Strategic Acquisition

Information Technology Portfolio Council Charter

August 3, 2012

Background

The Nuclear Regulatory Commission (NRC) has implemented a 21st century acquisition program to implement category management principles to manage the goods and services that the NRC purchases. This program is overseen by the Acquisition Management Division (AMD).

The Commission's Staff Requirements Memorandum (SRM), dated February 28, 2011, on COMSECY-10-0020 reflects the Commission's support of this initiative, and provides direction to staff. The desired outcome is the implementation of a more integrated and informed acquisition planning approach that leverages agency resources and contract dollars utilizing effective and efficient business processes and automated tools.

The Portfolio Council (PC) supports the NRC's strategic planning goals by providing active management of strategic acquisition planning and oversight of the acquisition of specific categories of goods and services (referred to hereafter as commodities). The PC also supports the Office of Management and Budget's (OMB) initiative for strategic sourcing by engaging in planning for the Agency's enterprise contracts and increases the effectiveness of NRC's efforts to meet the current Administration's goal (OMB Memorandum dated July 29, 2009). This goal is to ensure more robust competition, fewer sole source and high-risk contracts and more effective procurement practices Federal-wide, and obtain the expected quality of services and products, on schedule, and at reasonable prices.

Purpose

This PC is a cross-functional team responsible for managing the commodity category of Information Technology. This involves monitoring agency spend through the spend analysis, conducting centralized acquisition planning and developing strategies around: strategic sourcing, supplier relationship management, demand management and total cost of ownership. Key objectives of the PC are:

- Enterprise approach to acquisition planning and execution;
- Ensure compliance with small business laws, mitigate the impact of justified contract bundling, and provide the maximum practicable prime and subcontract opportunities for small business;
- Prioritize implementation for strategic sourcing vehicles;
- Improve commitment, obligation and expenditure of funds as the result of reduced procurement cycle times during the budget execution year;
- Eliminate redundancies among offices buying similar commodities;
- Implement streamlined processes with an enterprise approach to meeting programmatic requirements;
- Develop policies to drive demand in accordance with strategies and vehicles;
- Establish Supplier Relationship Management with NRC's critical vendors (top commercial vendors); and
- Robust reporting on NRC-wide acquisition performance, such as tracking savings and spend for commodity initiatives.

Scope

The PC will use detailed spend analysis data and the PC members' experience and expertise to:

- Identify and prioritize opportunities to establish a category management approach including establishment of strategies spanning: strategic sourcing, supplier relationship management, total cost of ownership and demand management. Activities may include the establishment of enterprise-wide contracts (EWCs), to address similar requirements across office and program lines; or development of policy and procedures for utilizing existing / future contract vehicles;
- Support appropriate comprehensive market research;
- Determine the sourcing strategy for the IT commodities;
- Make sourcing recommendations to the Strategic Sourcing Group (SSG) for approval;
- Make recommendations to the SSG for updates to Management Directives, delegations, policies, etc., needed to implement Portfolio Council recommendations;
- Actively manage the performance of the strategic sourcing initiatives for the commodity.

An annual spend analysis will inform subsequent procurements. As much of the agency's work is the same, similar and/or routine from year to year, this approach will be used to plan the majority of all agency work, with sufficient contract ceilings to allow for growth, unplanned changes, and emergent needs in agency priorities. The scope of the PC's work encompasses all agency procurements, i.e., commercial contracts, DOE Laboratory agreements and Interagency Agreements. Consistent with the current process, all acquisitions will be supported by Commission budget decisions, and executed in compliance with existing financial and contractual regulations, policies, and internal controls.

By pre-planning procurement requirements in well advance of the execution year, the agency can develop better sourcing strategies, explore the full range of alternatives to satisfy the agency's needs, consider the impact of all procurements on socio-economic contracting goals, and provide vendors sufficient lead time to develop improved proposals. With early identification of anticipated high level requirements and associated funding through monitoring of the contract landscape, discussions with the PC members, and monitoring the APP process, the agency will be able to establish contract vehicles for known, or reasonably anticipated, upcoming agency requirements prior to the start of an execution year. Once the agency has an appropriation, task orders (or other ordering mechanism) for that work can be placed.

The PC also supports the various acquisition initiatives developed by the U.S. General Services Administration (GSA). The Acquisition Gateway and the category hallways allow for agencies to interact with new digital services that improve acquisition outcomes including various contracting vehicles across the government. The Federal Strategic Sourcing Initiative (FSSI), has established and continues to develop federal wide vehicles for agencies to utilize. The PCs actively monitor the IT commodities under the Acquisition Gateway and FSSI and incorporate into their strategies as appropriate.

Composition

The PC will be formed under the oversight of the Strategic Sourcing Group (SSG) and will be comprised of:

- An Senior Executive Champion from Office of Information Services (OIS)

- PC Chair, OIS
- Representatives from NRC offices (including large, small and regional offices) that have acquisition requirements similar to the commodities identified in the establishment of the PC
- Contracting Officer and/or Contracting Specialist with knowledge of the agency's historical acquisition of the product or service;
- Small Business Program Representative;
- Business Advisory Center, AMD, Representative
- Sourcing Team, AMD, Representative
- An acquisition attorney from the Office of the General Council;
- Financial representatives (at least one with senior level knowledge of the NRC's budget process);
- Subject matter experts, as applicable

The SSG will be informed of significant changes to PC membership.

Portfolio Council Process

The Portfolio Council will work through consensus on areas of responsibility. Any challenges/issues where consensus cannot be reached will be presented to the SSG with recommendations for guidance and resolution.

Supporting Staff

Integrated project teams (IPTs): IPTs will support the PC by completing specific tactical tasks such as the aggregation of detailed requirements, developing statements of work and contractor performance criteria; and actively assisting the Contracting Officer in issuing solicitations, evaluating proposals, request for information (RFI), sources sought notices (SSN), and awarding the sourcing strategies, including Enterprise-Wide Contracts/Agreements. The teams may also support items such as the development of ordering procedures, policy changes, and communication documents. These teams will be organized and implemented by the PC, and may include members of the PC as well as other staff. These teams will remain a functional component of the PC, and will conduct tasks and activities as needed to support the PC.

Information Technology/Information Management Portfolio Executive Council (IPEC) and Information Technology/Information Management Board (ITB): The PC will maintain a working relationship with the IPEC and the ITB to ensure alignment on IT acquisitions. As identified in the August 8, 2011, OMB memo M-11-29, "Chief Information Officer (CIO) Authorities," OMB has further clarified agency CIO's role in the commodity of IT to pool the Agency's purchasing power across the entire organization to drive down costs and improve service for this commodity. As appropriate, PCs will include an IT representative to ensure alignment with the IPEC, the ITB and the direction in OMB memo M-11-29.

Meetings

PC meetings will be held monthly, unless determined otherwise by the PC, and may be adjusted based on progress in meeting key project milestones. Meetings will be one hour or more and will be convened and adjourned by the SES Champion at the times specified in the meeting agenda.

To promote sharing of knowledge and effective use of time, the following process will be used

for meetings:

- AMD will prepare and distribute an agenda in advance of meeting (AMD will solicit agenda items as needed);
- AMD will distribute necessary information in advance of the meeting;
- Action items will be documented for follow-up at a later date;
- Participants will come prepared to participate in the discussions and to participate in working meetings;
- All participants will allow for differing opinions/views;
- Participants will use a "parking lot" for issues to be worked outside the meeting.

Meeting Notes

AMD will prepare meeting notes which will be used to communicate PC progress, and discussion and disposition of issues identified by PC members.