



Department of Energy
National Nuclear Security Administration
Washington, DC 20585



JAN 19 2006

MEMORANDUM TO: CONTRACTING PURCHASING MANAGERS

FROM:


RICHARD H. HOFF, DIRECTOR
OFFICE OF PROCUREMENT
AND ASSISTANCE MANAGEMENT


ROBERT C. BRADEN, DIRECTOR
OFFICE OF ACQUISITION
AND SUPPLY MANAGEMENT

SUBJECT: SITE CHAMPIONS FOR THE INTEGRATED CONTRACTOR
PURCHASING TEAM (ICPT)

As you are aware, the Integrated Contractor Purchasing Team has a proven track record within the Department of Energy (DOE) Complex – both Environmental Management and the National Nuclear Security Administration – for effecting useful agreements and saving money. The ICPT concept is a flagship in the DOE's efforts to fully support the Office of Management and Budget's initiative on strategic sourcing. During FY05 alone, utilization of ICPT agreements has saved the complex in excess of \$30M. While this is significant and even impressive, it is only an indicator of the potential savings which exist through strategic sourcing.

It is obvious that the more we use the agreements, the more money we save. History also shows that the more we communicate about the agreements, the more the agreements are used. Therefore, we can conclude that communication and savings go hand in hand. A strong and focused communication conduit between the Steering Committee and the sites, as well as the sites and the Steering Committee, is the key to further tapping our savings potential as a complex. That communication conduit has traditionally been the Purchasing Manager and even though that has worked well, we believe it is time for a change. The ICPT Steering Committee has considered the issue and suggested establishing the role of an ICPT Champion at each site which we support. The ICPT Site Champion should be someone who is familiar with and understands the ICPT concept, has excellent communication skills, and is willing to not only be the voice of the ICPT to your buying staff but also the voice of your buying staff to the ICPT. The Champion should be someone who has the respect of your buying community and will make the time to promote the ICPT agreements. The ICPT Site Champion role should be viewed as a developmental opportunity for someone within your departments, and a resource of potential future ICPT Steering Committee members. In those cases where your site has a representative on the Steering Committee, we would encourage you to consider a separate person for the Champion role; however, we recognize that resources are stretched and that may not be possible. We also request that your site support your Champion's attendance at annual meetings with the Steering Committee to the extent practicable.

We are convinced that the ICPT Site Champion role will improve communication between the Steering Committee and your buying staffs and that increased communication will result in greater savings. We expect this communication strategy to be fully in place in February 2006; therefore, please submit the name of your designated ICPT Site Champion to us no later than January 31, 2006.

Thank you for your commitment to the ICPT concept. We look forward to even greater participation and savings through the ICPT Site Champion roles. If you have questions, please feel free to contact us or to contact Peggy Plyler, ICPT Chairperson at 803-557-5771 or via e-mail at peggy.plyler@srs.gov.