



United States Department of the Interior
BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. OC-2011-001
Expires: 09/30/2012

To: Assistant Directors, Center Directors, and State Directors
Attn: Information Resources Management Advisors and
State Chief Information Officers

From: Director, National Operations Center

Subject: AutoDesk License Consolidation Project

Program Area: Information Technology (IT) Investment Management

Purpose: This Instruction Memorandum provides guidance related to the use and acquisition of Computer Aided Design (CAD) software. The AutoDesk license consolidation project pilot has successfully demonstrated that licenses can be managed centrally at the National Operations Center (NOC) for multiple field offices and states. A license monitoring tool has been implemented to identify unique users and software use. The remaining state and center users will be migrated to the national license server along with their AutoDesk licenses over the following six months. Note that AutoDesk software will still be loaded and run locally on desktops and only the license will be retrieved from a server at the NOC.

Policy/Action: Management of AutoDesk licenses and procurement of annual maintenance is the responsibility of the NOC. The NOC will coordinate with states for annual maintenance cost codes. States will coordinate with the NOC regarding new users, software installs, and additional license requirements. All requests to procure non-AutoDesk CAD software or maintenance must continue to follow the National Change Advisory Board approval process. If a state/center requires an alternative product which is not currently on the national baseline, then the state/center must submit a waiver request to the Division of Information Resources Management (DIRM) (OC-300). All requests for AutoDesk installs or updates must be sent to the National Help Desk.

States and centers are responsible for existing license maintenance costs through January 15, 2011. A 12-month maintenance contract for all Bureau of Land Management (BLM) AutoDesk licenses

will then be started and will be managed by the DIRM. Funding for the maintenance contract will be prorated to the states based on unique users. See Attachment 1 for details and cost estimates. This project will utilize existing licenses as much as possible to keep implementation costs low. Future cross-grades from AutoCad or Map to Civil 3D should be based on historical usage, cost savings, and stakeholder requirements. This policy does not apply to Environmental Systems Research Institute products.

Timeframe: This policy is effective immediately. See Background section below for project timeline.

Budget Impact: Centralized license management of the CAD (AutoDesk) software currently in use by the BLM will result in approximately \$150,000 savings each year on software maintenance costs alone. Additional benefits include reduced system administration workload, improved efficiencies through the sharing of standardized CAD files, timely testing and deployment of annual software updates, and reduced contracting workload related to annual procurement for software maintenance. Transition costs are minimal because existing state and center software licenses will be reused.

Background: The AutoDesk software license consolidation project was started in the fall of 2009. The project is a result of management decisions in Fiscal Year (FY) 2008 to gain increased efficiencies and effectiveness within the information resources management environment. Concerns and questions from stakeholders are addressed in Attachment 2. AutoDesk software products will continue to be managed as the enterprise baseline solution for CAD requirements. See Attachment 2 for complete software listing. Implementation for the BLM is to be completed in the third quarter of FY 2011.

The DIRM will be responsible for ensuring the annual maintenance release of AutoDesk products adhere to the configuration management process, are coordinated with the National Test Lab, and released in a timely manner each year. The DIRM will also be responsible for ensuring the annual maintenance costs associated with AutoDesk software products are communicated to states/centers, cost codes collected, and paid in a timely manner. Server and license redundancy will be the responsibility of the DIRM. Continued coordination with stakeholders in the long-term management of AutoDesk licenses is the responsibility of the DIRM.

AutoDesk license software is based on a package license file. This license file allows use of the last four releases of the platform. In the 2011 release, available releases are 2011, 2010, 2009, and 2008. The specific software version needs to be installed on the local desktop but the license management file supports the four current releases.

Manual/Handbooks Affected: None.

Coordination: This policy has been coordinated with WO-500, the DIRM, and the Chief Information Office Council.

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Signed by:
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2 Attachments

- 1 - Details and Cost Estimates (1 p)
- 2 - Concerns and Questions from the Field (8 pp)

Distribution

MT-932, T. Thomas
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