



**HEADQUARTERS
POLICY FLASH**

POLICY FLASH 2004-26

DATE: September 17, 2004
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: Discretionary Set-Aside Authority

SUMMARY: This Policy Flash forwards a memorandum signed by the Deputy of the Office of Procurement and Assistance Management for the Procurement Executive.

The purpose of this memorandum is to revise the discretionary set-aside authority addressed on Page 13 of Acquisition Letter 2004-03 from \$50,000 to \$100,000. Questions may be addressed to Steve Zvolensky at (202) 287-1307 or Stephen.zvolensky@hq.doe.gov



Michael P. Fischetti
Acting Director
Office of Procurement and
Assistance Policy

Attachment

cc:
PPAG Members



Department of Energy

Washington, DC 20585

SEP 17 2004

MEMORANDUM FOR DISTRIBUTION

FROM:

607 RICHARD H. HOPF, DIRECTOR
OFFICE OF PROCUREMENT
AND ASSISTANCE MANAGEMENT

A handwritten signature in black ink, appearing to read "RH Hopf", written over the typed name and title.

SUBJECT:

Discretionary Set-Aside Authority Proper

The purpose of this memorandum is to revise the discretionary set-aside authority addressed on Page 13 of Acquisition Letter 2004-03 from \$50,000 to \$100,000. The paragraph entitled, Discretionary Set-Asides, is revised to read:

“Contractors responsible for the management and operation of sites and facilities are authorized to set aside purchases at any dollar value for award to small businesses and to make purchases valued up to \$100,000 on a sole source basis to small businesses. If such programs are instituted, the contractor shall assure that awards are to be made at fair market prices.”

If you have any questions on this subject, please contact Stephen Zvolensky of my staff at (202) 287-1307.



DISTRIBUTION

Mike Adams, Acting Procurement Director, Idaho Operations Office
Michael Allison, Procurement Director, Savannah River Operations Office
Mike Barrett, Acting Procurement Director, Office of River Protection
John Bashista, Headquarters Procurement Services
Debra Bean, Procurement Director, Western Area Power Administration
Ken Berglund, Procurement Director, Bonneville Power Administration
Stanley Colt, Acting Procurement Director, Carlsbad Area Office
Charles Crowe, Procurement Director, Oak Ridge Operations Office
Charlie Dan, Procurement Director, Rocky Flats Field Office
John Greenwood, Procurement Director, Chicago Operations Office
Birdie Hamilton-Ray, Procurement Director, Office of Repository Development (RW)
Gary Landry, Procurement Director, Strategic Petroleum Reserve Project Office
Anthony Lorenz, Procurement Director, Richland Operations Office
Joel Seymour, Procurement Director, Southeastern Power Administration
Dale Siciliano, Procurement Director, National Environmental Technology Laboratory
Mona Snyder, Procurement Director, Ohio Field Office
Cris Van Horn, Procurement Director, Southwestern Power Administration
Jerry Zimmer, Procurement Director, Golden Field Office

cc:

Bruce M. Carnes, Associate Deputy Director, DS
Susan J. Grant, Director, ME-1
James T. Campbell, Deputy Director, ME-2
Stephen Mournighan, Deputy Director, ME-60
Edward Simpson, Director, ME-62
Jan Chavez-Wilczynski, Director, ME-65
Robert, Braden, Director, NA-63
James J. Cavanagh, Deputy Director, NA-63