

## **STRATEGIC SOURCING GROUP (SSG) CHARTER**

### **Background**

The Nuclear Regulatory Commission (NRC) implemented a 21<sup>st</sup> century acquisition program, consisting of strategic acquisition business processes and the implementation/integration of the Strategic Acquisition System (STAQS) acquisition system. The Office of Administration (ADM) Associate Directorate for Strategic Acquisition (ADSA) was established effective March 13, 2011, to implement this program. Responsibility for the program transferred to the Acquisition Management Division (AMD) on October 1, 2013. The Commission's Staff Requirements Memoranda (SRM) of February 28, 2011, on COMSECY-10-0020 and August 19, 2011, on COMGBJ-11-0004-FY2013 Budget Proposal provide the Commission's guidance for this initiative, and provides direction to the staff. The desired outcome for the implementation is a more integrated and informed acquisition planning approach that leverages agency resources and contract dollars utilizing effective and efficient business processes and automated tools. The program includes all agency contract support to commercial contracts; grants; DOE Laboratory Agreements; other Interagency Agreements; and Purchase Card acquisitions.

The strategic acquisition business process improvements are being implemented through the establishment of Portfolio Councils, which are cross-functional agency teams responsible for centralized acquisition planning, identification, and prioritization of opportunities to establish strategic sourcing strategies, including establishing enterprise wide contracts (EWCs) to address similar requirements across office and program lines. Three Portfolio Councils have been established to support the agency's key areas of spending – Corporate Support (consulting, corporate/administrative services, education/training, facilities, health & safety, meetings/conferences, and other/miscellaneous products), Information Technology, and Research/Technical Assistance. The number of Portfolio Councils may change over time as the needs of the agency shift and evolve.

### **Purpose**

The purpose of the Strategic Sourcing Group (SSG) is to provide senior level oversight of the strategic acquisition business process improvements, as follows:

1. The SSG will:
  - Provide oversight of the Portfolio Councils
  - Ensure alignment between the acquisition process and the budget formulation and execution processes
  - Provide strategic feedback to Portfolio Councils' commodity-centered recommendations

- Consider recommendations on enterprise wide contracts within Portfolio Councils and across Portfolio Councils
  - Monitor execution of Portfolio Councils' strategic sourcing strategies, including achieving agency socio-economic contracting goals
  - Provide senior level sponsorship of process improvements from the Portfolio Councils
  - Communicate status and progress to the Chairman and Commissioners
  - As needed, prioritize initiatives across Portfolio Councils
2. The SSG will continue the function of the Procurement Oversight Committee (POC) to further enhance the agency's procurement oversight process by ensuring that proposed procurement actions (i.e., commercial contracts, DOE Laboratory Agreements, Interagency Agreements) exceeding \$1 million meet agency and programmatic needs and expectations, and that the documentation adequately supports the proposed procurement. This include IT procurements of any time exceeding \$1 million.

## **Organization**

The SSG is comprised of nine members, as follows:

- Deputy Executive Director for Corporate Management (DEDCM)<sup>1</sup>, who will chair the SSG
- Deputy Executive Director for Reactor and Preparedness Programs (DEDR)
- Deputy Executive Director for Materials, Waste, Research, State, Tribal and Compliance Programs (DEDMRT)
- Deputy Chief Financial Officer (DCFO)
- Senior Procurement Executive (SPE)
- Deputy Assistant General Counsel/Special Counsel for Acquisition (OGC)
- Director, Office of Small Business and Civil Rights (SBCR)

The Office of Administration will provide secretariat support to the SSG.

## **Meetings**

The SSG will meet as needed to review and approve POC packages. In addition, periodic meetings will be held, as necessary, to review the work of the Portfolio Councils and the strategic acquisition program.

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<sup>1</sup> The DEDCM is NRC's Chief Information Officer

## **Meeting Notes**

Meeting notes specific to strategic acquisition business process implementation will be prepared by the SSG Secretary, as necessary, to address agenda items, decisions, direction, and takeaway actions.