MANUAL TRANSMITTAL

1.1.32

Department of the Treasury
Internal Revenue Service

AUGUST 8, 2018

EFFECTIVE DATE

(08-08-2018)

PURPOSE

(1) This transmits new IRM 1.1.32, Organization and Staffing, Office of the Chief Procurement Officer.

MATERIAL CHANGES

(1) This section describes the structure, mission and responsibilities for the Office of Chief Procurement.

EFFECT ON OTHER DOCUMENTS

None

AUDIENCE

All IRS organizations

Shanna Webbers
Chief Procurement Officer

1.1.32
Office of the Chief Procurement Officer

Table of Contents

1.1.32.1 Office of the Chief Procurement Officer
1.1.32.2 Office of Procurement Policy
1.1.32.2.1 Quality Assurance Branch
1.1.32.2.2 Policy and Procedures Branch
1.1.32.2.3 Cost and Price Analysis Branch
1.1.32.2.4 Treasury Acquisition Institute
1.1.32.3 Office of Business Operations
1.1.32.4 Office of Information Technology Acquisition
1.1.32.4.1 Enterprise Networks and Tier Systems Support
1.1.32.4.2 IT Services and Prime Contract Support
1.1.32.5 Office of Treasury Procurement Services
1.1.32.6 Office of Procurement Support Services

1.1.32.1
(08-08-2018)
Office of the Chief Procurement Officer

(1) The mission of the Office of the Chief Procurement Officer (OCPO) is to deliver top-quality acquisition services to ensure the IRS can meet its mission of effective tax administration.

(2) The OCPO's vision is a proactive data-driven Procurement Team, partnering with customers to deliver premier acquisition solutions.

(3) The Chief Procurement Officer (CPO) reports to the Deputy Commissioner for Operations Support (DCOS) and represents the IRS and other supported customer organizations in all procurement matters.

(4) The CPO and the Deputy CPO head the Procurement Organization and have the delegated authority to act as Head of the Contracting Activity.

(5) The CPO and Deputy CPO are responsible for:

a. Planning, directing, coordinating, and controlling the Procurement Program and maintaining the integrity of the procurement process for the IRS and other supported customer organizations.
b. Ensuring all contractual actions and obligations are made in accordance with federal and Departmental statues, regulations, internal policies, and sound business judgment.
c. Procuring goods and services in a timely, ethical manner, that meet the needs of the IRS and other supported customer organizations at the best value to the government.
d. Promoting an innovative and customer-focused culture that supports the mission of the IRS and highlights the benefits of early and frequent engagement with Procurement to those customers.

(6) The OCPO Organization consists of the:

a. Office of Procurement Policy
b. Office of Business Operations
c. Office of Information Technology Acquisitions
d. Office of Treasury Procurement Services
e. Office of Procurement Support Services

1.1.32.2
(08-08-2018)
Office of Procurement Policy

(1) The Office of Procurement Policy supports the Office of the Chief Procurement Officer in accomplishing the overall mission by providing oversight of procurement operations.

(2) The Office of Procurement Policy is headed by a director who reports to the Deputy CPO.

(3) The Director, Office of Procurement Policy is responsible for:

a. Ensuring compliance with and the uniform implementation and interpretation of federal acquisition regulations, statues, and internal policies and procedures.
b. Managing the Office of Small Business and Reporting which assists small, HUBZone small, 8(a) small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small businesses develop, grow, and compete for IRS requirements both as prime contractors and subcontractors.
c. Ensuring the IRS spends a proportionate share of its procurement funds with small, HUBZone small, 8(a) small disadvantaged, women-owned

small, veteran-owned small, and service disabled veteran-owned small businesses as required by Public Law 95-507.

d. Overseeing the IRS submissions to the Federal Procurement Data System-Next Generation.

e. Serving as the Freedom of Information Act monitor for the Office of the Chief Procurement Officer.

f. Tracking, monitoring, and coordinating responses to procurement-related audits, inquires, and requests from the Government Accountability Office (GAO) and the Treasury Inspector General for Tax Administration (TIGTA), including all TIGTA procurement-related fraud cases.

g. Tracking, monitoring, and coordinating Enterprise Risk Management (ERM) and risk-related inquires and requests for the Procurement Organization.

h. Managing the Procurement Career Ladder Intern Program.

(4) The following managers report to the Director, Office of Procurement Policy:

a. Chief, Quality Assurance Branch
b. Chief, Policy and Procedures Branch
c. Chief, Cost and Price Analysis Branch
d. Chief, Treasury Acquisition Institute (TAI)

1.1.32.2.1
(08-08-2018)
Quality Assurance Branch

(1) The Chief, Quality Assurance Branch is responsible for:

a. Conducting reviews of pre-award and post-award procurement actions to ensure quality standards are implemented and maintained, and actions taken and decisions made during the acquisition process are properly documented and approved.

b. Conducting compliance reviews to assess the effectiveness of internal controls, identify areas in need of improvement, and assist in formulating and implementing processes and procedures that increase efficiency and effectiveness of procurement operations.

c. Conducting the Quality Assurance Review in support of the Chief Financial Officer's annual assessment of IRS operational effectiveness and internal controls.

d. Overseeing the Competition Advocacy Program, actively promoting the acquisition of commercial items, full and open competition, mitigating or removing barriers to competition, and ensuring justifications for other than full and open competition are supported and properly approved.

1.1.32.2.2
(08-08-2018)
Policy and Procedures Branch

(1) The Chief, Policy and Procedures Branch is responsible for:

a. Managing and monitoring Delegations of Procurement Authority to ensure contracting officers have the appropriate levels of authority to purchase goods and services.

b. Managing the restricted purchase list for goods and services that IRS personnel are prohibited from buying without appropriate approval.

c. Ensuring ratifications of unauthorized commitments are supported and properly documented.

1.1.32.2.3
(08-08-2018)
Cost and Price Analysis Branch

(1) The Chief, Cost and Price Analysis Branch is responsible for:

a. Providing cost and pricing services during the pre-award stage.

b. Post-award collaboration with the Defense Contract Audit Agency on cost-type contract actions.
c. Providing business analysis of contractor price proposals.
d. Assisting with solicitation development.
e. Providing negotiation assistance.
f. Providing financial capability determinations.

1.1.32.2.4
(08-08-2018)
Treasury Acquisition Institute

(1) The Chief, Treasury Acquisition Institute is responsible for:

a. Operating and managing the Treasury Acquisition Institute (TAI) which provides high-quality training programs to promote and support employee development and organizational effectiveness for acquisition professionals at IRS, Treasury Bureau, and participating agencies.
b. Managing the Acquisition Career Management Program for contracting officers, contract specialists, and contracting officer representatives.

1.1.32.3
(08-08-2018)
Office of Business Operations

(1) The mission of the Office of Business Operations (OBO) is to deliver top-quality acquisition services for non-Information Technology (IT) products and services during every stage of the acquisition process, from initial customer consultation, solicitation of offers, proposal evaluation and negotiation, contract award, post-award contract management to contract closeout, to ensure IRS Business Units nationwide receive best value solutions on-time and within budget.

(2) The Office of Business Operations is headed by a director and deputy director. The director reports to the Deputy CPO.

(3) The Director and Deputy Director, Office of Business Operations are responsible for:

a. Ensuring the acquisition process is properly and efficiently managed, allowing sufficient and fair and open competition using sound procurement practices.
b. Ensuring the acquisition process is conducted with integrity, fairness, and openness.
c. Overseeing source selections for complex and/or highly visible and sensitive contract actions.
d. Developing innovative strategies and implementing continuous process improvement to minimize operating costs by streamlining acquisition lead-time and managing efforts based on an informed analysis of relative risks and benefits.

(4) The following managers report to the Director, Office of Business Operations:

a. Chief, Support Contracts Branch
b. Chief, Building Operations Branch
c. Area Chief, Operations Branch Western
d. Area Chief, Operations Branch Southeast
e. Area Chief, Operations Branch Mid-States
f. Area Chief, Operations Branch Northeast

(5) The Chief, Support Contracts Branch is responsible for the acquisition of professional services, sign language interpreter services, executive training, and human capital studies and analysis that support IRS Headquarters Business Units in the Washington, DC metropolitan area and nationwide.

(6) The Chief, Building Operations Branch is responsible for the acquisition of architectural and engineering services, explosive dog services, and various other products and services that support IRS Headquarters Business Units in the Washington, DC metropolitan area and nationwide.

(7) The Area Chief, Operations Branch Western is responsible for the nationwide acquisition of body armor and various other products and services that support IRS Business Units in the 13-state area of New Mexico, Colorado, Wyoming, Montana, Arizona, Utah, Idaho, Nevada, California, Oregon, Washington, Alaska, and Hawaii, and supports Fresno and Odgen Campus Facilities.

(8) The Area Chief, Operations Branch Southeast is responsible for the acquisition of regional utilities, court reporters, sign language interpreter services and some IT purchases for IRS Business Units located in the 14-state area of Georgia, Florida, Alabama, Mississippi, Louisiana, Tennessee, South Carolina, North Carolina, Kentucky, Indiana, Virginia, West Virginia, Delaware, and Maryland, and supports the Atlanta, Memphis, and Covington Campus Facilities.

(9) The Area Chief, Operations Branch Mid-States is responsible for the nationwide acquisition of arbitrators, guard services, mail services, and some IT purchases for IRS Business Units located in the 12-state area of Texas, Oklahoma, Arkansas, Kansas, Missouri, Iowa, Nebraska, North Dakota, South Dakota, Minnesota, Wisconsin and Illinois, and supports the Kansas City and Austin Campus Facilities.

(10) The Area Chief, Operations Branch Northeast is responsible for the nationwide acquisition of expert witness services, furniture and rolled paper (used in printing taxpayer notices) and some IT purchases for IRS Business Units in the 11-state area of Maine, Rhode Island, New Hampshire, Massachusetts, Connecticut, Vermont, New York, New Jersey, Michigan, Pennsylvania, and Ohio.

1.1.32.4
(08-08-2018)
Office of Information Technology Acquisition

(1) The mission of the Office of Information Technology Acquisition (OITA) is to deliver the highest level of customer service and consult on technical and administrative processes throughout all stages of the acquisition life cycle for major Information Technology (IT) products and services. OITA ensures the IRS, Treasury Departmental Offices, and the Bureau of Engraving and Printing receive the best value IT solutions on-time and within budget.

(2) The Office of Information Technology Acquisition is headed by a senior executive director who reports to the Deputy CPO.

(3) The Director, Office of Information Technology Acquisition is responsible for:

a. Ensuring the acquisition process is properly and efficiently managed, allowing sufficient and fair and open competition using sound procurement practices.
b. Ensuring the acquisition process is conducted with integrity, fairness, and openness.
c. Overseeing source selections for complex and/or highly visible and sensitive contract actions.
d. Developing innovative strategies and implementing continuous process improvement to minimize operating costs by streamlining acquisition lead-time, and managing efforts based on an informed analysis of relative risks and benefits.

(4) The following managers report to the Director, Office of Information Technology Acquisition:

a. Deputy Director, Enterprise Networks and Tier Systems Support
b. Deputy Director, IT Services and Prime Contract Support
c. Chief, Analysis and Improvement Team

1.1.32.4.1
(08-08-2018)
Enterprise Networks and Tier Systems Support

(1) The Deputy Director, Enterprise Networks and Tier Systems Support is responsible for the day-to-day management of the Telecommunications Branch, Enterprise Systems Support Branch, and the Tier 2/3 Support Branch.

(2) The following managers report to the Deputy Director, Enterprise Networks and Tier Systems Support:

a. Chief, Telecommunications Branch
b. Chief, Enterprise Systems Support Branch
c. Chief, Tier 2/3 Support Branch

(3) The Chief, Telecommunications Branch is responsible for the acquisition of requirements for voice and wireless data communication, contact call center operations, and enterprise network products and services.

(4) The Chief, Enterprise Systems Support Branch is responsible for the acquisition of IT products and services that support the IRS mainframe (Tier 1) systems, enterprise software, and human resource management systems used by the Department of the Treasury and other agencies.

(5) The Tier 2/3 Support Branch is responsible for the acquisition of IT products and services that support the IRS Tier 2 (servers), Tier 3 (laptops, desktops and printers), and tax processing hardware, software, maintenance, and incidental services.

1.1.32.4.2
(08-08-2018)
IT Services and Prime Contract Support

(1) The Deputy Director, IT Services and Prime Contract Support is responsible for the day-to-day management of the Total Information Processing Support Services (TIPSS) Program Branch, Corporate Support Branch, Modernization Branch, and the Bureau of Engraving and Printing Acquisition Branch.

(2) The following managers report to the Deputy Director, IT Services and Prime Contract Support:

a. Chief, Total Information Processing Support Services (TIPSS) Program Branch
b. Chief, Corporate Support Branch
c. Chief, Modernization Branch
d. Chief, Bureau of Engraving and Printing Acquisition Branch

(3) The Chief, Total Information Processing Support Services (TIPSS) Program Branch is responsible for the acquisition of the full range of IT services which includes design, development, deployment, programming, program/project management, cybersecurity, configuration management, operations and maintenance, and training for IT Systems for the IRS, Department of the Treasury, and other Treasury Bureaus.

(4) The Chief, Corporate Support Branch is responsible for the acquisition of tax administration and information processing systems for the IRS corporate level internal tax administration and information processing systems which include

the IRS web portal environment and the Department of the Treasury's Federally Funded Research and Development Center (FFRDC) Contract that provides administration, strategic, technical, and program management advice and consult for the IRS modernization effort and general operation of information systems.

(5) The Chief, Modernization Branch is responsible for the acquisition of IT products and services that serve to modernize tax processing systems, processes, and business practices.

(6) The Chief, Bureau of Engraving and Printing Acquisition Branch is responsible for the acquisition and post-award management of IT products and services for the Bureau of Engraving and Printing Office of the Chief Information Officer's requirements for operations at the Eastern Currency Facility and Western Currency Facility.

(7) The Chief, Analysis and Improvement Team is responsible for providing analytical support and long-term process improvement for the Office of Information Technology Acquisition, including managing data calls, administering quality assurance procedures, ensuring appropriate workload assignments, analyzing and updating existing policies and guidelines, and establishing continuous efforts to improve, enhance, and develop the organization.

1.1.32.5
(08-08-2018)
Office of Treasury Procurement Services

(1) The mission of the Office of Treasury Procurement Services (OTPS) is to deliver top-quality acquisition services for non-Information Technology (IT) products and services during every stage of the acquisition process, from initial customer consultation, solicitation of offers, proposal evaluation and negotiation, contract award, post-award contract management to contract closeout, to ensure Department of the Treasury Offices and Program Offices receive best value solutions on-time and within budget. OTPS supports the Secretary of Treasury and staff and over 38 Program Offices in the Treasury Departmental Offices including, but not limited to the following:

a. Office of Management
b. Office of the Chief Officer
c. Treasury Office of Foreign Assets Control
d. Office of DC Pensions
e. Office of Human Resources and Chief Human Capital Officer
f. Office of Tax Policy
g. Departmental Offices Operations
h. Departmental Offices Facilities
i. Office of Privacy and Information
j. Treasury Library
k. Office of Domestic Finance
l. Office of Customer Service Liaison
m. Office of Financial Management
n. Office of Emergency Programs
o. Office of Intelligence Analysis and Security
p. Office of Minority and Women Inclusion

(2) The Office of Treasury Procurement Services is headed by a director who reports to the Deputy CPO.

(3) The Director, Office of Treasury Procurement Services is responsible for:

a. Ensuring the acquisition process is properly and efficiently managed, allowing sufficient and fair and open competition using sound procurement practices.
b. Ensuring the acquisition process is conducted with integrity, fairness, and openness.
c. Overseeing source selections for complex and/or highly visible and sensitive contract actions.
d. Developing innovative strategies and implementing continuous process improvement to minimize operating costs by streamlining acquisition lead-time, and managing efforts based on an informed analysis of relative risks and benefits.

(4) The following managers report to the Director, Office of Treasury Procurement Services:

a. Chief, Strategic Programs Branch
b. Chief, Operations Support Branch

(5) The Chief, Strategic Programs Branch is responsible for the acquisition of technical assistance and logistical support services, property management, storage and disposal services, and forfeiture and sanctions enforcement support services.

(6) The Chief, Operations Support Branch is responsible for the acquisition of financial, legal, and administrative services, facilities operations, construction, architecture and engineering services, Continuity of Operations Support (CON OPS), and subscriptions.

1.1.32.6
(08-08-2018)
Office of Procurement Support Services

(1) The mission of the Office of Procurement Support Services (OPSS) is to provide human resources, budget oversight, and systems support to the Procurement Organization.

(2) The Office of Procurement Support Services is headed by a director who reports to the Deputy CPO.

(3) The Director, Office of Procurement Support Services is responsible for:

a. Assisting the Procurement Organization and IRS Business Units with acquisition continuity planning.
b. Serving as the program manager for the procurement contract writing system and any associated transitions to/from systems.
c. Coordinating the Fair Act Inventory submission.
d. Managing the Procurement Measures Program for the Chief Procurement Officer which allows the Procurement organization to measure performance results, respond to requests for data from oversight organizations and outside sources such as TIGTA, GAO, and Congress.
e. Administering surveys.
f. Coordinating the submission of external awards.
g. Managing the internal web content on Procurement 101.
h. Providing and promoting detailed data analysis and forecasting models to support streamlined and efficient procurement operations.

(4) The following managers report to the Director, Office of Procurement Support Services:

a. Chief, Systems Support Branch
b. Chief, Acquisition Support Branch