



**HEADQUARTERS**

**POLICY FLASH**

**POLICY FLASH 2004-10**

DATE: March 24, 2004  
TO: DOE/NNSA and M&O Contractor Procurement Directors  
FROM: Office of Procurement and Assistance Policy, ME-61  
Office of Procurement and Assistance Management

SUBJECT: Revision to M&O Contractor Model Subcontract entitled "Standard Research Subcontract (Educational Institution or Nonprofit Organization)"

SUMMARY: This Policy Flash disseminates a revision to the M&O Contractor Model Subcontract that was issued by Policy Flash 2003-03.

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This Policy Flash disseminates an errata sheet, a strike and add version and a revised version of the M&O contractor model subcontract entitled, “Standard Research Subcontract (Educational Institution or Nonprofit Organization)” which was disseminated by Policy Flash 2003-03 on January 14, 2003. A word file of the revised subcontract is available on the DOE Professionals web site at <http://professionals.pr.doe.gov>. Click on “M&O Contractor Standard Research Subcontract” under the Procurement heading.

DOE/NNSA encourages M&O contractors to use this model subcontract for unclassified research and development work, not related to nuclear, chemical, biological, or radiological weapons of mass destruction or the production of special nuclear material. If the subcontract is for other than standard research and development work (e.g., work performed on a DOE/NNSA site, a programmatic requirement for open source software distribution, etc.), the articles and clauses in the model should be tailored to address these specific requirements.

We understand that some M&O contractors have developed automated systems that may not be able to handle the sequence of the standard subcontract without major reprogramming (e.g., signature page is at the end rather than at the beginning). It is not necessary to reprogram existing systems as long as the model text of the articles and clauses is used. You may also make minor changes or additions to the text (e.g., change “mailed” to “emailed” or “faxed,” require payment by electronic funds transfer, require reports be submitted electronically, etc.) to reflect your business’ processes.

We believe that the standardization of this research subcontract will greatly benefit the DOE complex and the university research community and request your support of its use.

If you have questions regarding this model subcontract, contact Trudy Wood at 202 586-5625 or by e-mail at [trudy.wood@hq.doe.gov](mailto:trudy.wood@hq.doe.gov).

Attachments



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