



# ACQUISITION LETTER

This Acquisition Letter is issued under the authority of the Senior Procurement Executives of DOE and NNSA. It is intended for use by procurement professionals of DOE and NNSA, primarily Contracting Officers, and other officials of DOE and NNSA that are involved in the acquisition process. Other parties are welcome to its information, but definitive interpretations of its effect on contracts, and related procedures, if any, may only be made by DOE NNSA Contracting Officers.

## **Subject: Management & Operating Contractor Subcontract Reporting Capability (MOSRC) with Corporate “H” Clause**

### **References:**

1. Consolidated Appropriations Act of 2014, PL 113-76, Division D, Title III, Section 318
2. FAR 17.6 -- Management and Operating Contracts
3. FAR 19.102 -- Size Standards
4. DEAR 970 -- DOE Management and Operating Contracts
5. DOE Deputy Secretary Memo: Implementation of the Management & Operating Subcontract Reporting Capability Initiative, dated July 10, 2015

### **When Is this Acquisition Letter (AL) Effective?**

This AL is effective immediately upon issuance and rescinds AL 2015-08.

### **When Does this AL Expire?**

This AL remains in effect until superseded or cancelled.

### **Who Is the Intended Audience For this AL?**

DOE and NNSA Heads of Contracting Activities (HCAs) and Contracting Officers (COs) with purview over Management and Operating contracts are the intended audience.

### **Who Is the Point of Contact For this AL?**

Questions concerning the MOSRC reporting instructions may be emailed to [HQProcurementSystems@hq.doe.gov](mailto:HQProcurementSystems@hq.doe.gov).

DOE personnel may email acquisition questions to [DOE\\_OAPMPolicy@doe.gov](mailto:DOE_OAPMPolicy@doe.gov).  
NNSA COs may contact Leticia Barela at (202) 586-7571, or via email at [leticia.barela@nnsa.doe.gov](mailto:leticia.barela@nnsa.doe.gov).

## **Need More Information on ALs?**

Visit <http://energy.gov/management/office-management/operational-management/procurement-and-acquisition> for information on Acquisition Letters and other policy issues.

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

This AL provides guidance to HCAs and COs and a model clause requiring Management and Operating (M&O) contractors to report first-tier subcontract transactions under their contracts.

## **What type of Contracts are affected by this AL?**

This AL applies to DOE and NNSA M&O contracts as defined at FAR 17.6 and DEAR 970 with the exception of M&O contracts for Ames Laboratory and Princeton Plasma Physics Laboratory.

## **What is the Background?**

The Consolidated Appropriations Act of 2014, Title III, Section 318 (Pub. L. 113-76 § 318) amended the Small Business Act (15 U.S.C. § 644) to require consideration of DOE M&O contractor first-tier small business subcontract awards towards the annual agency and Government-wide goals for contract awards.

DOE uses M&O contractor data to support the Small Business Administration's (SBA) small business analysis, prime goal setting and reporting needs. This data is a subset of prime contract reporting data required by the Federal Procurement Data System – Next Generation (FPDS-NG). DOE developed MOSRC to facilitate contractor reporting of this data. MOSRC accepts monthly contractor submissions and provides consolidated reports to the SBA. The inclusion of these awards have a significant positive impact on DOE meeting its small business contracting goals.

## **What is the Guidance contained in this AL?**

COs should include the attached model clause in all M&O contracts solicited and awarded after the date of this letter. The clause requires M&O contractors to report their first-tier subcontract data to DOE for consolidation and reporting by DOE to the SBA.

Information about how and what to report is contained in the MOSRC reporting instructions at <https://energy.gov/management/management-operating-subcontract-reporting-capability-mosrc>. COs and contractors should register in <https://max.gov> to access the "MOSRC Collaboration Center" and the resources it contains. Anyone with a ".gov" account can register by clicking the "Register Now" button in the top right corner and following the instructions thereafter. Anyone requiring access without a ".gov" account should contact [HQProcurementSystems@hq.doe.gov](mailto:HQProcurementSystems@hq.doe.gov) who will review the request and grant access as appropriate.

Attachment:

Corp. Clause DOE-H-7037, Management and Operating Contractor Subcontract Reporting