



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:
LR

SEP 6 2005

CHARTER FOR
STRATEGIC PURCHASING/STRATEGIC SOURCING INITIATIVE
USMC INFORMATION TECHNOLOGY (IT) COMMODITY TEAM

- Ref:
- (a) SPI IPT Charter of 20 Oct 2004
 - (b) SPI Executive Council Guidance of 23 Mar 2005
 - (c) Draft Defense Wide Strategic Sourcing Concept of Operations of Sep 2004
 - (d) Censeo Opportunity Assessment of 28 Jun 2005
 - (e) MARADMIN 267/00 (Marine Corps IT Requirements and Acquisitions Policy)
 - (f) MARADMIN 504/00 (Navy Marine Corps Intranet)
 - (g) MARADMIN 473/01 (Revised Information Technology (IT) Procurement Approval Process)
 - (h) MARADMIN 318/03 (NMCI Transition Warning Order)

1. Purpose. The purpose of this charter is to establish the IT (equipment and services) Commodity Team in order to reduce the total cost of acquiring and using IT Equipment and Services. All commodity teams are chartered as a part of the Strategic Purchasing Initiative (SPI), and contribute to the mission of the SPI IPT, as established in reference (a), reviewing Marine Corps product and service acquisition practices in order to identify opportunities for improvement. Specific objectives include:

a. Developing enhanced enterprise-wide cross-functional acquisition strategies for IT equipment and services in order to improve total cost of ownership for acquired goods and/or services while serving the needs of the Marine Corps.

b. Addressing improvements in meeting Congressionally required socio-economic goals.

c. Leveraging commercial best practices in order to streamline and standardize Marine Corps acquisition business processes.

d. Acquiring enhanced skills in strategic purchasing/strategic sourcing through the utilization of commercial practices and processes.

This charter provides a description of the objectives, mission, roles, and responsibilities of the IT Commodity Team.

(2) Complete the commodity profile and confirm the portion of the total spend that will be addressed in this spiral prior to 29 August 2005.

(3) Receive guidance from the Business Transformation Executive Steering Group (BTESEG) following both the draft Commodity Profile (9 August 2005) and the draft Market Profile (9 September 2005).

(4) Complete the draft Business Case, including estimated savings, not later than 11 October 2005 (in order to allow time for POM 08 use of the business case and for a 20 October 2005 presentation to the BTESEG and incorporation of any final guidance). The Business Case shall include a "Business Efficiency Initiative" submission (i.e., a "quad chart" slide).

b. Key activities/participation of Commodity Team Members include:

(1) Reviewing DWSS CONOPS and seven-step USMC Commodity Team Process.

(2) Attending and participating in all Commodity Team meetings.

(3) Attending and participating in Strategic Purchasing/Strategic Sourcing training sessions.

(4) Performing spend analysis of both the high-level IT category as well as the selected commodity for sourcing.

(5) Articulating commodity requirements including commodity specific needs, total cost of ownership drivers, and process requirements.

(6) Conducting supply market analyses.

(7) Developing Commodity Sourcing Strategy based on commodity profile, market profile, and guidance from the SPI Executive Council (*Final Strategy is due not later than 28 October 2005*).

(8) Recommending subsequent spirals.

(9) Providing deliverables from the seven-step USMC Commodity Team process.

(10) Assisting with project communication efforts.

c. Roles and Responsibilities

ROLES	KEY RESPONSIBILITIES
TEAM LEADER	<ol style="list-style-type: none"> 1. Provide leadership to the IT Commodity team throughout the analysis process with support from the contractor. 2. Facilitate access to key personnel and information throughout the Marine Corps Business Enterprise as needed to support the strategic sourcing process and Marine Corps-wide communications. 3. Provide monthly, oral in-progress reviews to LR, the SPI IPT, and other interested parties.
TEAM MEMBERS	<ol style="list-style-type: none"> 1. Actively participate in all phases of the USMC Commodity Team process. 2. Provide organization specific knowledge on spend, requirements, and other issues for commodity being sourced. 3. Assist in affecting communications with key stakeholders in order to promote the strategic sourcing program.
CONTRACTOR	<ol style="list-style-type: none"> 1. Lead the Commodity Team in conducting analyses, producing required deliverables, and developing recommendations. 2. Lead Commodity Team meetings and support Marine Corps-wide communications. 3. Effect skill/knowledge transfer with IT Commodity Team members through the course of project activities as well as through team training sessions.

d. Time Commitment. Time commitment will vary but should average about 6-10 hours per week through November 2005.


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