

## OFFICE OF ACQUISITION MANAGEMENT

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The Office of Acquisition Management (OAM) develops, coordinates, and maintains the Department's acquisition regulations, policies and procedures. OAM provides management and oversight for a range of products and services from purchase card program to complex automated systems such as weather satellites. The office manages DoC's acquisition workforce career development, provides acquisition advice, and establishes contracting authority, DoC-wide strategic plans and guidance. It represents DoC in all external acquisition policy matters. OAM, whose director serves as the DoC's Procurement Executive, directly provides acquisition support to the Office of the Secretary (OS). The office delivers, maintains, and approves DoC-wide or bureau-specific automated procurement systems and serves as the focal point for the collection and reporting of acquisition information.

OAM develops and maintains DoC-wide acquisition management and performance measurement programs, evaluates and compares contracting office performance against stated goals and advises the Assistant Secretary for Administration on goal achievements. The project descriptions that follow and the *Department Organization Order 20-26*, governing OAM's responsibilities, provide further insight on services provided.

In addition, OAM is responsible for DoC-wide grants management policy and oversight, which includes ongoing efforts to create a standardized grants education and certification program, the movement of DoC grant-making bureaus to a common management system, and the issuance of all indirect cost rates for organizations with DoC as their cognizant federal awarding agency. The Office also represents DoC in all external grants management matters by participating in various federal boards and committees, contributing directly to the success of projects/initiatives such as Grants.gov and Grants Management Line of Business (GMLOB).

### MANAGEMENT OFFICIALS

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**LIST OF PROJECTS**

Commerce Acquisition Solutions (CAS)	0128000	WCF
Grants Management Division (GMD)	0440000	WCF
Commerce Acquisition Systems Division (CASD)	0444000	WCF
Strategic Sourcing (SS)	0460000	WCF
Acquisition Risk Management (ARM)	0461000	WCF
Grants Indirect Rate Reviews	7147000	A&R

## WORKING CAPITAL FUND (WCF) PROJECTS

### COMMERCE ACQUISITION SOLUTIONS PROJECT 0128000

**Description of Service:** This project provides contracting technical services, including acquisition strategies and guidance for the procurement of products and services in support of the Office of Secretary (OS), and selected special projects and related administrative support.

**Basis of Charge:** This billing algorithm consists of two parts using FY 2011 data extracted from the Federal Procurement Data System-Next Generation (FPDS-NG). (1) Costs are billed to designated operating units and offices based on the **total obligation from 10/01/2011- through 09/30/2012.** (2) Costs for procurement services including contract support are billed to each office/operating unit based on the **total number of procurement actions** performed for each office/operating unit.

### GRANTS MANAGEMENT DIVISION PROJECT 0440000

**Description of Service:** The Grants Management Division (GMD) provides policy guidance in response to government-wide data calls and represents the Department at numerous intergovernmental permanent bodies and working groups governing Federal Grants Policy, including the Grants Executive Board and the CFO Council Grants Policy Committee. The Grants Policy Officer serves as the liaison between these two intergovernmental groups. GMD serves as the coordinator of information between DoC grant-making bureaus and external organizations in the Federal government, with primary responsibility for managing policy through the Grants Council and its subordinate groups. GMD also has lead responsibility for the grants elements in required reports to the Congress, White House and other Federal government organizations. In addition, GMD provides policy guidance and support to all Grant-making entities within DoC in compliance with the Federal Financial Assistance Improvement Act of 1999 that improves the effectiveness, efficiency and operational performance of financial assistance programs (PL 106-107). All Federal Register Notices and Federal Funding Opportunity notices related to DoC grants programs must be cleared by this office. Additionally, GMD serves as the point of contact for Grants.gov and the departmental grant making units and coordinates the submission of reporting data related to DoC grants opportunities to the Grants.gov PMO. GMD exercises contract management responsibilities for the review and approval of all indirect cost rate proposals submitted to DoC grant making bureaus.

**Basis of Charge:** Costs are billed based on actual number of grant transactions being serviced from the last two quarters of FY 2010 and the first two quarters of FY 2011, 10/01/2010 - 09/30/2011 .

## COMMERCE ACQUISITION SYSTEMS DIVISION (CASD) PROJECT 0444000

**Description of Service:** CASD provides for strategic planning and initiatives for DoC's acquisition information technology systems to better manage and streamline business processes, enhance customer services and increase customer satisfaction. The project covers information resources management in support of the *Commerce Business Environment (CBE)* initiative, which includes *C. Request (Requisition System)*, *C.Suite*, *Obligation and Requisition Standard Interface (ORSI)*, *Balanced Scorecard (BSC)*, *Web site*, and other electronic government initiatives that benefit DoC and the vendor community to reduce acquisition cycle time.

This project also covers the *Acquisition Career Management Program (ACMP)*. This program focuses on development and certification of the DoC acquisition workforce, including formal training and education for acquisition personnel including series 1102, 1105, and 1106 and Contracting Officer Representatives (COR) and Program/Project Managers. The ACMP resulted from legislation issued to improve the professionalism of the Federal Governments Acquisition Workforce.

**Basis of Charge:** Costs are billed to designated operating units and offices based on the number of C.Request and CSTARS users in each operating unit.

## STRATEGIC SOURCING PROJECT 0460000

**Description of Service:** This project is responsible for identifying and evaluating opportunities to reduce spending, developing methodologies to capture and measure savings, assessing the effectiveness of the methodologies, reporting the savings to operating units, and documenting reported savings to internal and external audits.

**Basis of Charge:** Costs are billed to designated operating units based on DoC spent cost reduction captured as of September 2011.

## ACQUISITION RISK MANAGEMENT (ARM) PROJECT 0461000

**Description of Service:** This Acquisition Risk Management (ARM) Program provides enhanced capability to inform the DoC stakeholders community of the appropriate requirements for funding decisions at earlier stages in the Acquisition process to best allocate resources in support of the Department's strategic goals. It provides a comprehensive and corporate approach for overseeing and managing acquisitions that improves requirements definition, decreases risk of programmatic delays and increases the agency's Program Management effectiveness. ARM also assists to expand the view of departmental acquisition management from merely "awarding contracts" to a fully integrated lifecycle approach to include defining the need, identifying and analyzing alternative solutions, assessing risks, ensuring independent reviews, conducting cost/price analysis, quality assurance, and test and evaluation, and enhancing auditor/legal coordination.

**Basis of Charge:** This billing algorithm consists of two parts using FY 2011 data extracted from the Federal Procurement Data System-Next Generation (FPDS-NG). (1) Costs are billed to designated

operating units and offices based on the **total obligation from 10/01/2010 - through 09/30/2011.**  
(2) Costs for procurement services including contract support are billed to each office/operating unit based on the **total number of procurement actions** performed for each office/operating unit.

## ADVANCES & REIMBURSEMENTS (A&R) PROJECTS

### GRANTS INDIRECT COST REVIEWS PROJECT 7147000

**Description of Service:** This project supports the evaluation of indirect cost rate proposals received from recipients of federal assistance awards, i.e., grantees, for which DoC is cognizant or has oversight. In addition to the review, negotiation, and completion of indirect cost proposals, this also includes the review of cost allocation plans and the methodology and principles used in pooling indirect costs and establishing a common base for distributing those costs to ensure that each federal grant making agency bears its fair share.

**Basis of Charge - Manual:** Each bureau will be charged for grants indirect rate reviews conducted on recipients funded by that bureau.