

Office of the Senior Procurement Executive
OST/M-60

THE ACQUISITION CONNECTOR



Volume 1, Issue 1

June 2007

Why the Acquisition Connector?

As established by the Office of the Senior Procurement Executive (OSPE), the *Acquisition Connector* is a communication tool for acquisition professionals, e.g., contract specialists, project managers, budget analysts, legal advisors, and other stakeholders, at all levels within each DOT Operating Administration (OA). The Acquisition Connector will publicize the release of policy and procedural information affecting contracting personnel, acquisition stakeholders, and others. The Acquisition Connector will forward Office of Federal Procurement Policy (OFPP), Federal Acquisition Regulation (FAR) and Executive Order Information, as well as disseminate broad acquisition related information on an ad hoc basis. For easy access and future reference, the Acquisition Connector will be archived on the OSPE homepage.

SmartBuy - New Way to View IT Software Requirements

SmartBUY is a mandatory Government-wide enterprise software licensing program. OMB memorandum M-04-08, requires us to maximize the use of SmartBUY and avoid duplication of agency activities as it relates to software purchases and maintenance. By leveraging the Federal Government Enterprise Software Licensing Program, i.e. , SmartBuy, the Government will achieve the maximum cost savings and favorable terms and conditions for acquiring software and software maintenance. The General Services Administration (GSA) is designated as the lead agency to negotiate government-wide enterprise licenses for software. The SmartBUY Program Office within GSA has launched a new website www.gsa.gov/smartbuy which is intended to keep all Federal agencies up-to-date on the SmartBUY Program and activities. Besides providing information on SmartBUY agreements for Office Automation; Network Management; Antivirus; Database; Business Modeling Tools; and Open Source Software Support, the website will offer an overview of SmartBUY, Fed-Bizopps notices, news, SmartBUY contacts, and more. Also, the GSA SmartBUY program office has provided a general e-mail address for questions and/or comments at SmartBUY@gsa.gov . Remember SmartBUY applies to all solicitations and contracts for products and services using commercial software products and services.

Inside this issue:

Why the Acquisition Connector	1
SmartBuy - New Way to View IT Requirements	1
Emergency Acquisitions Guide	2
Recognition, OSPE Website, and Test Your Acquisition Knowledge	3
Upcoming Events and Help Wanted	4
Did you Know and Protecting Sensitive Personally Identifiable Information (SPII)	5
Answers to Test your Acquisition Knowledge	5



Emergency Acquisitions Guide

Emergency Acquisitions Guide has been released by the Office of Federal Procurement Policy (OFPP) to assist the acquisition workforce in preparing for an emergency. This guide is a welcomed companion to existing DOT Emergency Contracting Guidance already posted under Tools for Procurement Professionals (<http://www.dot.gov/ost/m60/toolspro.htm>). As developed by the OFPP and the Chief Acquisition Officers Council's working group on emergency contracting, the guide includes management and operational best practices developed in response to Hurricanes Katrina and Rita, and other emergency situations. Please use the guide as a resource and reference, in concert with existing guidance, for planning for contingency operations, anti-terrorism activities, and national emergencies. Access the Emergency Acquisition Guide at

http://caoc.gov/documents/Emergency_Acquisitions_Guide.pdf

FPDS-NG - Data Quality Counts Contributed by Camille Reddick

As members of the acquisition workforce, we have many tools and resources available to assist in the performance of our duties and responsibilities. One valuable tool in our arsenal is FPDS-NG. Many operational benefits can be derived from FPDS-NG, such as, targeted training and staffing resources, identify levels of competition, determine small business spending success, market research, and more. FPDS-NG data improve our ability to save time, money, and labor hours by improving the distribution of resources. Therefore, it is essential that we are able to rely on the integrity of our data. As recently as March 9, 2007, the Office of Federal Procurement Policy (OFPP) Administrator, Paul Denett stated in his memorandum to the Chief Acquisition Officers that "we [the Federal Government] are procuring over \$400 billion a year in goods and services. We must have accurate and timely procurement data for use to manage the mission-critical contracting function." Our own Senior Procurement Executive, David J. Litman responded to the OFPP Administrator with a plan and policy, supported by the Chiefs of the Contracting Offices (COCO), designed to improve the validity of our data. In order to ensure DOT data accuracy and avoid "Do Over's" take that extra moment and re-verify actions, e.g., type of contract, product service code, use of Environmental Protection Agency (EPA) designated products, etc., prior to transmitting. Remember, a small effort now can and will payoff in the amount of time and effort required to verify, correct, and validate your data at fiscal years' end.

*"Inaccurate data entry leads to inaccurate reporting
which leads to do over's.*

Do over's have no respect for resources"

Recognition Corner!

Congratulations to all! The votes were counted and the title “Acquisition Connector” arrived first. Thanks to all who participated in the voting. We hope that this is indicative of things to come from such a first class group of individuals. Stay connected for more acquisition news you can use.



Office of the Senior Procurement Executive Website is Under Construction!!!

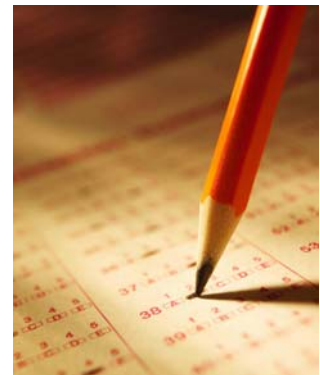


The Office of the Senior Procurement Executive (OSPE) website is being updated. The new look and feel of the M-60 website will provide stakeholders with a wealth of information and updates pertaining to Acquisition within DOT and the larger acquisition community. Don't forget to click it!

Test Your Acquisition Knowledge

1. Who is part of the Acquisition Workforce?
2. Can Non-Profit Organizations and Educational Institutions be coded in FPDS-NG as Small Businesses, Why?
3. What is an OMB Exhibit 300?

See Page 5 for Answers



Upcoming Events

Spring 2007

- June—Release Inaugural Issue of the Acquisition Connector

Summer 2007

- July 18—Procurement Management Council Meeting
- July—FPDS-NG live link to eSRS



FPDS-NG Tip of the Month:

Non-Profit Organizations and Educational Institutions are not small businesses. All Specialist are to ensure their awards reflect the correct “Contracting Officer’s Business Size Selection.”

The Business Policy Division is receiving ideas, kudos (recognition) and innovative practices for the OSPE Acquisition Connector Newsletter for the upcoming issues. Please submit your ideas, comments, and innovative practices via email to the OSPE mailbox at

ospeacquisition@dot.gov

Wanted: Acquisition Tester

The FPDS-NG Working Group is looking for you. If you need a change of pace, if you desire to share your knowledge, skills, and abilities to benefit the acquisition community at large? Then we have the outlet for you.

What: Volunteer as an FPDS-NG Final Quality Tester (FQT). Testing upcoming service packs (changes to the FPDS-NG) is conducted monthly.

Where: GCE Headquarters located in Reston, VA.

When: The testing cycle is once per month, 8 hours per day, over a three day period (Tuesday thru Thursday).

Perk: Lunch will be provided. Continuous Learning Points (CLPs) may be earned.

Contact: Camille Reddick at (202) 366-7511 or via e-mail at Camille.Reddick@dot.gov

Did You Know

Office of Management and Budget, Office of Federal Procurement Policy has recently updated the 7 Steps Guide to Performance Based Acquisition (PBA). Federal agencies have provided and continue to provide samples of contracts and work statements to be included in the updated guidance. The goal of the 7 Steps guide is to increase PBA usage through understanding and meeting agencies where targeted emphasis is needed. An interactive highlight of the new guide is the "Ask the Expert" feature that allows questions to be asked and addressed by a PBA expert within 24 hours.

The new website link is <http://acquisition.gov/sevensteps>.

Protecting Sensitive Personally Identifiable Information (SPII)

The Chief Information Officer (CIO), Dan Mintz, recently issued a Broadcast Message regarding Protecting Sensitive Personally Identifiable Information. The purpose of the message is to remind all DOT employees and contractors of their requirement to protect all Sensitive Personally Identifiable Information (SPII) wherever the information resides, whether in the government facility or accessed remotely. Contracting Officer's should ensure that contractors performing work under DOT contracts that contain FAR Clause 52.224-2, Privacy Act and/or TAR Clauses, 1252.237-70 Qualifications of Contractor Employees, 1252.239.71 Information Technology Security Plan and Accreditation, and 1252.239-70 Security Requirements for Unclassified Information Technology Resources are informed of DOT SPII policy (DOT Information Technology and Information Assurance Policy Number 2006-022 (Revision I): Implementation of DOT's Protection of Sensitive Personally Identifiable Information, dated October 11, 2006, <http://communities.dot.gov/ia/pdf/200622.pdf>)

Test Your Acquisition Knowledge (Answers)

1. According to OFPP Policy Letter 05-01, the acquisition workforce includes individuals who perform various acquisition-related functions to support the accomplishment of an agency's mission, to include project managers, auditors, property managers, General Counsel, finance, other stakeholders.
2. No. A small business is one that: is organized for profit; has a place of business in the United States; makes a significant contribution to the U.S. economy by paying taxes or using American products, materials or labor; and does not exceed the numerical size standard for its industry. The business may be sole proprietorship, partnership, corporation, or any other legal form.
3. The OMB Exhibit 300 is a business case containing information required to justify an investment in capital assets. The content of a business case is prescribed in OMB Circular A-11, Part 7, Planning, Budgeting, Acquisition, and Management of Capital Assets. Business Cases or Exhibit 300s are the basis for funding decisions for Federal programs and link spending to program performance through performance based budgeting.