

## THE CRITICAL FEW

### 2015 FEDERAL PROCUREMENT OFFICE PERFORMANCE METRICS

(Reporting Period October 1, 2014, through September 30, 2015)

| Measure                                                                                                                                                                                                                                                                                                                                                                                  | Method                                                                                                                                                                                                                                                                                                                                                                                              | FY 15 Target                                                                                                                                                     | Reporter                       | Interest  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------|
| <p><b>Small Business Achievement:</b></p> <p>% of small business \$'s obligated through prime contract actions:</p> <ul style="list-style-type: none"> <li>• Small Business</li> <li>• Small Disadvantaged Business</li> <li>• Women-owned Small Business</li> <li>• HUBZone Small Business</li> <li>• Service-disabled Veteran-owned Small Business</li> </ul>                          | IDW Reports, excluding M&O contracts                                                                                                                                                                                                                                                                                                                                                                | <p>SB: 6.59%</p> <p>SDB: 5%</p> <p>WOSB: 5%</p> <p>HUBZone: 3%</p> <p>SDVOSB 3%</p> <p><i>(May be modified based on official targets established by SBA)</i></p> | MA-662                         | OFPP, SPE |
| <p><b>Competition Achievement:</b></p> <p>% of competitive procurement \$'s obligated</p>                                                                                                                                                                                                                                                                                                | IDW Reports, excluding M&O contracts                                                                                                                                                                                                                                                                                                                                                                | 90%                                                                                                                                                              | MA-662                         | OFPP, SPE |
| <p><b>Undefinitized Actions:</b></p> <ul style="list-style-type: none"> <li>• <u>Contracts:</u><br/>→ # and cumulative ceiling amount (\$'s) of all unpriced/ceiling contract actions<br/>→ subset number of actions &gt; 180 days old</li> <li>• <u>FA:</u><br/>→ # and ceiling amount (\$'s) of all conditional FA actions<br/>→ subset number of actions &gt; 180 days old</li> </ul> | <ul style="list-style-type: none"> <li>• Total # and cumulative \$ value of undefinitized actions still outstanding as of the end of the reporting period, provide separate totals for contracts and FA.</li> <li>• Subset quantity that is &gt; 180 days old for each (i.e., contracts and FA).</li> <li>• All undefinitized actions are subject to this report regardless of \$ value.</li> </ul> | NA                                                                                                                                                               | Procurement Office Self Report | SPE       |

| Measure                                                                                                                                                                                                              | Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | FY 15 Target | Reporter                       | Interest  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------|-----------|
| <b>Professional Workforce:</b><br>% of 1102's certified at required FAC-C level                                                                                                                                      | FAITAS Query as of the end of the reporting period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 90%          | Procurement Office Self Report | OFPP, SPE |
| <b>Contract Closeout:</b> <ul style="list-style-type: none"> <li>• # of contracts not closed</li> <li>• \$ value of cumulative unexpended/uncosted obligations</li> <li>• Average age of closeout backlog</li> </ul> | <ul style="list-style-type: none"> <li>• Total # and cumulative \$ value of unexpended/uncosted obligations of expired contracts, delivery orders/task orders, BPA calls, and purchase orders eligible for closeout, as of the end of the reporting period</li> <li>• Average age of contract instruments eligible for closeout as of the end of the reporting period, calculated as # of calendar days from the date the contracts became eligible for closeout through to and including the date of the report, divide by quantity total # of eligible contracts</li> <li>• Provide one set of above metrics corresponding to contract closeout backlog actions &gt; SAT; provide another set of metrics</li> </ul> | NA           | Procurement Office Self Report | SPE       |

| Measure                                                                              | Method                                                                                                                                                                                                                                                                                 | FY 15 Target | Reporter      | Interest             |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------|----------------------|
| <p><b>High Risk Reduction:</b><br/>% of High Risk Spend of total spend</p>           | <p>Percentage change of High Risk Spend to Total Spend from previous year. Obligations on <i>new</i> actions in these categories count as High Risk Spend:</p> <ul style="list-style-type: none"> <li>• Non-competitive</li> <li>• T&amp;M/LH</li> <li>• Cost Reimbursement</li> </ul> | <p>NA</p>    | <p>MA-622</p> | <p>OFPP,<br/>SPE</p> |
| <p><b>Strategic Sourcing:</b><br/>% of Strategic Sourcing Savings of total spend</p> | <p>This % will be provided by MA-622 after receipt of each Procurement Office's Acquisition Savings Reporting Template as required by Policy Flash 2012-67</p>                                                                                                                         | <p>4%</p>    | <p>MA-622</p> | <p>OFPP,<br/>SPE</p> |

*Notes:*

**Annual Metrics** reported under Small Business and Competition will be based on cumulative FY obligations from October 1 through September 30<sup>th</sup>.

**Undefinitized Action:** This measure applies to undefinitized contract actions and conditional FA actions regardless of \$ value. For this measure, “days” means “calendar days”. All undefinitized actions > 180 days old are subject to a separate reporting requirement (i.e., status and target definitization date).

**Small Business and Competition Results:** The results will be obtained by OAPM, for each of the Procurement Offices, through DOE's Information Data Warehouse (IDW) reports. For the Small Business statistics, three reports will be produced, one for the calculation of the base, a second for the Small Business percentage achieved, and a third for the SDB, WOSB, HUBZone, and SDVOSB. For Competition, two reports will be produced, one for the calculation of the base and a second for the percentage achieved.

**Professional Workforce Certification:** The FAC-C workforce certification results will be submitted by each of the sites. The results must be derived through FAITAS. Alternate basis for calculating certification requires advance approval by the DOE ACM. Any questions about the FAITAS reporting must be directed to the DOE ACM.

**Contract Closeout** metrics are self reported, and do not include FA. Contracts, delivery orders/task orders, BPA calls, and purchase orders (excluding purchase card) eligible for closeout, as of the end date of the reporting period are included. Two sets of metrics will be reported by each site: The first set corresponds to contracts that are valued above the Simplified Acquisition Threshold (SAT), which is currently \$150,000. The second set corresponds to those valued at less than or equal to the SAT. **“Of those eligible for closeout”** means eligible in accordance with FAR 4.804. MA-662 has developed a report to assist the field in reporting this measure. Specific questions on the IDW report should be directed to MA-662.

**High Risk Reduction:** [High Risk \$ Obligated in Reporting Period/Total Spend in Reporting Period] MINUS [High Risk \$ Obligated in Previous Period/Total Spend in Previous Period]

**Strategic Sourcing Savings:** The % is an actual achievement rate, calculated against expected actionable spend. Savings must be obtained in accordance with the eight step Strategic Sourcing process definition set forth in Flash 2012-67

**Action:** An “action” is an executed Contract or Financial Assistance instrument. For Contracts, “Actions” include all FPDS reportable items such as awarded contracts, modifications, task orders, and letter contracts. It excludes unawarded workload items, such as requisitions within STRIPES that have not been satisfied via a contract award, modification, etc.