

# **SEB Secretariat and Knowledge Manager (SKM) Update**

**Position was established last summer**

**Among the duties and responsibilities are:**

- **Developing and maintaining source selection templates and forms**
- **Establishing, maintaining and disseminating Departmental SSO and SEB policy, procedures and guidance**
- **Establishing SEB reporting requirements and tracking status of SEB activities against established milestones**

# Documents and Templates Prepared or Revised To Date

- Issued
  - Acquisition Guide Chapter 1.4
  - SEB Monthly Status Report template
- Under Review
  - Competitive Range Determination template
  - Source Selection Decision Document template
  - Source Selection Plan template
  - Acquisition Guide Chapter 7.1 Revision
  - Acquisition Guide Chapter 15.1 Revision
  - Acquisition Guide Chapter 71.1 Revision
  - Acquisition Letter (2000-09) Revision
  - Letter to Unsuccessful Offeror template

# Documents and Templates Prepared or Revised To Date

- Letter to Successful Offeror template
- Resume Format template
- Letter of Commitment template
- Past Performance Information Questionnaire template
- Conflict of Interest Certificate template
- Confidentiality Certificate template
- Past Performance- Section L Instructions template
- Past Performance - Section M Evaluation Factor template
- Relevant Experience – Section L Instructions template
- Relevant Experience – Section M Evaluation Factor template
- Transition – Section L Instructions template
- Transition – Section M Evaluation Factor template
- Past Performance Reference Information Form template

# Documents and Templates Prepared or Revised To Date

- ESH&Q Past Performance Information Form template
- Past Performance Information Questionnaire Cover Letter template
- Key Personnel – Section L Instructions template
- Key Personnel – Section M Evaluation Factor template
- Environment, Safety and Health - Section L Instructions template
- Environment, Safety and Health - Section M Evaluation Factor template
- Organizational Structure and Approach - Section L Instructions template
- Organizational Structure and Approach- Section M Evaluation Factor template

# Next Steps

- Input has been sought from the PD's and HCA's on all templates – due late April and early May
- Input was received on revisions to Acquisition Guide Chapter 71.1
  - A number of excellent comments were received.
  - For example - It was pointed out that the BCR process didn't reflect the requirement contained in AL 2009-03 that the Deputy Secretary approve AP's for actions exceeding \$100 Million
  - This comment also led to a revision in Acquisition Guide Chapter 7.1
- Revised Acquisition Guide Chapters 7.1 and 15.1 will be distributed for comment in the near future.