



December 17, 2024

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS AND HEADS OF CONTRACTING ACTIVITY

FROM: Nicole Evans
Deputy Assistant Secretary for Acquisition
and Senior Procurement Executive

SUBJECT: Strategic Procurement Objectives for Fiscal Year (FY) 2025

As leaders of the Department of the Treasury's procurement community, Bureau Chief Procurement Officers (BCPOs) and Heads of the Contracting Activities (HCAs) are responsible for advancing the Department's procurement-related goals. This memorandum provides guidance to procurement leaders on establishing organizational and individual performance objectives to align with Administration priorities and the Treasury Strategic Plan. I am asking for your direct involvement and support in focusing your organization's efforts on achieving the following objectives.

1. Implement Administration Priorities

- a. **Adapt to changing priorities** by reassessing acquisition strategies as policies and guidance emerge. Evaluate current practices to ensure they remain effective and responsive, and implement adjustments that address shifting mission requirements and operational demands.
- b. **Tailor acquisition strategies to align with funding realities** by prioritizing flexibility and long-term sustainability in procurement planning. Consider adaptive contract structures, such as multiyear contracting and alternate funding approaches, to ensure continuity and efficiency.

2. Improve the Treasury Procurement System

Advance efficiency and effectiveness through planning, streamlining, tools, and oversight.

- a. **Transform procurement forecasting.** Collaborate across Treasury to improve forecasting upcoming contracting opportunities to provide robust, reliable information to industry.
- b. **Improve acquisition planning** and train program officials on their roles.¹
- c. **Leverage Category Management principles.** Advance Treasury's maturity in the OMB category management framework through bureau action in coordination with OPE.
- d. **Support centralized procurement of commodity IT** to optimize purchasing power.
- e. **Expand use of innovative procurement techniques,** explore automated solutions to shift from low value to high value work, and streamline procurement processes.
- f. **Accelerate data integration and analysis.** Maximize use of new and existing tools to continuously exceed data quality goals, provide actionable insights, and increase data access to support decision-making throughout the acquisition lifecycle.

¹ Relevant courses include FAC 065 [The Customer's Role on the Acquisition Team](#).

- g. **Transition to a unified contract writing system** to enhance consistency and reduce administrative burdens.
- h. **Communicate policy, processes, and forms** with the acquisition workforce including requirements officials.
- i. **Continuously improve user-friendly websites and dashboards** to communicate with the workforce and with external partners.
- j. **Participate in Major Acquisition Reviews (MARs)** and related initiatives to drive accountability and excellence.

3. Ensure the Stability and Integrity of the Acquisition Environment

Strengthen Treasury's vendor base, workforce, and contracts while safeguarding against emerging risks.

- a. **Expand the vendor base:**
 - o Increase competition and support competition advocacy in each bureau.
 - o Review procurement strategies to avoid unduly restrictive requirements and limit use of sole source descriptions (including brand name requirements).
 - o Expand industry outreach and vendor communication throughout the procurement process.
 - o Encourage participation by small businesses and new entrants.
 - o Maximize domestic sourcing.
- b. **Empower the acquisition workforce** to address evolving demands and priorities:
 - o Ensure appropriate alignment of authority and responsibility in each bureau.
 - o Manage acquisition certification and warrant programs for each bureau.
 - o Implement initiatives to attract, recruit, train, align, empower, and retain the acquisition workforce. Share successful practices with other bureaus.
- c. **Enhance transaction integrity** through awarding to responsible vendors, assessing contractor performance, and executing suspension and debarment when warranted.
- d. **Incorporate cybersecurity, supply chain risk management, and artificial intelligence** considerations through risk-informed contract terms and diligent oversight.

All procurement leaders, including BCPOs and HCAs, must be able to demonstrate and articulate their personal contributions toward achieving these objectives. Our mutual focus on these objectives will enable the Treasury procurement system to adapt to the challenges and opportunities that lie ahead.

We lead a talented and dedicated workforce of acquisition and procurement professionals who enable the Treasury mission through smart business arrangements every day. Their core work is vital to Treasury's success, and the objectives outlined in this communication should equip them to do that work in a way that supports the Administration's priorities for the procurement system.

Thank you for your leadership and partnership with the Office of the Procurement Executive in advancing these priorities and improving procurement across Treasury.