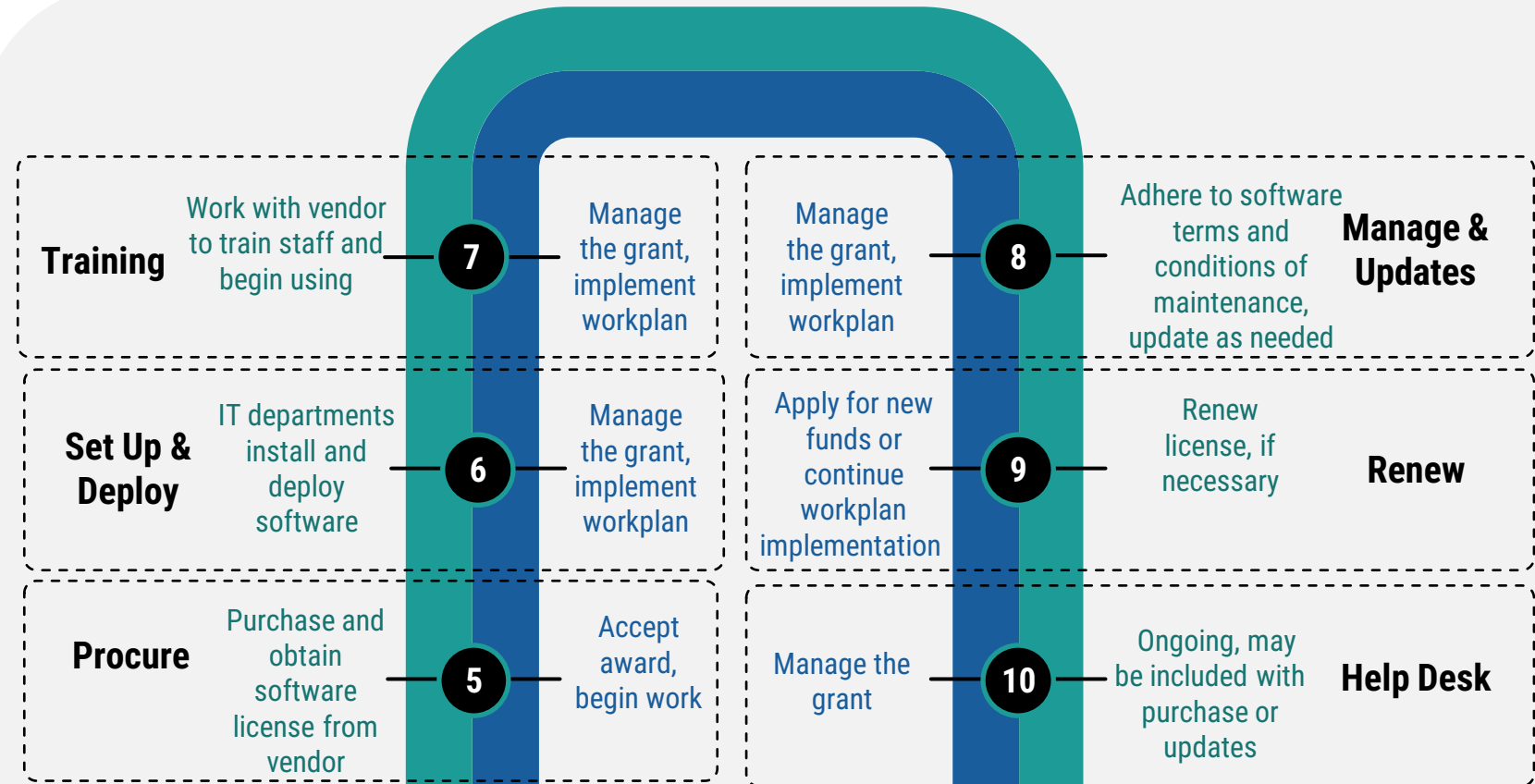
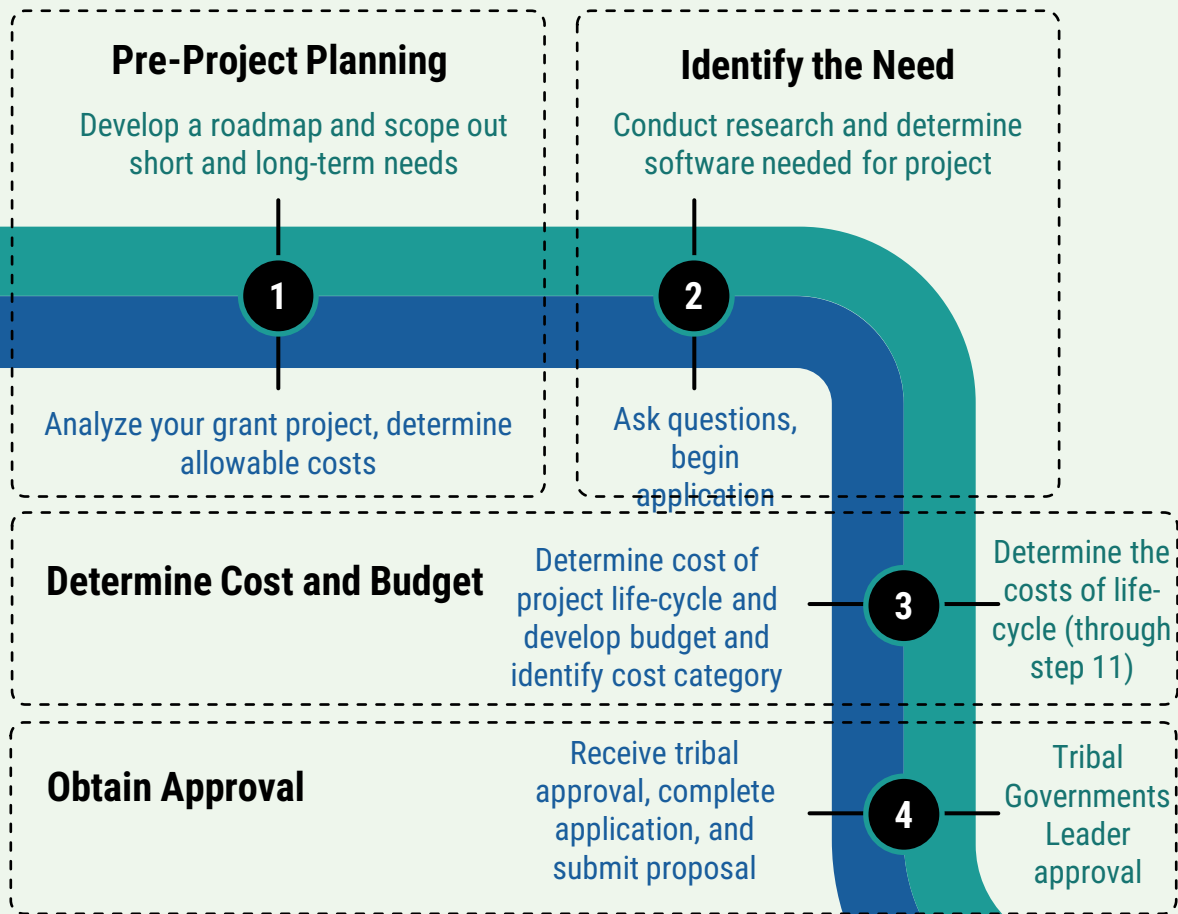


Software Procurement Roadmap for Tribes

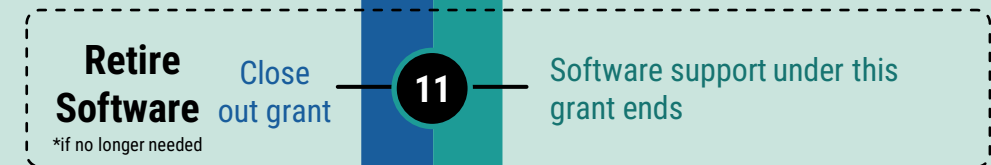
Steps to Consider When Purchasing a Software License to Support Grant Workplan Activities

ACTIVE GRANT

PRE-GRANT



POST-GRANT



Software Acquisition Process

Grant Life Cycle Process

SOFTWARE ACQUISITION PROCESS

GRANT LIFE CYCLE

Description of the Software Acquisition Process

Initiate project and develop roadmap to understand the scope of work (what, why, where, how, timeline and the frequency of use). When planning, determine the tools, technology and other resources needed for project implementation. Engage tribal government early and as needed.

Determine the software needed for the project and specific requirements, such as features, number of users, and price. Determine if there are options. Gather information about versions/packages, annual licensing process, training/help desk options, and longer-term expectations and costs.

Determine the cost and develop a budget of the entire software life-cycle. Ensure longer term costs such as operations and maintenance, annual fees, version updates, help desk and training needs are calculated.

Submit the grant workplan and budget proposals to the tribal government to provide approval to purchase, install and use the software, begin engaging IT department (if one is available) with this step, and moving forward through O&M.

Purchase and acquire the software license from vendor. Obtain a valid purchase order and invoice showing the software was purchased and acquired legally. This shows the users have the right to install a software license (a license entitlement).

Install and/or deploy the software application, working in coordination with the IT department, if available.

All users need training on how to use the software. Work with the vendor to develop an efficient training plan.

Adhere to the software terms and conditions of maintenance. Keep software updated and supported. For a major upgrade, the customer is required to buy the update (this cost needs to be included in the workplan/budget).

Renew the license, if necessary, usually by paying an annual fee. If it is a renewal instead of an update, the customer will be charged a reinstatement fee whenever the software needs to be renewed.

Call help desk and seek technical support to trouble shoot issues; included as part of the software updates.

Cloud hosted software needs to have the account closed out. Every item in the software catalog that has been installed should also have a corresponding uninstallation package, if necessary. Otherwise continue renewal (step 9).

Steps to Consider When Purchasing a Software License to Support Grant Workplan Activities

1 Pre-Project Planning

2 Determine the Need

3 Determine Costs and Budget

4 Obtain Tribal Government Approval

5 Procure Software

6 Set Up and Deploy

7 Train Staff

8 Manage and Update Software

9 Renew Software, if needed

10 Obtain Technical Support

11 Retire Software (*if no longer needed)

Description of the Grant Life Cycle

Analyze your grant project and determine the scope of work as outlined in the RFP/RFA. Before applying for the grant, read supplemental guidances and grant terms and conditions to ensure that software is an allowable cost and included in the project narrative/workplan. See [EPA grants training modules 1-2.](#)

Apply for the grant and include intended use of software in the workplan narrative. Work with the EPA project officer who will have instructions and more information on how to include the software procurement and operations and maintenance into the workplans that are being developed to complete the project or continue program implementation.

Develop a budget. Determine what budget category will be used to fund the software (i.e., equipment, supplies, IDC). For tribes using indirect cost rate to support software, they will need an up-to-date indirect cost rate from the Bureau of Indian Affairs to complete the grant award process. See [EPA grants training module 3.](#)

Obtain Tribal Government approval and submit grant application. Many tribal governments require prior approval to apply for the grant. Work with the tribal government to present the entire grant workplan and emphasize the tools needed to implement workplan activities. Once approved, submit applications via Grants.gov.

Accept the grant. EPA will disburse funds to grantee through an award. Grantees will work with grant Project Officer to begin work and can then purchase the software. See [EPA grants training module 4.](#)

Implement activities and begin using software to implement approved workplan. See [EPA grants training modules 5.](#)

Continue to implement activities as outlined in approved workplan. At this point, the grantee may need to think about applying for additional grant funding to support these O&M costs if they are not built into the original workplan.

Continue to implement activities as outlined in approved workplan. At this point, the grantee may need to apply for additional grant funding to support these O&M costs if they are not built into the original workplan.

If project grant funds have expired, new funds will be needed to support this step. When using program grant funding (non-competitive) to renew, it may be time to update workplan activities to include the renewal as this supports software O&M costs.

Seek help desk or technical assistance from vendor, given this was included with the software at time of the procurement.

Close out Grant. For specific projects, the workplan activities are completed and software is no longer needed. *Note: Grantees are allowed to keep/continue to use software, but should plan to self fund the O&M.* If a grantee uses programmatic funding to support a continuous programs, software costs should be included in annual workplan and budget. See [EPA grants training modules 6.](#)