



**DATE:** February 12, 2014

**TO:** Procurement Directors

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

**SUBJECT:** Standardized Cost Savings Definitions and Reporting  
Template - Update

**SUMMARY:** In September 2012, DOE issued Policy Flash 2012-67, Acquisition Savings Reporting Template Guidance to fully comply with reporting requirements. This is an update to that Policy Flash.

The Department has reviewed the questions and comments received about the reporting template, definitions, and process. The result of the review indicates that the template is fine. However, there is a need to provide clarification on what is considered strategic sourcing savings as well as provide some examples. We also want to provide information on the new STRIPES Cost Savings and Cost Savings Amount Custom Fields.

To further clarify strategic sourcing opportunities, we are providing the following additional guidance:

- All Government purchase card rebates and transactions are considered strategic sourcing savings.
- If a credit card is issued as part of the agreement under the NNSA Supply Chain Management Center (SCMC) or other programs use a corporate credit card and it applies to more than one site, all rebates and transactions are considered strategic sourcing savings.

- The savings associated with utilizing all existing Federal Strategic Sourcing Initiative (FSSI) Blanket Purchase Agreements (BPA) count toward strategic sourcing savings.
- The savings associated with utilizing all other existing GSA or NASA schedules (e.g., FSS, GWAC, MAS, and NASA-SEWP) delivery and task orders (IDIQs, BPAs) count toward strategic sourcing savings.

For the STRIPES User Community, two new cost savings fields have been added to STRIPES which allow the Department to capture cost savings documented at the time of award and subsequent reporting capability of this data via iManage Data Warehouse (IDW). The names of these fields are “Primary Basis of Cost Savings” and “Cost Saving Amount”. Both fields can be located on the Main|Additional pages of all acquisition award documents. The addition of these fields should make it easier for each activity to collect their specific reporting data. The use of STRIPES *does not* replace the requirement for reporting cost savings using the reporting template. It is only a tool to aid you in collecting the various savings. For more detail, see Attachment 1, “Primary Basis of Cost Savings and Cost Savings Amount Custom Fields”.

To assist you in determining how to capture those savings we are providing a set of examples (Attachment 2).

The established dates for submission of the populated report remain as 30 days after the end of the 1st through 3rd quarters, and 45 days after the end of the 4th quarter.

This Flash and associated attachment 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 Scott Clemons of the Strategic Programs Division, Office of Contract Management, at (202) 287-1554 or at [Scott.Clemons@hq.doe.gov](mailto:Scott.Clemons@hq.doe.gov).

Attachments