



**Department of Energy
Acquisition Regulation**

**No. AL 2005-03
Date 10/08/04**

ACQUISITION LETTER

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

Subject: Independent Peer Review Program for Contractors' Purchasing Systems

References: FAR 44.3, Contractors' Purchasing Systems Reviews
DEAR Subpart 970.44 — Management and Operating Contractor Purchasing
DOE Acquisition Guide, Chapter 1.2, Balanced Scorecard Performance
Assessment Program (DOE only)
DOE Acquisition Guide, Chapter 70.7, Contract Administration, Reference
Book for Contract Administrators, Chapter 10 (DOE only)

When is this Acquisition Letter (AL) effective?

This AL is effective 10 business days from the date of issuance.

When does this AL Expire?

This AL remains in effect until superseded or canceled.

Whom do you Contact for More Information?

Contact Irma Brown of the Department of Energy (DOE) Office of Contract Management at (202) 287-1374, or Irma.Brown@hq.doe.gov or Steve Law, National Nuclear Security Administration (NNSA) Office of Acquisition and Supply Management at (202) 586-4321, or Steve.Law@nnsa.doe.gov.

What is the Purpose of this AL?

The purpose of this AL is to disseminate guidance on the new approach for conducting contractor purchasing system reviews.

What is the Background Information You Need to Know?

Recently, the Procurement Evaluation and Reengineering Team (PERT) examined the current Peer Review Program to add more objectivity into the process of reviewing contractors' purchasing systems. Individuals from contractor and federal offices were brought in to discuss a variety of perspectives and to establish an approach to be used to ensure objectivity and reasonable independence in reviewing contractors' purchasing systems.

What is the Guidance contained in this AL?

The Independent Peer Review Program for Contractors' Purchasing Systems will apply to all Management and Operating (M&O) Contracts and Major Site and Facility Contracts. The use of the PERT for conducting peer reviews of contractors' purchasing systems is required unless the contracting officer submits an alternative approach to the DOE or NNSA Senior Procurement Executive for concurrence. Contracting Officers must ensure that contractors comport with this new approach.

The following documents describing the approach for conducting these peer reviews may be found at <http://professionals.pr.doe.gov>, under Performance Management or by using the following hotlink: [Independent Peer Review Program](#) .

- (1) Independent Peer Review Program for Contractors' Purchasing Systems,
- (2) Contractor Purchasing System Assurance Criteria,
- (3) Final Report Format, and
- (4) Contractor Purchasing System Approval Dates.

The new approach provides for the partnering of federal and contractor personnel in conducting peer reviews for contractors' purchasing systems. This introduces a benefit to the participants of gaining valuable benchmarking information on ways to improve processes as well as acquiring valuable experience in the peer review process.