

***Headquarters
Policy Flash***

FLASH 2002-01

DATE: January 3, 2002
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: **New and Revised Acquisition Guide Chapters**

SUMMARY: Acquisition Guide Chapters 1, 13, 37, and 70 were revised and two new subjects were added in Chapters 1 and 42 as follows:

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Chapter 1 - Acquisition Regulations System (Revised)

The main section of Chapter 1 was revised to update references, provide additional Contracting Officer Representative (COR) guidance in accordance with DOE O 541.1A, add guidance with respect to the Uniform Contract Format (UCF) which was formerly included in AL 99-05, and include references for NNSA review and coordination where appropriate.

Chapter 1 - Balanced Scorecard Performance Assessment Program (New)

This new section incorporates guidance previously included in Acquisition Letter 98-10 and provides instruction to contracting personnel regarding the implementation and administration of the Balanced Scorecard procurement performance assessment programs used by the Department's federal procurement offices and major site and facility management contractors.

Chapter 13 - Government Purchase Cards (Revised)

This section has been revised to update 3 internet home page addresses.

Chapter 37 - Support Service Contracting (Revised)

This chapter was revised to add FAR reference 11.106 and language to the Support Services Contracting Guide, drafting of the Statement of Work pursuant to the FAR reference and to reference the performance incentive guidance provided in Chapter 70.

Chapter 42 - Contract Close Out (New)

This new section provides general guidance for the close out of contracts and interagency agreements pursuant to FAR Subpart 4.8 and DEAR Subpart 904.8. Four templates and specific guidance are provided to close out contracts for simplified acquisitions, firm-fixed-price contracts, contracts requiring settlement of indirect costs rates and all other contracts.

Chapter 70 - Make or Buy Plans (Revised)

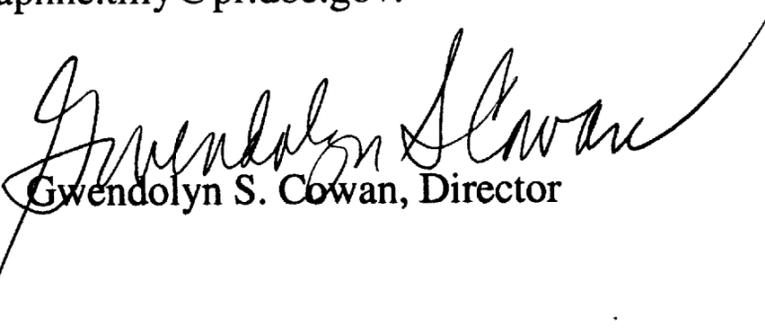
This section was revised to update the FAR and DEAR references.

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In addition to the revisions and new chapters, a "note" has been added to the beginning of the electronic table of contents to clarify that the term Procurement Executive as used in the Acquisition Guide applies to either the DOE Procurement Executive or the NNSA Procurement Executive, whichever is applicable for the contracting activity.

The revisions/additions to the DOE Acquisition Guide are now available under Procurement, Regulations and Guidance, on the ME-60 Professionals Homepage at <http://professionals.pr.doe.gov>. These changes have been coordinated with NNSA.

If you have questions pertaining to this flash, please contact Daphne Tilly at (202) 586-8246 or via e-mail at daphne.tilly@pr.doe.gov.


Gwendolyn S. Cowan, Director

cc: PPAG Members