

Date of Approval: 10/22/2025  
Questionnaire Number: 2653

## Basic Information/Executive Summary

What is the name of your project (system, database, pilot, product, survey, social media site, etc.)?

Procurement Tax Check Bot

Acronym:

PTCB

Business Unit

Office of Chief Procurement Officer

Preparer

# For Official Use Only

Subject Matter Expert

# For Official Use Only

Program Manager

# For Official Use Only

Designated Executive Representative

# For Official Use Only

Executive Sponsor

# For Official Use Only

Executive Summary: Provide a clear and concise description of your project and how it will allow the IRS to achieve its mission.

The Procurement Tax Check Bot software checks vendors for tax delinquency prior to receiving contracts as required by federal law and agency regulations. The bot is used by Contract Specialists to check the tax delinquency of prospective Internal Revenue Service contractors. The bot is a new technology system that replaces legacy sunseting tax check service in the Procurement for the Public Sector system. Sections 744 and 745 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds made available by this or any other Act may be used to enter into a contract with an entity that as any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement

with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability (unless an exception applies).

## **Personally Identifiable Information (PII)**

Will this project use, collect, receive, display, store, maintain, or disseminate any type of Sensitive but Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI)?

Yes

Please explain in detail how this project uses sensitive data from inception to destruction (data lifecycle).

Only the minimum data necessary to determine vendor tax compliance is accessed and data is encrypted / stored in accordance with records management policies.

Please select all types of Sensitive but Unclassified data (SBU)/Personally Identifiable Information (PII)/Federal Tax Information (FTI) that this project uses.

Federal Tax Information (FTI)

Procurement Sensitive Data

Social Security Number (including masked or last four digits)

Tax ID Number

Cite the authority for collecting SBU/PII/FTI (including SSN if relevant).

PII for federal tax administration - generally IRC Sections 6001 6011 or 6012

## **Product Information (Questions)**

1 Is this PCLIA a result of a specific initiative or process improvement?

Yes

1.1 What is the name of the Business Unit (BU) or Agency initiative?

Procurement

2 Describe in detail, the Robotic Process Automation (RPA) process; be sure to identify the project title and business unit owner; state what IRS Strategy or initiative it supports; identify the system or process it supports and if PII will be required for the RPA to run; identify activities and workflow controls with the type and capabilities that will be incorporated; lastly indicate how the service benefits from the use of this RPA. (Process, Library, Test Automation, Template.)

Robotic process automation (RPA) is used to perform legislatively mandated vendor tax delinquency check. RPA is used to query the Tax Check Compliance

Service and provide vendor tax check compliance and adjudication data to contracting officials.

3 Is this a new Robotic Process Automation (RPA) project?

Yes

4 Identify the IRS IT systems, applications, projects, and/or databases this RPA is applied to; include the associated system name.

Tax Check Compliance Service (see Privacy and Civil Liberties Impact Assessment #1029)

5 Identify why the use of SBU/PII/FTI is required; include any type of Sensitive But Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI) that this project will create, collect, receive, use, process, maintain, access, inspect, display, store, disclose, disseminate, or dispose of.

Sections 744 and 745 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) requires checking vendor tax compliance. FTI must be accessed to perform legislatively mandated tax checks. Vendor information such as company or individual name (if vendor is not an organization), and vendor unique entity identifier.

6 Is your RPA Attended/Unattended?

Attended

7 Is this RPA process converting from paper to electronic format or automating a process currently performed by a human?

No

9 Will connections or interdependencies be established for this RPA?

Yes

9.1 Will the connection be encrypted?

Yes

9.2 Will authentication/credentials be required?

Yes

9.3 Please provide details for the connection/interdependency. Indicate if this occurs on the backend versus through the system/user interface.

Bot will use IRS Application Programming Interface (API) gateway which encrypts data in accordance with enterprise IT standards.

10 Indicate who has or will have permission to access the data and how users are authenticated.

Users will obtain approval before gaining access to run bot. An access role, PROD USER IEPAWG RPA PROC BUSINESSUSER (RPA), has been created in the agency's identity management system. Active directory technology is used for authentication. Users can only access basic information on whether a vendor is tax delinquent. No additional or extraneous taxpayer information is accessible to bot users.

11 Indicate if Business Entitlement Access Request System (BEARS) entitlements are required for access and if Privileged User Management Access System (PUMAS) control management is applied for granting access to the system(s)? If BEARS/PUMAS are not applied, indicate what access controls are in place.

Business Entitlement Access Request System (BEARS) system will handle user identity and access management in compliance with federal cybersecurity policies.

12 Identify the maintenance tasks or updates performed; state whether or not the maintenance tasks are inherited from the host (UiPath Platform), or you are using customized maintenance activities.

This BOT is inheriting the Authentication and related security settings from the agency-wide UiPath robotic process automation platform. This platform has passed a cybersecurity assessment indicating that security controls on access are in place.

13 Indicate if this product or system shares data outside of the United States or its territories.

No

14 Indicate if this system or Robotic Process Automation (RPA) is trained through the use of algorithms; indicate if the algorithm used contains data with a sensitivity classification. (Sensitive but unclassified data might include algorithms, methods, system data, or PII/FTI that could be used to re-identify a person.)

No machine learning or artificial intelligence algorithms are used.

15 Describe this system's (RPAs) audit trail process in detail; include location of supporting documents (SPLUNK). Note: Upload of this document is required.

Enterprise security audit trails are inherited from the agency-wide UiPath Robotic Process Automation (RPA) platform. This RPA is following the appropriate audit trail elements pursuant to current Audit Logging Security Standards.

# Interfaces

## Interface Type

IRS Systems, file, or database

## Agency Name

Tax Check Compliance Service

## Incoming/Outgoing

Incoming (Receiving)

## Transfer Method

Integrated Enterprise Portal (IEP)

# Systems of Records Notices (SORNs)

## SORN Number & Name

Treasury .009 - Treasury Financial Management Systems

Describe the IRS use and relevance of this SORN.

Treasury .009 covers documents with individuals and business entities who are currently doing business with, or who have previously conducted business with the Department to provide various goods and services

# Records Retention

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

Financial Management and Reporting Records

What is the GRS/RCS Item Number?

GRS 1.1

What type of Records is this for?

Both (Paper and Electronic)

Please provide a brief description of the chosen GRS or RCS item.

Procurement contract vendor records are often covered in GRS 1.1, Item 010

What is the disposition schedule?

6 years after final payment.

# Data Locations

What type of site is this?

Data Gateway

What is the name of the Data Gateway?

Tax Compliance Check Service

What is the sensitivity of the Data Gateway?

Federal Tax Information (FTI)

Please provide a brief description of the Data Gateway.

The Tax Compliance Check Service (TCCS) automates the business rules to look up taxpayer accounts and identify the tax compliance status

What are the incoming connections to this Data Gateway?

Taxpayer MasterFile data is fed into TCCS which is for consumption by other systems including this bot.

What are the outgoing connections from this Data Gateway?

Tax Compliance Check Service feeds the BOT the minimum necessary information to determine whether the vendor is tax delinquent.