



# USDA CATEGORY MANAGEMENT PLAN

Supplemental Instruction Version 2.0

**Abstract**

Guidance and Implementation of a Comprehensive Category Management Plan for the  
Department

Office of Contracting and Procurement – March 2022

# USDA Category Management Plan

## VERSION HISTORY

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0				10/1/2018	Initial
2.0	OCP	2/10/2022	K. Moore	03/18/2022	<ul style="list-style-type: none"> <li>• Addition of Tier 2 Small Business definition, pg 3</li> <li>• Deletion of “by decreasing Tier 0 spend”, pg 3</li> <li>• Update to Industry Liaison POC, pg 6</li> <li>• Deletion of requirement for Mission Areas to seek approval for Dept wide vehicles, pg 9</li> <li>• Addition of language prioritizing achievement of socioeconomic over category management, pg 10-11</li> <li>• Deletion of requirement to brief exception requests at Quarterly Strategic Reviews, pg 11</li> <li>• Addition of M-22-03 as reference document, pg13</li> </ul>

# USDA Category Management Plan

## Table of Contents

Policy and Background.....	3
USDA Category Management (CM) Program Overview.....	3
I.    Purpose.....	3
II.   USDA Category Management Roles and Responsibilities.....	4
a.   Senior Accountable Official (SAO).....	4
b.   Chief Acquisition Officer (CAO), Senior Procurement Executive (SPE) and Head of the Contracting Activity (HCA)4	
c.   Office of Small and Disadvantaged Business Utilization (OSDBU).....	4
d.   Category Management Lead (AgCML).....	4
e.   Mission Area Senior Contracting Official (MASCO).....	5
f.   Mission Area Senior Program Manager (MASPM).....	5
h.   Category Teams .....	6
i.   Acquisition Innovation Advocate (AIA) .....	6
j.   Industry Liaison (IL) .....	6
k.   Procurement Policy Division (PPD).....	7
III.  USDA Category Management Actions .....	8
a.   Category Management Plan .....	8
b.   Industry Engagement and Vendor Management Strategies .....	8
c.   Demand Management Strategies .....	8
d.   Government-wide Information Sharing .....	8
e.   Acquisition Workforce Category Management Training.....	8
IV.   USDA Mandatory and Preferred Solutions .....	9
USDA Category Management Program Administration .....	10
USDA Category Management Program Procedures.....	10
I.    Order of precedence: .....	10
II.   Maximizing Small Business Participation.....	11
III.  OMB Analysis of Alternatives (AoA) .....	12
Policy Guidance.....	13
Definitions .....	14

# USDA Category Management Plan

## Policy and Background

USDA has been operating in the Category Management space for several years through formal initiatives such as the Blueprint for Stronger Service and the USDA Strategic Sourcing Initiative, as well as informally establishing work groups and making strategic decisions on requirements, acquisition planning, and sourcing.

In 2014, 2016, 2017, and 2019, Office of Management and Budget (OMB) released guidance and reinforced principles of Strategic Sourcing and Category Management as Federal Initiatives and approaches to common requirements.

The Government-wide [Goals of Category Management](#):

1. Deliver more savings, value, and efficiency for Federal agencies;
2. Eliminate unnecessary contract redundancies; and
3. Meet the government's small business goals.

USDA Mission Areas (MAs) are encouraged to visit the Category Management Hub on the [Acquisition Gateway](#) as the authoritative source on Federal Category Management policy. This plan serves to build on the established Federal policies and to further incorporate the guiding principles into the daily work of program, acquisition, and contracting professionals across USDA.

OMB has created a tiered maturity model of spend as follows:

- Tier 3, Best-in-Class Solutions – Dollars obligated on Best-in-Class contracts.
- Tier 2, Multi-Agency Solutions – Dollars obligated on multi-agency contracts that satisfy rigorous standards set for leadership, strategy, data, tools, and metrics.
- Tier 2, Small Business – Dollars obligated on any action to 8(a) and other small disadvantaged businesses, women-owned businesses, service-disabled veteran-owned small businesses, and small businesses working in Historically Underutilized Business localities (HUBZones.)
- Tier 1, Mandatory-Use Agency-Wide Solutions – Dollars obligated on agency-wide contracts with mandatory-use or mandatory-consideration policies, along with standards set for data-sharing and other criteria.
- Tier I, Agency Small Business Strategic - Dollars obligated aligned to a comprehensive, documented small business strategy approved by the agency, after consultation with OMB.
- Tier 0, Spend NOT Aligned to Category Management Principles – Dollars obligated on contracts that do not fit into one of the three tiers above. Agencies should analyze Tier 0 spend to find opportunities for shifting to higher-tiered acquisition solutions.

## USDA Category Management (CM) Program Overview

### I. Purpose

This plan provides a comprehensive strategy and approach to Category Management for USDA and is effective March 1, 2021. This also incorporates other OMB-required designated roles that enhance the overall acquisition process across USDA resulting in greater value for those that USDA serves.

Primary goals of USDA Category Management are:

- a. Increase Spend Under Management
- b. Increase usage of Best-In-Class solutions
- c. Reduce contract duplication
- d. Achieve cost savings/avoidance

# USDA Category Management Plan

- e. Increased efficiency and program capabilities
- f. Improve small business and socioeconomic utilization
- g. Increased awareness/education on Category Management

## II. USDA Category Management Roles and Responsibilities

- a. **Senior Accountable Official (SAO)** – As required by M-19-13, each CFO Act agency must have a Category Management SAO that is responsible for:
  - i. Approving the annual category management plan to increase spend under management while meeting small business goals and other statutory socio-economic requirements,
  - ii. Ensuring execution and performance relative to goals, including consultation with OMB senior agency officials, the agency's OSDBU, and other senior agency officials as appropriate, and alignment with guidance in the President's Management Agenda.

The SAO for USDA is the Deputy Secretary.

- b. **Chief Acquisition Officer (CAO), Senior Procurement Executive (SPE) and Head of the Contracting Activity (HCA)** – overall responsibility for establishing and maintaining efficient processes and policies, in coordination with the SAO to support the Federal Category Management Goals. In addition, the CAO and SPE/HCA should:
  - i. Ensure coordination with OMB on category management issues,
  - ii. Evaluate current policy, and
  - iii. Share information Government wide, to include prices paid, best practices, demand management and vendor management strategies.

For USDA, the CAO is the Assistant Secretary for Administration, the Senior Procurement Executive is the Director of the Office of Contracting and Procurement (OCP), and the Head of the Contracting Activity is a designated senior member of the OCP staff.

- c. **Office of Small and Disadvantaged Business Utilization (OSDBU)** – [OSDBU](#) should work with the CAO, SPE, SAO as well as the USDA acquisition community at large to help develop effective strategies for increasing small business participation for common contract solutions by leveraging their unique knowledge and tools. OSDBU should also actively contribute to Category Teams and in the annual USDA CM Strategy Meeting.
- d. **Category Management Lead (AgCML)** – The AgCML is responsible for assisting the SAO and CAO/SPE in all aspects of the Department's CM program. The AgCML is responsible for:
  - i. Updating the USDA Category Management Plan
  - ii. Overseeing implementation of the USDA CM program
  - iii. Performing analysis by accessing the USDA SUM Dashboards
  - iv. Participating on the CMLC
  - v. Working with OMB to explain contract activity and plans for meeting annual targets for SUM
  - vi. Managing/Overseeing USDA Category Management Teams
  - vii. Providing recommendations to the SPE regarding CM
  - viii. Coordinating the annual USDA CM Strategy Meeting
  - ix. Representing USDA at Government-wide CM meetings
  - x. Leads the USDA Category Management Office (CMO)

## USDA Category Management Plan

The AgCML is the Deputy, Procurement Operations Division, OCP.

- e. **Mission Area Senior Contracting Official (MASCO)** – responsible for supporting the USDA CM Strategy by recommending acquisition approaches that are consistent with policy and mission supported.
  - i. Assisting and advising the AgCML, Mission Area Senior Program Manager (MASPM), Procurement Policy Division (PPD) in updating the USDA Category Management Plan to identify goals to reduce unaligned USDA spend and increase use of BIC
  - ii. Assisting and advising the AgCML, MASPM, and PPD in updating the USDA Vendor Management Plan to identify strategies for improving communications with contractors
  - iii. Applying CM strategies and policies at the MA
  - iv. Ensuring compliance with USDA-wide CM policies
  - v. Recommending CM policies and improvements
  - vi. Submitting Exception Requests, as required
  - vii. Submitting USDA Designation Requests, as required
  - viii. Supporting the MASPM in providing data as needed for submitting OMB Analysis of Alternatives (AoA) Table, as required
  - ix. Providing input for CM data calls, as required
  - x. Providing representatives for USDA Category Teams, as required
  - xi. Reducing the number of duplicative contracts through focused vendor management efforts
  - xii. Implementing Demand Management strategies
  - xiii. Sharing transactional data
  - xiv. Maximizing small business participation and meeting the USDA’s responsibilities to buy from AbilityOne sources and Federal Prison Industries
  - xv. Monitoring MA CM progress using the SUM Dashboards

The list of USDA MASCOs can be found [here](#).

- f. **Mission Area Senior Program Manager (MASPM)** – responsible for overall execution of mission area CM goals.
  - i. Works with MASCO on acquisition strategies consistent with CM policy
  - ii. Assisting and advising the AgCML in updating the USDA Vendor Management Plan to identify strategies for improving communications with contractors
  - iii. Adhering to CM strategies and policies at the MA
  - iv. Compliance with USDA-wide CM policies
  - v. Recommending CM policies and improvements
  - vi. Submitting MA Exception Requests, as required
  - vii. Submitting USDA Designation Requests, as required
  - viii. Maintaining and submitting OMB Analysis of Alternatives (AoA) Table, as required
  - ix. Providing input for CM data calls, as required
  - x. Providing representatives for USDA Category Teams, as required
  - xi. Reducing the number of duplicative contracts through focused vendor management efforts
  - xii. Implementing Demand Management strategies
  - xiii. Sharing transactional data
  - xiv. Maximizing small business participation and meeting the USDA’s responsibilities to buy from AbilityOne sources and Federal Prison Industries
  - xv. Monitoring MA CM progress using the SUM Dashboards

The list of USDA MASPMs can be found [here](#).

## USDA Category Management Plan

- h. **Category Teams** – These teams will be established as needed to further investigate/identify additional opportunities for SUM. The SAO, CAO, SPE/HCA, or AgCML may confer with the relevant category team for recommendations. The Category Teams are comprised of subject matter experts from the mission areas and led/co-led by individuals nominated by the MASPMs of mission areas represented by the highest spend in those areas:

Category	FPAC	Food Safety	FNCS	MRP	NRE	RD	TFAA	REE	Staff Offices
Facilities & Construction	•				•			•	
Human Capital			•		•			•	
Industrial Products & Services				•	•			•	
Information Technology				•	•				•
Medical	•			•	•				
Office Management	•		•		•				
Professional Services	•		•		•				
Security and Protection				•				•	•
Transportation & Logistics Svcs				•	•				•
Travel					•			•	•

USDA currently has an Information Technology Category Management Interest Group (IT CMIG) under the OCIO. Other Category Teams will be designated on an as-needed basis and led/co-led by agencies with highest spend in those areas. All mission areas are encouraged to provide volunteers for subject matter expertise of the category teams.

Category team membership will be reviewed annually and adjusted as necessary.

- i. **Acquisition Innovation Advocate (AIA)** – while not traditionally part of CM, the role of the AIA is to encourage new ideas and better ways of executing existing practices while working with workforce members on education and information sharing. Many of these practices can be leveraged while keeping in mind the agency CM goals. As part of a comprehensive CM policy for USDA, the AIA is a resource available for the acquisition community.

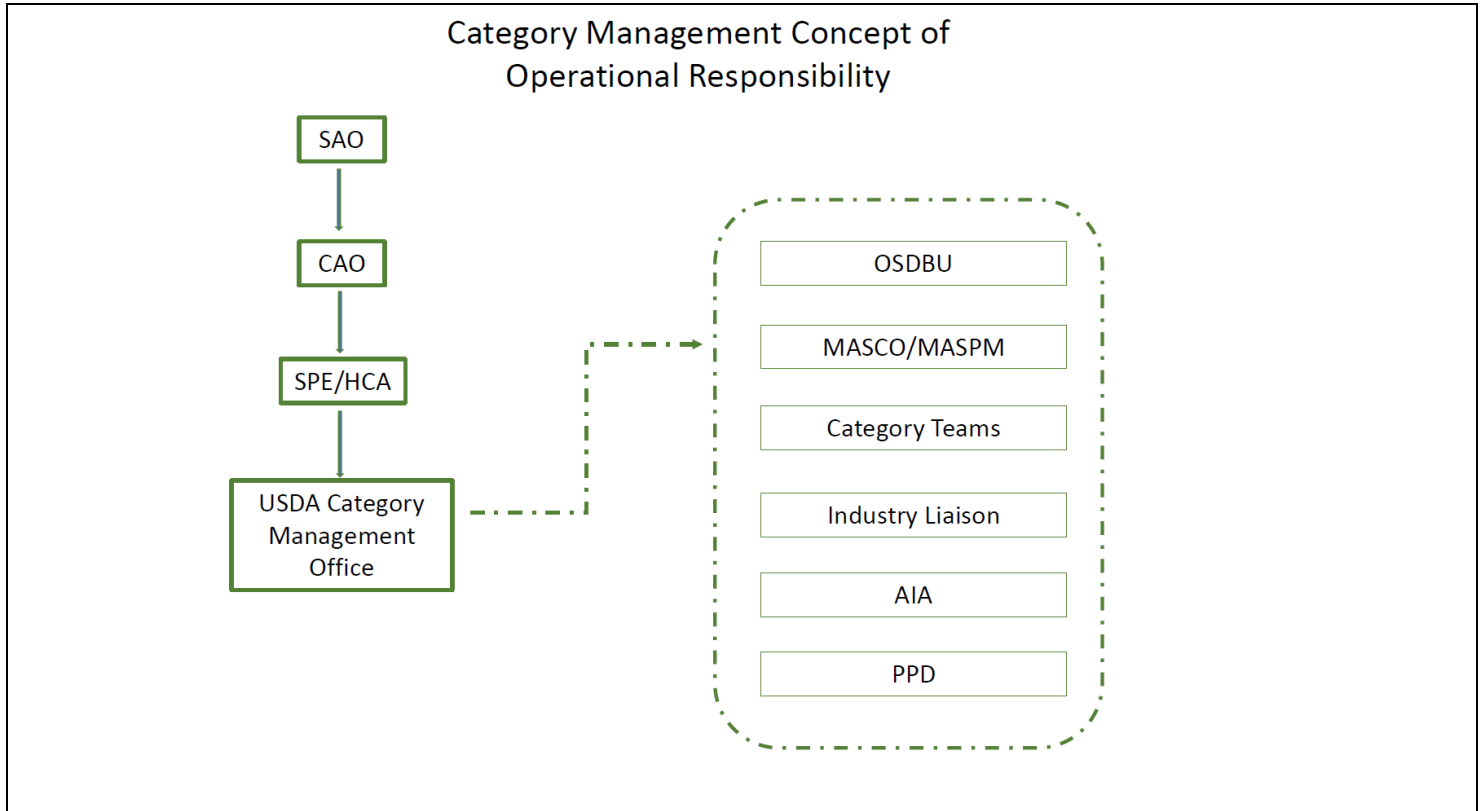
The USDA AIA is the Deputy, Procurement Operations Division, OCP.

- j. **Industry Liaison (IL)** – established by OFPP’s [Mythbusters #4 memo](#), the IL is available to help program and acquisition personnel develop strategies for engaging potential vendors and monitor vendor inquiries and marketplace interest in agency requirements. The IL also encourages acquisition workforce members to engage appropriately with the vendor community to create a more responsive buying process. The IL is also responsible for updating the [USDA Vendor Communication Plan](#).

The USDA IL is the Chief, Procurement Policy Division, OCP.

# USDA Category Management Plan

- k. **Procurement Policy Division (PPD)** – A Division under OCP, PPD seeks to optimize acquisition outcomes and provides overall guidance and procurement policy support across USDA. PPD advises the AgCML and SPE on current and upcoming procurement policy, gathers MASCO recommendations, and implements directed changes to procurement policy. Ultimately, PPD seeks to ensure Department-wide policy supports efforts to maximize Category Management within each USDA Mission Area.





# USDA Category Management Plan

## III. USDA Category Management Actions

The USDA CM SAO oversees the following required actions, per [M-19-13](#):

### a. Category Management Plan

An annual update is required by OMB by Oct 31<sup>st</sup> each year. MASPMs shall review their Acquisition Programs and Requirements (APRs) for SUM and BIC opportunities and provide that information to the USDA CMO by August 31<sup>st</sup> of each year for submission into the following year's plan. See Program Procedures, paragraph III for specific information on the Analysis of Alternatives (page 10-11.)

MASPMs should also confer with their MASCOs and other MASPMs to identify potential opportunities to reduce duplication for upcoming requirements.

### b. Industry Engagement and Vendor Management Strategies

Although the IL is responsible for the overall [USDA Vendor Communication Plan](#), MASPMs and MASCOs should continuously discuss engagement strategies as well as consistent communication of messaging and goals.

### c. Demand Management Strategies

MASPMs should work together to standardize requirements and standardize refresh cycles where appropriate (i.e. for IT). Mission Area Contracting Officers should seek volume pricing and/or discounts wherever possible. Strategies should be shared across the Department and with the AgCML for incorporation into the annual CM plan.

### d. Government-wide Information Sharing

MASCOs should ensure that Desk Book 404.10 on Uniform Use of Line Items is adhered to in order to facilitate better data collection and comparison at the Federal level for prices paid. MASCOs should also consider opportunities to share additional prices paid information on the Acquisition Gateway by coordinating with the AgCML.

The IT CMIG should continue to gather/collect the software information as required in [M-16-12 Software Licensing, maintain the required software manager](#) and share the information with the USDA CMO.

### e. Acquisition Workforce Category Management Training

MASCOs and MASPMs are responsible for the appropriate training of their acquisition workforce, to include CM. Mission areas should encourage all acquisition workforce members and others involved in the procurement process to take available training on the CM practices, principles, and data analytics tools available through the Acquisition Gateway.

Annually, PPD will provide data on the number of acquisition workforce members trained based on data available in the Acquisition Workforce System.

# USDA Category Management Plan

## IV. USDA Mandatory and Preferred Solutions

USDA looks for Department-wide and multiple Mission Area (MA) contract vehicles that meet mission requirements and provide additional value to the Department. The USDA CMO, PPD, and the appropriate Category Team will, no less than annually, review the designated mandatory USDA solutions to determine if they will remain in the mandatory category. These solutions will be listed on [USDA Procurement Site](#) with the appropriate designation.

USDA Preferred Solutions will be those Department-wide or multiple MA contracts with Tiered status that are not designated as mandatory. The Department Wide Awards report, available in the reporting module, contains the Tiered status of each vehicle. The CMO will ensure that the tier status is correctly reflected in the report.

Upon award of Department-wide or multiple Mission Area vehicles, the awarding Mission Area should submit the information regarding the award to PPD at [procurement.policy@usda.gov](mailto:procurement.policy@usda.gov) for inclusion on the USDA Procurement Site as noted Subpart 416.70 of the USDA Contracting Desk Book.

# USDA Category Management Plan

## USDA Category Management Program Administration

The Department will host an annual CM Strategy Meeting in support of the USDA CM Program. The meeting will serve as the focal point for CM initiatives that the Department will undertake for the upcoming year as well as review the previous year's achievements. The meeting will be conducted by the AgCML and include the SPE, OSDBU, MASCOs, MASPMs, and Category Teams. The meeting will address the following areas:

- Identify recommendations for SUM and OMB BIC fiscal year goals
- Define and prioritize long-, mid- and short-term CM objectives
- Discuss areas for CM improvement
- Identify and share potential CM best practices
- Develop or refine USDA CM strategies
- Form ad hoc committees and/or working groups to address CM issues and policies, as needed
- Identify USDA contract solutions which may be eligible for OMB Mandatory BIC, OMB Preferred BIC, USDA Mandatory, or USDA Preferred designations
- Identify new enterprise-wide acquisitions that will meet USDA-wide requirements
- Refine CM training and communications strategies

## USDA Category Management Program Procedures

USDA seeks to utilize solutions that meet program requirements while also considering socioeconomic goals. With that in mind, both program and contracting offices need to conduct effective market research to support their acquisition. Use of existing contract vehicles may be used to meet both Category Management and socioeconomic goals, but each acquisition strategy should fit the requirement. This includes diversifying the supplier base by awarding more individual competed awards to 8(a) and other small disadvantaged businesses, woman-owned, service-disabled veteran-owned, and small businesses working in HUBZones, if in the best interest of USDA.

\*NOTE: In accordance with updated Federal Category Management guidance, the achievement of socioeconomic and other small business goals shall be prioritized over achievement of category management goals, including BIC goals, if the achievement of both goals is not possible. Mission Areas should document this for their situation using either the provided exception request or market research assessment.

### I. Order of precedence:

1. FAR 8.002 / 8.003 – Mandatory sources for supplies and services as outlined in FAR Subparts 8.002 and 8.003 must be considered.
2. OMB Mandatory BIC
  - a. If solution is available, but not in the best interest of the Government, an exception request\* should be submitted to the HCA via PPD. The requirement may not be solicited until approval is received.
  - b. If solution is not available, proceed with option 3.
3. USDA Mandatory Solution
  - a. If solution is available, but not in the best interest of the Government, an exception request should be submitted to the HCA via PPD. The requirement may not be solicited until approval is received.

## USDA Category Management Plan

- b. If solution is not available, proceed with option 4.
4. OMB Preferred BIC Solution
  - a. If solution is available, but not in the best interest of the Government, the Appendix A: CatMan Market Research Assessment\* should be documented, included in the contract file and available by request from MASCO, PPD, SPE or CMO.
  - b. If solution is not available, proceed with option 5.
5. USDA Preferred Solution (Department-wide or multiple MA awards with Tier status)
  - a. If solution is available, but not in the best interest of the Government, the CatMan Market Research Assessment should be documented, included in the contract file, and available by request from MASCO, PPD, SPE or CMO.
  - b. If solution is not available, proceed with option 6.
6. Other Government-wide solutions (other SUM vehicles)
  - a. If solution is available, but not in the best interest of the Government, the CatMan Market Research Assessment should be documented, included in the contract file, and available by request from MASCO, PPD, SPE or CMO.
  - b. If solution is not available, proceed with option 7.
7. Open Market Solutions
  - a. If the CO has considered options 1-6 and determine only an open market solution can meet their requirement, the mission area is responsible for ensuring the CatMan Market Research Assessment is completed and available in the contract file, as well as available upon request to PPD, the SPE, and/or the USDA CMO.

As directed above, should the CO find that an OMB Mandatory BIC Solution or USDA Mandatory Solution do not meet their needs or are not in the best interest of the Department, they must submit an Exception Request (See *Appendix B: USDA Category Management Exception Request*). Exception Requests must be submitted no less than nine (9) months prior to execution of each contract action, including exercise of options and issuance of task/delivery orders; eighteen (18) months prior to any follow-on contract or new procurement award. Exception Requests must be submitted via email to PPD at [procurementpolicy@usda.gov](mailto:procurementpolicy@usda.gov). Upon receipt of the complete Exception Request, PPD, in conjunction with the AgCML will facilitate the necessary review process, with support from the requiring MA, and solicit a recommendation from the relevant Category Teams as needed.

### II. Maximizing Small Business Participation

MA's remain responsible for meeting their small business contracting goals. As discussed above, the achievement of socioeconomic and other small business goals shall be prioritized over achievement of category management goals, including BIC goals, if the achievement of both goals is not possible. Contracting Officers should appropriately document their decision in favor of the socioeconomic goals.

Tier 1 Small Business is still a viable strategy for those awards that do not meet the Tier 2 Small Business criteria. MASCOs shall submit *Appendix A: Market Research Assessment* document to PPD, for coordination with the AgCML and OSDBU, to request Tier 1 Small Business credit for the proposed solution.

## USDA Category Management Plan

### III. OMB Analysis of Alternatives (AoA)

As directed in OMB Memorandum M-19-13, agencies must develop an AoA for certain planned acquisitions. The threshold for preparing an AoA is \$50 million for planned Tier 0 spending and \$100 million for planned Tier 1 spending. MASPMs must ensure that *Appendix C: OMB Analysis of Alternatives (AoA)* is completed accurately for all applicable contracts. To establish whether an OMB AoA is required for a planned acquisition, the MA should first identify the tier of spending associated with the planned acquisition action, as identified on the USDA's SUM Dashboard and/or according to the tier definitions. The MA should then complete the AoA Table, as required. A completed OMB AoA must include a justification code and rationale narrative describing why a Tier 1, 2 or 3 solution was not suitable. The narrative should provide enough information for the SAO/AgCML to brief OMB. Each submission by the MASPM must add any new acquisitions planned for the next 18-month period and update any previously reported acquisitions yet to be awarded. OMB AoAs are not required for agency spend through MAS BPAs, since MAS is an approved Government-wide acquisition program that adheres to the general principles of CM.

The MA's OMB AoA Table must be submitted annually on August 15<sup>th</sup> via email to PPD at [Procurement.Policy@usda.gov](mailto:Procurement.Policy@usda.gov). MA submissions must include the Category Management Market Research Assessment or Exception Request associated with each entry included on the OMB AoA Tables. The AgCML will provide an aggregated copy of the OMB AoA Table, which includes all MA inputs, to the SAO and SPE for approval and presentation to OMB during the USDA's annual Category Management Meeting.

Except where a specific OMB management policy or guidance document states otherwise, MAs retain the authority to move forward with their planned actions to meet SUM and BIC goals. However, OMB may share information from the OMB AoA Table with relevant category managers and BIC solution owners both for awareness and to facilitate conversations between agencies and solution owners. In addition, OMB reserves the right to request additional information for consideration.

# USDA Category Management Plan

## Policy Guidance

Date Issued	Authority	Title	Author
12/4/14	<a href="#">OMB Memo</a>	Transforming the Marketplace: Simplifying Federal Procurement to Improve Performance, Drive Innovation, and Increase Savings	OMB
10/16/15	<a href="#">M-16-02</a>	Category Management Policy 15-1: Improving the Acquisition and Management of Common Information Technology: Laptops and Desktops	OMB
6/2/16	<a href="#">M-16-12</a>	Category Management Policy 16-1: Improving the Acquisition and Management of Common Information Technology: Software Licensing	OMB
7/1/16	<a href="#">M-16-14</a>	Category Management Policy 16-2: Providing Comprehensive Identify Protection Services, Identity Monitoring and Data Breach Response	OMB
8/4/16	<a href="#">M-16-20</a>	Category Management Policy 16-3: Improving the Acquisition and Management of Common Information Technology: Mobile Devices and Services	OMB
4/12/17	<a href="#">M-17-22</a>	Comprehensive Plan for Reforming the Federal Government and Reducing the Federal Civilian Workforce	OMB
7/27/17	<a href="#">M-17-29</a>	Best-in-Class Mandatory Solution – Package Delivery Services	OMB
3/20/19	<a href="#">M-19-13</a>	Category Management: Making Smarter Use of Common Contract Solutions and Practices	OMB
12/2/21	<a href="#">M-22-03</a>	Advancing Equity in Federal Procurement	OMB

# USDA Category Management Plan

## Definitions

Term	Definition
<b>Acquisition Gateway</b>	A shared workspace portal for acquisition professionals and federal buyers to connect with resources, tools and each other to improve acquisition government-wide. The Acquisition Gateway serves as the Government's Category Management platform.
<b>Addressable Spend</b>	The portion of spend in Product Service Codes (PSCs) for common goods and services that is considered suitable for the application of category management principles.
<b>Agriculture Category Teams</b>	A group of category Subject Matter Experts (SMEs) designated by the SPE to provide recommendations to the SAO as part of the decision-making process, as required.
<b>Best-in-Class Solution (BIC – also Tier 3)</b>	An Office of Management and Budget (OMB) designation used to identify high-quality contract vehicles.
<b>Business Case</b>	A justification prepared by an agency to support its request to OMB for executive agent designations.
<b>Category Management (CM or CatMan)</b>	A strategic practice implemented by the Federal government to buy smarter and more like a single enterprise. The goals of category management are to deliver more savings, value and efficiency for Federal agencies; eliminate unnecessary contract redundancies and continue to meet the government's small business needs.
<b>Category Management Leadership Council (CMLC)</b>	The governing body for the Federal government's Category Management Initiative that is responsible for: approving strategies for implementation of category management strategies; supporting execution of category strategic plans; reviewing and monitoring category performance. The CMLC is chaired by the Administrator, Office of Federal Procurement Policy, OMB.
<b>Chief Acquisition Officer (CAO)</b>	The official responsible for advising and assisting the head of the executive agency and other agency officials to ensure that the mission of the executive agency is achieved through the management of the agency's acquisition activities. The Assistant Secretary for Administration is the USDA Chief Acquisition Officer.
<b>Contracting Activity</b>	Each of the Mission Areas authorized to undertake contractual actions and conduct procurement matters.

## USDA Category Management Plan

Term	Definition
<b>Contracting Officer</b>	An acquisition professional who is authorized to bind the Government legally by signing a contractual instrument for supplies and services, administer and/or terminate contracts, and make related determinations and findings.
<b>Cross-Agency Priority Goals (CAP Goals)</b>	The President’s Management Agenda goals to target those areas where multiple agencies must collaborate to effect change and report progress in a manner the public can easily track.
<b>Federal Information Technology Acquisition Reform Act (FITARA)</b>	Federal guidance for the management of Government Information Technology (IT). The USDA Category Management Program is aligned with USDA FITARA policy in managing, overseeing, and monitoring the purchase of IT products and services.
<b>Government-wide Category Managers</b>	The officials charged with developing strategies to achieve the CM goals for their assigned common area of spend.
<b>Key Performance Indicators</b>	Measures which demonstrate the progress of Government-wide category management.
<b>Program Office</b>	The office responsible for accomplishing directed, funded acquisitions that provide new, improved, or continuing systems or services in response to an approved mission need.
<b>Senior Accountable Official (SAO)</b>	As required by OMB and the PMC, the Senior Accountable Official (SAO) is responsible for reducing unmanaged agency spend and executing agency-wide plans to increase the use of contract solutions designated as BIC. The SAO for the Department of Agriculture is the Deputy Secretary.
<b>Senior Procurement Executive (SPE)</b>	The individual appointed by the CAO who is responsible for the management direction of the executive agency’s acquisition system, including implementation of the unique acquisition policies, regulations, and standards of the agency. The USDA SPE is the Director of the Office of Contracting and Procurement.
<b>Spend Under Management (SUM)</b>	A tiered maturity model designed to measure spending against five attributes: leadership, strategy, data, tools, and metrics. It is an overall measure of the Federal government’s Category Management maturity, designed to highlight successes at both the Government-wide and agency-wide level, as well as identify areas for development that will align spending.



## USDA Category Management Plan

Term	Definition
<b>USDA Category Management Lead (AgCML)</b>	The official responsible for assisting the SAO and SPE in all aspects of an agency's Category Management Program. The designated Category Management Lead for the Department of Agriculture is the Deputy of Procurement Operations Division, OCP.
<b>USDA Category Management Office (CMO)</b>	Office responsible in USDA for the Category Management Program. This office resides in the Office of Contracting and Procurement.
<b>USDA Mandatory Solutions</b>	High-performing Department-wide contracts which have been reviewed by USDA leadership and SMEs. These contracts <u>must</u> be utilized to the maximum extent possible.
<b>USDA Preferred Solutions</b>	High-performing Department-wide contract which have been reviewed by USDA leadership and SMEs. These contracts <u>should</u> be utilized to the maximum extent possible.