

# Requirements for the Industry Interactive Procurement System (IIPS)



## Guiding Principles

- **Follow the on-line IIPS User Manual**
- **Use of IIPS is required to the maximum extent when applicable.**

## Overview

This section discusses the Department of Energy's procedures for the issuance of solicitations and receipt of proposals/bids for all competitive acquisitions greater than the Simplified Acquisition Threshold (SAT).

## Background

By memorandum from the Director of the Office of Procurement and Assistance Management, IIPS has been the required electronic system, since October 1, 2001, for posting competitive solicitations and receiving proposals/bids greater than the Simplified Acquisition Threshold (SAT).

## Current Requirements

DOE Contracting Officers are required to follow the guidelines in the IIPS User Manual for the issuance of solicitations and receipt of proposal/bids for all competitive acquisitions greater than the Simplified Acquisition Threshold (SAT). Contracting Officers shall not accept proposals by any other means such as: email, facsimile, commercial or postal carrier, or hand carried by the vendor or vendor's agent.

The CO shall not deviate from the instructions, except as provided below:

1. Established On-line Ordering Systems, such as: DOE/C-Web, GSA Advantage, GSA Schedule Buys, GSA E Buy, and DoD/E-Mall;
2. Interagency Agreements; and
3. Unsolicited Proposals.

Any exceptions to the above should be considered rare and unusual. Only in cases of a declared national emergency, natural disaster, or local power outage should exceptions, amendments, or other work-arounds be granted by the Head Contracting Authority (HCA).