

Guidelines for CFO Council Briefing / July 8, 2004

What you need to do:

At the CFO Council meeting on July 8 from 2:00-3:00 in room 6029, a designated representative from each bureau (CFO or assigned individual who is close to the inventory) will provide an overview of its Competitive Sourcing initiative. Looking at the approach attached with this email, which was adopted in early 2004, we are at “Step 3” in the process.

You will only need to present for **roughly five (5) minutes**. To help you prepare your presentation, we have provided topic guidelines. You may use any format to touch on the following:

- Three (3) years worth of data on inventory (numbers and percentages for Inherently Governmental, Commercial-not available, and Commercial-available)
- Any challenges/appeals over last three years and outcomes
- Budget breakdown of FTE, Contract, Federal Assistance, Others
- Studies completed over past three years
- Studies underway
- Proposed studies in FY 05 and FY 06 (guidance to come by June 30)
- Any increases in budget for FY 05 and FY 06

After the Meeting:

Please send your presentations to:

Maile Arthur
Office of Acquisition Management
202-482-1574
Marthur@doc.gov

We will include the data in our “Getting to Green” plan strategy due July 30, as required by the Office of Management and Budget (OMB).

Questions?

If you have any questions, or need additional guidance in developing your presentations, please contact Maile Arthur (see contact information above) or Jennifer Tress at 703-465-4495 / jtress@jeffersonconsulting.com.