

FY24 KPI Summary + Agency Template Guidance July 2023

Plans due to OMB by 10/31/23!

What's New in the FY24 Planning Template?

- Streamlined questions and format improvements throughout
- FY24 projected spend now to be provided by agencies (vs. an estimate provided by the PMO in previous years)
- Stand-alone, supplemental BIC-SUM spend spreadsheet is included, to facilitate input by other bureaus/components (for optional use)
- Tier 2-SB planned spend is requested in the BIC/SUM tab (may be entered as a single line item/ total-dollar amount)
- BIC/SUM and AoA tabs now request 'Level 1/primary spend category' to account for contracts that fall into 1+ categories; only the category with the most spend should be selected
- AoA justification codes are now incorporated into the AoA tab
- New tab for CM Maturity Framework pilot elements and self-ratings
- Removed Supporting Administration Priorities, Success Stories tabs (these items are addressed/requested within the CM Maturity Framework)
- Drop-down options for CM-available courses in Training tab
- Revamped view-only Targets Summary tab, auto-calculated using inputs from other

tabs

FY24 Agency Planning Template Guidance



Navigating This Template

- You'll select your agency via drop-down in two tabs: Intro+Instructions and Transactional Data Readiness
- A separate SUM & BIC Plans spreadsheet option is provided, for sharing with other agency bureaus/components
- Excel color-coding
 - Yellow cells - for your input
 - Blue cells - headers, titles
 - Grey or greyed-out cells – calculations, information and formulas provided by PMO, agencies should NOT adjust these areas
- To add more lines to the SUM & BIC, AoA and Training tabs, click or paste into the cell; when you move on, those cells will turn yellow

Tab 0: Intro + Instructions

- Select your agency from the drop-down menu - this will auto-populate in all other tabs except the Transactional Data Readiness tab
- Input your agency's projected FY24 spend here - this will auto-populate in the Agency Targets Summary tab, and will be used to calculate planned SUM/BIC spend to your FY24 targets
- You will find your agency's FY24 targets for SUM, BIC and training on Tab 7, along with your Maturity Framework overall rating (all of your inputs in the previous tabs inform that final tab)

Tab 1: Points of Contact

- 'Principals' contacts are for CMLC VOTING members only:
 - Departments of Defense (Office of the Secretary of Defense, Department of the Army, Department of the Navy, Department of the Air Force, and the Defense Logistics Agency) Energy, Health and Human Services, Homeland Security, Veterans Affairs, the General Services Administration (GSA), and the National Aeronautics and Space Administration
 - Non-voting agencies will see this line greyed-out
- To add more agency-level category managers, simply click on the line below and type (it will turn yellow when you <enter>)

FY24 SUM Targets + Methodology

- Mature-state assessment supports a FY29 govt.-wide SUM target of 80%
- Agency targets for FY24 will be **incremental steps along a five-year plan with a universal end-goal of 80%**; this is a departure from prior years, where targets were managed on a year-by-year basis and without consideration toward the long-term mature state
- FY23 baseline: the higher of FY22 actual performance and FY23 targets
 - Agencies with SUM performance higher than the mature state target of 80% worked collaboratively with OMB to set their FY24 targets
- A straight-line increase is taken from the FY23 baseline to 80% by FY29; i.e., an equal percentage-point increase in targets will be applied each year until FY29
 - Defense agencies provided analysis supporting a DoD-specific path to 80%

FY24 BIC Targets + Methodology

- Represented as a % of total obligations
- Agency targets scaled, depending on BIC/total ratio and past performance
 - Targets adjusted with room for growth based on current performance
 - Adjust underperforming agencies' targets to account for opportunities
 - Max increase over FY23 target capped at 5%

FY22 actuals	Increase over FY22 actuals:	# of agencies:
25+%	none	4
10-24%	1%	16
0-9%	2%	8

FY24 Govt.-wide Goal:

$$\frac{\text{BIC obligations}}{\text{Total obligations}} = 12\%$$

FY24 Training Targets

- Govt.-wide training target set at 22,000 for FY24
- Agency targets set at 10% growth over FY23 targets, with additional analysis validating targets for agencies that saw a >10% increase in potential trainees
 - Target training pool is measured by 1102s reported via OPM Fedscope
 - Agencies with applicable acquisition-workforce breakout (as cited in the CM Maturity Framework) can work with the PMO to reset their targets
- Cumulative training target may be adjusted; methodology remains in-year Govt.-wide training target added to previous FY performance
 - Some data anomalies in training data submissions are being investigated – as such, cumulative training target may be revised to be consistent with FY22 numbers

FY24 SUM Targets - toward 80% in FY29

Agency	FY22 year-end SUM actuals	FY23 target	Higher - FY22 actuals or FY23 target*	FY24 target	Agency	FY22 year-end SUM actuals	FY23 target	Higher - FY22 actuals or FY23 target*	FY24 target
HHS	36.6%	42.0%	42.0%	48.5%	USDA	66.4%	77.0%	77.0%	78.0%
HUD	53.7%	35.0%	53.7%	58.0%	SSA	74.0%	79.0%	79.0%	80.0%
DOT	51.6%	54.0%	54.0%	58.5%	DHS	79.9%	71.0%	79.9%	80.0%
EPA	41.3%	59.0%	59.0%	62.5%	OSD	78.6%	84.0%	80.0%	80.0%
DOJ	56%	61.0%	61.0%	64.0%	TREAS.	90.8%	80.6%	80.6%	80.6%
DOL	60.2%	62.0%	62.0%	65.0%	NASA	84.4%	88.0%	84.4%	85.5%
STATE	43.4%	65.0%	65.0%	67.5%	SBA	88.6%	86.0%	86.0%	86.0%
DAF	63.7%	66.0%	66.0%	69.7%	NSF	86.3%	91.0%	86.3%	91.0%
DOI	60.6%	67.0%	67.0%	69.0%	NRC	90.1%	87.0%	87.0%	89.0%
ARMY	67.8%	63.0%	67.8%	70.5%	VA	90.1%	87.0%	87.0%	90.0%
DOC	70.9%	70.0%	70.9%	72.5%	DOE	87.6%	88.0%	87.6%	88.0%
NAVY	72.7%	75.0%	75.0%	72.0%	GSA	92.7%	90.0%	90.0%	92.7%
ED	74.4%	75.0%	75.0%	76.0%	DLA	94.7%	92.0%	92.0%	92.0%
USAID	76.2%	70.0%	76.2%	77.0%	OPM	94.3%	95.0%	94.3%	95.0%

GOVERNMENT-WIDE

DRY MARKETS

*For mature-state agencies with SUM > 80%, the baseline was the lower of FY22 actuals or FY23 targets, with a min. value of 80%

FY24 BIC Targets

Agency		FY23 Target	FY24 BIC Target	Agency		FY23 Target	FY24 BIC Target
DOE		0.6%	1.0%	ED		11.5%	16.3%
NASA		4.0%	4.5%	DAF		17.5%	14.7%
DOT		6.5%	5.1%	USDA		23.5%	17.4%
VA		12.5%	8.2%	SBA		8.5%	13.5%
ARMY		11.5%	7.4%	DOC		16.5%	18.7%
NAVY		9.5%	6.8%	EPA		21.5%	19.8%
USAID		6.3%	8.1%	DOJ		15.5%	19.9%
DOI		11.5%	9.4%	SSA		24.5%	23.3%
HUD		20.5%	11.8%	TREASURY		22.5%	24.1%
HHS		11.5%	12.6%	NRC		19.5%	24.5%
STATE		16.5%	13.6%	DLA		15.5%	20.5%
NSF		12.6%	14.2%	DHS		19.5%	24.5%
DOL		12.6%	15.1%	GSA		39.0%	36.2%
OSD		18.5%	15.0%	OPM		58.2%	57.5%

FY24 Training Targets

Agency FY23 Targets FY24 Targets			Agency FY23 Targets FY24 Targets		
ARMY	5,944	6,538	HHS	1,243	1,367
DAF	1,971	2,168	HUD	247	272
DHS	1,701	1,871	NASA	312	343
DLA	168	185	NAVY	1,532	1,685
DOC	143	157	NRC	26	29
OSD	599	659	NSF	7	8
DOE	250	275	OPM	22	24
DOI	316	348	SBA	75	83
DOJ	498	548	SSA	63	69
DOL	118	130	STATE	59	65
DOT	436	480	TREASURY	277	305
ED	102	112	USAID	575	633
EPA	342	376	USDA	524	576
GSA	1,755	1,931	VA	794	873

Tab 2: Agency SUM & BIC plans

- Documents how agencies will meet their SUM and BIC targets
- FY22 (the last full year of data) is the baseline for comparison in the template; FY23 is not included because that data is incomplete
- Data entered here helps calculate your planned SUM and BIC spend to targets
- **NEW**, separate SUM+BIC plans spreadsheet option is provided, for sharing with other agency bureaus/components (paste these into the main template SUM+BIC tab before submitting)
- **NO DELTA CALCULATIONS** – Please enter the FULL value of prior-FY designated contracts, not just the change in obligations

Tab 2: Column Descriptions

Column	Description
Component (Bureau/Agency/Office)	Allows agencies to collect data across departments as appropriate - Optional
Name of Contract or Program	Requested in both the template and contract inventory to improve understanding about agency spend. Reference IDV number should not be used as a Contract Name!
Contract PIID	Identifies if it's an existing contract or follow-on to an existing contract - Optional
Level 1/Level 2 Category	We know that obligations may span several categories. Use best judgement.
Planned FY24 tier	Tier that is planned by the end of FY24; contracts earn SUM credit for the full year in which they are designated
Planned FY24 obligations	- NO delta calculations! - New contract: add the full amount you plan to spend in FY24 on that contract. - Existing SUM contract: add planned FY24 spend. - Existing Tier 0 contract planned for SUM upgrade: add full amount of FY24 planned spend on that contract. - Planned Tier 2-SB spend, including projected Tier 2-SB based on past performance (it will still be credited automatically). You may entered as a single line 'lump sum' value.
Program Contact	Contact for questions related to contract inventory updates, program scope, etc.

Tab 2: How to Use the CMR Awards Exploration Tool

To find the Awards Exploration Tool:

1. Follow this link to go to the CMR: [Category Management Reporting Workbench](#)

1. On the right side in the CMR, find the blue box that says: **Awards Exploration**

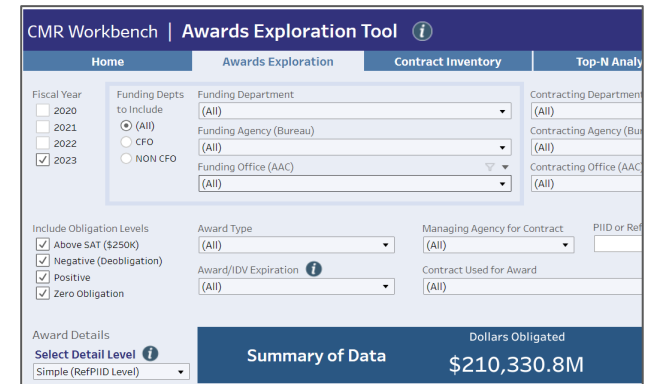
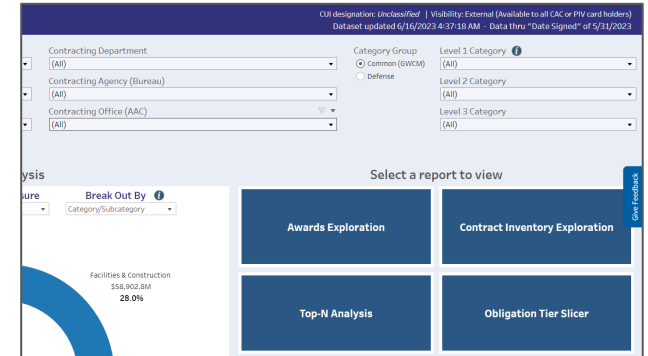
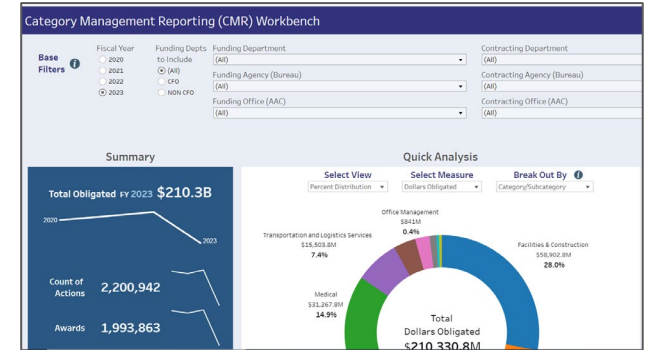
1. Filter the Funding Department To YOUR Agency/Dept

Note: Don't forget to click "Apply" after selecting filters!

1

2

3

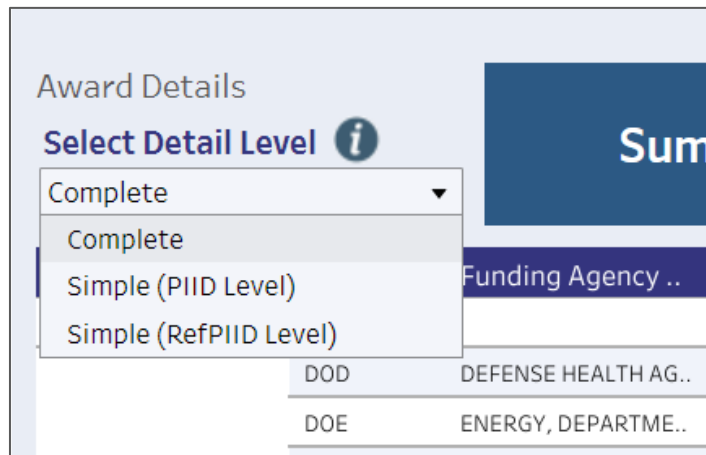


Tab 2: How to Export Data

This teaches you how to export data from the Awards Exploration Tool, which you will need to do at every step.

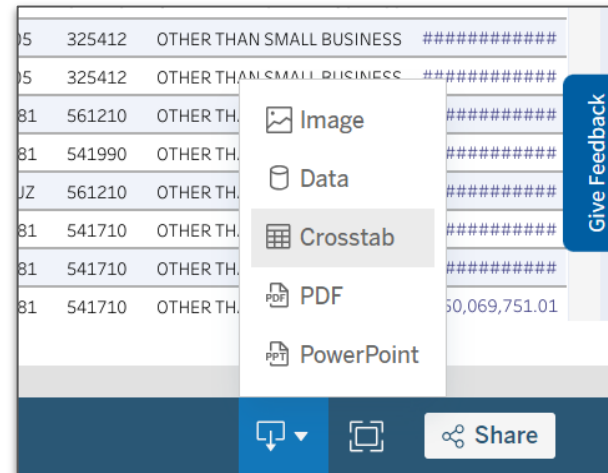
1

Select the Complete Detail Level
The filter is on the far left side



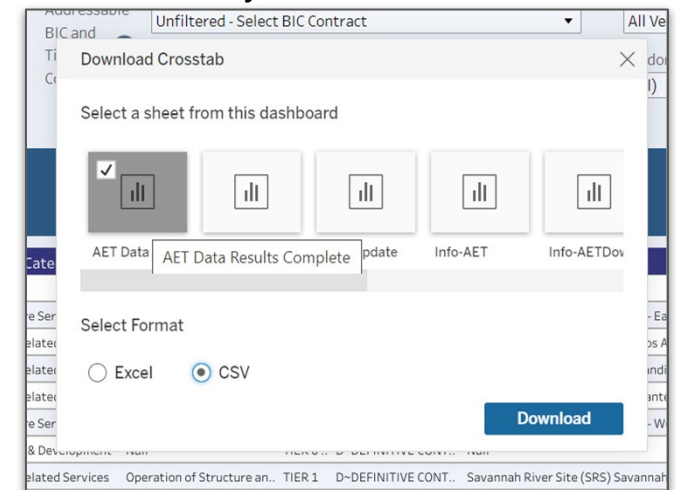
2

Click the Download button and Crosstab
The button is at the bottom right corner



3

Select Results Complete and CSV
Lastly, click Download



Tab 2: How to Make A Pivot Table

Instructions for making pivot table from your exported .csv, which you will need to do at every step.

1. Open your new .csv file in Excel
2. You'll see that row 2 has the text "Grand Total" and "Total" in the cells. Delete that entire row, by right clicking the number 2 and selecting "Delete" from the menu
3. Click any of the cells where data is populated (it doesn't matter which one)
4. At the top click Insert, then Pivot Table, then click "OK" in the box that appears
5. From the menu on the right, select the following columns and drag them into this order in the Rows box:
 - Funding Agency
 - Contract Name
 - Level 1 Category
 - Level 2 Category
 - Business Rule Tier
 - Obligations
 - (Optional) PIID
1. Turn your pivot table into a flat table
 - a. A helpful [YouTube video](#) on how to accomplish that
2. Copy and paste the raw values of your table into a new Excel sheet

Tab 2 - Part 1: Current FY SUM & BIC

Goal: Identify what spend in the current FY is already SUM & BIC, and assess if that spend will maintain status into the next FY.

Step 1: On the left, filter to the current Fiscal Year

Step 2: Under the Award/IDV Expiration filter, deselect “Already Expired” and “Expired Current FY”

Step 3: Find the “Tier” filter on the far right and deselect all Tier 0 boxes

Step 4: Export the data and create a pivot table

Step 5: Assess which rows of spend will continue into the next FY and copy/paste those into Tab 2

The screenshot shows a dashboard with three main sections. The left section has a 'Fiscal Year' filter with 2023 selected. The middle section has an 'Award/IDV Expiration' filter with 'Already Expired' and 'Expired Current FY' deselected. The right section has a 'Tier' filter with all Tier 0 boxes deselected. A blue cloud callout with the text 'Note: You will need to manually input spend that isn't in the dashboard!' is positioned over the bottom right of the dashboard.

1 Fiscal Year
☐ 2020
☐ 2021
☐ 2022
☒ 2023

2 Award/IDV Expiration
☐ (All)
☐ Already Expired (all date fields)
☒ Expiring 2-3 FYs out (2025, 2026)
☒ Expiring 4-5 FYs out (2026, 2027)
☐ Expiring current FY
☒ Expiring next FY
☒ Other (Dist)

3 Vendor Management
Tier
(All)
☐ (All)
☒ BIC
☒ TIER 0 - DEFINITIVE CONTRACT
☐ TIER 0 - IDV
☐ TIER 0 - OTHER
☐ TIER 0 - PURCHASE ORDER
☒ TIER 1
☐ TIER 1 - SB
☐ TIER 1 - SB
☐ TIER 2 - SB
Cancel Apply

Note:
You will need to manually input spend that isn't in the dashboard!

Tab 2 - Part 2: Addressable Tier 0 Spend

Goal: Identify Tier 0 spend in all FYs that can be moved into BIC or SUM in the next FY

Step 1: Select all Fiscal Years

Step 2: Deselect “Already Expired” and “Expired Current FY”

Step 3: Filter to All BIC-Addressable and All Tier 2-Addressable

Step 4: Deselect all boxes above Tier 0

Step 5: Export the data and create a pivot table

Step 6: Assess which Tier 0 spend can be turned into Tier 1 or above and add it to tab #2 with the newly planned Tier

The screenshot displays a software interface for filtering data. It is divided into several sections:

- Fiscal Year:** A list of years (2020, 2021, 2022, 2023) with checkboxes. A blue circle labeled '1' highlights this section.
- Funding Depts to Include:** Radio buttons for (All), CFO, and NON CFO.
- Funding Department:** A dropdown menu set to (All).
- Funding Agency (Bureau):** A dropdown menu set to (All).
- Funding Office (AAC):** A dropdown menu set to (All).
- Include Obligation Levels:** Checkboxes for Above SAT (\$250K), Negative (Deobligation), Positive, and Zero Obligation.
- Award Type:** A dropdown menu set to (All).
- Award/IDV Expiration:** A dropdown menu set to (All).
- Award Details:** A section with a 'Select Detail Level' dropdown set to 'Simple (RefPIID Level)'. Below it is a table with columns 'Reference Piid', 'Coded Fu..', and 'Fu..'. A blue circle labeled '2' highlights the 'Already Expired (all date fields)' checkbox, which is currently checked. Another blue circle labeled '3' highlights the 'BIC Addressable' dropdown menu, which is set to 'All BIC-Addressable'. A third blue circle labeled '4' highlights the 'Tier 2 Addressable' dropdown menu, which is set to 'All Tier2-Addressable'.
- Tier:** A list of tiers with checkboxes: (All), BIC, TIER 0 - DEFINITIVE CONTRA, TIER 0 - IDV, TIER 0 - OTHER, TIER 0 - PURCHASE ORDER, TIER 1, TIER 1 - SB, TIER 2, and TIER 2 - SB. A blue circle labeled '4' highlights this section.
- Buttons:** 'Cancel' and 'Apply' buttons are present at the bottom of the main section and on the right side of the Tier section.

A vertical blue button labeled 'Give Feedback' is located on the right side of the interface.

Tab 2 - Part 3: Expiring Tier 0 Spend

Goal: Analyze Tier 0 spend expiring in the next FY for opportunities to renew it under BIC and SUM tiers.

Steps:

- 1: Select all Fiscal Years
- 2: Select “Expiring Next FY”
- 3: (Optional) All BIC-Addressable and All Tier 2-Addressable filters
- 4: Deselect all boxes above Tier 0
- 5: Export the data and create a pivot table
- 6: Assess expiring Tier 0 spend above \$10M for opportunities
- 7: (Optional) Assess expiring Tier 0 spend below \$10M for opportunities

The screenshot shows a multi-step configuration interface. Step 1 highlights the 'Fiscal Year' section where all years from 2020 to 2023 are selected. Step 2 highlights the 'Award/IDV Expiration' dropdown menu, which is open and shows 'Expiring next FY (2024)' selected. Step 3 highlights the 'Award Details' section, specifically the 'BIC Addressable' and 'Tier 2 Addressable' filters, both of which are set to 'All'. Step 4 highlights the 'Tier' selection panel on the right, where all options except 'TIER 0 - DEFINITIVE CONTRACT', 'TIER 0 - IDV', 'TIER 0 - OTHER', and 'TIER 0 - PURCHASE ORDER' are deselected. A 'Give Feedback' button is visible on the right side of the tier selection panel.

Note: Don't forget to put the chosen opportunities into Tab 2!

Tab 2 - Part 4: Non-SESB Tier 0 Spend

Goal: Analyze Non-SESB Tier 0 spend expiring in the next FY for opportunities to renew it under a Tier 1 SB contract

Steps:

- 1: Select Current Fiscal Year
- 2: Filter Business Size and Type to “All Non-SESB Small Business Vendors”
- 3: Deselect all boxes above Tier 0
- 4: Export the data and create a pivot table
- 5: Assess if the data for opportunities to move Tier 0 Non-SESB spend to a Tier 1 SB contract

The screenshot displays a web application interface with three main sections, each highlighted by a numbered blue circle:

- Circle 1:** The "Fiscal Year" dropdown menu is open, showing options for 2020, 2021, 2022, and 2023. The 2023 option is selected with a checkmark.
- Circle 2:** The "Business Size and Type" dropdown menu is open, showing a list of vendor categories. "All Non-SESB Small Business Vendors" is selected.
- Circle 3:** The "Tier" filter section is shown. It includes a dropdown menu set to "(All)" and a list of checkboxes for various contract types. The checkboxes for "(All)", "BIC", "TIER 0 - DEFINITIVE CONTRACT", "TIER 0 - IDV", "TIER 0 - OTHER", and "TIER 0 - PURCHASE ORDER" are all checked. The checkboxes for "TIER 1", "TIER 1 - SB", "TIER 2", and "TIER 2 - SB" are unchecked.

At the bottom right of the interface, there are "Cancel" and "Apply" buttons, and a vertical "Give Feedback" button on the far right.

Tab 3: Tier 0/1 Analysis of Alternatives (AoAs)

In this tab, you'll document:

- Contracts over \$50 million that are planned for award over the next 36 months as Tier 0 spending and are not expected to move to Tier 1, 2, or BIC
- Contracts over \$100 million that are planned for award over the next 36 months as Tier 1 spending and are not expected to move to Tier 2 or BIC
- \$50M/\$100M refers to the life of the contract, not only FY24 planned spend

To populate this tab:

- Use the Awards Exploration tool by filtering only to Tier 0 and Tier 1 (excluding Tier 1 - SB), nothing expiring this FY or the next, and export the Ref PIID level data to analyze **OR**
- Use the Contract Inventory Tool by filtering to Tier 1 and to your Agency to analyze the Tier 1 contracts being used the most. Contact the managers of those programs to inquire about large spend being planned and assess

Tab 3: Tier 0/1 Analysis of Alternatives (AoAs)

Notes to consider:

- Do not include Tier 1 – SB – these contracts have already been justified pursuant to M-19-13
- CM dashboards only show post-award information; so most of your analysis will need to be done internally
- Providing thoughtful entries for reasons why a BIC/Tier 2/Tier 1 was not suitable helps inform future CM planning
- Common spend ONLY - no defense-centric spend submissions needed!
- In the template, justifications are drop-down options
 - if choosing an 'Other' justification code, elaborate in the Additional Notes column

Tab 4: Transactional Data Readiness

- OMB Memo M-19-13 and the SUM Maturity Model require tier-rated contracts to submit transactional data – including prices offered, prices paid and other non-price information (terms and conditions, past performance, etc. – for contracts and purchase-card transactions that can differentiate quality and value of products and services.
- For each solution, please provide your best answer to following questions related to organizational readiness for providing transactional data that complies with the data standards published by the CM PMO.
- After FY24 plans are submitted, the CM PMO and OMB will review the readiness assessments and work with each agency to put a plan and timeline into place for transactional data submission for each tier-rated contract.

Tab 4: How to Tackle Tab 4

- Select your agency in column B, then a list of all agency-managed Tier 1 and Tier 2 solutions will automatically populate
 - Not all agencies will have solutions here; if your agency isn't listed, you can skip this Tab
- GWCM Transactional Data Standards can be found [here](#), and OMB's guidance related to transactional data and CM agency planning is referenced in Memo 19-13, linked [here](#)
- Assess and record readiness for each solution; use the Notes field to add additional information if needed/desired

Tab 5: Training

- NEW! Drop-downs for training courses currently available for Training KPI credit
 - Two options for agency-generated trainings - 1) Customized CM 101 courses your agency has created and 2) 'OMB-approved, agency-generated, non-CLP trainings' that will be developed by your agency in FY24
- Note as many intended audience types as appropriate
- The number of participants for each course will contribute to your agency's Training target, noted in the KPI Targets Summary tab

Tab 6: CM Maturity Framework PILOT

- Select the number/rating from the drop-down menus in column G for the response that best describes your agency's progress to date
- CM Curriculum-related question in Human Capital is noted as N/A, and will not contribute to your overall rating
- To support your ratings, you must upload supporting documents via Smartsheet link:

<https://app.smartsheetgov.com/b/form/c68f331d96d441638bb4ab7a27a30b3b>

- OMB/PMO will validate agencies' assessments and discuss any differences before finalizing ratings
- Naming conventions for files submitted that support your CM Maturity Framework self-ratings, for each respective area:
 - Organizational Alignment and Guidance: **AGENCY**_guidance_FY24_1.doc
 - Policies and Processes: **AGENCY**_policies_FY24_1.ppt
 - Human Capital: **AGENCY**_HC_FY24_1.pdf
 - Knowledge and Information Management: **AGENCY**_knowledge_FY24_1.xls



Tab 7: FY24 KPI Target Summary

- This tab will **automatically populate** using your inputs throughout the template
- Your agency's FY24 targets for all KPIs are represented here
- Validate your plans meet set targets from 'variance to target'
 - Green = planned spend meets or exceeds targets
 - Red = additional agency input is needed to meet targets
- Agency Maturity Framework - your agency's average score from the responses submitted for all Maturity Framework elements reflects your overall rating
 - Learning: <25% of potential points
 - Developing: 26%-50% of potential points
 - Mature: 51%-80% of potential points
 - Optimized: >80% of potential points