

Management Objective: Acquisitions

Improve HUD's acquisitions performance through early collaborative planning and enhanced utilization of acquisition tools.

OVERVIEW

The Office of the Chief Procurement Officer (OCPO) is responsible for all HUD procurement and procurement-related activities. The acquisition process can be lengthy, partially due to necessary compliance with statutes, policies and procedures. OCPO sees an opportunity to streamline the acquisition process and increase customer satisfaction by mapping out the process and identifying and removing non-value added steps.

In this challenging economic environment, OCPO also seeks to maximize the value of every taxpayer dollar and ensure opportunities for small businesses. To accomplish this, OCPO is committed to using internal and external acquisition vehicles specifically established to leverage HUD's and the government's buying power, maximize opportunities for small business, and increase the successful outcomes of acquisitions.

STRATEGIES

- **Streamline the acquisition process.** OCPO will work to re-engineer HUD's Government Technical Representative program to comply with the Federal Acquisition Institute's Federal Acquisition Certification-Contracting Officer Representative (FAC-COR) model, professionalize the COR job series, and streamline pre- and post-award acquisition processes. As part of this effort, OCPO will lead a cross functional team to map detailed acquisition processes, identify and eliminate non-value added steps, assess the risks associated with their removal and increase customer satisfaction in the process. The cross-functional acquisition team will include representation from HUD Program Offices and support offices. OCPO will ensure compliance with the Federal Acquisition Regulation and the HUD Acquisition Regulations, Section 508 of the Rehabilitation Act of 1973, Office of Management and Budget and Small Business Administration policies, and Government Accountability Office findings during the analysis process.
- **Increase opportunities for small business.** Improve HUD's small business opportunities through enhanced market research and early collaborative planning. OCPO and the Office of Small and Disadvantaged Business Utilization (OSDBU) will develop acquisition tools and procedures to enhance market research fostering identification of a broader base of small businesses with core disciplines consistent with HUD's mission. These tools will be launched through a multi-educational approach to the acquisition workforce, including instruction, simulation, case studies and experiential sharing.
- **Optimize the use of acquisition strategies.** Utilize internal and external acquisition vehicles that leverage HUD's and the government's buying power in order to optimize successful contractual outcomes and reduce costs. These strategies include Lowest Priced Technically Acceptable – Best Value evaluation methods, strategic sourcing, non-monetary performance incentives, increased competition, shared savings, and the tactical use of fixed price and performance-based strategies.

LEADING THIS OBJECTIVE

Keith Surber

Acting Chief Procurement Officer

MEASURING OUR PROGRESS

Standardized monthly reports and data from HUD's Integrated Acquisition Management System (HIAMS) will support calculation of performance metrics to determine progress. The following performance indicators will be tracked.

- ▶ **Percentage of requisitions released by the target requisition release date (by Program Office)**
Improve customers' timely submission of acquisition requirements by the agreed-upon planned target requisition release date.
- ▶ **Percentage of awards meeting target award date (by the Office of the Chief Procurement Officer)**
This indicator will track the percentage of awards that are made by the agreed-upon target award date, for actions released by the target requisition release date.
- ▶ **Total number of days to contract award, by acquisition strategy**
This indicator will track the total number of days to award a contract, categorized by each of the main acquisition strategies used to make the award.