

Date of Approval: 05/01/2025
Questionnaire Number: 2188

Basic Information/Executive Summary

What is the name of your project (system, database, pilot, product, survey, social media site, etc.)?

Personal Services Contract Modification

Acronym:

PSC

Business Unit

Office of Chief Procurement Officer

Preparer

For Official Use Only

Subject Matter Expert

For Official Use Only

Program Manager

For Official Use Only

Designated Executive Representative

For Official Use Only

Executive Sponsor

For Official Use Only

Executive Summary: Provide a clear and concise description of your project and how it will allow the IRS to achieve its mission.

The IRS, Office of the Chief Procurement Officer processes personal services contract (PSC) actions under reimbursable agreement on behalf of Treasury headquarters. Automated drafting of pre-award supporting documents for Personal Services Contracts (PSCs) is highly beneficial to because it allows for a reduction in manual workload associated with PSC contract awards.

The Personal Services Contract (PSC) Modification automation streamlines the process of updating contraction modification documents. It reads financial data from both previous and current budget analysis Excel spreadsheets, identifies key changes, and automatically updates the previous modification word document. The Bot then generates a new modification document reflecting the latest financial information eliminating the need for manual edits and ensuring consistency and accuracy across contract updates.

The RPA owner and title: Supervisor Business Operations Specialist • Office of Chief Proc Officer

The RPA developer with a production level access entitled as the BEAR role of PROD USER IEPAWG RPA ES BUSINESSUSER (RPA) (Entitlement used for Business User (business-units specific role) access the RPA Cloud) can execute from Local PC as Attended Automation and UiPath Orchestrator. The automated drafting of pre-award supporting documents for Personal Services Contracts (PSCs) is highly beneficial to the Strategic Programs Section because it allows for a reduction in redundant workload processes for PSC awards. The data is stored in the network shared drive (Excel and Word files) and an access to the drive is provided to relevant personal including RPA Developer, business users, and contracting officers.

Personally Identifiable Information (PII)

Will this project use, collect, receive, display, store, maintain, or disseminate any type of Sensitive but Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI)?

Yes

Please explain in detail how this project uses sensitive data from inception to destruction (data lifecycle).

Personal services contracts are directly with individuals (not corporations). The automation processes PII information for individual contractors to determine the correct amount of compensation produce supporting documentation.

Please select all types of Sensitive but Unclassified data (SBU)/Personally Identifiable Information (PII)/Federal Tax Information (FTI) that this project uses.

Address

Email Address

Name

Procurement Sensitive Data

Cite the authority for collecting SBU/PII/FTI (including SSN if relevant).

PII for personnel administration - 5 USC

Product Information (Questions)

1 Is this PCLIA a result of a specific initiative or process improvement?

Yes

1.1 What is the name of the Business Unit (BU) or Agency initiative?
Procurement Robotic Process Automation

2 Describe in detail, the Robotic Process Automation (RPA) process; be sure to identify the project title and business unit owner; state what IRS Strategy or initiative it supports; identify the system or process it supports and if PII will be required for the RPA to run; identify activities and workflow controls with the type and capabilities that will be incorporated; lastly indicate how the service benefits from the use of this RPA. (Process, Library, Test Automation, Template.)

Project Title: Personal Services Contract (PSC) Modification Bot

High-Level Process Steps

1. Read previous budget analysis excel
2. Read current budget analysis excel
3. Read previous modification continuation page (MCP)
4. Based on 1 and 2 above, identify and modify 3 the MCP
5. Use current information from no. 2 to modify MCP (no. 3) and create a new document (Current MCP)
6. Store the current MCP into local folder
7. Create high level report and share

Benefits:

1. Standardization of document review and information update
2. Reduction of manual effort
3. Higher accuracy in finding relevant information
4. Improved customer service and fast turnaround time

The minimum prerequisites for the PSC Bot automation are:

Completed & approved Process Definition Document (PDD)

Availability of system(s):

1. Microsoft Office 365
2. S Drive Folders
3. SharePoint site
4. UiPath Assistant

Access to all requires system(s):

1. Microsoft Office 365
2. S Drive Folders
3. SharePoint site Document Library
4. UiPath Assistant

Input email indicating the files are ready for process in S Drive should be given to start the automation RPA deployed in IRS laptop.

No PII is used to run the automation.

3 Is this a new Robotic Process Automation (RPA) project?
No

3.1 Is there a PCLIA for this project?
No

3.11 What is the questionnaire number of the most recent approved PCLIA?
1257

3.12 What is the questionnaire title of the most recent approved PCLIA?
Folders Management Contract Upload Bot

4 Identify the IRS IT systems, applications, projects, and/or databases this RPA is applied to; include the associated system name.

Only application systems used: UiPath Orchestrator, Microsoft Excel and Word (input), Outlook 365 (notification), SharePoint (reporting).

5 Identify why the use of SBU/PII/FTI is required; include any type of Sensitive But Unclassified (SBU), Personally Identifiable Information (PII), or Federal Tax Information (FTI) that this project will create, collect, receive, use, process, maintain, access, inspect, display, store, disclose, disseminate, or dispose of.

The name is provided in the input budget analysis Excel input file. However, the name is not used in the Modified Continuation Page (MCP) Word document file for the automation purpose.

6 Is your RPA Attended/Unattended?
Attended (Next enhancement will be Unattended)

7 Is this RPA process converting from paper to electronic format or automating a process currently performed by a human?
Yes

7.1 Explain the process being replaced/automated.

The automated drafting of pre-award supporting documents for Personal Services Contracts (PSCs) is highly beneficial to the Strategic Programs Section because it allows for a reduction in redundant workload processes for PSC awards. The PSC awards put in place by the Treasury Operations Branch (TOB) directly support Treasury's Office of Technical Assistance (OTA) in their mission to help finance ministries and central banks of developing countries strengthen their ability to manage public finances effectively. OTA provides countries with the knowledge and skills required to move towards financial self-sufficiency - including the capability to generate and better manage their own government finances - and to reduce dependence on international aid. A large portion of pre-award contract processing for PSC awards requires information to be manually copied from the intake documents submitted with the award or modification requisitions and pasted into contract award documents. Usage of the PSC Bot removes this required "copy and paste" step by allowing an automated bot to sort through the required information within the requisition documents and automatically populate aspects of the award supporting documents. While the Contracts Specialist (CS) and Contracting Officer (CO) still review the bot's output, there is significant

time saved due to the bot's ability to pre-populate the award supporting documents independently.

8 Indicate what level of complexity the RPA is classified as and if you were required to register with One Solution Delivery Lifecycle (OneSDLC) or not, or indicate if Information Technology's (ITs) Technical Insertion process was used for approval of this RPA.

Yes, we are required to register with One Solution Delivery Lifecycle (OneSDLC).

9 Will connections or interdependencies be established for this RPA?

No

9.1 Will the connection be encrypted?

Yes

9.2 Will authentication/credentials be required?

Yes

9.3 Please provide details for the connection/interdependency. Indicate if this occurs on the backend versus through the system/user interface.

The input documents are manually stored in the shared drive location. The automation runs reads the input documents and once completed, it stores the output file in the same location of the input files. The RPA bot is implemented using the UiPath application and its dependent on UiPath Orchestrator environment. The Orchestrator serves as backend management and controls all connections and executions of the automation.

10 Indicate who has or will have permission to access the data and how users are authenticated.

Access will be given through BEARS role: PROD USER IEPAWG RPA ES
BUSINESSUSER (RPA)

11 Indicate if Business Entitlement Access Request System (BEARS) entitlements are required for access and if Privileged User Management Access System (PUMAS) control management is applied for granting access to the system(s)? If BEARS/PUMAS are not applied, indicate what access controls are in place.

BEARS request is required to execute Attended automation from UiPath Assistant.

12 Identify the maintenance tasks or updates performed; state whether or not the maintenance tasks are inherited from the host (UiPath Platform), or you are using customized maintenance activities.

Updates maybe do to UiPath Studio/Platform updates and possible enhancements indicated by the business unit.

13 Indicate if this product or system shares data outside of the United States or its territories.

No

14 Indicate if this system or Robotic Process Automation (RPA) is trained through the use of algorithms; indicate if the algorithm used contains data with a sensitivity classification. (Sensitive but unclassified data might include algorithms, methods, system data, or PII/FTI that could be used to re-identify a person.)

N/A

15 Describe this system's (RPAs) audit trail process in detail; include location of supporting documents (SPLUNK). Note: Upload of this document is required.

The robotic process automation bot has logging capabilities and runs on the agency's RPA platform. Bot activity data is automatically forwarded to IRS Cybersecurity's Splunk environment for security monitoring.

Interfaces

Interface Type

IRS Systems, file, or database

Agency Name

Microsoft Excel

Incoming/Outgoing

Both

Transfer Method

Other

Other Transfer Method

Incoming Excel files are manually uploaded, and UiPath Orchestrator sends Excel data to SharePoint for reporting.

Interface Type

IRS Systems, file, or database

Agency Name

Microsoft Office 365

Incoming/Outgoing

Outgoing (Sending)

Transfer Method

Secure email/Zixmail

Interface Type

IRS Systems, file, or database

Agency Name

Microsoft SharePoint

Incoming/Outgoing

Incoming (Receiving)

Transfer Method

Other

Other Transfer Method

UiPath Orchestrator is managing the incoming connection for
Excel reporting in the SharePoint site.

Interface Type

IRS Systems, file, or database

Agency Name

Microsoft Word

Incoming/Outgoing

Both

Transfer Method

Other

Other Transfer Method

Incoming Word document is manually uploaded, and UiPath
Orchestrator generates outgoing final Word document

Systems of Records Notices (SORNs)

SORN Number & Name

IRS 34.037 - Audit Trail and Security Records

Describe the IRS use and relevance of this SORN.

IRS contractor records described in SORN Treasury .009, 36.003,
and 34.037 as "business entities who are currently doing business
with, or who have previously conducted business with the
Department of the Treasury to provide various goods and
services".

SORN Number & Name

Treasury .009 - Treasury Financial Management Systems

Describe the IRS use and relevance of this SORN.

IRS contractor records described in SORN Treasury .009, 36.003,
and 34.037 as "business entities who are currently doing business
with, or who have previously conducted business with the
Department of the Treasury to provide various goods and
services".

SORN Number & Name

IRS 36.003 - General Personnel and Payroll Records

Describe the IRS use and relevance of this SORN.

IRS contractor records described in SORN Treasury .009, 36.003, and 34.037 as "business entities who are currently doing business with, or who have previously conducted business with the Department of the Treasury to provide various goods and services".

Records Retention

What is the Record Schedule System?

General Record Schedule (GRS)

What is the retention series title?

Financial Management and Reporting Records

What is the GRS/RCS Item Number?

1.1, item 010

What type of Records is this for?

Electronic

Please provide a brief description of the chosen GRS or RCS item.

Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity, per the following definitions.

What is the disposition schedule?

Temporary. Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

Data Locations

What type of site is this?

Shared Drive

What is the name of the Shared Drive?

PSC Modification Bot

What is the sensitivity of the Shared Drive?

Sensitive But Unclassified (SBU)

What is the URL of the item, if applicable?

\\vpwsentshrcmn56.ds.irsnet.gov\Common\APT\Apt-C\Team Member Folders\PSC Modification Bot

Please provide a brief description of the Shared Drive.

Location of Procurement input files

What are the incoming connections to this Shared Drive?

Contracting Officers are manually uploading files to the shared drive

What are the outgoing connections from this Shared Drive?

The output from the automation process is stored in the same drive-in folder within Processed Modifications folder. The output folder includes:

1. Copy of prior budget analysis Excel
2. Copy of current budget analysis Excel
3. Copy of standardization continuation word document
4. Mod continuation page

What type of site is this?

SharePoint Online (SPO) Collection

What is the name of the SharePoint Online (SPO) Collection?

SharePoint Site

What is the sensitivity of the SharePoint Online (SPO) Collection?

Sensitive But Unclassified (SBU)

What is the URL of the item, if applicable?

https://irsgov.sharepoint.com/:f:/r/sites/TM-Proc-ASEAutomationDevelopment/Shared%20Documents/_OCPO%20RPA%20Bot%20Automations/Reporting%20%26%20Metrics/Personal%20Services%20Contract%20Modification?csf=1&web=1&e=Embd6W

Please provide a brief description of the SharePoint Online (SPO) Collection.

Used for Reporting and Metrics

What are the incoming connections to this SharePoint Online (SPO) Collection?

PSC Bot automation is updating Excel reporting.