



# United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

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Memorandum

To: Heads of Bureaus and Offices  
Director, Interior Business Center  
Bureau Assistant Directors – Administration  
Associate Chief Information Officers  
Bureau Procurement Chiefs

From: Sylvia Burns  
Chief Information Officer

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Director, Office of Acquisition and Property Management and Senior  
Procurement Executive

Subject: Acquisition of Information Technology Cloud Services/Mandatory Use of  
Pre-Approved Contracts

This policy updates and replaces the “Mandatory Use Policy for the Department of the Interior Foundation Cloud Hosting Services Contracts,” dated January 6, 2014. Bureaus and offices are required to use the Department’s current approved cloud contracts when procuring cloud services. Any current cloud services that were previously acquired using a government charge card must be transitioned to an approved contract. The current approved contracts for cloud services are the DOI Foundation Cloud Hosting Services contracts. More information about these contracts is available at <http://cloud.doi.gov/>. As other contracts are approved for use by bureaus and offices, this information will also be made available at <http://cloud.doi.gov/>.

All new bureau and office requirements for cloud services must be routed through the Office of the Chief Information Officer (OCIO) Information and Technology Management Division (ITMD) for evaluation. This includes execution of optional terms and option years on existing contracts.

If a bureau or office determines that a particular cloud service requirement cannot be fulfilled through an approved contract vehicle for cloud services listed on <http://cloud.doi.gov/>, a waiver from those requirements must be submitted to the CIO and the DOI Senior Procurement Executive for approval prior to initiating a procurement action. Please use the waiver request form found at the Department’s Cloud Customer Portal (<http://cloud.doi.gov/waiver>). The waiver request must be approved by the bureau ACIO prior to submission to the Department. The CIO and the Senior Procurement Executive will evaluate waiver requests and, at their discretion, may choose to: deny the waiver request, grant a waiver from the use of approved contracts for a single

bureau or office, or choose to initiate a solicitation for a new contract suitable for Department-wide use.

Any contract established to acquire cloud services pursuant to an approved waiver must incorporate all of the following components:

- Service level metrics reporting;
- Penalties for not meeting service level metrics;
- e-Discovery requirements;
- Data retention and destruction policies;
- Data privacy requirements;
- Incident handling practices;
- IT system security controls verified via third party certification (3PAO); and
- All other IT security and privacy requirements as specified in the existing Foundation Cloud Hosting contract's section J – Attachments 1-4.

Updates to these IT security and privacy requirements must also be incorporated into any contract packages whenever such updates are made available by the CIO.

For more information including copies of section J – Attachments 1 - 4, please see the **“DOI Cloud Contract: Foundational Cloud Hosting Services (FCHS) Documents”** section of the Reading Room page on the Department's Foundation Cloud Hosting Services contract website: <http://cloud.doi.gov/ReadingRoom.html>

cc: Associate Chief Information Security Officers