

Call-in #:

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SAC PROCUREMENT COMMITTEE (PC) Meeting Agenda

Wednesday, April 17, 2013

10:00 AM - 12:00 PM @ MCC, 875 Fifteenth Street, Washington, DC, NW, Bowen, 2nd Floor 2B and 2C

- 10:00 AM** **Welcome and Introduction by SAC PC Chairperson, Jim Blades, SPE, MCC**
- *Updates to where we can house and share or exchange knowledge on-line – OMB, FAI*
 - *Readout from the CAOC meeting held on April 11, 2013*
- 10:05 AM** **Civilian Acquisition Agency Council, Chair, Laura Auletta, Director, Government-wide Acquisition Policy, GSA Office of Government Policy**
- *Learn of the highly collaborative and deliberative process used to implement laws, executive orders, other agency regulations, and government-wide policies to support the maintenance of the FAR pursuant to E.O. 13563*
 - *Open FAR Case Status Report*
- 10:30 AM** **New FSSI Desktop Publisher Licensing Initiative – Addressing the Anchor Tenants, Stan Kaczmarczyk, Acting Director, Strategic Solutions and Security Services**
- *Overview of New GSA FSSI Large Publisher Initiative*
 - *How Small Agencies can become “anchor-tenants” and leverage this initiative*
- 10:45 AM** **De-Obligation of Excess Funds and Close-Outs in accordance with FAR 4-804-1– best practices shared by: Sandra Oliver and Michael Stewart, from Contracts and Grants Management, Millennium Challenge Corporation,**
- *MCC sharing their newly revised standard operating procedure (SOP) for an Annual De-obligation Exercise*
 - *MCC sharing their SOP for Close-outs*
- 11:25 AM** **Collaborative, group discussion about what worries us as managers of our respective contract organizations - what are the key tenants of a successful contracting organization, i.e., legal, regulatory, best practices, etc., and what are nice to have, that if there’s time best practice dictates we should do? Jim Blades, MCC, Paul Ahern, Chief of Acquisition Management, U.S. Railroad Retirement Board**
- *Agency Policy/Regulation, Acquisition Instructions, SOPs, Desk Reference Manual, Automated Contract System, Electronic File System, Contract File System - bar-coding, Customer and Staff Website for Knowledge sharing, Quick Guides and Process flow Charts, Procurement Action Lead Times, Contracting Officer Certification and Warrant Program, COR Program, Acquisition Career Manager, Individual Development Plans*
 - *Willingness to share open and honestly*
- 11:55 AM** **Open Discussion/Call for Ideas to benefit Small Agency Council - Procurement Committee - continuing to cultivate the collaborative notion of “open, honest, and often” sharing for next meeting**

Next SAC - Procurement Committee Meeting
Wednesday, June 19th, 2013 10:00 – 12:00 AM
White House Conference Center, Truman Room

Next SPE Conference Call
Thursday, April 25 2013, 2:00 to 3:00 PM