



Department of Energy

Washington, DC 20585

SEP 28 2001

MEMORANDUM FOR: DEPARTMENTAL ELEMENTS

FROM:


JOHN R. BASHISTA
ACTING DIRECTOR
OFFICE OF HEADQUARTERS
PROCUREMENT SERVICES

SUBJECT: COMMITMENT TO TECHNICAL EVALUATION COMMITTEES

Over the past five years, the Office of Headquarters Procurement Services and its program clients have worked together to successfully implement procedures which have resulted in a considerable reduction in the time required to acquire goods and services needed in support of the Department's programmatic goals and objectives. *We are continually looking for ways to shorten the process even further.* One of the most important elements of the acquisition process is the technical evaluation of the capabilities of prospective contractors to perform the mission-critical support we acquire by contract. I am writing you today to ask for your support in more effectively managing this crucial decision-making process.

Your program and project managers are properly concerned about minimizing the length of time it takes from requirement generation to requirement satisfaction. I recognize that, to many, the acquisition process is solely the responsibility of Procurement, and I want to assure you that we take the responsibility for our part in this process very seriously. However, the process of acquiring goods and services is a cross-functional process with many of the actual constituent components outside of, and beyond the direct control of, the Procurement organization. For example, your program/project managers create the statements of work and evaluation criteria, they conduct the actual evaluations of the technical capabilities of offerors to determine whether they can successfully perform the stated requirements, and they technically administer the resultant award. In addition, certain phases of the process are affected by government auditors, the Controller's office, internal and external reviewers as well as the vendors/bidders themselves. All-in-all, less than 40% of the acquisition process is actually controlled by Procurement.

In order to further facilitate the "teamwork" that is essential to successfully meeting mutually agreed upon acquisition milestone schedules, all of the participants must be committed to fulfilling their role in the process. Over the years, there have been many instances where members of an important acquisition's Technical Evaluation Committee have been distracted from their responsibilities due to competing work assignments, resulting in significant delays in the time needed to process an award required to meet mission-critical program requirements.



I recognize that conflicts in time and priorities happen and are sometimes unavoidable, but I need your help in better managing this problem. Attached is a form that I will be asking my Procurement Directors to use when setting up a Technical Evaluation Committee. It seeks the commitment of an appropriate level of management above the committee members under their supervision to ensure their availability and dedicated participation in the Committee's activities.

I am interested in your thoughts, and those of your managers, on this approach. If you have any questions or comments, please feel free to contact me by phone on 7-1500, or by e-mail at john.bashista@hq.doe.gov. Thanks for your continued support.

Attachment

cc: Richard Hopf, MA-5
Robert Braden, NA-1

Under Secretary Office of
National Nuclear Security Administration

Director
Office of the Administrator Energy
Information Administration

Assistant Secretary for Congressional
and Intergovernmental Affairs

Assistant Secretary for Congressional
and Intergovernmental Affairs

Assistant Secretary for Defense
Programs

Assistant Secretary for Energy
Efficiency and Renewable Energy

Assistant Secretary for Environmental
Management

Assistant Secretary for Environment
Safety and Health

Assistant Secretary for Fossil Energy

Director, Office of Management
Budget and Evaluation

Assistant Secretary for Policy
and Intergovernmental Affairs

Director
Chief Financial Officer

Director
Office of Civilian Radioactive Waste

Director, Office of
Economic Impact and Diversity

Director
Office of Science

Office of Fissile Materials Disposition

Manager

Office of Hearing and Appeals

Director

Office of Nuclear Energy, Science
and Technology

Director

Office of Worker Community Transition

General Counsel

Office of General Counsel

Inspector General

Office of Inspector General

Technical Evaluation Committee

The following (insert name of Program) staff members have been identified as members of the Technical Evaluation Committee (TEC) for the (insert name of procurement action):

- 1.
- 2.
- 3.
- 4.
- 5.

Their availability to participate in the technical analysis, TEC deliberations and voting, and the preparation of the TEC Report is critical to the timely processing of this important procurement action.

Therefore, the undersigned has determined that their involvement in the TEC is an important element of their performance during this period.

Signed: _____
Deputy Assistant Secretary, (insert name of Program)

Date: _____