

Procurement Organizations

Small Agency Council –
Procurement Committee
Meeting April 17, 2013

Paul Ahern
Chief of Acquisition Management
U.S. Railroad Retirement Board

Agenda

- Acquisition Functions
- AWF Competencies
- Acquisition Workload
- Administrative Requirements
- Organizations – Ideal
- Organizations - Realistic
- Bottom line – Getting the work done while keeping your sanity

Acquisition functions

- Simplified Acquisitions
- Formal Acquisitions → Contracts/Agreements
- Order Administration
- Contract/Agreement Administration
- Interagency Agreements
- Leasing
- Grants
- Preaward boards & Post award boards

Acquisition Workload

- Simplified Acquisitions - % workload
- Formal Solicitations - % workload
 - Sealed Bid versus Negotiated Proposal
 - Target Definitive Contracts vs IDIQ/Task Order Agreements
- Agency Preaward Procedure considerations
- Some small agencies have both CONUS and OCONUS Missions – complications
- SADBUS; Procurement Advocate; and other Acquisition duties

Administrative Requirements

- Supervisory Duties
- Keeping up with the FAR and FAR supplements, as applicable, and other statutory and regulatory requirements
- Reporting requirements - Congressional versus OMB versus other
- Internal Administrative requirements – training and reports

AWF Competencies

(1102 –Contracting)

Acquisition Planning

1. Understanding the Marketplace
2. Strategic Planning
3. Understanding Sourcing
4. Defining Government Requirements in Commercial and Noncommercial Terms
5. Effective Communication

Contract Formation

1. Detailed Evaluation Skills
2. Effective Negotiation and Analytical Skills
3. Defining Business Relationships
4. Effective Award Resolution

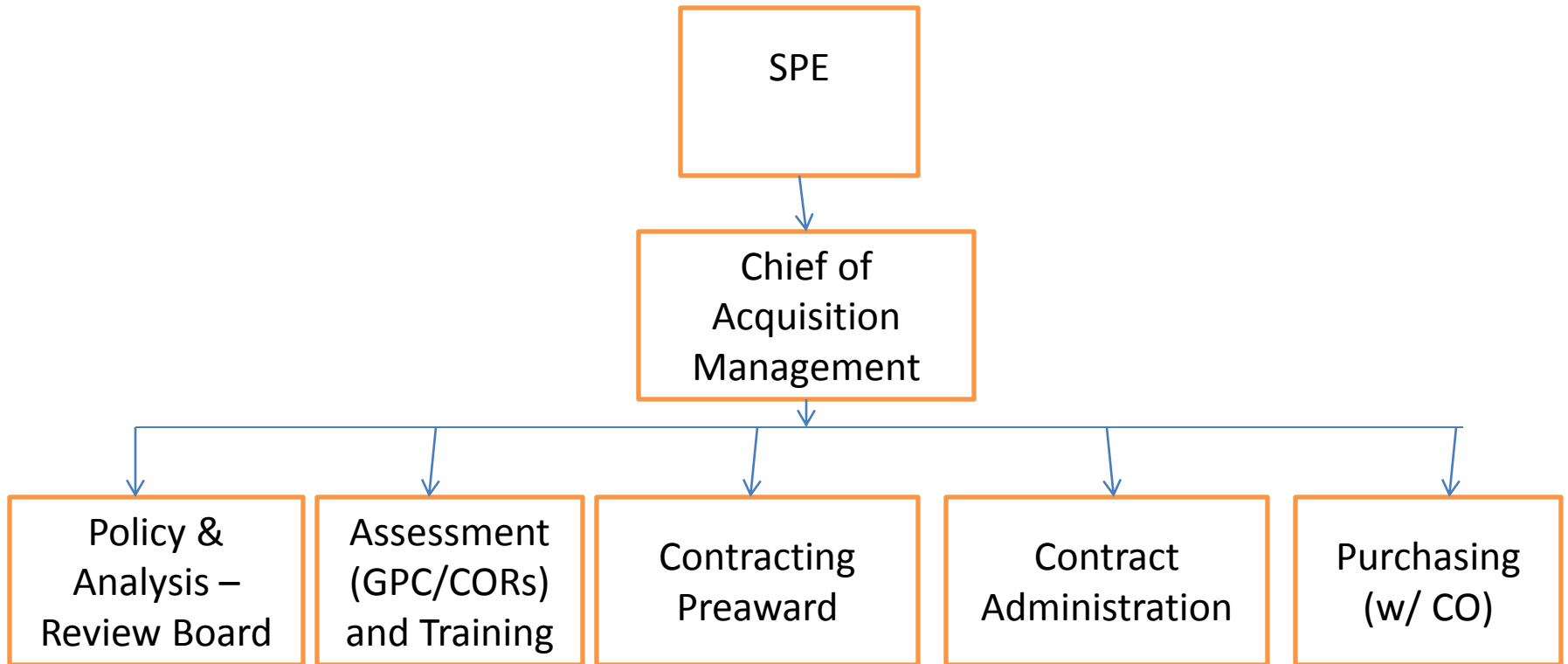
Contract Administration

1. Effective Communication of Contract Requirements
2. Effective Performance Management

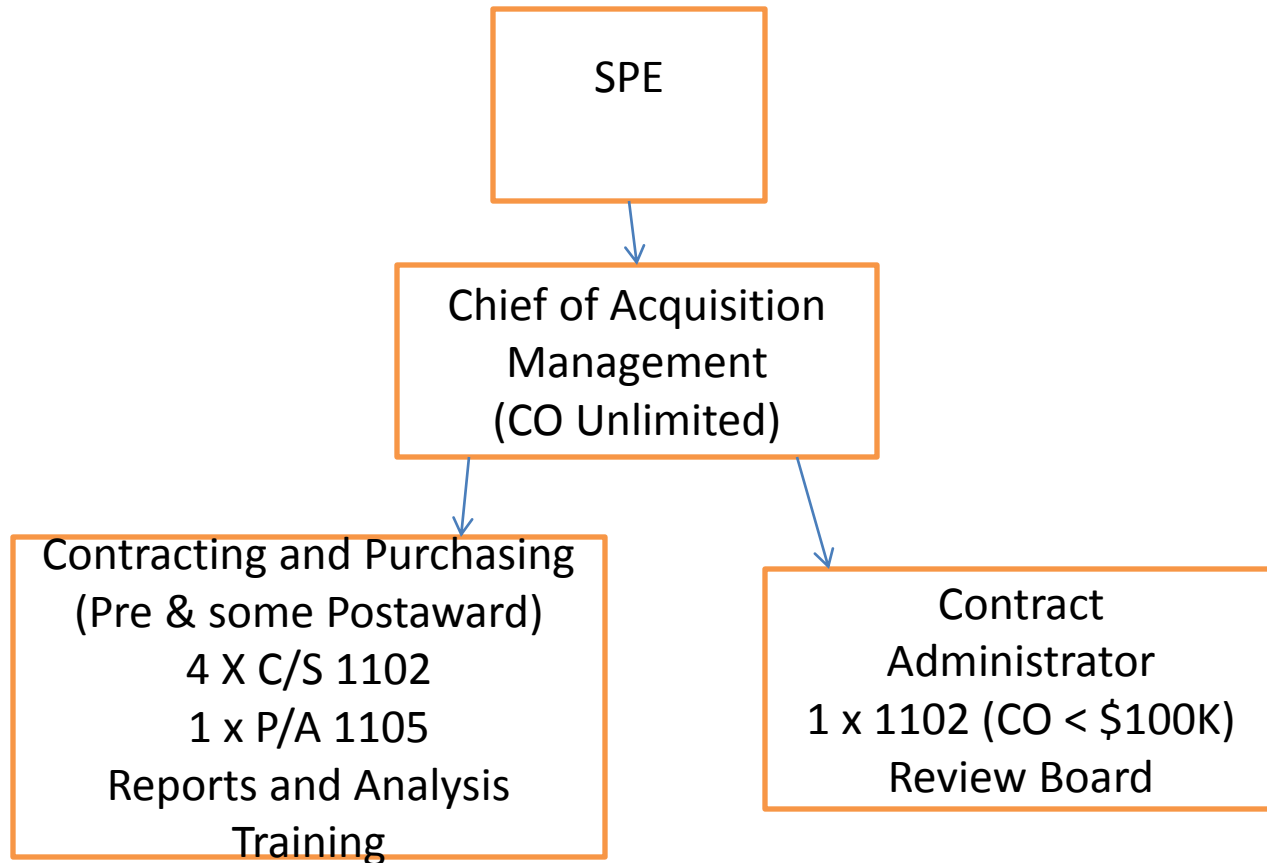
Staff /Agency Resource Assessment

- What competencies AWF and administrative does your staff have? Do the duties you want to assign fit in their PD? Are they willing?
- What resources and competencies are there in your agencies other offices (e.g. the SPE office, the CFO office) to carry some administrative workload while enhancing their staff PDs
- Establishing Political Capital by supporting your customer base – especially the Executives
- Proving your workload with HR and your boss to get an added position for your Admin Workload

Organizations – Ideal



Acquisition Organization - Reality



Bottom Line

Getting the work done while keeping your sanity

- Assignment of duties that fit in position descriptions and duties – Delegation
 - Managing / preparing reports;
 - Analyzing FAR changes – recommending policy and procedural changes
 - Assignment to agency committees
- Internal cross training and training customers
- Leadership and negotiations (with Union and your employees)
- Recognizing performance and promoting

Conclusion

- Assessment of total workload plus skills, competencies and willingness of your Acquisition staff
- Creative resourcing of workload within assigned resources
- Get extra resource(s) to your organization
- Use outside (Intra-agency) resources
- Rewarding performance, teamwork and initiative

Procurement Organizations

(SAC PC meeting 4-17-2013)

- Questions/thoughts?

Paul Ahern
Chief of Acquisition Management
U.S. RRB (Chicago, IL)
312-751-7130
Paul.ahern@rrb.gov