

October 18, 2002

MEMORANDUM TO: Stuart Reiter
Chief Information Officer

FROM: Patricia G. Norry **/RA/**
Deputy Executive Director for Management Services

SUBJECT: SOFTWARE ACQUISITION PROCESS IMPROVEMENT

Thank you for involving my offices in the effort to improve the agency's software acquisition process. Because your proposed project involves a review of the NRC procurement process as it relates to software acquisition, which is a responsibility of the Office of Administration (ADM), the Division of Contracts (DC) within ADM will have to be the principal manager of that portion of the project. Therefore, please provide a copy of the interagency agreement under which OCIO proposes to do this work including a Statement of Work (SOW) for the initial phase to ADM.

Before committing resources to the project, we need to have a clearer understanding of the Software Engineering Institute's (SEI) Capability Maturity Model, how it applies to NRC's procurement process, and what potential value it has. DC would also need to review the questions SEI would propose to use in advance of interviews with the DC staff.

Our principal manager for the project will be Mark Flynn. Please have your staff furnish copies of the interagency agreement and SOW to Mark.

CONTACT: Mark Flynn, ADM/DC
301-415-6736

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