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**Department of Energy  
Acquisition Regulation**

**No. AL 2010-03  
Date 01/08/10**

**Department of Energy  
Financial Assistance Regulations**

**No. FAL 2010-03  
Date 01/08/10**

# **ACQUISITION/FINANCIAL ASSISTANCE LETTER**

This Acquisition/Financial Assistance Letter is issued under the authority of the DOE and NNSA Senior Procurement Executives.

**Subject: Strategic Integrated Procurement Enterprise System (STRIPES)**

**References:**

OMB M-00-10	Office of Management and Budget (OMB) Procedures and Guidance on Implementing the Government Paperwork Elimination Act
FAR Subpart 4.5	Electronic Commerce in Contracting
FAR Subpart 4.8	Government Contract Files
FAR Subpart 7.1	Acquisition Plans
DOE O 200.1	Information Management Program
10 CFR 600	Department of Energy (DOE) Financial Assistance Rules

**When is this Acquisition Letter (AL)/Financial Assistance Letter (FAL) Effective?**

This AL/FAL is effective upon deployment of STRIPES at each contracting activity.

**When does the AL/FAL Expire?**

This AL/FAL remains in effect until superseded or canceled.

**Who are the Points of Contact?**

For acquisition and financial assistance questions, contact Nancy Harvey at (202) 287-1358 or [nancy.harvey@hq.doe.gov](mailto:nancy.harvey@hq.doe.gov).

For STRIPES system related questions, contact Douglas Baptist at (202) 287-1658 or [douglas.baptist@hq.doe.gov](mailto:douglas.baptist@hq.doe.gov).

### **What is the Purpose of this AL/FAL?**

The purpose of this AL/FAL is to prescribe requirements and guidance pertaining to the use of STRIPES for the award and administration of DOE acquisition and financial assistance instruments. Specific implementation guidance for STRIPES is provided in the Acquisition and Financial Assistance Guides, and/or in the STRIPES user manuals and related guidance, which can be accessed at <http://crinfo.doe.gov/officedocs/cf40/home/STRIPES/index.htm>.

### **What is the Relevant Background Information?**

The Department launched the Integrated Management Navigation System (iManage) Program in January 2003 as a cost-saving program designed to use technology to meet the challenge of achieving greater management efficiencies. The iManage Program consolidates and streamlines the Department's business systems by integrating management information related to financial and cost accounting, travel, payroll, budget formulation and execution, procurement and contracts management, facilities management, human resources, and research and development.

The iManage Project Portfolio consists of several integrated corporate business systems that include: the Standard Accounting and Reporting System (STARS), iManage Data Warehouse (IDW), iBudget, Corporate Human Resource Information System, E-Travel System, and STRIPES. STRIPES is a web-based information technology system, used for awarding and administering the Department's acquisition and financial assistance instruments. STRIPES replaces and consolidates existing procurement-related contract writing systems and tools across DOE and uses existing financial management functionality to improve the efficiency and effectiveness of awarding and administering acquisition instruments. For most of the goods and services purchased by DOE, this will save time by eliminating duplicate entry, while promoting data accuracy and standardization in DOE contract and financial assistance formatting and clause usage. STRIPES will also replace the various systems across the DOE complex for the award and administration of grants, cooperative agreements, and Technology Investment Agreements (TIAs).

STRIPES integrates with STARS for certification, commitment, and obligation of funds against award actions, and with IDW for the storage of financial, budgetary, procurement, personnel, and program information. STRIPES also shares/transmits data to Government-wide systems, such as the Federal Procurement Data System-Next Generation (FPDS-NG), the Central Contractor Registration (CCR), FedBizOpps, and Grants.gov.

### **What is the Applicability of this AL?**

STRIPES' use is mandatory for all DOE elements, including the National Nuclear Security Administration (NNSA), for the award and administration of all unclassified DOE contracts, Federal Supply Schedule (FSS) orders, purchase card transactions, Interagency Agreements (IAs), financial assistance agreements, and TIAs. No classified material shall be stored, transmitted, or entered into STRIPES. Sales contracts and other "funds-in" instrument types are currently exempt from STRIPES.

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Except for instances in which a waiver is granted in accordance with the procedures of this AL, upon deployment at each DOE contracting activity, STRIPES shall be the only system to be used for processing acquisition and financial assistance actions, including contracts and orders issued under contracts, FSS orders, purchase card transactions, grants, cooperative agreements, TIAs, and IAs. All features and functional modules in STRIPES shall be used.

#### **How does STRIPES Interact with Other Federal Databases?**

STRIPES interacts with a communication web portal called FedConnect, which provides for communications with contractors, offerors, applicants, and recipients, and for the receipt of reports utilizing electronic signatures, when applicable. It establishes an open, secure channel of communication between external parties and DOE. In addition, STRIPES integrates or interfaces with government-wide systems such as FedBizOpps, FPDS-NG, CCR, and Grants.gov.

#### **Are Regulatory and Statutory Requirements Included in STRIPES?**

Federal and Departmental requirements prescribed by the Federal Acquisition Regulation (FAR), DOE Acquisition Regulation, ALs, FALs, and other DOE policies, procedures, and guidance are built into STRIPES. This feature ensures that Contracting Officers (CO) comply with all applicable regulatory and statutory requirements for their specific actions.

#### **What is the Maintenance of Legacy Systems during STRIPES Implementation?**

The Department's use of the Industry Interactive Procurement System (IIPS) will remain operational during a contracting activity's transition to STRIPES. For acquisition actions, once STRIPES is implemented at a DOE site, use of IIPS shall be discontinued as soon as practicable. IIPS will continue to be used for competitive Funding Opportunity Announcements until a direct interface between STRIPES and Grants.gov has been implemented at each DOE site. Pursuant to the iManage Executive Steering Committee's direction, all DOE-wide acquisition and financial assistance management systems (such as IIPS and the Procurement and Assistance Data System), as well as all local contracting activity acquisition and financial assistance management systems, shall be phased out with the implementation of STRIPES. The use of systems which duplicate the functionality of STRIPES, even if stand alone, is prohibited.

#### **How are Exceptions/Waivers Processed?**

In cases where a CO determines that STRIPES cannot adequately perform a required function to execute an action, or a class of actions, the CO shall submit a written justification documenting the deficiency and a recommended alternative course of action. This justification shall be concurred in by the cognizant Procurement Director and the Head of the Contracting Activity. The justification shall then be submitted to the Director, Office of Contract Management, MA-62, for approval by the Senior Procurement Executive.

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**What is Considered the “Official Contract File”?**

STRIPES utilizes an electronic signature methodology, therefore a manual signature is not required on STRIPES award documents. All required pre- and post-award contract and financial assistance documentation shall be maintained in electronic form, shall reside in STRIPES, and shall be considered the official contract file, except for any documents required by regulation to be maintained in paper copy. For actions that were awarded prior to an office’s deployment of STRIPES, existing paper files are not required to be transferred into STRIPES.

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