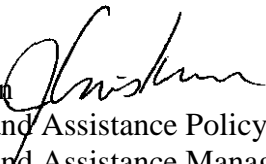




DATE: November 17, 2010

TO: Procurement Directors

FROM: Director, Policy Division 
Office of Procurement and Assistance Policy
Office of Procurement and Assistance Management

SUBJECT: Acquisition Templates

SUMMARY: On September 28, 2010, four draft acquisition templates (Competitive Range Exclusion Letter, Competitive Range Inclusion Letter - Written Discussions, Competitive Range Inclusion Letter - Written and Oral Discussions, and Proposal Receipt Checklist) were distributed for Procurement Director (PD) and Head of Contracting Activity (HCA) review and comment. All comments received were considered and changes were made as appropriate. The final versions of the four aforementioned acquisition templates will be e-mailed directly to the Procurement Directors and made available in the STRIPES Library.

This Flash and its attachments will be available online within a day, at the following website:
http://www.management.energy.gov/policy_guidance/policy_flashes.htm.

Questions concerning the templates identified in this policy flash should be directed to Jeff Burgan at (865) 241-2513 or jeffrey.burgan@hq.doe.gov. Questions concerning utilization of the templates in STRIPES should be directed to Doug Baptist at (202) 287-1658 or douglas.baptist@hq.doe.gov.

Attachment