

## Better Procurement Working Group CHARTER

### A. Overview

ATARC's overall mission is to help accelerate new and emerging technology adoption within the Federal Government, and it has created thematic Working Groups to align with the primary IT focus areas currently prevalent in the technology landscape.

The purpose of the Better Procurement project team is to generate a variety of resources to address the many issues with government acquisitions and procurement processes, and how automating them can reduce time lost, taper cost, and minimize lost assets. The Promoting Rigorous and Innovative Cost Efficiencies for Federal Procurement and Acquisitions Act was recently enacted. The PRICE Act recognizes the need for "modernized data analytics, and advanced technologies that allow decision making to occur in a more friction-free buying environment." Project resources will assist in identifying efficiencies and reducing the amount of days it takes for a much-needed support contract to be awarded, clearly defining, developing, and communicating requirements to optimize understanding and streamlining the source selection process. These efforts will help to improve government and vendor communications; ensuring that solutions do not become obsolete before they can be effectively implemented, and recommendations for overcoming barriers in future procurements are widely available for the procurement community.

Our Joint Working Groups are led by IT thought leaders within government, academia and private industry. They promote collaboration within the Federal IT community, facilitate regular interaction between technology evangelists, and foster knowledge sharing and exploration of emerging technology solutions. Review academic procurement research studies to identify fresh thinking, learnings, and best practices. Scout for new techniques, technology, analytics, and automation. Produce a vision for acquisition innovation, improved decision-making, and transforming the user experience for contracting professionals.

This charter defines the authority, objectives, membership, roles and responsibilities, meeting schedule, and approval process for the **Better Procurement Working Group**.

### B. Context/Discussion Points

- Decrease learning curve/ Increase benefit of automation
- Contract Formation
- Solicitation
- Managing Vendors
- Reducing contract award time
- Understanding the requirements
- Technology and Innovative Products
- Source Selection Process
- Appendix

This Working Group is intended to be an open forum among stakeholders, program offices, academia, and relevant organizational concerns to discuss the various aspects related to government procurement. We invite participants to share their ideas, challenges, success stories, and emerging best practices.

**C. Objective: How do we do improve Procurement?**

- Create a framework of Standards for Best Practices?
  - Pre-solicitation - stops when solicitation is issued
  - Solicitation - stops when the solicitation is closed
  - Award
  - Post-award - starts with the contract kickoff
- Alignment with the PRICE Act Objectives
  - “(A) innovative acquisition practices and applications of technologies that have worked well in achieving better procurement outcomes, including increased efficiency, improved program outcomes, better customer experience, and meeting or exceeding the goals under section 15(g) of the Small Business Act (15 U.S.C. 644(g)), and the reasons why those practices have succeeded;
  - (B) steps to identify and adopt transformational commercial business practices, modernized data analytics, and advanced technologies that allow decision making to occur in a more friction-free buying environment and improve customer experience; and
  - (C) any recommendations for statutory changes to accelerate the adoption of innovative acquisition practices.”

**D. Structure, Roles and Responsibilities**

Level	Roles	Responsibilities
Leadership	Government Chair  Industry Chair	<ul style="list-style-type: none"> <li>● Attend and contribute to each session (bi-weekly)</li> <li>● Prepare meeting agenda, solicit topics for discussion, assign members to address the topics, and distribute meeting materials</li> <li>● Share information of relevance, or some type of update/introduction, at the beginning of each session in order to engage with members and provide value to the group</li> <li>● Define initiatives and activities the group will work on and seek participation from members to work on the initiatives</li> <li>● Help form, and provide feedback on deliverables</li> </ul>
Members	Stakeholders	<ul style="list-style-type: none"> <li>● Participate in meetings; share experiences, lessons learned, and issues encountered with implementation or operational use of technologies, including any gaps in policy, guidance, or technology</li> <li>● Communicate discussion topics and issues to their leadership</li> <li>● Work towards consensus on matters brought to ATARC Leadership for prioritization and action</li> <li>● Identify representatives that can participate in and lead in developing and reviewing Working Group deliverables</li> </ul>

Membership is open to stakeholders within the Federal Government, industry and academia who are active and/or interested in policy, technology, standards, and programs. Representation of agencies may include:

- Federal Emergency Management Agency
- U.S. Citizenship and Immigration Services
- General Services Administration
- Department of Veterans Affairs
- Internal Revenue Service

#### **E. Cadence**

The cadence of the Working Group meetings will be every other week at a jointly identified regular time. The Working Group Chairs will facilitate an environment to present new ideas and discussion topics. This environment will allow for questions to be asked and to find resolution in the government procurement process. A representative from ATARC will keep track of minutes/notes per meeting and make them available using the file sharing collaboration tool listed below.

#### **F. Rules of Engagement**

Members of a Working Group are expected and encouraged to be consistently active participants, e.g. attending meetings, providing input, and contributing to deliverables. Working Groups and their sub-groups may have member / event attendee / mailing lists accessible to its members, which must not be distributed outside of the respective group, nor utilized for sales or business development purposes.

During virtual or in person interactive meeting sessions, members are expected to stay on group discussion topics, and refrain from sales or business development conversations. For more details, please refer to complete membership [Rules of Engagement](#).

#### **G. File Sharing and Collaboration Tools**

##### *Access*

Access to the ATARC Huddle Instance is managed by Nicole Mandes (nmandes@atarc.org).

#### **H. Period of Performance**

The Working Group will be in existence indefinitely, until terminated with a mutual decision by ATARC and Working Group Leadership. However, sub-groups within the Working Group will be subject to folding in and out, depending upon individual charters.