



Department of Energy

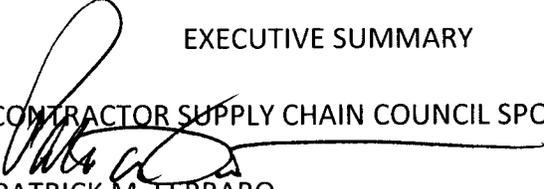
Washington, DC 20585

March 18, 2011

EXECUTIVE SUMMARY

MEMORANDUM FOR CONTRACTOR SUPPLY CHAIN COUNCIL SPONSORS

FROM:


PATRICK M. FERRARO
ACTING DIRECTOR
OFFICE OF PROCUREMENT AND
ASSISTANCE MANAGEMENT

SUBJECT:

Contractor Supply Chain Council (CSCC) Charter

PURPOSE:

Obtain Approval for CSCC

DISCUSSION:

- The CSCC formerly known as the Contractor Purchasing Council (CPC) was originally established to: 1) provide focused communication between the Department of Energy Procurement Executive and the Department's major contractors' Purchasing Managers; 2) provide a vehicle for communication for purchasing and logistics matters among the Department's major contractors; 3) represent complex-wide views, concerns and interests of the contractor community regarding purchasing-related issues; and (4) serve as a means of coordinating action on issues affecting contractor complex-wide interests.
- Deputy Secretary Daniel B. Poneman's August 27, 2010, Memorandum entitled, "Strategic Business Initiatives," stated that in this era of constrained budgets, we must rethink our business processes and be creative in seeking dramatic results.
- Consistent with OMB savings mandates and the Deputy Secretary's aforementioned Memo, the Office of Procurement and Assistance Management (OPAM) recognizes the value of the CSCC as an additional stakeholder and conduit for review and advancement of contractor site/facility business improvement initiatives. In addition, OPAM supports reconstitution of the CSCC (formerly the CPC) and seeks your approval of its recently developed and attached Charter.

RECOMMENDATION: Sign the attached CSCC Charter.

Attachment



Contractor Supply Chain Council Charter

Purpose:

The Contractor Integrated Supply Chain Management Council (CSCC), formerly known as the CPC, will leverage the supply chain functions to more efficiently support the DOE Program Mission. The CSCC will accomplish this goal by developing an overarching strategic direction on a Department wide basis.

CSCC Structure:

The CSCC membership will consist of a Chair, Vice Chair and membership from the major DOE contractor community. The council is supported by the DOE Senior Procurement Executive (SPE) and DOE Program Sponsors. The Chair and Vice Chair shall be selected from the council membership.

Responsibilities and Authorities:

Chair:

The Chair shall be the interface between the council and the program sponsors. The Chair will facilitate the collaboration of the members to develop the overarching strategic direction to achieve the Council's objectives. The Chair shall also coordinate Council activities and projects, coordinates with Support Groups and establishes Ad-hoc Teams as concurred by the council, prepares the meeting agenda and minutes, arranges Council meeting logistics, conducts meetings, and coordinate dissemination of Council information and results.

Vice Chair:

The Vice Chair shall take the place of the Chair in his/her absence. The Vice Chair shall provide support and guidance to the Chair.

Members:

The Council members will serve as representatives of the entire DOE contractor community (Constituent list attached herein, but maintained separately), and are responsible for communicating issues, concerns, agenda topics, problems, etc., to the Council, as well as communicating to the contractor community all Council requests for appropriate information, proposals for action, decisions, and other pertinent information. Members will serve on a rotational basis.

Sponsors:

The sponsors will provide the leadership, direction and information necessary to support the purpose and objectives of the council. Sponsors shall be responsible for ensuring DOE/NNSA management and program officials are kept abreast of the Council's activities and provide feedback to the Council.

Support Groups:

Procurement Evaluation and Reengineering Team (PERT): The Council will utilize the PERT to support the DOE Complex by performing Purchasing System Reviews and any other function as described in their charter.

Integrated Contractor Purchasing Team (ICPT): The Council will utilize the ICPT to aggressively develop and implement strategic sourcing opportunities for the DOE Complex and any other function as described in their charter.

Supply Chain Management Center (SCMC): The Council will utilize the SCMC to leverage the purchasing power of the NNSA Management and Operations (M&O) contractor sites and any other function as described in their charter.

Ad-Hoc Teams:

The Teams may be created by the Council Chair to address issues which have contractor complex-wide interest or implication (e.g., the consolidation of business process reengineering and benchmarking projects and studies, the Strategic Procurement Initiative, establishment of commercial purchasing practices and procedures database, etc.) and will be chartered to conduct a discrete project or tasking, and shall deliver a "product" (e.g., study protocol, final report, option paper with recommendations, etc.) to the Council for appropriate action.

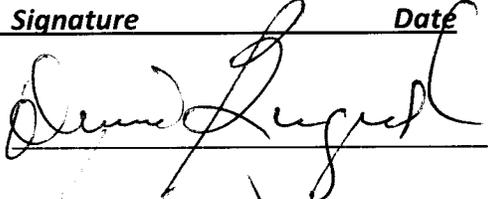
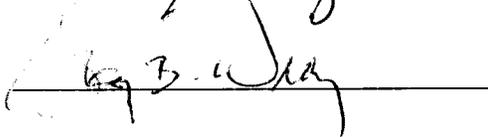
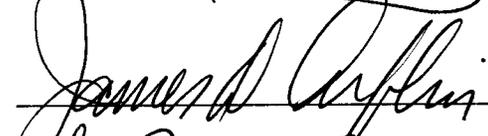
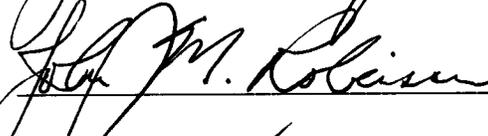
Strategic Objectives:

- ***Objective 1:*** Collaborate to recommend Department-wide, cross-functional acquisition strategies for commodities and services.
- ***Objective 2:*** Collaborate to reduce the Total Cost of Ownership for acquired goods and services.
- ***Objective 3:*** Collaborate to improve fulfillment of socio-economic acquisition goals.
- ***Objective 4:*** Collaborate to improve the efficiency and effectiveness of acquisition business processes and systems.
- ***Objective 5:*** Collaborate to improve the skills of the contractor acquisition community.

Documentation of Results:

Support and Ad-Hoc Team reports will be customized to fit the activity being performed. The CSCC will provide an annual report to its Sponsors and Constituents that summarizes the activities of the Council.

Charter Approval:

<u>Position</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Chair:	Dennis Bugielski (ANL)		
Vice Chair:	Greg Wray (INL)		
Members:	Jane Kirkendall (RL)		
	Joseph Collins (FNAL)		
	Doug McCrary (LANL)		
	Jim Arflin (SRS)		
	John Robinson (RL)		
SPE:	Patrick Ferraro (MA)		
Program Sponsors:	Jack Surash (EM)		
	George Malosh (SC)		
	 Barbara Stearrett (NNSA)	