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Description of document: Meeting agendas from the Pension Benefit Guaranty Corporation's (PBGC) Small Agency Procurement Committee (PC). 2015-2016

Requested date: 07-December-2016

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Source of document: FOIA Request
Disclosure Officer
Pension Benefit Guaranty Corporation
1200 K Street, N.W., Suite 11101
Washington, D.C. 20005
Fax: (202) 326-4042
Email: disclosure@pbgc.gov

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Pension Benefit Guaranty Corporation
1200 K Street, N.W., Washington, D.C. 20005-4026

PBGC 2017-000325

February 17, 2017

Re: Request for Small Agency Procurement Committee Meeting Agendas

On behalf of the Disclosure Officer, I am responding to your request submitted to the Pension Benefit Guaranty Corporation's (PBGC) Disclosure Division via email on December 7, 2016. You requested a copy of the meeting agendas and meeting minutes from the Small Agency Procurement Committee for meetings during calendar years 2015 and 2016. We processed your request in accordance with the Freedom of Information Act (FOIA) and the PBGC's implementing regulation.

Pursuant to your request, Mr. Jeffrey Donahue, Chief, Contract Administration conducted a search of his records and located **8 pages** of responsive records. Enclosed are the meeting agendas responsive to your request:

1. SAC Procurement Committee Meeting Agenda, February 17, 2015 (1 page);
2. SAC Procurement Committee Meeting Agenda, April 20, 2015 (1 page);
3. SAC Procurement Committee Meeting Agenda, June 15, 2015 (1 page);
4. SAC Procurement Committee Meeting Agenda, August 17, 2015 (1 page);
5. SAC Procurement Committee Meeting Agenda, October 21, 2015 (1 page);
6. SAC Procurement Committee Meeting Agenda, December 16, 2015 (1 page);
7. SAC Procurement Committee Meeting Agenda, October 19, 2016 (1 page); and,
8. SAC Procurement Committee Meeting Agenda, December 14, 2016 (1 page).

Unfortunately, Mr. Donahue was unable to locate agendas for the time period between January 2016 and September 2016 and advised that he had no meeting minutes or notes responsive to your request. The Disclosure Officer has determined that a small amount of information contained in these records, specifically, individual's passwords, must be withheld from disclosure. One exemption of the FOIA was relied upon to withhold this information.

The applicable exemption, 5 U.S.C. § 552(b)(6), exempts from required public disclosure, "personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." Some of the records you have requested contain "similar files" within the meaning of the above cited statutory language and the PBGC implementing regulation (29 C.F.R. § 4901.21(b)(4)). In applying Exemption 6, a balancing test

was conducted, weighing the privacy interests of the individuals named in a document against the public interest in disclosure of the information. The public interest in disclosure is one that “sheds light on an agency’s performance of its statutory duties.” *Dep’t of Justice v. Reporters Committee*, 489 U.S. 749, 773 (1989). The Disclosure Officer has determined disclosure of this information would constitute a clearly unwarranted invasion of an individual’s personal privacy.

As this response constitutes a partial denial of your records request, I am providing you with your administrative appeal rights in the event you wish to avail yourself of this process. The FOIA provides at 5 U.S.C. § 552(a)(6)(A)(i) (2014) amended by FOIA Improvement Act of 2016, Pub. L. No. 114-185, 130 Stat. 538 that if a disclosure request is denied in whole or in part by the Disclosure Officer, the requester may file a written appeal within 90 days from the date of the denial or, if later (in the case of a partial denial), 90 days from the date the requester receives the disclosed material. The PBGC’s FOIA regulation provides at 29 C.F.R. § 4901.15 (2015) that the appeal shall state the grounds for appeal and any supporting statements or arguments, and shall be addressed to the General Counsel, Attention: Disclosure Division, Pension Benefit Guaranty Corporation, 1200 K Street, N.W., Washington, D.C. 20005. To expedite processing, the words “FOIA Appeal” should appear on the letter and prominently on the envelope.

In the alternative, you may contact the Disclosure Division’s Public Liaison at 202-326-4040 for further assistance and to discuss any aspect of your request. You also have the option to contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001; e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

This request has been categorized as an “all other request.” These requests are assessed search and duplication fees.¹ As the total cost for your request was below the PBGC’s nominal fee threshold of \$25.00, no fees have been assessed for its processing. This completes the processing of your request. You may submit future requests for PBGC records by accessing FOIAonline, our electronic FOIA processing system, at <https://foiaonline.regulations.gov>, or by email to Disclosure@pbgc.gov.

Sincerely,



Maria E. Gamez
Government Information Specialist

Enclosures

¹ See 5 U.S.C. §552(a)(4)(A) (ii)(1).



SAC Procurement Committee (PC) Meeting Agenda

WHEN: 2:00 pm – 4:00 pm on Wednesday, February 17, 2015

WHERE: Pension Benefit Guaranty Corporation
– Procurement Department
1225 I St NW, Training Facility Rm. 3369
Washington, DC 20005



Call-in #: (202) 326-4456 | **Conference ID/Password:** (b)(6)

TOPIC: Discussion with Iris Cooper, Senior Procurement Executive, Department of the Treasury; Digital Acquisition Program (OMB, FAI and Industry); FAITAS Discussion with Hope Dolan, FAITAS Program Manager

- 2:00 pm: Check-in & Networking
- 2:10 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Introduction, Remarks & Introduction of Presenter*
- 2:15 pm: **Iris Cooper**, Senior Procurement Executive, Department of the Treasury – *Open Discussion on Procurement with Small Agencies*
- 3:00 pm: **Digital Acquisition Program (OMB, FAI and Industry)** – *Pilot of the Digital Acquisition Program and the Digital Services Acquisition Training and Development Challenge (A Review and Look Forward)*
- 3:30 pm: **Hope Dolan**, FAITAS Program Manager – *FAITAS Discussion*
- 4:00 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Remarks & Conclusion of SAC PC Meeting*

RSVP NLT Feb. 10th at 4:30 pm EST: Donahue.Jeffrey@pbgc.gov, please indicate who and how many people will attend.



SAC Procurement Committee (PC) Meeting Agenda

WHEN: 2:00 pm – 4:00 pm on Wednesday, April 20, 2015

WHERE: Pension Benefit Guaranty Corporation

– Procurement Department

1225 I St NW, Training Facility Rm. 3369

Washington, DC 20005



Call-in #: (202) 326-4456 | Conference ID/Password: (b)(6)

TOPIC: Discussion with Elliott Branch, Deputy Assistant Secretary of the Navy (Acquisition and Procurement), Office of the Assistant Secretary of the Navy; Vance Cathell, Director, Office of Acquisitions, U.S. Securities and Exchange Commission (SEC); OPM Recruitment and Hiring Team

2:00 pm: Check-in & Networking

2:05 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Introduction, Remarks & Introduction of Presenter*

2:10 pm: **Elliott Branch**, Deputy Assistant Secretary of the Navy (Acquisition and Procurement) – *Open Discussion on Procurement with Small Agencies*

3:00 pm: **Vance Cathell**, Director, Office of Acquisitions, SEC – *COR Improvement Efforts. Improving the Administration of Procurements via the COR*

3:30 pm: **OPM Recruitment and Hiring Team** (intro by **Gregory Blaszkowski**, Division Director, Acquisition Policy and Innovation at OPM), HR Job Classification and Hiring Discussion

4:00 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Remarks & Conclusion of SAC PC Meeting*

RSVP NLT April 15th at 4:30 pm EST: Donahue.Jeffrey@pbac.gov, please indicate who and how many people will attend.



SAC Procurement Committee (PC) Meeting Agenda

WHEN: 2:00 pm – 3:45 pm on Wednesday, June 15, 2015

WHERE: National Labor Relations Board (NLRB)

1015 Half Street, S.E., Suite 300

Washington, DC 20570



Call-in #: (202) 326-4456 | Conference ID/Password: (b)(6)

TOPIC: Highlighting the Host (NLRB); Discussion with Data Act Team, Department of the Treasury; Discussion on Open Opportunities (FAI/GSA)

1:45 pm: Check-in & Networking

2:00 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Introduction, Remarks & Introduction of Host*

2:05 pm: **Florence Kasule**, Contracting Officer & Deputy Director of Acquisitions at U.S. National Labor Relations Board (NLRB) – *Open Discussion about NLRB with Small Agencies*

2:15 pm: **Renata Maziarz**, Director for Data Transparency – *DATA Act Discussion (Exchange of Ideas, Collaboration, Insights and Information)*

3:00 pm: **Lisa Nelson and Rob Robinson**, Open Opportunities Program Team – *Discussion on FAI Open Opportunities Program*

3:45 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Closing Remarks & Transition to Game*

4:05 pm: SAC Night at the Ballpark, Washington Nationals vs. Chicago Cubs

RSVP NLT June. 6th at 4:30 pm EST: Donahue.Jeffrey@pbqc.gov, please indicate who and how many people will attend.



SAC Procurement Committee (PC) Meeting Agenda

WHEN: 2:00 pm – 4:00 pm on Wednesday, August 17, 2015

WHERE: 100 F. Street NE, Washington DC 20549

U.S. Securities and Exchange Commission (SEC), Room 3837

Call-in #: (202) 326-4456 | Conference ID/Password: (b)(6)

TOPIC: Highlighting the Host (SEC); Discussion with Federal Acquisition Institute (FAI); Discussion with U.S. Securities and Exchange Commission (SEC); Discussion about Small Agency Support (GSA/QC0CB)

1:45 pm: Check-in/Security & Networking

2:05 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Introduction, Remarks & Introduction of Host*

2:10 pm: **Vance Cathell**, Director for Office of Acquisitions, SEC – *Welcome from SEC*

2:15 pm: **Jeffrey Birch**, Acting Director Federal Acquisition Institute (FAI) – *FAI Update*

3:00 pm: **Vance Cathell**, Director for Office of Acquisitions, SEC – *Discussions on Contracting Officer Representative (COR) Program and Oversight*

3:30 pm: **H. Michael Stewart**, GSA Customer Relationship Management Division – *Discussion on GSA Support for Small Agencies*

3:55 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Closing Remarks*

RSVP NLT August. 15th at 4:30 pm EST: Donahue.Jeffrey@pbac.gov, please indicate who and how many people will attend.

Next Meeting Location: Holocaust Museum.



SAC Procurement Committee (PC) Meeting Agenda

WHEN: 10:00 am – 12:00 pm on Wednesday, October 21, 2015

WHERE: Pension Benefit Guaranty Corporation
– Procurement Department
1225 I St NW, Training Facility Rm. 3369
Washington, DC 20005



Call-in #: (202) 326-4456 | **Conference ID:** (b)(6)

TOPIC: Transition of SAC Committee Chairman & Federal Acquisition Institute (FAI) discussion on the workforce, changes to certification, and the impact on small agencies

9:45 – 10:05 am: Check-in & Networking

10:05 – 10:15 am: **Jim Blades**, Deputy Vice President, CAO Millennium Challenge Corporation – *Introduction & Remarks*

10:15 – 10:20 am: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Remarks & Introduction of Presenter*

10:20 – 11:05 am: **Melissa Starinsky**, Director, Federal Acquisition Institute (FAI) - *Discussion on the workforce, changes to certification, and the impact on small agencies*

11:05 – 11:35 am: **Kimberly Manganello**, Assistant General Counsel, General Law and Procurement Group, PBGC – *Suspension and debarment processes and case study*

11:35 – 11:45 am: **Jeffrey Donahue**, Procurement Committee – *Open Discussion: continuing to cultivate the collaborative notion of “open, honest, and often” sharing of information, Call for topics for next meeting, and closing remarks*

11:45 – 12:00 pm: **Reception – Jim Blades**

RSVP NLT Oct. 16th at 4:30 pm EST: Donahue.jeffrey@pbgc.gov, please indicate who and how many people will attend.

Next SAC – Procurement Committee Meeting:
Wednesday, December 16, 2015 10:00 am – 12:00 pm
PBGC – Procurement Department, 1225 I St, NW, 3rd Floor
Next Guest Presenter: Anne Rung

Next SPE Conference Call:
November 17, 2015, 9:30 am – 11:30 am



SAC Procurement Committee (PC) Meeting Agenda

WHEN: 10:00 am – 12:00 pm on Wednesday, December 16, 2015

WHERE: Pension Benefit Guaranty Corporation
– Procurement Department
1225 I St NW, Training Facility Rm. 3369
Washington, DC 20005



Call-in #: (202) 326-4456 | **Conference ID/Password:** (b)(6)

TOPIC: Discussion with Anne Rung, Administrator, Office of Federal Procurement Policy and Briefing from Angela Billups, Ph.D. Senior Procurement Executive, Department of Health and Human Services

- 9:45 am: Check-in & Networking
- 10:05 am: **Jeffrey Donahue**, Chief of Contract Administration Division, PBGC – *Introduction, Remarks & Introduction of Presenter*
- 10:15 am: **Anne Rung**, Administrator, Office of Federal Procurement Policy – *Open Discussion with Small Agencies*
- 11:00 am: **Angela Billups, Ph.D.**, Senior Procurement Executive, Department of Health and Human Services – *Acquisition Lifecycle: An Opportunity to Look at How to Acquire, Communicate and Gain Value Wisely*
- 11:45 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Closing Remarks & Administration*
- 12:00 pm: Conclusion of SCA PC Meeting

RSVP NLT Dec. 9th at 4:30 pm EST: Donahue.jeffrey@pbac.gov, please indicate who and how many people will attend.



SAC Procurement Committee (PC) Meeting Agenda

WHEN: 2:00 pm – 4:00 pm on Wednesday, October 19, 2016

WHERE: 100 Raoul Wallenberg Pl, SW, Washington DC 20024

U.S. Holocaust Memorial Museum, Rubinstein Auditorium (Lower Level)

Call-in #: (202) 326-4456 | Conference ID/Password: (b)(6)

TOPIC: Highlighting the Host (USHMM); Discussion with Director of Contracting, Air Force Special Access Programs; Discussion on IT Acquisitions with Senior Procurement Executive, FCC; Discussion about Existing Government wide Shared Acquisition Vehicles

1:45 pm: Check-in/Security & Networking

2:05 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Introduction, Remarks & Introduction of Host*

2:10 pm: **Bruce Falk**, Contracting Officer, U.S. Holocaust Memorial Museum – *Welcome from Holocaust Memorial Museum*

2:15 pm: **Tonico Beope**, Director of Contracting, Air Force Special Access Programs, Office of the Assistant Secretary of the Air Force for Acquisition – *Discussion on Shared Procurement Points of Interest*

3:00 pm: **Keith Nakasone**, Senior Procurement Executive, FCC – *Discussions on IT Acquisitions: DATA Act Implementation Playbook and Elements of FITARA*

3:45 pm: **Steven Kvalevog**, Chief of Policy, PBGC – *SAC Discussion on Lists for Existing Government wide Shared Acquisition Vehicles*

3:55 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Closing Remarks*



SAC Procurement Committee (PC) Meeting Agenda

WHEN: 2:00 pm – 4:00 pm on Wednesday, December 14, 2016

WHERE: 18th and F St, Washington DC. Conference Room 3042.
General Services Administration (GSA)

Call-in #: (202) 326-4456 | **Conference ID/Password:** (b)(6)

TOPIC: Highlighting the Host (GSA Customer Relationship Division); Discussion with OFPP – Category Management (CM); Discussion on IT Schedule 70 with Deputy Assistant Commissioner of Integrated Technology Services, GSA; Discussion/Demo about Acquisition Gateway

1:45 pm: Check-in/Security & Networking**

2:05 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Introduction, Remarks & Introduction of Host*

2:10 pm: **H. Michael Stewart**, Customer Relationship Division, GSA – *Welcome from GSA*

2:15 pm: **Meredith Romley**, Senior Policy Analyst, Office of Federal Procurement Policy (OFPP) – *Discussion on Category Management (CM)*

2:45 pm: **Kay Ely**, Deputy Assistant Commissioner, Integrated Technology Services, GSA – *Discussions on GSA IT Schedule 70*

3:45 pm: **Andrea Azarcon Heller**, Director, Stakeholder Management Division Office of Strategy Management, FAS/GSA – *Discussion and Demonstration of Gateway*

3:55 pm: **Jeffrey Donahue**, Chief of Contract Administration, PBGC – *Closing Remarks*

**Please plan to arrive at GSA early due to added security measures for the Presidential Transition Team.