



**DATE:** September 6, 2013

**TO:** Procurement Directors

**FROM:** Director  
Contract and Financial Assistance Policy Division  
Office of Acquisition and Project Management

**SUBJECT:** Professional and consultant service costs (FAR 31.205-33)

**SUMMARY:** The Department's Contracting Officers are reminded of the applicability of FAR 31.205-33 to management & operating (M&O) subcontracts for professional and consultant services. As good stewards of taxpayer dollars, we must ensure that M&O subcontracts adhere to the requirements of FAR 31.205-33 regarding the evidence necessary to support the allowability of fees for services rendered, including but not limited to detailed invoices and deliverables for subcontracts and consultant agreements as appropriate.

For further information concerning the determination of allowability of incurred costs, please refer to Acquisition Guide Chapter 31.4. For further information concerning invoice review & approval requirements, please refer to Acquisition Guide Chapter 32.1.

This Flash will be available online at the following website:  
<http://energy.gov/management/office-management/operational-management/procurement-and-acquisition/policy-flashes>.

Questions concerning this policy flash should be directed to Jason Taylor of the Contract and Financial Assistance Policy Division, Office of Policy, Office of Acquisition and Project Management at (202) 287-1560 or at [jason.taylor@hq.doe.gov](mailto:jason.taylor@hq.doe.gov).