



# Detailed Lean Improvement Project Report

For the June 1, 2014, through December 31, 2014, reporting period

**Agency name:**

Washington Military Department

**Improvement project title:**

Master Cooperative Agreement Storefront Lease Project

**Date improvement project initiated:**

08/01/2014

**Summary:**

The WMD improved its Master Cooperative Agreement storefront leasing process with the Washington Army National Guard by reducing lead time from 730 days to 95 and reducing costs from \$107k for all 11 contracts every 5 years to \$0.

**Details:**

Description of the problem: The Washington Military Department (WMD) was spending \$107k in its administration of Master Cooperative Agreement (MCA), Appendix 1, with the Washington Army National Guard (WAARNG) that was non-reimbursable through the Appendix. These fees were paid to the Department of Enterprise Services for the 11 contracts administered in the MCA by the WMD over the course of 5 years. Additionally, the lead time of 730 days for contracts to be written by DES was detrimental to the MCA's effectiveness.

Description of the improvement: A change was made to the process by eliminating the use of DES and instead using the WAARNG's Purchasing and Contracting Office (P&C) for pre-award work. The contract was then awarded by the WMD.

Specific results achieved: The new process eliminated all costs to the WMD and reduced lead time to 95 days.

**How we involved customers or stakeholders in this effort:**

The internal customers of this effort were the WAARNG's P&C office, the MCA Grants Officer, and the WAARNG's Recruiters. Their need for a better process was what initiated this process improvement.

**Contact person:**

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