



BUREAU OF THE  
**Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

# Whose Job Is It Anyway? Responsibilities of Requisitioning Offices and Procurement

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# Whose Job Is It?

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The story of four people named Everybody, Somebody, Anybody, and Nobody.

*“There was an important job to be done and Everybody was asked to do it. Everybody was sure that Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry about that, because it was Everybody’s job. Everybody thought Anybody could do it, but Nobody realized that Everybody wouldn’t do it. It ended up that Everybody blamed Somebody, when Nobody did what Anybody could have done.”*

# Identifying Roles by way of The Blame Game

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Whose fault is it anyway?



# Delineation in Responsibilities

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- Much of the procurement process involves joint efforts and/or responsibilities.
- But responsibility for certain documents and/or tasks distinctively falls to a specific party.
- Technical Expertise vs. Inherent Authority

# Procurement is on Your Side...

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- We're in this together; it's a partnership.
- “Contracting for Mission Support”
- We take pride in being part of the fulfillment of our customers' missions.

# Joint Accountability

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- “It’s 10PM, do you know where your acquisition is?”
- It’s a disservice to both parties, not knowing where your acquisition is.
- Accountability for:
  - Timeliness;
  - Legality;
  - Quality;
  - Adequate Fulfillment of Need.

# What Makes a Good PR Package?

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- Requisition (Funding Document)
- Relevant Market Research Information
- Description of Requirement (Specs, SOO, SOW, PWS)
- Cost Estimate
- Pertinent Evaluation Factors
- Brand Name, or Sole Source Justification *(if applicable)*
- Security Considerations

# Whose Job Is It... During the Process?

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- Conducting Market Research *[Requesting Office]*
- Defining the Requirement *[Requesting Office]*
- Estimating the Associated Costs *[Requesting Office]*
- Establishing the Acquisition Plan/Strategy *[Joint Responsibility]*
- Soliciting Vendors *[Procurement]*



# Whose Job Is It... During the Process?

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- Evaluating Vendor Responses *[Requesting Office]*
- Conducting Negotiations / Communication Exchanges with Interested Vendors *[Procurement]*
- Providing an Award Recommendation *[Requesting Office]*
- Finalizing an Award Decision *[Procurement]*
- Entering into Contract / Award Execution *[Procurement]*
- Monitor Performance / Confirm Delivery *[Requesting Office]*

# Summary / Conclusion

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- The importance of trust in the procurement relationship.
- It's essential for us to allow each other the space to perform our respective responsibilities, and rely on each other to do so.
- A procurement relationship without trust is like a cellphone without service... all you can do is play games.

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