

DOE-ID Procurement Services – the action team

Passage of the American Recovery and Reinvestment Act of 2009 included billions of dollars in additional funding for energy efficiency improvements to U.S. homes and businesses. By early July, the U.S. Department of Energy was hard pressed to get that funding to the communities who needed it to reduce their power bills.

That's when DOE's Office of Energy Efficiency asked the department's Idaho Operations Office for support from DOE-ID's Procurement Services team.

Rapid response



Pat Alexander-Johnson (top) and Jeff Fogg (bottom) are two highly-trained and experienced contract specialists with the U.S. Department of Energy's Idaho Operations Office.

Within moments of receiving its orders, the 10-member team shifted into action. They quickly prepared a Funding Opportunity Announcement to invite U.S. states, territories and the District of Columbia to apply for \$300 million in federal stimulus money to establish State Energy Efficient Appliance Rebate programs. These programs are aimed at helping interested families make the transition to home appliances that use less energy, and in doing so directly stimulating the economy and creating jobs.

By July 14, the Idaho team had published the announcement. By October 15, it had collected applications from every interested state and territory. The team is now processing those applications.

“That's the kind of thing we do,” said Mike Adams, director of the Contract Management Division at the DOE Idaho Operations Office. “We get the money from the federal government to the public in the way that the government wants it done. The ultimate beneficiary is the

public.”

Rapid response is the one of the Idaho procurement team's strengths. And it's a strength that they are frequently tapped to use.

During the summer, decision-makers at the federal Office of Management and Budget and the DOE Office of Nuclear Energy determined a logical path for using a Funding Opportunity Announcement (FOA) to invite top nuclear energy experts to help with designing the nation's Next Generation Nuclear Plant.

“As soon as we received direction, our team then took it through the necessary reviews and clearances, and issued the FOA on September 18,” Adams said.

Process every dollar

With the exception of federal salaries, all of the dollars spent at the DOE's Idaho Site pass through the DOE Idaho Operations Office procurement shop – everything from the office furniture to the badge holders used by DOE and its Idaho contractors.

“Specialists” are generalists

Idaho procurement team members must perform their work following strict government-wide procurement rules. They have educations ranging from business to engineering, from law to politics..

“Our team has to synthesize all of that knowledge to give sound business advice to our customers, and to deliver for our customers what they want,” Adams said. “The job title of ‘contract specialist’ is a misnomer, because really you have to be a generalist. People who succeed in this field are very skilled at getting around roadblocks while following all of the rules.”

To do their jobs right, each member of the Idaho procurement team trains on a consistent schedule. They all have certifications on how to legally perform government contracting and financial assistance. Plus, each team member is required to take 80 hours of continuing education in these disciplines every two years.

“We are trained to deliver to our customers what they need, when they want it -- with the best value to the government and the taxpayers,” said Eliot Dye, Procurement Services Team lead.

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Highlights of Fiscal Year 2009 Accomplishments:

- Received a very successful Procurement Management Review, with no significant findings and many noteworthy achievements.
- First DOE office to successfully implement the DOE STRIPES contract preparation system.
- Completed 68 awards in support of the Nuclear Energy University Program ahead of schedule, despite being short three staff members.
- Obtained necessary approvals and initiated contract actions for a \$437 million increase in Environmental Management work at the DOE’s Idaho Site -- work funded by the American Recovery and Reinvestment Act.
- At the request of DOE management, developed and issued a Funding Opportunity Announcement and then awarded 56 grants -- in support of the \$300 million DOE State Energy Efficiency Appliance Rebate Program. This unplanned work was completed ahead of schedule.
- DOE-wide Procurement Balanced Scorecard achievements by the DOE-Idaho procurement team:
 - Received a 100 percent rating from customers in quality services delivered. Idaho is one of three offices in DOE to achieve this score.
 - Received 100 percent ratings from customers in responsiveness, cooperation and communications. Again, Idaho is one of three offices in DOE to achieve this score.
 - Awarded 100 percent of all competitive contract actions ahead of target.
 - Awarded 100 percent of all competitive financial assistance actions ahead of target. Idaho is the only DOE office to achieve this objective.
 - Achieved the fastest time to award financial assistance actions in DOE.
 - Met the delivery dates on 100 percent of contracts over \$1million.
 - Supplier satisfaction rated at 100 percent. Idaho is the only DOE office to receive this rating.
 - Second lowest cost-to-spend ratio in DOE.

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