifications, including hardware and software architecture;

- Results of any studies recommending specific IT tools or platforms;

- Maintenance and support plans for the system;

- Description of the host country institution IT infrastructure;

- Relevant system cost information; and

- Measurable success factors or outcome to assess IT transfer objectives.

*M/IRM/CIS reviews and analyzes the above information to ensure that a reliable, scalable, and sustainable information system will be in place at the end of the project. The analytical framework for these reviews is to link IT investment decisions to strategic objectives and business plans. **See Program-Funded Information Technology Review (ADS 548R)** for more information.

548.3.2   USAID Missions

Missions are responsible for approving Agency-financed assistance on IT components or services if the assistance does not exceed $100,000 over a five-year life cycle.

Granting of higher delegations of authority is allowed at Mission or post locations where the Agency has a trained Systems Manager assigned.

548.3.3.1   USAID Missions' OE Equipment

Program-funded equipment may be linked to Operating Expense (OE)-funded Local Area Networks (LANs), provided that the infrastructure which the LAN supports is OE-funded.

548.3.3.2   USAID Missions' Program-Funded Equipment

Initiators of program-funded activities or designated representatives must submit IT-related procurements to M/IRM via memorandum, e-mail, fax, or machine-readable

copies of reports or studies. Generally, M/IRM reviews these requests within one week of the date received. When more complex IT systems or industry-specific applications are involved, M/IRM may reserve the right to take up to two weeks to conduct a meaningful review.

548.3.4   Technical Assistance Services

M/IRM provides technical assistance regarding IT component design issues to Project Officers at Mission locations and in USAID/W.

If technical assistance services are required, Project Officers in Missions or USAID/W must send e-mail, facsimile, or cable requests to M/IRM/CIS.

M/IRM direct-hire and contract analysts will assist program and project managers by performing reviews of specific projects. M/IRM's core contract analysts are available for on-site, program-funded technical assistance regarding appropriate IT use in various host country institutional environments. Technical assistance visits by contract analysts will be provided by Contract Implementer in the New Management System (NMS).

548.4   MANDATORY REFERENCES

548.4.1   External Mandatory References

*a.   **Clinger-Cohen Act**

b.   **40 U.S.C. 1401, Information Technology Management** (Authority)

548.4.2   Internal Mandatory References

*a.   **Program-Funded Information Technology Review (ADS 548R)**

548.5   ADDITIONAL HELP

548.6   DEFINITIONS

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