



**Department of Energy  
Acquisition Regulation**

**No. AL 2015-06  
Date 06/11/2015**

**Department of Energy  
Financial Assistance Regulations**

**No. FAL 2015-04  
Date 06/11/2015**

# **ACQUISITION/FINANCIAL ASSISTANCE LETTER**

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

**Subject: STRIPES Mandatory Use Policy**

## **References:**

FAR 1.3	Agency Acquisition Regulations
FAR 1.4	Deviations from the FAR
FAR 4.8	Government Contract Files
FAR 52.1	Instructions for Using Provisions and Clauses
DEAR 901.103	Authority
DEAR 901.301-70	Other issuances related to acquisition.
DEAR 901.6	Career Development, Contracting Authority and Responsibilities
DOE Acquisition Guide Chap 1.1	Acquisition Regulation System, March 2004 Update
DOE Acquisition Guide Chap 1.2	Head of Contracting Activity (HCA) Authority, Functions, and Responsibilities, January 2007
DOE Acquisition Guide Chap 52.1	Local Contract Clauses

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

This AL is effective immediately upon issuance and rescinds AL 2010-03 and FAL 2010-03.

## **When does the AL/FAL expire?**

This AL remains in effect until superseded or canceled.

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

Heads of Contracting Activity (HCAs) and Contracting Officers (COs) responsible for administering and managing Department of Energy (DOE) contracts and financial assistance awards are the intended audience for this letter. *This AL/FAL DOES NOT apply to the National Nuclear Security Administration (NNSA).*

## **Who are the Points of Contact?**

For acquisition questions, contact Mike Dombrowski at (202) 287-1828 or [michael.dombrowski@hq.doe.gov](mailto:michael.dombrowski@hq.doe.gov).

For financial assistance questions, contact Ellen Colligan at (202) 287-1776 or [ellen.colligan@hq.doe.gov](mailto:ellen.colligan@hq.doe.gov).

For additional information on ALs/FALs and other issues, visit our website at <http://energy.gov/management/office-management/operational-management/procurement-and-acquisition>.

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

This AL/FAL affirms the mandatory use of STRIPES for all DOE unclassified solicitations and contracts or financial assistance awards and as the sole system of record to maintain the official contract files. Additionally, it establishes the primacy and mandatory use of provisions, clauses, and templates (hereafter “clauses”) maintained in STRIPES. This latter requirement will provide for improved oversight, standardization and consistency of clauses maintained in STRIPES.

## **What Types of Actions Are Affected by this AL/FAL?**

This AL/FAL applies to all solicitations and contracts or financial assistance awards processed in STRIPES after the issuance of this letter.

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

DOE started the rollout of STRIPES in 2008 and completed it across the department in 2012. It has helped DOE’s acquisition process by streamlining acquisition document creation, providing standardization of formats and increasing transparency of business operations.

Since implementation, over a thousand separate, duplicative and sometimes contradictory clauses have been added to STRIPES. These clauses in many cases have lacked key information required by the FAR, i.e. prescription, numbering, version date, etc. Though clauses tailored to local needs are appropriate in some instances, the unmanaged growth of these clauses has reduced the efficacy of STRIPES. The Contract and Financial Assistance Policy Division of the Office of Acquisition and Project Management (MA-611) undertook an exhaustive study of each corporate and local clause to provide a baseline to better manage the clauses in STRIPES. Clauses from across the complex were reviewed to identify areas to consolidate or build upon.

Overall this effort has drastically reduced the number of clauses in the system needed for our use going forward, while maintaining the corporate and local substantive matter required for successful contract administration and execution. The resulting clauses also contain the essential requirements prescribed by the FAR, i.e. prescriptions, appropriate numbering, titles, and version dates. This listing and format will be the basis from which any new proposed clause will be compared to determine need, minimize duplication and maintain standardization across the department.

## **What Is the Guidance Contained in this AL/FAL?**

STRIPES use is mandatory for all DOE elements for the award and administration of all unclassified DOE contracts, Federal Supply Schedule orders, purchase card transactions, Interagency Agreements, financial assistance agreements, and Technology Investment Agreements. No classified material shall be stored, transmitted, or entered into STRIPES. Required pre- and post-award contract and financial assistance documentation must be maintained in electronic form, must reside in STRIPES, and shall be considered the official contract file, except for any documents required by regulation to be maintained in paper copy.

### Changes to Baseline STRIPES Clauses and Templates.

**Field sites may no longer independently add clauses to STRIPES, but may have clauses added to STRIPES through the following process.** Field sites may use the process outlined in the DOE Acquisition Guide, Chapter 1.1, Acquisition Regulation System for appropriate deviations for individual contract actions.

Site Points of Contact (SPOCs) and MA-611 staff are the only individuals who can submit a request for a clause or template addition or revision to the STRIPES functional team. Requests from others will not be reviewed. Requests shall be submitted as follows:

- \* Via a single email (not an email chain) with:
  - a subject line indicating whether the request pertains to clauses and/or templates for financial assistance (FA) or acquisition (ACQ) and if it is for an agency-wide/corporate or local clause and/or template;
  - the first line of the body of the email synthesizing the request. For example, “Request for new agency-wide FA clause for no-cost extensions;” and
  - the remainder of the email specifying:
    - the text of a new clause or description of what they are proposing to change the clause “from” and “to”;
    - why the change is needed;
    - if applicable, a justification for having a local clause instead of using the standard DOE clause; and

- a statement by the requestor that they have reviewed and approved the request.
- \* Requestors must complete and attach to the email the “STRIPES Clause CM Templates” form found on iPortal in the STRIPES Center under “User Documentation.”
- \* Requests are to be sent to the STRIPES functional team via email [DL-CF-40StripesFunctionalTeam@hq.doe.gov](mailto:DL-CF-40StripesFunctionalTeam@hq.doe.gov) The functional team will ensure that the requests are using the latest set of forms and are fully completed. The functional team will not review the content of the request, just that all required blocks on the forms are completed.
- \* The STRIPES functional team will log the requests and assign a tracking number and forward the requests to [DOE\\_OAPMPClauses@hq.doe.gov](mailto:DOE_OAPMPClauses@hq.doe.gov).
- \* MA-611 will review the request and communicate directly with the requestor to resolve any issues. If necessary, MA-611 will request revised form(s) from the SPOC.
- \* If a change is requested to an agency-wide/corporate clause or template, MA-611 may need to request input from the Procurement Policy Advisory Group (PPAG) or Financial Assistance Advisory Council (FAAC).
- \* All STRIPES clause and/or template requests (agency-wide/corporate and local) must be approved by MA-611 before the STRIPES Team enters them into STRIPES.
- \* The STRIPES functional team will enter the clause and/or template information in the QA instance for testing by MA-611 or the SPOC.
- \* If the request is for a local clause(s) or template(s) submitted by a SPOC, the STRIPES functional team may communicate directly with the SPOC about testing of those clause(s) or template(s). For agency-wide clauses or templates, the STRIPES functional team must communicate with the MA-611 staff member who approved the request and copy [DOE\\_OAPMPClauses@hq.doe.gov](mailto:DOE_OAPMPClauses@hq.doe.gov).
- \* MA-611 or the SPOC will email the STRIPES functional team with the results of their testing in the QA instance and indicate their approval or rejection of the changes. If they are rejecting the changes, they must describe the corrections which need to be made for the changes to be accepted and they must ‘cc’ [DOE\\_OAPMPClauses@hq.doe.gov](mailto:DOE_OAPMPClauses@hq.doe.gov).
- \* The STRIPES functional Team will migrate the changes into the Production instance on the next scheduled maintenance day after the approval is received – maintenance is currently performed every Thursday evening.
- \* In the case of requests involving agency-wide/corporate clauses and/or templates, the STRIPES functional team will draft a STRIPES flash for approval by MA-611 prior to its release.