

Updates on Procurement and Policy Board

SAC Meeting

7 March, 2024

Vaia Papadimitriou



Procurement

- Previous SAC reports: 11/14/2023 and a verbal update on February 21, 2024
- On 12/05/2023, Nilanjan B. and VP sent a message to Susan Simpkins (Head of Procurement and Deputy CFO) and to Matt Glowacky (Sr. Procurement Officer for Service and Goods) asking to meet with them before the Christmas break.



Procurement



One of the rotating out members of the SAC (Mandy Rominski) had initiated discussions with Procurement (mainly Andrew Himes) during her SAC term focusing on how scientists can prepare their packages and how to communicate with Procurement Liaisons so that we can maximize efficiency in the awarding of contracts.

With Procurement leadership changes, the discussions were discontinued.

Nilanjan and I would like to resume this dialogue on behalf of the SAC, reach a point where we can have some action items we can communicate to the Scientists Team and have a positive impact in the overall process.

Two items that came to our minds as areas we could start with are:

- a) Procurement WEB pages (from the point of view of a Scientist User)
- b) Procurement Liaisons – how to make the communication most effective

We would like to have your input though first on what would be more effective and more useful to you and your team and how SAC can have a positive impact on the procurement process.

Would it be possible to meet with both or either of you in person or in zoom in the next couple of weeks to start this discussion?

Both Nilanjan and I are looking forward to talk with you.

Thanks a lot, Vaia



Procurement

- No reply, so on 12/17/2023 we sent a reminder asking for a meeting in January.
- The next day, VP met Matt at the Lab Christmas party and reminded him of the messages.
- Matt indicated that from January he will assume a new position in Finance as “Controller” and that people in Procurement are very busy right now and will get back to our group when some things completed.
- We decided to wait a bit longer before contacting them again.



Procurement

■ Fermilab News: March 1, 2024

Message from the Interim Chief Operating Officer

Chief Financial Officer Teresa Nightengale retires; Susan Simpkins assumes interim CFO role

Dear colleagues,

Fermilab's Chief Financial Officer Teresa Nightengale will retire from **Fermilab**; her last day is today, March 1. She joined the lab in February 2023, and has been leading all budgeting, accounting, payroll, finance and procurement systems.

Current **Fermilab** Deputy CFO Susan Simpkins will be assuming the role of interim CFO beginning March 1. Susan joined the lab in 2022 and has been leading the transformation and modernization of the finance and procurement areas.

Current Deputy Procurement Officer Elizabeth Moss will assume the role of Fermilab's Chief Procurement Officer, also beginning March 1.

Please join me in wishing Teresa well in her retirement, and offering your full support to Susan and Elizabeth.

Regards,

Marc

Talk to Elizabeth after a few weeks?

In the meantime, it appears that Susan will be retiring very soon as well.



Procurement – new procedure for Universities



Susan Simpkins

To Steve Nahn; Pamela H. Noyes; Elizabeth Moss

Cc Vaia Papadimitriou; Marc L Kaducak



Mon 2/26

You forwarded this message on 2/27/2024 5:24 AM.

Hi Steve,

FSO directed Procurement to submit all policy and procedure to the POB. This is a change for procurement, particularly for procedures. Last week I submitted the procedure to the POB. The POB expects to have feedback to us by Friday, March 1. From there we will resubmit to FSO and see if there are any further comments.

Regards,

Susan

Susan Simpkins

Deputy Chief Financial Officer

(508) 548-8888



Policy Oversight Board (POB)

- Since several months ago (and after the issues we had with the technical publications/presentations policy) I became interested in following the POB and waited for Martha Michels' presentation at the SAC in January before taking any initiative.
- I talked more with Martha and Anna Campbell (who chairs the POB) to understand the scope of the work involved and they were happy and very welcoming that I join the POB as a SAC member.
- I joined the POB in mid-January 2024
- The Board has 14 members (I see 3 Scientists – Jeff Berryhill, Peter Shanahan, VP)



Policy Oversight Board

- The POB meets once a month but reviews policies anytime in between.
- There are different Lead Members that can be assigned for the review of each Policy but during the 7 weeks I serve, Anna has assumed the leadership responsibility for the policies we reviewed.
- Usually “review time” is ~7days. In “urgent” cases can be 2 days.
- Policies can be “new” or “old” but never migrated to the new system and are being reviewed again before migration



Policy Oversight Board – forms example

Policy Impact Analysis

Purpose

This form helps determine a communication plan for new and changing lab-wide policies and procedures.

Instructions

For each attribute below, select an impact corresponding to each attribute. The values, totals, and Policy Impact Score will be automatically calculated.

Description of what is being analyzed		Value		Impact	Guidance for what to consider for each attribute
Impact	# of people policy affects	1	< 100		Includes Employees, Users, Affiliates, Subcontractors, etc.
	Affects employee benefits / compensation	1	No impact		Implementing policy/procedure affects an employee's benefits, including compensation.
	Affects safety	1	No impact		Implementing policy/procedure affects the physical and/or psychological safety.
	Affects business	2	Low		Includes Business Systems, Property, Legal, Reputation, Employee Morale, and Other Impacts
	Affects Finances / Budget	1	No impact		What is the total cost to implementing / updating this policy? Are new positions required? Changes to property / equipment? Additional costs to FRA for benefits? Etc.
	Impact Total (Sum Total / 5)		1.2	Very Low	

Effort (to implement policy or changes to policy)	Documents	2	Minimal (<5 hr)		Time required to update or create documentation related to this policy
	Training*	1	None required		Who is required to take training related to the implementation of this policy?
	Resources, roles	1	No impact		Are changes to positions / role responsibilities or new positions required to implement this policy?
	Property/equipment	1	No impact		Changes / new property or equipment required to implement this policy / policy changes.
	Effort Total (Sum Total / 4)		1.3	Very Low	

Policy Impact Score	GREEN
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Communication Plan (related to associated Policy and Procedures)

• Update policy in ServiceNow/Policy site (POB Action)
 • INSIDE Fermilab monthly announcement (POB Action)



Policy Oversight Board – policies reviewed

- New Policy on User/Affiliate (Non-Employee) Extended Assignment Per Diem Reimbursement from **Finance** – **February 29, 2024**
- Policy on Fermilab Email Accounts with **FSO directive** – **February 21, 2024**
- Policy on Vulnerability Prioritization – **Cybersecurity Team** – **February 2, 2024**
- Policy on Vacation Time & Policy on Any Reason Leave – **HR** – **January 26, 2024**
 - I did not know we cannot change vacation to sick leave if we fell sick during vacation time



Policy Oversight Board

- Having another SAC member involved from a complementary area of scientific expertise than current members could be helpful – e.g. different Directorate than PPD?