

BTEC Bulletin

News from the Business Transformation Executive Committee

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June BTEC Meeting

At the June BTEC meeting, the agenda items included: 1) a review of the ARIBA e-procurement quick hit; 2) proposed principles and a process for approving mission software; and 3) the methodology for the business systems modernization study. In addition, perspectives on transformation from the controller community and a field technical officer were presented, as was a status report for the quick hit and longer-term projects.

The BTEC heard that the ARIBA e-procurement software pilot has shown that the ordering and delivery times for small purchases can be substantially reduced. The next step for this quick-hit is to determine the feasibility of using ARIBA Agency-wide.

A proposal was presented to the BTEC outlining principles and a process for approving software developed by field missions. The BTEC gave authority to circulate the proposal to missions for feedback and to present the comments at a later meeting for a final decision. The proposal has been distributed to field missions and can be found on the BTEC Web site. Comments are due to M/IRM, Joe Gueron by July 31.

Quick Hit Update

The quick hit projects are moving forward and some are nearing completion. Highlights of two of the quick hits are provided below:

- Simplifying IQCs - This quick hit reduces the 15 IQC formats currently used to 2. These formats will become the agency standard for IQCs. This streamlining will save time and effort for Contracting Officers, CTOs, and contractors. The new formats were released for Agency comment in a general notice dated June 26.
- Recovery of Unneeded Funds - This quick hit is focused on deobligating excess funds not only in expired A&A contracts and grants, but in obligations for travel, training, etc. It also includes emphasizing better pipeline management as a best practice. A total of \$6 million has already been deobligated and much more is to be deobligated. The project team has created a "You Make a Difference" award for individuals who put forth an exceptional effort to identify funds that can be deobligated. The award recipients will receive an award certificate and an "On The Spot" (OTS) cash award.

Status reports of all the quick hit projects can be found on the BTEC Web site at <http://inside.usiad.gov/BTEC/>

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Business Systems Modernization (BSM) Assessment Methodology

The BTEC members were briefed on the methodology to be used for mission visits to gather the data necessary for the Business Systems Modernization (BSM) project. The approach used in Guatemala was presented as the model for future mission visits. The purpose of the site visits is to assess mission business processes and to identify opportunities for Agency-wide business systems improvements. The team visited Budapest and Macedonia June 24-28 and will be visiting other selected missions in Africa in July. The work that is being done under the BSM project will lay the foundation for the modernization of USAID's business systems. The next steps following the mission visits will be a data review and analysis for preparing a business case for systems investments for the FY 04 budget submission. The alternatives will be presented by the BSM team at the August 7 BTEC meeting.

The BSM project steps are:

- Analyze existing policies, processes, organizational structure and technology
- Identify/propose the opportunities for Agency-wide consolidation and streamlining in policies, processes, organizational structure and technology
- Assess costs and benefits of the proposed improvements
- Prepare business cases around the different opportunities
- Present the best alternatives to BTEC for its decision on the best solution.

*Your comments and suggestions are welcomed.
Please contact your bureau's BTEC member or the
PMO Transitional Project Manager, Sandra
Malone-Gilmer.*

Did you know...

***...that mission staff do not need to
complete pages 2 and 3 of the Mission
Acquisition and Assistance Requirements
Document (MAARD) if the mission is
executing the award?***

***...that the ADS 492 includes information
on Agency awards (monetary and non-
monetary) to guide supervisors and
managers on how to reward employees for
extraordinary performance?***



**The next BTEC meeting is scheduled for
July 10.**

PMO NEWS

The BTEC endorsements and decisions are being carried out by the PMO, a new office that will manage the many transformation projects necessary to improve our agency's performance. Improving the way we do business is what the transformation effort is all about and the PMO will guide the management reform projects. In addition to the quick hits, the PMO is working with the procurement, human resources and customer services standards working groups on longer-term reform projects. The purpose of these three longer-term projects is to make changes that will help to improve our performance as a development agency and to create a foundation of best practices to help remove the bottlenecks in our business processes.

The Procurement, Human Resources and Customer Services Standards longer-term projects have formed their project teams and are working. Following is the current status of the projects:

Procurement

The purpose of this project is to improve the effectiveness of the acquisition and assistance business process. Four subgroups are working on changes in the following areas: 1) redefining acquisition roles for the originating offices to focus on performance and results to form a full partnership between procurement and the originating office; 2) establishing pilot activities allowing originating offices to award and administer their own grants and cooperative agreements; 3) awarding and administering personal services contracts; and 4) reducing the number of days for CTO courses and making some of the training available online. All four subgroups meet weekly.

Human Resources

The working group is currently focusing on two priority issues -- honest and results-based evaluations and linking performance pay-outs to results achieved. The group has endorsed a recommendation to separate civil service performance appraisals from foreign service evaluations, recognizing that they are different systems serving different purposes. The group developed two models for a revised civil service AEF which were circulated to the BTEC member for comments. The team is also looking at the feasibility of reinstating Tenure Boards and increasing the maximum amount of on-the-spot cash awards. The team meets weekly and plans to add other human resources issues to streamline operations.

Customer Services Standards

The project team members are working to identify the services provided by the offices in the Management Bureau and developing performance standards. After this work is accomplished, standards will be developed for the Pillar Bureaus. Draft standards for the Management Bureau were distributed in a general notice dated June 27.