



PERT Program

CHARTER & GOVERNANCE



6/25/2018

This document sets forth the function, roles and responsibilities of the PERT Program

Version Control

To be used when updating the Charter, the version control log allows the document to exist as a living document and enables users to note and track when significant changes have been made. The log should be updated every time that the Charter is modified in order to ensure version control.

Version Number	Significant Changes	Effective Date

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PROCUREMENT EVALUATION AND RE-ENGINEERING TEAM (PERT) PROGRAM CHARTER

PURPOSE

The Procurement Evaluation & Re-engineering Team (PERT) Program is chartered to provide support to the Department of Energy's (DOE) Acquisition Council (DAC). The PERT Program's review process is a key PERT activity which serves as the Department's methodology for Contractor Purchasing System Reviews (CPSR) and Peer Review for the Contractor community. The PERT Review meets the CPSR requirements of FAR 44.302. The PERT Program takes a proactive, strategic approach to responding to the Department's Federal Contractor oversight requirements and the Department's Contractor community internal review requirements. Additionally, the PERT Program assists the federal and contractor acquisition communities by focusing on procurement process improvement, acquisition related strategic programs; knowledge management and training, performance measurement and management, and other related business management initiatives, studies, and projects approved by the DAC. It provides focused communication and coordination between DOE Procurement Executives and the Department's major contractor's Purchasing Managers. It is also a vehicle for communication of strategic initiatives and programs and acquisition innovations as it relates to purchasing and logistical matters in relationship with the Department's Procurement Offices and, or major contractors; and a venue for contractors to communicate their concerns and interests as it relates to complex-wide acquisition related operations.

CHARTER DEFINITION

This document defines the PERT Program's charter. The charter is intended to be used as:

- A statement of the PERT Program's role and responsibilities
- An aid in communicating the PERT Program's charter internally to the DOE/NNSA, its program and field offices.

PERT STEERING COUNCIL

The PERT Steering Council (PSC) consist of Co-Chairs, Program Sponsors, PERT Program Managers, Members, subgroups, and other committees, workgroups, and teams as necessary. This model emphasizes senior leadership involvement, centralized coordination, and cross-functional participation at all levels (federal and contractor) of the DOE procurement community.

The PSC will function in a collaborative nature ensuring impartiality, and champion process improvements. The PSC will oversee the activities of each Ad-Hoc Team collectively as well as approve or disapprove of Ad-Hoc Team strategies. PSC members will ensure their respective site offices are routinely informed on initiatives being worked.

PSC MEMBERSHIP

The PSC manages day to day affairs for the PERT. The PSC members will serve as representatives of the entire DOE/NNSA procurement community, and shall be responsible for communicating issues, concerns, agenda topics, problems, etc., to the DAC as well as communicating to the procurement community.

PSC Operational Members:

PSC members will be designated by the representing program offices, from their Federal and Contractor acquisition related community as voting members of the PSC. PSC team members serve for a period of three years. At the end of this period the program office/contractor will let the PSC know if they elect to keep the same representative, or designate a new representative.

During the course of a representative's term, if the representative departs, the representative's organization designates a replacement.

The PSC is responsible for:

- Coordinating monthly and annual PERT meetings and agendas
- Revising, developing and recommending changes to the program, handbook and evaluation criteria
- Coordinating reviews, notices and team member assignments
- Socializing the PERT Program to the broader DOE community
- Developing and providing training for PERT Program team members and the DOE complex regarding the PERT Program

PSC members are responsible for:

- Preparing for and actively participating in PSC meetings and activities
- Serving as a catalyst for change and support within the member's area(s) of responsibility
- Offering insight and perspective to support and improve the implementation of DOE/NNSA acquisition policies as they relate to the PERT Program
- Completing assignments.
- Communicating with and providing representation for PERT Program to business leadership in both federal and contractor communities.

Co-Chairs:

The Co-Chairs shall be the DOE and NNSA Senior Procurement Executives (SPE). The Co-Chairs shall identify the targets, goals, and objectives of the PSC. The Co-Chairs provide overall direction and ensures stakeholder buy-in across the Department. The Co-Chairs will provide periodic progress reports and reports of accomplishments to DOE Management and others as needed.

Program Sponsors:

The Program Sponsors (those Heads of Contracting Activity that participate in PERT) will provide the leadership, direction and information necessary to support the purpose and objectives of the council. Program Sponsors shall be responsible for ensuring DOE/NNSA management and program officials are kept abreast of the PSC's activities and provide feedback to the PSC.

Program Managers:

Co-Chairs shall designate the Federal Program Managers (DOE and NNSA). The Program Managers coordinate PSC activities and projects, establish agenda topics, arrange PSC meeting logistics, coordinate meetings, and coordinate dissemination of PSC information and results.

The Program Managers will be responsible for ensuring that members are informed of PSC activities, meetings, and the resolution of issues raised to the PSC. The Program Managers shall also maintain a six-month schedule of PSC meeting dates and maintain a roster of Council members. The Program Managers

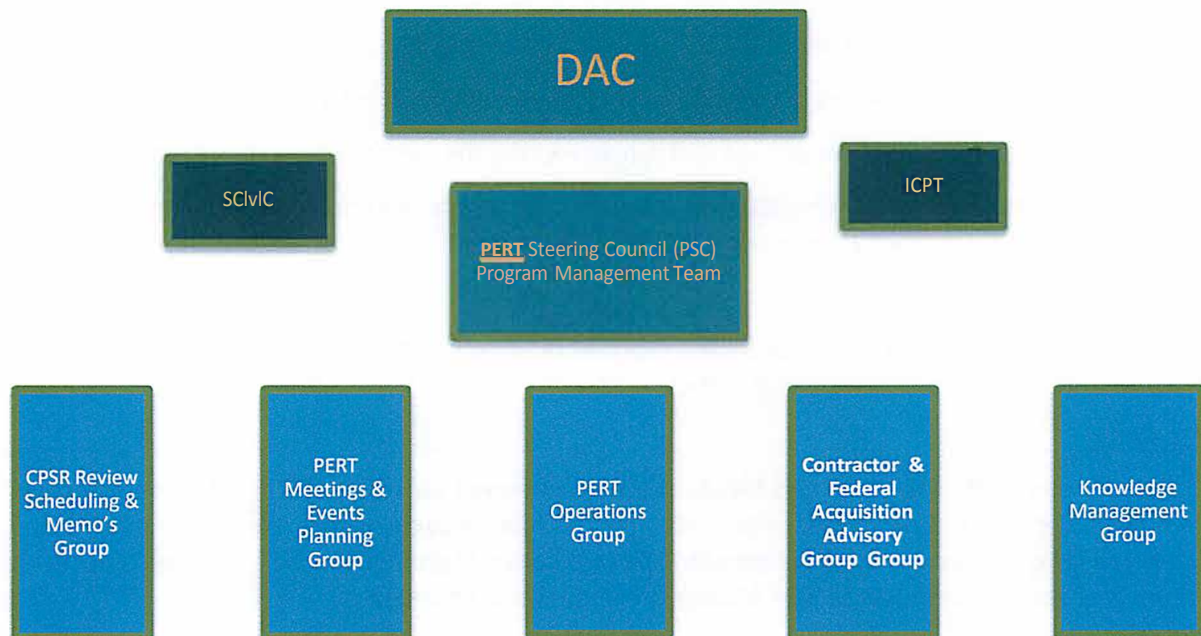
shall maintain a repository that is accessible by all members and includes meeting notes, log of activities, status of issues discussed and elevated, and other such documents required by the Co-Chairs.

Subgroups:

At the discretion of the DAC, subgroups are designated which will provide the overarching operational support. There are five subgroups which assist the PSC to manage its operations PSC Members are assigned duties in at least two subgroups and are designated either as subgroup Federal or Contractor leads, or participating committee members.

These subgroups are:

- CPSR Review Scheduling and Memo's Group
- PERT Program Meetings and Events Planning Group
- PERT Program Operations (Policies, Initiatives, Processes, and Procedures) Group
- Knowledge Management (Sharing, Training, Reporting, and Analysis) Group
- Contractor & Federal Acquisition Advisory Group (Integrated Strategic Procurement Group)



5 Primary Subgroup Roles and Responsibilities:

- CPSR Review Scheduling and Memo's Group: Manages all PERT CPSR scheduling and staffing requirements, to include coordinating the memos for posting for the six year PERT Review Schedule, and the annually created fiscal year review scheduling notices/call for volunteers notice; and the various types of reviews which the PERT program performs, as identified in the PERT Handbook.
- PERT Program Meetings and Events Planning Group: Coordinates and manages all meetings and events associated with the PERT Program such as the monthly General PERT Calls, PSC calls/meetings, the PERT Annual Meeting and any add hock meeting called upon by the PSC or DAC.
- PERT Program Operations (Policies, Initiatives, Processes, and Procedures) Group: Coordinates the "identification and development" of the PERT's operation that addresses "Re-engineering",

acquisition related innovations, initiatives and other endeavors that as a DOE acquisition community jointly impact the federal and contractor communities. As an example of its responsibilities it covers such things as the PERT Handbook, the Risk Assessment Tool, and the PERT CPSR Review Process. It has the fiduciary responsibility for the contractor community of identifying how DOE's federal policies impact its contractors. It also works with the DAC representing the contractor community to collaborate with its federal counterparts to arrive at mutually beneficial, and or agreeable solutions, courses of actions, and policies which allow the contractor community optimal opportunities to support DOE, while meeting their own collective business needs as well.

- Knowledge Management (Sharing, Training, Reporting, and Analysis) Group: Coordinates and manages all aspects of the PERT Program's knowledge management and transfer as it relates to the PERT's Charter and mission for both the federal and contractor acquisition community.
- Contractor & Federal Acquisition Advisory Group (Integrated Strategic Procurement Group): Works with SCMC and ICPT under the direction of the DAC to perform strategic planning, identifies new opportunities and approach functions in conjunction/collaboration with the PERT Program Operations Group and the federal Procurement Policy Advisory Group (PPAG).

General PSC and PSC Subgroup Member Roles, Assignments and Assignment Durations

- Like the **PERT Review Co-Team Leads**, subgroups will have a federal team lead and contractor Co-team lead representative to ensure both interests are represented and to ensure a balance in votes, when votes are cast. **As with the PERT Review Co-Team Lead arrangement, the federal team lead will have the final decision on all matters within the subgroup.**
- Internal to the groups, every two years the members have the option to vote for a new leads, or elect to keep the existing leads.
- Every four years the PSC internally nominates who should be on each subgroup from PSC members.

PERT CPSR Review Teams

PERT CPSR Review: will consist of a Core Group of highly seasoned, experienced, knowledgeable professionals, representing the Department's Federal Acquisition workforce, and Contractor Acquisition Community. It will also include volunteer federal and contractor acquisition staff from across the complex. All team members shall be required to undergo PERT Review training prior to a PERT Review. Since the PERT Review is defined as the Department's CPSR methodology, federal procurement offices from across the complex will be expected to provide staff for consideration through the PSC and participation in the program in support of FAR 44.3, and as it relates to the Department's Contracting Officers responsibilities.

- **Core Resource Team**: The role of the Core Resource Team group will be to provide continuity, consistency, and a developed group of professional pool of staff for conducting PERT reviews, bringing to each review the highest degree of professionalism, excellence, training, knowledge and experience developed from across the DOE complex from the Federal and Contractor community. Individuals will be required to undergo training familiarizing them with the PERT Program, review process, M&O contract requirements, experience with PERT reviews, and senior level acquisition knowledge, experience and expertise. The Core team will be a composite of:
 - A balance of 50/50 contractors and federal officials.
 - PSC Members from the Program Offices (NNSA, Science, EM, NE, Federal and Contractor Community).
 - Others identified by the DAC, and or PSC representing their respective program offices, and managers, serving on the team as part of a semi-permanent professional resource pool for

the annual reviews.

- Typical Core Teams will consist of:
 - o PSC operational members
 - o MA-622/MA-621/NA-142 Reps
 - o Contracting Officers
 - o Program Office Representative
 - o Contractors
- *Volunteer Resource Team:* All DOE/NNSA Federal and Contractor Acquisition professionals are encouraged to participate in the PERT reviews as part of their professional development and involvement in this unique community. To participate in a review, interested parties will initially participate as an observer to experience the review process. Continued involvement in the PERT reviews will be a graduated process with individual progressing from observer, to an alternate, and finally serving as a reviewer. Exceptions to this approach will be considered on a case by case basis at the discretion of the PSC. Candidates under consideration for such cases will be based on the depth of their experience, knowledge, familiarity with DOE contracts, and or current or past experience with auditing and reviewing of either federal or contractor purchasing/procurement systems.

Committees, Workgroups, and Teams:

The PSC can also designate subordinate committees, subgroups or teams, as needed to address short-term efforts/initiatives. Such Ad-Hoc groups can perform studies/assessments of current Federal or Departmental regulations/policies and recommend actions on regulatory reform, including legislative proposals to amend the FAR or DEAR, FAR/DEAR deviations, or other modifications/amendments of regulations and policies.

Committees, Workgroups, and Teams Roles:

The committees, workgroups, or teams will be established to address relevant PERT Program and procurement issues, policies, procedures, and concerns by the PSC. Each will have a designated Leader and will develop a Project Plan with milestones. The Committees/Workgroup/Team shall deliver a "product" (e.g., objective, study protocol, final report, option paper with recommendation, etc.) to the PSC for appropriate action. A Committee/Workgroup/Team will be established with representation from both DOE/NNSA and Contractor communities.

PERT REASSESSMENT REVIEW PROJECT (PR2P) CYCLE

The PR2P originated in August 2016, and was thereafter institutionalized as part of the PERT Program as an activity to be performed every five years, or at the discretion of the DAC. PR2P will make an objective assessment to determine if the existing PERT Program is consistent with the requirements of FAR 44.3, and compliant with the DEAR and Prime Contract provisions as it relates to the Contractor's procurement system, the DOE/NNSA Contractor Assurance System clause (H.3 or elsewhere in the Prime Contracts) or other relevant regulatory requirements and guidance, as it relates to the five elements of the PERT Program:

- PERT Handbook
- Review Process & Policy
- PERT Charter

- Evaluation Criteria
- Knowledge Management, Sharing & Training

TRAINING

The PERT's training program is critical to the success of the PERT Program. To ensure that a PERT review is performed in a consistent manner and the review team members possess a working knowledge of the PERT Review process and its requirements and their duties, all review members **will** be required to take the PERT training course as part of their participation in each PERT Review. A specific block of training will be provided for the Team Leads and a separate block of training for the team members. As part of the training, the team members will be given a cross walk key to each of the Evaluation Criteria.

As needed, at the discretion of the DAC, other training modules will be made available to facilitate knowledge management.

QUORUM AND VOTING

A quorum, for conducting business and making recommendations regarding actions for items coming before the PSC, shall consist of two-thirds of voting members. A simple majority of those voting in favor of the motion shall pass a motion. The Program Manager's shall only vote in the event of a tie vote among voting members.

PSC members may choose to vote when adopting recommendations or taking action on matters before the PSC. Each member has one vote. In the absence of a regular PSC member, the designated alternate representative may vote on behalf of his or her activity on any actions taken. A quorum of members must be present to vote on a recommendation or action, including the election of members.

If a subgroup or member has a relevant point, which warrants consideration, the subgroup leads will be obligated to voice this concern to the PSC for review. Unless an item has an urgent requirement associated with it as an action or item, the PSC will take seven business days to bring the item to resolution by consensus of the subgroup leads.

If an item cannot be resolved within the PSC it shall be taken up with the cognizant SPE for final resolution.

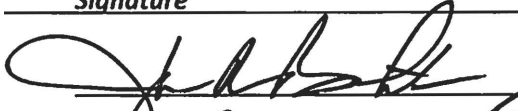
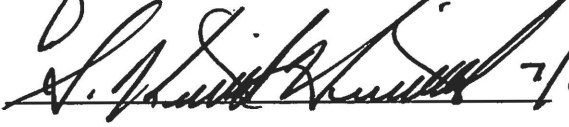
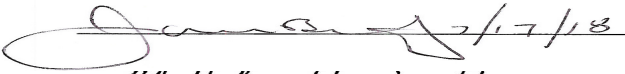

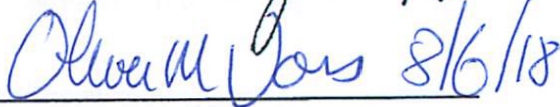
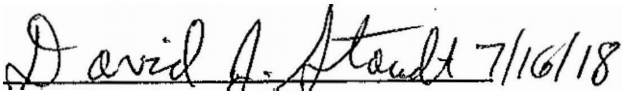

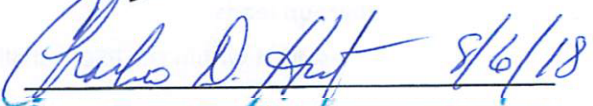
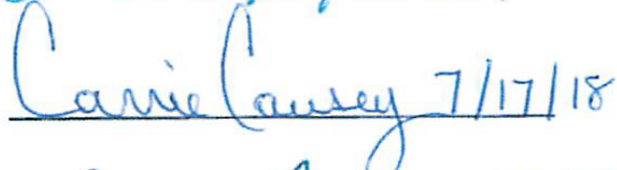




MEETINGS

PSC Program Managers/PSC Operational Members meetings shall be instituted as follows:

- **Regular Meetings:** Regular monthly meetings of the members shall be held via conference call, with the frequency, time and place designated by the PSC. All PSC members are expected to attend each meeting, in person or via telephone or videoconference. All PSC members are expected on a rotational basis amongst the members, to lead a call, based on a posted schedule.
- **Face-to-Face Meetings:** Face-to-Face meetings of the members shall take place at least annually. The specific, date, time, and location of which will be designated by the PSC. At the face-to-face meeting, the members shall conduct PSC, receive reports on PERT Program activities, Support Groups and ad-hoc Teams, as well as determine the direction for the coming year. Members will be called upon to assist in the preparation of annual meetings as requirements are identified and needed.
- **Ad-Hoc Meetings:** The PSC may call for ad-hoc meetings upon written notice of no less than five (5) business days. Written notices may be in the form of email.

CHARTER APPROVAL

Council members, on behalf of this initiative, hereby express our commitment to the principles contained in this Charter.

Position	Name	Signature	Date
Co-Chair (DOE)	John R. Bashista (DOE)		7/2/18
Co-Chair (NNSA)	S. Keith Hamilton (NNSA)		7/3/18
Sponsors	Joseph A. McBrearty (SC)		7/17/18
	Norbert Doyle (EM)		7/3/18
	Oliver M. Voss (NNSA)		8/6/18
	David Staudt (NETL)		7/16/18
Program Managers	Barry Ross (OAM)		7/12/2018
	Charlie D. Hurt (NNSA)		8/6/18
PSC Members	Carrie Causey (EM)		7/17/18
	Barry Page (EMCBC)		7/16/18
	John Robinson (EM)		7/3/2018
	Suzette M. Olson (NE)		
	Michelle Wiest (NE)		8/13/2018

Roberta Ahlberg (SC)

Roberta Ahlberg 7/24/18

Robert Gordon (SC)

Robert Gordon 7-16-18

Brooks Baldwin (SC)

[Signature]

Charles Duff (NNSA)

Charles Duff 9/19/18

Marilyn Bell (NNSA)

Marilyn Bell Ferguson

Ralph Tennant (NNSA)

Ralph B. Tennant 8/13/18

Doug McCrary (NNSA)

Doug McCrary 8/6/18

Sponsoring HCA's

Richard Provencher (NE)

Richard Provencher