

EDO Principal Correspondence Control

FROM: DUE: 08/28/01 EDO CONTROL: G20010342  
DOC DT: 08/13/01  
FINAL REPLY:

David A. Drabkin  
General Services Administration (GSA)

TO:

Norry, DEDM

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

Springer, ADM

DESC: ROUTING:

Call for Nominations: Acquisition Practitioners  
for Testing Acquisition Knowledge Management  
Portal (AKMP) Features

Travers  
Paperiello  
Kane  
Norry  
Craig  
Burns/Cyr

DATE: 08/15/01

ASSIGNED TO: CONTACT:  
ADM Springer

SPECIAL INSTRUCTIONS OR REMARKS:

Template: EDO-001

E-RIDS: EDO-01



AUG 13 2001

U.S. General Services Administration

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

Subject: Call For Nominations: Acquisition Practitioners for Testing Acquisition  
Knowledge Management Portal (AKMP) Features

Dear Ms. <sup>Pat</sup>Norry:

The General Services Administration, in conjunction with the Procurement Executive Council (PEC), is sponsoring the development of a Government-wide Knowledge Management Portal for the contracting professional. The portal is being designed to provide and foster: (1) structured access to different types of acquisition knowledge both at the agency and the federal levels, (2) the means for acquisition professionals to share acquired knowledge, and (3) the use of innovative contracting processes in agencies Government-wide.

You have received, under separate cover, a call for nominations of Contracting Officials to participate in the Government-wide Communities of Practice (COPs) Program. The *Communities of Practice Program* is a distinct portal initiative involving interpersonal contacts between subject matter experts and practitioners. The other portal features -- *answer retrieval* and *search engine* -- are portal applications that require a different level of involvement and testing, hence this letter. This memorandum seeks agency nominations for participation in the testing of all other features of the portal.

Portal testing for these features will be conducted at two levels during the upcoming twelve months. The first level of testing is "Proof of Concept", or "pre-pilot", testing. We anticipate at least two tests of different *answer retrieval* products in the near future -- and possibly the Proof of Concept of a legal research tool as well. We also expect to conduct Proof of Concept testing of one, or more, *search engines* during the same time frame.

The second level of testing will take place in the form of a "pilot demonstration" which will test the integrated functionalities of the *search engine*, the *answer retrieval* utility, and the *Communities of Practice Program*. This pilot demonstration is, in essence, a mock-up Acquisition Knowledge Management Portal -- a prelude to the portal we

1800 F Street, NW  
Washington, DC 20405-0002  
www.gsa.gov

EDO --G20010342

expect to provide the federal acquisition community. This second level of testing will take place toward the end of the twelve-month period.

To conduct meaningful testing will require at least 200 participants from federal agencies throughout the government. We may require additional participants for the second level of testing.

In particular, we are looking to obtain from your agency a cross-section of your acquisition community: approximately 3 portal application testers -- policy and operational practitioners of varied grades and experience levels -- both headquarters and field perspective -- for each phase of portal testing. The ideal candidate should be a GS-1102 series acquisition practitioner involved in any of the various acquisition functions (e.g., contract placement, simplified acquisition, contract administration, policy, or pricing) on a daily basis. The candidates you select should not be predominantly interns, or predominantly senior professionals. To the degree possible, we would hope to see a fairly even distribution among the various acquisition functions as opposed to a heavy concentration in any area. We would also appreciate if these candidates would be distributed as evenly as possible across your components. No travel will be required of the participants. All portal testing will be conducted at the workstations in their own offices.

Your agency's participants will have certain responsibilities during our pre-pilot and pilot tests. The ideal candidate should be fully available for each phase of portal testing which will last for a period of 60 days, on the average. These participants should expect to commit to at least 2 hours per week to the effort. The testing should, preferably, be a result of the research and answer retrieval needs that occur within the normal course of their daily duties. The tests your participants conduct could also be a validation of previously conducted research.

Your agency's participants will initially be expected to complete a brief registration which will be used to collect information for user profiling. This will be the basis for issuance of a user-specific identification and password which will be necessary for each instance of portal use.

Participants will also be expected to complete a weekly survey of usage. Samples of these survey forms will be provided to all participants prior to testing and they will be tailored to the type of portal application being tested. Completed weekly surveys will be submitted electronically back to GSA. At the completion of each test, whether a pre-pilot or pilot test, the participant will be expected to complete a "Level of Satisfaction" questionnaire which will cover the user's overall experience and level of satisfaction with application utilities during the period of testing. This questionnaire will be provided to all users prior to the end of each test.

Please provide the names, acquisition functions, organizations, email addresses, and phone numbers of your agency's candidate practitioners identified for the pre-pilot and pilot tests electronically to [craig.goral@gsa.gov](mailto:craig.goral@gsa.gov).

Your candidates' names should be submitted by **not later than Wednesday, August 29, 2001** so we may adequately prepare for the first level of testing, the "pre-pilot" testing. In deference to realities of our profession's "end of fiscal year" business, we will not be asking your candidates to engage in the first level of testing until October 5 at the earliest.

Thank you for your cooperation in collaborating in this important Government-wide acquisition initiative. If you need further information, please have your staff contact Mr. Edward C. Loeb, Director, Intellectual Capital Management Division, Mr. Craig R. Goral, Procurement Analyst, or Ms. Gayle Messick, Procurement Analyst, at (202) 501-0692.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Drabkin", with a stylized flourish at the end.

David A. Drabkin  
Deputy Associate Administrator  
Office of Acquisition Policy