



## Department of Energy

Washington, DC 20585

April 24, 2012

### MEMORANDUM FOR CONTRACTING PURCHASING OFFICERS

FROM: PAUL BOSCO   
DIRECTOR  
OFFICE OF PROCUREMENT AND  
ASSISTANCE MANAGEMENT

JOSEPH F. WADDELL   
DIRECTOR  
OFFICE OF ACQUISITION AND  
SUPPLY MANAGEMENT

SUBJECT: Integrated Contractor Purchasing Team and Site Champions

As you are aware, the Integrated Contractor Purchasing Team (ICPT) has a proven track record within the Department of Energy (DOE) Complex for effecting useful agreements and saving money. The ICPT concept is a flagship in DOE's efforts to fully support the Office of Management and Budget's initiative on strategic sourcing as well as the current administration's focus on acquisition savings. Since Fiscal Year 2005, when the ICPT was formed, utilization of ICPT agreements has saved the complex in excess of \$20M per year.

The ICPT's objective is to provide "Guiding Principles" that incorporate best practices in the selection of both commodities/services and suppliers. To accomplish this objective, we must 1) leverage the buying power of the DOE Complex to achieve the most favorable purchasing arrangements and pricing; 2) avoid unnecessary duplication in the acquisition process; 3) establish long-term relationships with quality suppliers, to optimize the number of suppliers per commodity as much as practicable; and 4) primarily focus on the acquisition of commercial off-the-shelf commodities and commercial services through small, small disadvantaged, woman owned, Hub-zone, Veteran-Owned, Service Disabled Veteran-Owned or other minority business enterprises.

The more we use the agreements, the more money we save. History also shows that communication and savings go hand in hand. A strong and focused communication conduit between the ICPT Steering Committee and the sites, is the key to further tapping our savings potential as a complex.



The ICPT Steering Committee has developed an ICPT Site Champion to assist in the communication between the sites and ICPT. These Site Champions have defined roles and responsibilities, which we support. The ICPT Site Champion should be someone who has the respect of your buying community and will make the time to promote the ICPT agreements. We view the ICPT Site Champion role as a developmental opportunity for someone within your departments, and a resource of potential future ICPT Steering Committee members. In those cases where your site has a representative on the Steering Committee, we would encourage you to consider a separate person for the Champion role; however, we recognize that resources are stretched and that may not be possible. We also request that your site support your Champion's attendance at annual meetings with the Steering Committee to the extent practicable.

Thank you for your commitment to the ICPT concept. We look forward to even greater participation on and savings through the ICPT. If you have questions, please feel free to contact us or Sam Grover, ICPT Chairperson at 208-526-8815 or via e-mail at [samuel.grover@inl.gov](mailto:samuel.grover@inl.gov).