

VSD10407-01

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United States Department of the Interior

BUREAU OF RECLAMATION
Washington, DC 20240

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U.S. DEPARTMENT OF THE INTERIOR		
BUREAU OF RECLAMATION		
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JAN 04 '07		
Case #	ADM-1.10	
Re: /	GF	
Doc #	3831375	
File #	UC 11520	
Date	From	To
1-4	GA	100
		102
		110

IN REPLY REFER TO:

96-42040
ADM-1.10

MEMORANDUM

To: Director, Administration

From: **Acting For** Robert W. Johnson
Commissioner

Subject: Managing for Excellence Final Recommendations – Team 24

You are hereby directed to implement the recommendations contained in the attached document, Managing for Excellence Final Recommendations – Team 24. Implementation of these recommendations should begin by December 31, 2006. You should also ensure that the website is maintained and kept current by the Manager, Acquisition and Assistance Management Division of the Management Division of the Management Service Office.

With this decision, the team's work is complete and the team is disbanded. Thanks to the team for a job well done.

Attachment

cc: 84-21000 (Fuestertein), 84-27800 (Smiley), UC-100 (Gold)

NOTICE IF YOU DETACH
ENCLOSURES PLEASE INSERT
CODE NO. _____



MANAGING FOR EXCELLENCE FINAL RECOMMENDATIONS - TEAM 24

Establish and Maintain a Central Repository for Examples and Guidance Regarding Contracting on the Internet

Executive Sponsor: Rick Gold

Team Members: Karla Smiley, Sandy Lintz, Steve Schmidt, Ginger Peltz

Action Item Statement from the Managing for Excellence Action Plan: Establish and maintain a central repository for examples and appropriate guidance regarding procurement contracting.


Scope Statement from Managing for Excellence Project Management Plan: The objective is to facilitate effective results through the development and maintenance of a resource center of acquisition and financial assistance information for use by all employees of the Bureau.

Objective and Approach: Our approach was to provide one-stop shopping for acquisition and assistance related guidance and information. The team created a diagram of the acquisition process and contacted Reclamation regional/area offices for current contract vehicles in use. The team researched other agencies via the internet to obtain best practices, reviewed publications for innovative practices and contacted the private sector in pursuit of best practices.

Deliverables: The team developed an easily accessible internet resource center for acquisition and assistance related guidance. It includes the process overview; roles and responsibilities; more detail about the steps in the process, common scenarios; contract types; definitions; sample documents and templates for the Bureau.

Recommendations: The Commissioner should approve posting the internet site developed for this purpose for all Reclamation employees and outside clients to access.


Submitted by:


Karla Smiley, Team Leader

12/19/06
Date


Rick Gold, Executive Sponsor

12-19-06
Date


Larry L. Todd
Deputy Commissioner - Policy, Administration and Budget

12/19/06
Date

Acting For