



**HEADQUARTERS  
POLICY FLASH  
POLICY FLASH 2004-24**

DATE: September 2, 2004  
TO: Procurement Directors  
FROM: Office of Procurement and Assistance Policy, ME-61  
Office of Procurement and Assistance Management

SUBJECT: Department of Energy (DOE) Acquisition Guide Chapter Revisions

SUMMARY: Several chapters of the DOE Acquisition Guide have been revised and posted to the Home Page. The next page lists the chapters and summarizes the nature of the changes.

Summary				
DOE Acquisition Guide 2004 Revision Installment 3				
Number	Title		Nature of Change	Date
4.2	Public Relations Contracts		New	August 2004
15.3	Evaluation Criteria		Editorial	August 2004
15.4	Source Selection		Editorial	August 2004
33.1	Protests		Editorial	August 2004
33.2	Alternate Dispute Resolution		Editorial	August 2004
38.1	Federal Supply Schedule Contracting		Substantive/Editorial	August 2004

**Chapter 4.2, Public Relations Contracts is a new chapter replacing Acquisition Letter 2002-03. It requires coordination with the Office of Public Affairs, DOE or National Nuclear Security Administration (NNSA), prior to contracting for public relations or communication services requirements.**

**Chapter 38.1, Federal Supply Schedule Contracting is an update of the Strategic Acquisition Transactions Guide of 2002, in response to Policy Flash 2004-23, “Proper Use of Other Agencies Contracts”. It clarifies and improves procedures to be followed when placing awards under other Agency contracts, such as Federal Supply Schedules (FSS) and Government-wide Agency Contracts (GWACs), as well as ordering procedures under Multiple Award Contracts. It provides that the Contracting Officer placing an order on another agency’s behalf is responsible for including that agency’s regulatory and statutory requirements and that the requiring agency must furnish such information to the ordering agency. It also states that Blanket Purchase Agreements (BPAs) under FSS are generally limited to five years and requires the agency establishing the BPA under a schedule contract to conduct an annual review to assure that the circumstances justifying the initial award remain current. While not prohibiting sole source awards under FSS orders, the Chapter does require they be justified in writing. The Chapter further provides that ordering agencies rely on the small business representation originally furnished at the contract level and clarifies steps that may be taken in the case of poor performance under an FSS order.**

**The changes to the other Chapters are only editorial in nature.**

The revised chapters are not attached but have been posted to the Home Page at <http://professionals.pr.doe.gov/ma5/ma-5web.nsf/?Open> Questions may be addressed to Richard Langston (202) 287-1339 or [Richard.Langston@hq.doe.gov](mailto:Richard.Langston@hq.doe.gov).



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