

Survey of SAC Agencies on Procurement/Contracts Office Support

Assumptions regarding Central Procurement Office Functions:	
Contracts, Purchase Card Program, Interagency Agreements, Assistance Agreements, Internal and External Plans and Reports, Procurement Policies and Procedures, Procurement Training, Small Business Support, COR Training and Administration, Acquisition Career Management	
Agency Name	
Total Agency Size (Personnel)	
Number of Annual Procurement/Contract Transactions (contracts, modifications, options, task orders, assistance agreements, BPAs, IAA, etc.)	
Number of Personnel in 1102 Series	
Number of Personnel in Central Procurement/Contracts Office (includes 1102, plus all support personnel)	
Do you have any contractor support in the procurement/contracts office?	
Are there subordinate procurement offices within the agency (i.e., is there a decentralized component)?	
Approximate % of Contracts Awarded via Full and Open Competition	
Approximate % of Contracts Awarded via Low Price Technically Acceptable versus Evaluated Offers	
What procurement system (application, software) are you using to support the purchasing function?	
Do you have continuous oversight (for example, an inspector general on site)?	
List any major additional duties or responsibilities here (e.g., Surplus Property Program, Fleet Management):	