



Department of Energy  
Acquisition Regulation

No. 2007-10  
Date 07/10/07

# ACQUISITION LETTER

This Acquisition Letter is issued under the authority of the DOE and NNSA Procurement Executives.

**Subject:** Department of Energy Acquisition Forecast

**References:**

FAR Part 5	Publicizing Contract Actions
FAR Part 7	Acquisition Planning
FAR Part 15	Contracting by Negotiation
DEAR Part 915	Contracting by Negotiation
DOE Acquisition Letter 2005-08	Small Business Programs
DOE Acquisition Guide Chapter 7	Acquisition Planning

**When is the Acquisition Letter (AL) Effective?**

This AL is effective immediately upon issuance.

**When does this AL Expire?**

This AL remains in effect until superseded or canceled.

**Who are the Points of Contact for the AL Policy?**

Stephen Zvolensky, Department of Energy (DOE) Office of Procurement and Assistance Policy, at (202) 287-1307 or [stephen.zvolensky@hq.doe.gov](mailto:stephen.zvolensky@hq.doe.gov).

Greg Gonzales, National Nuclear Security Administration (NNSA), Office of Business Services, (505) 845-5420, or [ggonzales@doeal.gov](mailto:ggonzales@doeal.gov).

**Who is the Point of Contact for Registration and Use of the Forecast System?**

John Shea, DOE, Office of Small and Disadvantaged Business Utilization (OSDBU), (202) 586-7898 or [john.shea@hq.doe.gov](mailto:john.shea@hq.doe.gov).

**What is the Purpose of this AL?**

This AL prescribes requirements and guidance for DOE and NNSA contracting activities pertaining to the publication and management of acquisition forecast information associated with future and ongoing acquisitions valued over the simplified acquisition threshold. The AL also prescribes expanded requirements for publishing certain information that the Department has decided to release pertaining to acquisitions valued over the simplified acquisition threshold

using competitive negotiated acquisition procedures prescribed in FAR Part 15, including DOE management and operating contracts.

### **What is the Background?**

Pursuant to FAR and Public Law 100-656, Section 501, the Office of Small and Disadvantaged Business Utilization (OSDBU) has historically managed the coordination and publication of planned DOE/NNSA acquisition opportunities over the simplified acquisition threshold in the “*DOE Forecast of Prime and Subcontract Opportunities*” (Forecast). The purpose of the Forecast has been to identify multi-year forecasting of planned budget expenditures at the prime contract level, as well as planned acquisitions by DOE’s major site and facility contractors (FMC) at the subcontract level. More specifically, the focus of the Forecast has been to provide specific information, including certain planned acquisition milestones (i.e., anticipated solicitation issuance and planned award dates), to prospective small businesses to assist them in identifying and planning for potential DOE/NNSA prime and subcontracting opportunities throughout the complex.

As the largest civilian contracting agency within the Federal government, the Department believes that enhancing the Forecast to provide a greater level of advance information regarding the Department’s future and ongoing contracting opportunities will substantially improve the nature of and accessibility to the kind of procurement information that is important to DOE/NNSA management, the public, industry, Congress, and other DOE/NNSA stakeholders.

Through coordination among OSDBU, DOE, and the NNSA, the current web-based Forecast has been expanded to include additional elements of information and the system has been renamed “*The Department of Energy Acquisition Forecast*” (DOE Forecast). The DOE Forecast website is accessible via <http://hqlnc.doe.gov/Forecast>.

The expanded DOE Forecast system will heighten the visibility of and access to credible and reliable acquisition information relating to the Department’s major competitive acquisitions. The expanded DOE Forecast system is intended to improve the transparency of the Department’s procurement programs and processes for the benefit of all businesses, both large and small, in their business planning efforts. It is anticipated that it will also have a positive impact on the management of both DOE/NNSA and industry resources that are necessary to support the Department’s expansive portfolio of competitive acquisitions.

The Forecast is intended to provide general planning and process information pertaining to future and ongoing transactions. The data and information contained in the DOE Forecast is provided for informational and planning purposes only – it does not represent a pre-solicitation synopsis, nor does it constitute an invitation for bid or request for proposal, or a commitment by the Government to purchase the described supplies and services. The Industry Interactive Procurement System (IIPS) remains the primary system for public access to transaction specific information (e.g., public notices, solicitations, submission of offers). Accordingly, the DOE Forecast contains links which direct parties to IIPS and FedBizOpps for information specific to an opportunity that is listed in the DOE Forecast.

**What is the Guidance?**

- I. General: OSDBU retains responsibility for ensuring that DOE/NNSA organizations and DOE/NNSA's FMC's report and update, at least semi-annually, information on future prime contracting and subcontracting opportunities that are valued in excess of the simplified acquisition threshold into the DOE Forecast system. The guidance prescribed in this AL does not affect any requirements under the OSDBU's Small Business Program Manager's program to identify and publish information pertaining to DOE/NNSA prime and FMC subcontract opportunities, including those that are conducted using other than FAR 15 procedures (e.g., sealed bids conducted pursuant to FAR Part 14), as early as practicable.
- II. Requirements:
- a. Upon formal initiation of an acquisition that is valued in excess of the simplified acquisition threshold and which uses the competitive negotiation procedures prescribed in FAR Part 15, including DOE/NNSA management and operating contracts, the Procurement Director shall assure that a record for the transaction has been reported in the DOE Forecast system and that it is properly maintained and updated, as necessary and appropriate.
  - b. As soon as practicable following formal approval including review and approval by the Office of Business Clearance, if applicable, of an acquisition plan for a competitive negotiated procurement using FAR Part 15 procedures (including DOE management and operating contracts), which will include a fully vetted and realistic milestone schedule for the transaction; the DOE/NNSA contracting activity shall report all of the information required by the DOE Forecast input screen that is applicable to the transaction, including the following planned transaction milestones:
    - (1) Quarter/Fiscal Year (FY) of Anticipated Expected Pre-Solicitation Conference/Industry Meetings (When Applicable).
    - (2) Quarter/FY of Anticipated Draft Solicitation (When Applicable).
    - (3) Quarter/FY of Anticipated Synopsis Released (Required).
    - (4) Quarter/FY of Anticipated Solicitation Released (Required).
    - (5) Quarter/FY of Anticipated Receipt of Proposals (Required).
    - (6) Quarter/FY of Anticipated Evaluations Complete/Award (Required).
  - c. The DOE/NNSA contracting activity shall not release source selection information. Prior to releasing any information pertaining to a planning or ongoing procurement, other than that covered in section IIb of this AL, the contracting activity shall consult with procurement counsel before releasing information on the DOE Forecast website.

- d. The DOE/NNSA contracting activity is not precluded from issuing general, non-milestone schedule information on upcoming planned acquisitions before the acquisition plan is approved. However, the planned transaction milestone information that is required by section IIb of this AL shall not be issued until the acquisition plan is approved.

**III. Data Management and Administration:**

- a. Procurement Directors shall establish and maintain an appropriate management system to ensure that the data that is required to be published in the Forecast system is entered in a timely manner (i.e., as soon as practicable following formal approval of the Acquisition Plan) and that such information is maintained and updated as necessary and appropriate. The achievement of planned milestones may be affected by a number of factors throughout the acquisition process. Accordingly, to the extent that a reported target milestone may not be achieved, the record shall be timely updated to reflect a revised target quarter/year for achievement of the milestone.
- b. The Forecast system requires that at least one individual from each contracting activity register as a Program Manager for entering and maintaining data for transactions processed by the contracting activity, and that a separate individual must register as the Approving Official to authorize initial entries and revisions for all records that are entered and maintained for the contracting activity. Contracting activities should designate a lead Program Manager and an alternate Program Manager as well as a lead Approving Official and an alternate Approving Official. The Program Manager and Approving Official, and their alternates, must register in the Forecast system by going to <https://hqlnc.doe.gov/registration> and selecting the "Secure Login" link.