



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

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MEMORANDUM FOR ALMAJCOM-DRU-FOA/CV
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SUBJECT: Information Technology Commodity Council (ITCC) Policy Memorandum 04-01,
Mandatory Desktop/Laptop Strategy

The Air Force Information Technology Commodity Council (AF ITCC), comprised of MAJCOM and functional representatives, has completed the Air Force commodity strategy for desktop/laptop computers. Key tenets of the approved strategy are to leverage Air Force-wide purchase volume, standardize hardware and core software, reduce costs, and improve life-cycle management practices. This strategy was briefed and endorsed at Corona Fall 2003.

The approved commodity strategy consists of an ITCC-developed Quarterly Enterprise Buy (QEB) process to establish and update standard desktop/laptop configurations for mainstream use and consolidate requirements to leverage the aggregate buying power of the Air Force. In short, we collect Air Force-wide purchase needs for desktop/laptop computers and solicit spot bids from industry. To date, we are achieving better than 20% lower prices for our consolidated requirements. Detailed instructions and points of contact for implementing the QEB process are accessible at <https://web1.ssg.gunter.af.mil/afitcc/documents/>.

Effective immediately, planned purchases for desktop/laptop computers will be made through AFWay either from small businesses or through the QEB process (<https://afway.af.mil>). This policy allows for the purchase of unplanned/urgent desktops or laptops outside the QEB process provided the transaction is conducted via AFWay. Although specific desktop/laptop vendors can be selected in the QEB process when a particular brand name, product or feature is essential to meet the government's need and a sole source justification is provided IAW FAR 8.404(b)(7) and AFFARS 5308.404(b)(2), we strongly encourage you to identify non-vendor-specific requirements for mainstream computer purchases in order to achieve the maximum benefits of competition.

Effective immediately, the Air Force will comply with the desktop/laptop commodity strategy to include standard buying configurations as identified in the Infostructure Technology Reference Model (i-TRM) (<https://itrm.hq.af.mil>). Your MAJCOM or functional CIO must approve deviations from the i-TRM standard mainstream configurations. This waiver authority will not be delegated. A copy of all waivers must be forwarded to afcio@pentagon.af.mil and will be retained by the AF-CIO Secretariat for use in updating the future desktop/laptop strategy.

As part of our desktop/laptop commodity strategy, the Air Force's annual enterprise cumulative target for small business is 12%. Within 30 days, MAJCOM/DRU/FOAs are required to develop, implement and forward to HQ SSG/AQ, a plan reserving six percent of

their total annual desktop/laptop requirements for small business Value Added Resellers (VARs) and/or Original Equipment Manufacturers (OEMs). This six percent reserve is in addition to small business orders placed through QEBs. MAJCOMs should add small business desktop/laptop VARs and/or OEMs to AFWay for their use, as needed. In addition, six percent of the Air Force-wide desktop/laptop QEB will be targeted for small business. Our offices are working to establish a Virtual Small Business Center to highlight small businesses available through AFWay and to provide online access and instructions for small businesses to become AFWay vendors.

Points of contact for this policy are Ms. Ann Hurley (AF-CIO/PX), 703-696-6293 (DSN 426), ann.hurley@pentagon.af.mil or Lt Col Timothy Reed (SAF/AQCA), 703-588-7061 (DSN 425), timothy.reed@pentagon.af.mil.



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