

## Source Evaluation Board (SEB) Secretariat and Knowledge Manager



### Guiding Principles

- Establishment of a SEB Secretariat and Knowledge Management position will improve both the Department's procurement system and its management of knowledge attained by the Department's procurement personnel.

## REFERENCES

Department of Energy (DOE) report on "Report on Reengineering the Business Clearance Process" issued November 2007

National Academy of Public Administration report on "Managing at the Speed of Light – Improving Mission Support Performance" issued July 2009

Government Accountability Office (GAO) report on "Better Performance Measures and Management Needed to Address Delays in Awarding Contracts (GAO-06-722)" issued June 2006

## OVERVIEW

This chapter provides guidance and instruction to DOE procurement personnel regarding the establishment of a Source Evaluation Board (SEB) Secretariat and Knowledge Manager position.

## BACKGROUND

The DOE report titled "Report on Reengineering the Business Clearance Process contained recommendations for improving the procurement system and knowledge management.

To improve the procurement system, the recommendation was made that “The DOE Senior Procurement Executive should establish an SEB Secretariat function to ensure proper composition of SEB membership and the timely provision of training of SEB members. The SEB Secretariat could perform status tracking of SEB activities against established milestones, collect/disseminate lessons learned resulting from completed SEBs, and coordinate the development/issuance of source selection templates.”

To improve knowledge management, the recommendation was made that “The DOE Senior Procurement Executive should establish a stronger functional link between the Office of Procurement and Assistance Policy (OPAP) and the Acquisition Planning Liaison Division (APLD) to ensure the appropriate and timely identification of issues resulting from business clearance reviews that may require the development by OPAP of new or amended policies and guidance. Such policies and guidance should include periodic dissemination of best practices and lessons learned.”

The National Academy of Public Administration Report titled “Department of Energy – Managing at the Speed of Light – Improving Mission-Support Performance” recommends that DOE “promote greater consistency in acquisition practices by establishing guidance and related templates that could be accessed by procurement staffs and promote increased sharing of best practices and lessons learned.”

The GAO Report (GAO-06-722) titled “Better Performance Measures and Management Needed to Address Delays in Awarding Contracts” states that “federal agencies should use knowledge from prior contract awards to assess the effectiveness of the contracting process and, in the interest of continuous improvement, have a systematic means for instituting best practices and lessons learned.”

Based upon the aforementioned recommendations, a SEB Secretariat and Knowledge Manager position has been established in the APLD. The duties and responsibilities of this position include the following:

1. Assisting in the delegation of Source Selection Official (SSO) Authority
2. Conducting training for SEB’s and SSO’s
3. Ensuring proper composition of SEB membership
4. Establishing SEB reporting requirements and tracking status of SEB activities against established milestones
5. Collecting and disseminating lessons learned
6. Developing and maintaining source selection templates and forms
7. Establishing, maintaining and disseminating Departmental SSO and SEB policy, procedures and guidance
8. Establishing and maintaining a library of acquisition documents
9. Assisting SEB’s in identifying and resolving problems

## **Point of Contact**

Questions may be directed to Jeff Burgan in the Acquisition Planning and Liaison Division (MA-621) by e-mail at [jeffrey.burgan@hq.doe.gov](mailto:jeffrey.burgan@hq.doe.gov) or by phone at (865) 241-2513.