

RD&T Leadership Council Action Item: (F.a.1.) Procurement Integrity and Other Internal Process Improvements

Updated 7/17/00

Council Champion/Project Lead: Paula Ewen/Sue Stanton

- (1) **TITLE:** Procurement Integrity and Other Internal Process Improvements
(including: MIHE/HBCU guidance, FHWA Staff/Contractor Relationships & Issues)
- (2) **DESCRIPTION OF INITIATIVE:** This initiative is to provide guidance and standard operating procedures to assure procurement integrity and ethics in RD&T acquisitions.
- (3) **IMPORTANT/SIGNIFICANCE OF INITIATIVE:** Demonstrate effective use of research dollars and efficient operations of the RD&T organization; Implementation of OIG Audit Report; Acknowledge recommendations; and to Assure compliance with procurement regulations. (RD&T Top Priorities)
- (4) **PRODUCT/OUTPUT:** Standard Operating Procedures/Training/Quarterly Peer Exchanges
- (5) **CUSTOMER:** Office Directors, Team Leaders, COTRs
- (6) **PARTNERS:** RD&T, Office of Acquisition Management, COUNSEL
- (7) **COSTS:** No direct expenses anticipated beyond professional and administrative support staff time.
- (8) **SCHEDULE:**

Tasks	Month/Year:	6/00	7/00	8/00	9/00	10/01	11/01	12/01	1/02
1. Meet with all COTRs		xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
2. COTR Peer Exchange		xxxx			xxxx			xxxx	
3. Improve Existing Processes		xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
4. Document Processes		xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
5. MIHE/HBCU Goals						xxxx			