



**EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503**

**OFFICE OF FEDERAL  
PROCUREMENT POLICY**

November 21, 2005

**MEMORANDUM FOR CHIEF ACQUISITION OFFICERS  
AGENCY SENIOR PROCUREMENT EXECUTIVES**

**FROM:**

**Robert A. Burton**  
Associate Administrator

**SUBJECT:**

Establishment of Interagency Acquisition Working Group

The Office of Federal Procurement Policy (OFPP) is establishing a working group to improve the management and use of interagency contracts. The first meeting of the working group will take place on Friday, December 9, 2005 from 1:00-3:00 in the Truman Room, White House Conference Center, 726 Jackson Place.

Interagency contracts offer important benefits, including efficiency and the ability to leverage resources. At the same time, a number of documented weaknesses in the management and use of interagency contracts have prevented taxpayers from getting the best value in some cases. In addition, the Government Accountability Office placed interagency contracts on the acquisition high-risk list for the first time in 2005.

Our continued ability to take full advantage of interagency contracts requires increased attention by agencies that manage these contracts and agencies that rely on them to meet mission requirements. We must ensure these contracts are used properly and in a strategic manner. The working group will provide a support structure to help OFPP and the federal acquisition community carry out actions to improve contracting results. The working group will include representatives from:

- agencies that operate government-wide acquisition contracts, multiple award schedules, franchise funds, and other large multi-agency contracts; and
- agencies that are large customers of these contracts.

Agencies that manage or are large customers of interagency contracts include: the Departments of Commerce, Defense, Health and Human Services, Homeland Security, Interior, Treasury, Veterans Affairs, the Environmental Protection Agency, the General Services Administration, and the National Aeronautics and Space Administration.

At our first meeting, we will discuss goals and objectives. Efforts will initially focus on reinforcing proper use of agency acquisitions through: (1) guidance to clarify the roles and responsibilities of interagency contract managers and their customers; (2) program management reviews, including common metrics to benchmark results, quality assurance plans, and improved reporting on activities; and (3) training to address the challenges associated with interagency contracting.

Over the longer term, we will look at how we can improve the governance structure for creating and renewing interagency contracts. This issue is currently being reviewed by the Acquisition Advisory Panel as part of its responsibilities under section 1423 of the Services Acquisition Reform Act (SARA). Pursuant to SARA, the Panel is required to submit findings and recommendations to OFPP and Congress. The working group will assist OFPP in reviewing the Panel's findings and addressing their recommendations on interagency acquisitions.

The agencies listed above and the Small Business Administration (SBA) are requested to participate in this effort. Other agencies are welcome to participate, especially if they operate large multi-agency contracts. Please submit the name(s) of your agency's representative(s) to Julia Wise at [jwise@omb.eop.gov](mailto:jwise@omb.eop.gov) by Friday December 2, 2005. When identifying representatives, please consider the nature of the activities described in this memorandum.

Questions regarding this initiative may be directed to me at 202-395-3302 or Mathew Blum at 202-395-4953. I look forward to seeing you at the meeting on December 9<sup>th</sup> and working with you to improve interagency acquisitions.

cc:

Calvin Jenkins, SBA

Agency Chief Financial Officers

Agency Chief Information Officers