



POLICY FLASH 2010-78

DATE: August 23,2010

TO: Procurement Directors

FROM: Office of Procurement and Assistance Policy, MA-61
Office of Procurement and Assistance Management

SUBJECT: Acquisition Templates

SUMMARY: On March 29,2010, four draft acquisition templates (Confidentiality Certificate, Conflicts of Interest Certificate, Letter to Unsuccessful Offeror and Letter to Successful Offeror) were distributed for Procurement Director (PD) and Head of Contracting Activity (HCA) review and comment. All comments received were considered and changes were made as appropriate. The final versions of the four aforementioned acquisition templates will be e-mailed directly to the Procurement Directors and made available in the STRIPES Library.

This Flash and its attachments will be available online within a day, at the following website:
http://www.management.energy.gov/policy_guidance/policy_flashes.htm.

Questions concerning the templates identified in this policy flash should be directed to Jeff Burgan at (865) 241-2513 or jeffrey.burgan@hq.doe.gov. Questions concerning accessing the templates in STRIPES should be directed to Doug Baptist at (202) 287-1658 or douglas.baptist@hq.doe.gov



Melissa D. Rider
Director
Office of Procurement and
Assistance Policy

Attachments