

**U.S. DEPARTMENT OF ENERGY
PRE-PROCUREMENT ORGANIZATIONAL CONFLICTS OF INTEREST
FACT SHEET**

The Fact Sheet is designed to provide an early recognition of possible organizational conflicts of interest (OCI) problem areas in relation to the planned procurement. The three sections of the Fact Sheet (Section A, Procurement Description; Section b, Potential Organizational Conflicts of Interest Problem Areas; and Section C, Special Instructions and Pertinent Information) are to be completed by the Requesting Official at the time each procurement request is initiated if the contract will involve one or more of the following categories. See Department of Energy Acquisition Regulation (DEAR) Subsection 909.570-7. (Check the applicable category.)

- EVALUATION SERVICES OR ACTIVITIES (Any work or effort, the principal purpose of which involves the independent study of a technology, process, product, or policy which entails the assessment, appraisal, or survey of such technology, process, product, or policy).
- TECHNICAL CONSULTING AND MANAGEMENT/SUPPORT SERVICES AND PROFESSIONAL SERVICES (Any work or effort, the principal purpose of which is to provide internal assistance to any program element or other organizational component of the department in the formulation or administration of its programs, projects, or policies, which requires the contractor to be given access to internal or proprietary data. Such services typically include assistance in the preparing of program plans; evaluation, monitoring, or review of contractor's activities or proposals submitted by prospective contractors; preparation of preliminary designs, specifications, or statements of work.)
- Research and development conducted pursuant to the authority of the Federal Energy Administration Act of 1974 (Pub. L. 93-275), as amended.
- Services which, by their nature, require special OCI coverage (If this category is checked, please explain in Section C.)

The Fact Sheet is to be forwarded with the procurement request to the Procurement Operations Office. Procurement Operations will utilize the Fact Sheet as their reference to elicit complete and accurate information from the offeror concerning a possible OCI. This information, in turn, is used by the Contracting Officer's Technical Representative and the Contract Specialist to complete the OCI Information Abstract.

**SECTION A
PROCUREMENT DESCRIPTION**

1. PROCUREMENT REQUEST NO.:		
2. DOE OFFICES TO BE SERVED BY THE CONTRACTOR:		
(a)	(e)	
(b)	(f)	
(c)	(g)	
(d)	(h)	
3. BRIEF DESCRIPTION OR PURPOSES OF PROCUREMENT AND USES OF CONTRACTOR SERVICES AND WORK PRODUCTS:		
4. IF THIS IS A FOLLOW-ON EFFORT TO ANOTHER DOE CONTRACT, PLEASE STATE:		
(a) Contract No.	(b) Completion Date	(c) Contract Amount \$
5. BRIEF DESCRIPTION OF WORK:		



