



United States Department of Agriculture

Food and
Nutrition
Service

January 12, 2016

Park Office
Center

Dear State and Recipient Agency USDA Foods Stakeholder:

3101 Park
Center Drive
Alexandria
VA 22302

As a recipient of this letter you have been identified as a potential participant in a critical project for the USDA Foods program. The Department of Agriculture (USDA) Food and Nutrition Service (FNS) and Agricultural Marketing Service are co-sponsoring a Business Management Improvement (BMI) project to improve the USDA Foods business processes. The term BMI may be unfamiliar to some but is the equivalent of a Business Process Re-engineering (BPR). The BMI/BPR project has been discussed and planned by USDA and USDA Foods stakeholders for nearly 2 years including a prominent place in the American Commodity Distribution Association (ACDA) National Conference in May 2015 as a mega discussion session. The outputs from the mega discussion are used to define the BMI scope and focus areas for the next 2 years of the project. Project participants will review the business processes for the end-to-end ordering, procurement and distribution of USDA Foods. BMI outputs will be new or modified processes to improve business efficiency and integration of USDA Foods into Federal, industry, State and Recipient Agency business operations.

One of the key elements of the project is use of an Accelerated Solution Environment (ASE). The BMI contractor, Capgemini, is located in Washington, D.C. The next phase of the project involves participation by project members in ASE sessions to establish project scope and vision, document the As-Is and design the To-Be processes. The scope/vision ASE session is scheduled for 8:00 a.m. through 6:00 p.m., January 28, 2016, in Washington, D.C. The As-Is and To-Be sessions will be two to three days in length and held at the same Capgemini location. There may be up to two ASE sessions each for the As-Is and To-Be depending on the scope defined during the January 28 ASE. The As-Is and To-Be sessions are not scheduled yet but are targeted for the March to September timeframe. Additional teleconferences and documentation reviews along with stakeholder communications will take place during the As-Is and To-Be project phases.

The BMI project is a significant milestone in the evolution of the USDA Foods program providing stakeholders with an opportunity to provide their process improvement ideas. Invitations to attend the January ASE were distributed the first week of January.

I strongly encourage you to consider participating in the project to define the future of the USDA Foods business for the maximum benefit of all stakeholders. Travel to the ASE sessions is an allowable use of State Administrative Expense funds.

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If you have any questions, please feel free to contact Dennis Sullivan at 703-305-0188.

Sincerely,

A handwritten signature in cursive script that reads "Laura Castro".

Laura
Castro
Director
Food Distribution Division