



Department of Energy
Washington, DC 20585

March 25, 2016

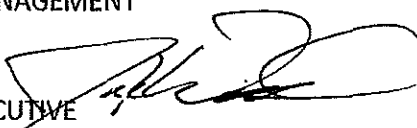
MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITY

FROM:


BERTA SCHREIBER

ACTING SENIOR PROCUREMENT EXECUTIVE
OFFICE OF ACQUISITION MANAGEMENT

JOSEPH F. WADDELL


SENIOR PROCUREMENT EXECUTIVE
DEPUTY ASSOCIATE ADMINISTRATOR
OFFICE OF ACQUISITION AND
PROJECT MANAGEMENT, NNSA

SUBJECT:

Requirements to Use Existing Strategic Sourcing Agreements

The purpose of this memorandum is to provide guidance to Contracting Officers (CO) on the requirement to consider use of existing Strategic Sourcing agreements prior to issuing new contract. When an existing strategic sourcing agreement is not used, the CO must include in the contract file a brief analysis of the comparative value, including price and non-price factors, between the services and supplies offered under the source or sources used for the purchase and the strategic sourcing agreement.

The general process for facilitating the use of strategic sourcing agreements is:

- During the acquisition advanced planning phase, COs shall ensure that consideration of the use of strategic sourcing is fully considered in the acquisition strategy.
- Upon receipt of a procurement request, the CO should visit the DOE strategic sourcing site on the DOE Strategic Sourcing webpage (<http://energy.gov/management/strategic-sourcing>), and consider ordering from applicable DOE/other Federal strategically sourced vehicles. The CO may also check the GSA Acquisition Gateway for other opportunities.
- If an applicable strategically sourced vehicle is available, the CO shall utilize the vehicle to attain overall best value in terms of cost and economic efficiencies unless the CO provides written justification as noted above.

If you have any questions, please feel free to contact Jeff Davis at 202-287-1877, or via email at jeff.davis@hq.doe.gov.

