



U.S. Department
of Transportation
Federal Highway
Administration

CLEARANCE FOR PROCUREMENT OF GOODS AND SERVICES

Procurement Request No. _____
Initiating Office _____
Point of Contact _____
Telephone Number _____

Requisitioner Signature _____

Date _____

1. Check (X)	2. Goods and Services	3. Clearance Office	4. Signature and Date	5. Remarks (Use additional sheets if necessary)
	2.a (1) Establishment or revision of a database or system containing personal information	Office of Information and Management Services – Information Services Team (HAIM-12)		
	2.a (2) Establishment of advisory committee			
	2.a (3) Establishment or revision of information collection			
	2.a (4) Retention and disposition of official agency records (ref. FHWA Order M 1324.1A)			
	2.b (1) Telecommunications services (voice transmission facilities, networks, etc.) (ref. FHWA Order M 1740.1B)	Office of Information and Management Services – Management Services Division (HAIM-20)		
	2.b (2) Purchase of photographic, audio-visual or graphic art services and/or equipment, for use under an FHWA contract (ref. FHWA Order H 1710.3A)			
	2.b (3) Purchase of reproduction, duplication, or printing services (ref. FHWA Order H 1710.4)			
	2.b (4) Acquisition of accountable (non-expendable) personal property and/or equipment			
	2.c Acquisition of Information Technology goods and services defined under ATTACHMENT A	Office of Information and Management Services – Information Technology Division (HAIM-40)		
	2.d Development or presentation of technical instructional materials used in training courses for FHWA, State, local highway agencies, and private sector international participants	Office of Professional and Corporate Development – National Highway Institute (HNHI-10)		
	2.e Acquisition of Temporary Help Services, through a Temp Company, which includes Administrative and Professional Staffing	Office of Human Resources – Staffing and Classification Team (HAHR-22)		

ATTACHMENT A

To Form FHWA-1514

Information Technology (IT) Goods and Services That Require Clearance by HAIM-40 prior to Acquisition

Following are the goods and services that require clearance by HAIM-40:

Goods:

- PCs, except for those that meet the standards on <http://staffnet.fhwa.dot.gov/computer/desktopmin.htm>
- Laptops, except for those that meet the standards on <http://staffnet.fhwa.dot.gov/computer/laptopspec.htm>
- Servers
- Switches
- Routers
- Hubs
- Firewall appliances
- Wireless access points
- Software, except for products listed on <http://staffnet.fhwa.dot.gov/computer/standardsoftware.htm> or <http://staffnet.fhwa.dot.gov/computer/nonstandardsoftware.htm>

Services:

Development, maintenance, support, or operation of IT systems or products including, without limitation:

- applications,
- web sites,
- databases, (HAIM-12 clearance also required when database includes personal information)
- hardware,
- software,
- network and data communications,
- IT Security,
- Data communications services (data transmission facilities, networks, etc.)
- Services provided by or related to IT systems hosted outside of FHWA

INSTRUCTIONS AND DEFINITION OF TERMS

FORM FHWA-1514 CLEARANCE FOR PROCUREMENT OF GOODS AND SERVICES

(Does not include instructions for items that are self-explanatory)

Block 2.a – If the Statement of Work includes establishment or revision of a database or system containing personal information, establishment of an advisory committee, establishment or revision of information collection, or retention and disposition of official agency records (see FHWA Order M 1324.1A), then clearance is required by the Information Services Team (HAIM-12).

Block 2.b (all) – APPLIES TO WASHINGTON HEADQUARTERS ONLY (which includes the Turner-Fairbank Highway Research Center and the National Highway Institute locations).

Block 2.b (4) – Accountable (non-expendable) personal property is defined as property that is complete within itself (does not lose its identity or become a component part of another item), has an expected useful life of one year or longer, is considered to be sensitive property, and has an acquisition cost of \$300.00 or greater, except that sensitive property may include items regardless of cost. Examples of accountable property and equipment include:

- Furniture
- Office accessories
- Electronic apparatus
- Audiovisual equipment
- Photographic equipment

Sensitive property is defined as accountable (non-expendable) personal property that is by its nature subject to theft, loss, or conversion to personal use; or for some other reason must be brought under more stringent control.

Examples of sensitive property include:

- cell phones,
- digital-video-disc (DVD) players,
- compact disc (CD) players, and
- cameras

Maintenance and supply items such as: blank videotapes, videotape re-winders, video cleaning sets, drawing tools, and templates in support of photographic and audiovisual equipment, are not considered to be accountable personal property.

Contractor acquired technical property (other than IT) required in the performance of work, such as testing equipment, is not applicable to this directive. Such property is accountable under the terms and conditions of the authorizing contract. Contracted services include work that may result in an end product or be an element of an end product, such as a final report, a set of recommendations, an analysis or evaluation report, a training course, or a visual aid.

Block 2.c – The Departmental Chief Information Officer (CIO) issued a memorandum dated October 1, 2004, requiring that the Agency CIO shall approve all IT purchases, regardless of purchase methodology used. In order to abide by this memorandum and related Departmental procurement policies, FHWA must ensure that HAIM-40 has cleared the purchases. Many products, however, have already been pre-approved, including desktops and laptops that meet the Agency-specific standards and Agency-specific software; these pre-approved products will not require approval each time they are purchased. Clearance is required for IT services only if the Statement of Work includes any of the items listed on Attachment A **[IT Goods and Services That Require Clearance by HAIM-40]** to Form FHWA-1514.

A completed Form DOT 4260.1, **[Section 508 Determination and Certification for Electronic and Information Technology (EIT) Purchase Requests]** is prescribed under TAM 1239.203-70 and must accompany Form FHWA-1514 for those IT purchases that require clearance by HAIM-40.

A completed Form DOT F 4263.1 **[Checklist for EIT Credit Card Purchases]** is prescribed under TAM 1239.107-70 and must accompany Form FHWA-1514 for those IT purchases that require clearance by HAIM-40 and where a purchase card form of payment will be used. Only the top part of Form DOT F 4263.1 titled **[Credit Card Purchase Information]** needs to be completed by the requisitioner prior to submitting the form to HAIM-40.

Personal Digital Assistants. Procurements of personal digital assistants (PDAs) do not require HAIM-40 review or approval on Form FHWA-1514, but they are still subject to the approval requirements specified in FHWA Order 1370.12A (Personal Digital Assistants), and they do require Forms DOT F 4263.1 and, if applicable, DOT F 4260.1.

For purposes of this clearance, IT does not include any equipment that contains embedded IT that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices, and testing equipment where IT is integral to its operation.

Block 2.d – Development or presentation of technical instructional materials used in training course for FHWA, State, local highway agencies, and private sector international participants requires clearance by the National Highway Institute, Office of Professional and Corporate Development (HNHI-10).

Block 2.e – The initial time limit on use of temporary help under 5 CFR 300.504(a) is 120 working days. If the situation creating the need continues to exist beyond the initial 120 days, a request to extend the use of temporary help up to a maximum of 240 workdays for any one individual must be approved by the Staffing and Classification Team, Office of Human Resources (HAHR-22).

General Instructions:

WASHINGTON HEADQUARTERS – Obtaining required clearances is the responsibility of the requisitioning office. Submit all completed forms along with the Procurement Request package to the Office of Acquisition Management (HAAM) for acquisition.

FIELD – Submit all forms along with the Procurement Request package to the designated office for concurrence. The clearance office will return their concurrences to the requestor for acquisition within their offices.

The method of transmitting the forms will be at the discretion of the clearance office (e.g., hard copy, E-mail, FAX).