



**Department of Energy**  
Washington, DC 20585

September 26, 2019

MEMORANDUM FOR DISTRIBUTION

FROM: *for* DAVID J. LEOTTA *Michelle Martin*  
DIRECTOR  
OFFICE OF CONTRACT MANAGEMENT  
OFFICE OF ACQUISITION MANAGEMENT

SUBJECT: Fiscal Year 2020 Balanced Scorecard: Management and Operating Contractor Purchasing System Performance Management Program

The Balanced Scorecard (BSC) performance management methodology continues to provide the Office of Acquisition Management (OAM) with valuable insight into the health of the procurement function at the Department's Management and Operating (M&O) Contractors. This memorandum issues the performance measures for the M&O Contractors for Fiscal Year (FY) 2020 (reporting period October 1, 2019 through September 30, 2020).

The BSC Core Performance Measures for FY 20 are attached and will be available at: <https://energy.gov/management/downloads/balanced-scorecard-program>. All parties affected by this program are encouraged to submit any suggestions regarding these measures, (e.g., whether new measures should be added, whether the metric targets should be changed) to the BSC Program Manager.

Please ensure distribution of these BSC Core Performance Measures to Contracting Officers (COs) overseeing M&O Contractors as well as the M&O Contractors. All FY 20 Contractor Assessment Plans must be submitted to the Office of Acquisition Management (OAM) via the BSC Program Manager by October 15, 2019, and include the determination of sufficiency of the plan by the cognizant CO. All FY 19 results, including the Assessment Report of the results completed by the cognizant CO, should be submitted to OAM by December 15, 2019.

Please direct any questions to the BSC Program Manager, Salem Fussell, at 202-287-1332 or [salem.fussell@hq.doe.gov](mailto:salem.fussell@hq.doe.gov).

Attachments

**Distribution List:****For Action:**

Juston Fontaine, SC  
Norbert S. Doyle, EM  
Amy E. Grose, NE  
Derek G. Passarelli, EERE  
Paul Oosterling, FE

**For Information:**

Patricia Schuneman, SC  
Jaime Ford, SC  
Steve Jones, SC  
Tonja Stokes, SC  
Victoria Nilsen, SC  
Tamara Miles, EMCBC  
Karen Bahan, EMCBC  
Anne Marie Bird, EMCBC  
Craig Armstrong, SRS  
Angela Morton, SRS  
Wendy Bauer, CBFO  
Jeffrey Fogg, DOE-ID  
Carol Hellmann, GFO  
Kelly Gele, SPR