

Attachment to Policy Flash on New Procedures for Submitting Clause or Template Changes

The following are the new procedures for submitting requests to add new clauses or templates or to change existing clauses and templates (including local clauses and templates) in STRIPES:

Note that we are not specifying a specific number of days for any step in the process until we have some statistics on how long this new process will take.

- * Site Points of Contact (SPOCs) and Contract and Financial Assistance Policy Division (CFAPD) 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 other than the SPOCs will not be reviewed.
- * The new forms developed for the requests for clause and template additions or revisions (requests) will be provided to the site POCs and posted to iPortal.
- * SPOCs or CFAPD staff (requestors) must indicate in the subject line of the requesting email whether the request pertains to clauses and/or templates for financial assistance (FA) or acquisition (ACQ) and if it pertains to agency-wide/corporate or local clauses and/or templates. In the first line of the email the requestor should synopsize the request. For example, 'Request for new agency-wide FA clause for no-cost extensions'.
- * Requestors must use a single email (not an email chain) for their request specifying 1) what they are changing the clause 'from' and 'to', 2) explanation of why they need this change to be made, and 3) (in the case of local clauses) justification for having a local clause instead of using the standard DOE clause.
- * Requestors must include a completed request form as an attachment to their email and indicate in the email that they reviewed and approved the request.
- * Requests are to be sent to the STRIPES functional team via email 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 (if this is not automatically done by a tracking system) and forward the requests to DOE_OAPMPClauses@hq.doe.gov.
- * CFAPD staff will review the request and communicate directly with the requestor to resolve any issues. If necessary, CFAPD will request revised form(s) from the SPOC.
- * If a change is requested to an agency-wide/corporate clause or template, CFAPD 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 CFAPD before the STRIPES Team enters them into STRIPES.
- * When CFAPD staff forward the approved request back to the STRIPES functional team for programming this indicates that they have reviewed and approve the request.
- * The STRIPES functional team will enter the clause and/or template information in the QA instance for testing by CFAPD or SPOC.
- * If the request is for local clause(s) or templates submitted by a SPOC, the STRIPES functional team can 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 CFAPD staff member who approved the request and copy DOE_OAPMPClauses@hq.doe.gov.
- * CFAPD 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.
- * 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 the CFAPD staff member who approved the request.