



## SSA POLICY 8040.05

### SOFTWARE SOLUTIONS ANALYSIS

---

<b>Originating Component:</b>	Office of Systems/Office of the Chief Information Officer
<b>Effective:</b>	March 5, 2019 (Version 1)
<b>Releasability:</b>	Cleared for public release.
<b>Approved by:</b>	Rajive Mathur, Deputy Commissioner for Systems/Chief Information Officer

---

- 1. Purpose.** This policy establishes a comprehensive approach for acquiring software that is/will be owned, deployed, and managed by SSA.
- 2. Applicability.** This policy applies to all SSA employees and third party entities who are interested in acquiring software that is/will be owned, deployed, and managed by SSA.
- 3. Policy.**
  - a. Software Solution Analysis.**
    - (1) Assess software solutions in accordance with Office of Management and Budget (OMB) Circular A-11, OMB Memorandum M-16-21, and SSA Policy 8020.01.
    - (2) Use the software license inventory as defined in the Information Technology Asset Management Policy to first determine if existing software that fulfills the requirements is owned, deployed, and managed by SSA.
    - (3) Determine if an existing custom solution fulfills the requirements.
    - (4) Use the following software preferences in accordance with OMB Memorandum M-16-21 and OMB Circulars A-11 and A-130, when acquiring software:
      - i. Preferences are allocated in the following order:
        1. Federal software solution
        2. Existing commercial software through best-in-class vehicles
        3. Custom development

ii. Hybrid solutions are acceptable.

(5) Evaluate existing Commercial off the Shelf and federal software solutions using the assessment report as defined in the Centralized IT Acquisition Process Handbook.

(6) Develop custom build and hybrid alternatives as appropriate.

i. Follow the standards as defined in the Open Source Software Acquisition, Management and Use Policy when procuring custom code.

**b. Third Party Limitations.**

(1) Third parties shall not purchase software on SSA's behalf or for agency use. If a third party would like to request an exception, the third party must consult with SSA before purchasing software.

(2) When third parties are assigned to provide market research related to software acquisitions, the result of those findings must be provided to the Centralized IT Acquisition Team as part of the requirements.

**4. Roles and Responsibilities.**

**a. Chief Information Officer (CIO).**

(1) Fulfill roles as defined in SSA Directive 8000.01.

(2) Provide approval according to SSA Directive 8000.01, SSA Policy 8015.01, and SSA Policy 8020.01.

(3) Grant exceptions to this policy at the discretion of the CIO.

**b. Software Manager.**

(1) Fulfill the responsibilities as defined in OMB Memorandum M-16-12.

(2) Report directly to the CIO.

**c. SSA Centralized IT Acquisition (CIA) Team.**

(1) Coordinate and administrate SSA software acquisitions.

(2) Produce the assessment reports based on independent market research to inform SSA personnel involved in software acquisition funding, acquisition strategy, software procurement, and investment proposal decisions.

(3) Provide data for the CIO to complete reporting requirements as defined in Chapter 11302 of Title 40, United States Code.

**d. Customer/Subject Matter Expert (SME).**

(1) Follow the process as defined in the Centralized IT Acquisition Process Handbook.

**e. Office of Acquisition and Grants (OAG).**

(1) Assign a Contract Specialist to assist in the acquisition planning.

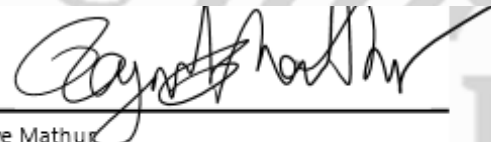
- (2) Issue Request for Information, Request for Proposals, and the contract award for each procurement.
- (3) Refer all customers/SMEs to the CIA Team to begin each software acquisition process before executing procurements.

**5. Exceptions.**

- a. This policy does not apply to the Office of the Inspector General.
- b. The following components are exempt from the Centralized IT Acquisition Process Handbook when purchasing bundled services, solutions based, or turnkey:
  - (1) Office of Systems Operations and Hardware Engineering/Office of Hardware Engineering/Division of Integrated Telecommunications Management
  - (2) Office of Communication

**6. Approval.**

X

  
Rajive Mathur  
Chief Information Officer

## REFERENCES

- Office of Management and Budget Circular No. A-11, "Preparation, Submission, and Execution of the Budget," June 2018
- Office of Management and Budget Memorandum M-16-12, "Category Management Policy 16-1: Improving the Acquisition and Management of Common Information Technology: Software Licensing," June 2, 2016
- Office of Management and Budget Memorandum M-16-21, "Federal Source Code Policy: Achieving Efficiency, Transparency, and Innovation through Reusable and Open Source Software," August 8, 2016
- SSA Manual, "Centralized IT Acquisition Process Handbook," February 2019
- SSA Policy, "Information Technology Asset Management Policy," 2016
- SSA Policy, "Open Source Software and Federal Code Reuse Acquisition and Management Policy," April 19, 2018
- SSA Policy 8015.01, "Information Technology Acquisition Approval," October 5, 2018
- SSA Policy 8020.01, "Selection, Management, & Evaluation of Information Technology Investments," October 5, 2018

## GLOSSARY

All definitions and acronyms can be found in SSA Manual 8200.01 Issuance Library Glossary.



## CHANGE HISTORY

Version	Date	Description of Change
8040.05 V1	03/5/2019	Original CIO-Approved Version

