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FINAL REPLY:

David Drabkin
U.S. General Services Administration (GSA)

TO:

Norry, DEDM

FOR SIGNATURE OF : ** GRN ** CRC NO:

Springer, ADM

DESC: ROUTING:

Development of the Government-Wide Communities of
Practice (CoP) Program for Contracting Officials

Travers
Paperiello
Kane
Norry
Craig
Burns/Cyr
Reiter, CIO

DATE: 07/20/01

ASSIGNED TO: CONTACT:
ADM Springer

SPECIAL INSTRUCTIONS OR REMARKS:



Ms. Patricia G. Norry
Deputy Executive Director for Management Services
Nuclear Regulatory Commission
Office of Executive Directors and Operations
Washington, DC 20555

Subject: Development of the Government-wide Communities of Practice (CoP)
Program for Contracting Officials

Dear Ms. Norry:

The Department of Navy and the General Services Administration are co-chairing an inter-agency Community of Practice (CoP) for innovative contracting approaches. This effort is sponsored by the Procurement Executive Council (PEC) and the Chief Information Officer Council to demonstrate how communities of practice can foster interagency coordination and knowledge sharing. As you know, the PEC is also sponsoring the development of a Government-wide Knowledge Management Portal for the contracting professional. The portal is designed, among other things, to promote knowledge sharing among agencies. It is anticipated that this CoP will be incorporated as a feature of the portal. The CoP will promote use of innovative contracting processes in agencies Government-wide. CoPs share expertise and experiences on topics of mutual interest, add value by solving problems more efficiently, and promulgate best practices among procurement professionals.

This memorandum seeks agency nominations for participation in the CoP. We are going to begin the effort with the following practices:

- Share-in-Savings Contracting
- Reverse Auctioning
- Performance Based Service Contracting

In particular, we are looking to obtain from each agency:

- a point of contact
- subject matter leaders/experts in at least one of the practices identified above
- policy and operational practitioners who have either acquired the experience in or a have a need to apply one of the innovative practices identified above

Agency participant's responsibilities are based on the role they will play:

1. Point of Contact: A point of contact to act as our liaison for the respective agency.
2. Subject matter experts: These individuals should be subject matter experts or leaders in the innovative practice (Share-in-Savings, Reverse Auctioning and Performance Based Service Contracting) and will be expected to help develop and foster the collaborative environment.
3. Practitioners: a community should include a mix of policy and field practitioners with a wide variety of experience levels. These individuals will be expected to fully participate in the community by:
 - (a) engaging in community-defined meetings (either in person or via technological conferencing)
 - (b) reviewing , discussing and determining the value of any ideas, concepts, best practices, tools, examples, illustrations, and other types of information as they are developed,
 - (c) working with other members to create innovative solutions, and
 - (d) committing approximately 8 hours a month to the effort.

Approach. Our plan to conduct the pilot is as follows:

1. Organizational Meeting: Meet with the subject matter experts to develop the agenda for the kick-off workshop and clarify leader roles and the objective of the CoP. Meeting is scheduled for mid August.
2. Kick-off Workshop. Meet with the participating community as a whole to introduce the players and provide an overview of the pilot. The workshop will be used to clarify expectations, begin the process of community building, and provide assistance in setting up and using available collaborative tools. The workshop will take place in mid-October.
3. Foster the activity of the communities and evaluate their effectiveness as knowledge sharing and management tool.

Co-Chairs for the Government-wide Community of Practice Program are:

- Charles A. Mills
Department of Navy.
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- Edward Loeb
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Please provide, no later than July 31, 2001, the names, email addresses and phone numbers of the point of contact, subject matter experts/leaders, and practitioners identified for the pilot to Gayle Messick, at gayle.messick@gsa.gov. (202) 501-2980.

Sincerely,



David Drabkin
Deputy Associate Administrator
Office of Acquisition Policy