MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS

ATTENTION: SENIOR ACQUISITION EXECUTIVES
CHIEF INFORMATION OFFICERS
DIRECTORS OF DEFENSE AGENCIES

SUBJECT: Department of Defense (DoD) Support for the SmartBUY Initiative

SmartBUY is a federal government-wide enterprise software-licensing project conducted by the General Services Administration (GSA), in coordination with the Office of Management and Budget (OMB). The purpose of SmartBUY is to leverage the purchasing power of the federal government by consolidating volume requirements to obtain optimal pricing and preferred terms and conditions for widely used commercial software. SmartBUY formally began on June 2, 2003, with the release of the OMB SmartBUY letter (attachment 1). GSA, as the Executive Agent for SmartBUY, will lead the interagency team in negotiating government-wide licenses for software.

DoD is implementing SmartBUY through the DoD Enterprise Software Initiative (ESI) Team, which worked closely with SmartBUY leaders for several months and coordinated the DoD response to the initial SmartBUY commercial software survey.

Your component can comply with the SmartBUY initiative in a number of ways:

- Acquire commercial software from one of the existing ESI agreements listed on the left side of the ESI web site, Designated Software (http://www.don.imit.navy.mil/esi/).
- Work with ESI to make a purchase under a new agreement that is being negotiated.
- Report specifics before acquiring any commercial software products owned by the companies listed in attachment 2. This acquisition should be reported at the ESI web site in accordance with the procedures described in attachment 2. The ESI team leadership will coordinate with GSA.
- Ensure that new commercial software contracts and licensing arrangements, regardless of acquisition method, are flexible enough to permit migration within twelve months to SmartBUY.
All other commercial software acquisitions should be conducted as directed by DFARS subpart 208.74 -- *Enterprise Software Agreements.*

The DoD SmartBUY points of contact are: Rex Bolton, OASD (NII)/DoD CIO, 703-607-0980 ext 171, rex.bolton@osd.mil; Floyd Groce, DON CIO, 703-607-5658, floyd.groce@navy.mil; and Jim Clausen, OASD (NII)/DoD CIO, 703-602-0980 ext 169, james.clausen@osd.mil. The AT&L point of contact is Gary Blasser, OUSD (AT&L)/DPAP/P, 703-695-7197, gary.blasser@osd.mil.

Michael W. Wynne  
Acting  
Under Secretary of Defense (Acquisition, Technology and Logistics)

John P. Stennis  
Assistant Secretary of Defense  
( Networks and Information Integration)

Attachments:  
As stated
Reporting Procedures

For use when acquiring any commercial software products licensed by: IBM and Computer Associates (other than those products currently covered by ESI), Citrix, ESRI, ISS, Manugistics, Veritas, and SAS).

The following figures show how to access and complete the SmartBUY reporting screens from the ESI Web site home page: [http://www.don.modernize.mil/esi](http://www.don.modernize.mil/esi) When completing the screens, care should be taken to ensure accuracy of the data and point of contact information. If no reply is received within three business days, the acquisition may proceed as planned:
Select SmartBUY Reporting

Provide required information if not already registered.

Welcome back!
The following information is currently on file. Please review for accuracy:

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Contract Speculator</td>
</tr>
<tr>
<td>PISC Norfolk</td>
<td>703-609-1000</td>
</tr>
<tr>
<td>Code 527B</td>
<td>703-609-2175</td>
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<tr>
<td>2511 Jefferson</td>
<td>Suite 2100</td>
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<tr>
<td>Drive NW</td>
<td>Arlington, VA 22202</td>
</tr>
<tr>
<td><a href="mailto:jane.smith@navy.mil">jane.smith@navy.mil</a></td>
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Attachment (2)