

Date 03/04/11



Environmental Management Consolidated Business Center (EMCBC)

Subject: Strategic Integrated Procurement Enterprise System (STRIPES)

Policy Statement

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Contracting

1.0 POLICY

It is the policy of the Environmental Management Consolidated Business Center (EMCBC) that the Strategic Integrated Procurement Enterprise System (STRIPES) shall be used for the award and administration of EMCBC acquisition and financial assistance instruments.

2.0 SCOPE

In accordance with Acquisition Letter (AL) 2010-03/Financial Assistance Letter (FAL) 2010-03, *Strategic Integrated Procurement Enterprise System (STRIPES)*, dated January 8, 2010, this policy applies to the award and administration of EMCBC unclassified acquisition and financial assistance instruments.

3.0 APPLICABILITY

Use of STRIPES is mandatory for the EMCBC and all sites supported by the EMCBC for the award and administration of all unclassified DOE contracts (includes Indefinite Delivery Contracts and associated task orders), Federal Supply Schedule orders, purchase card transactions over the micro-purchase threshold (\$3,000), purchase card transactions for services at or below the micro-purchase threshold, Interagency Agreements, and financial assistance agreements. No classified information shall be stored, transmitted, or entered into STRIPES. Sales contracts and other "funds-in" instrument types are currently exempt from STRIPES.

4.0 REQUIREMENTS & REFERENCES

4.1 Requirements

- 4.1.1 AL 2010-03/FAL 2010-03, *Strategic Integrated Procurement Enterprise System (STRIPES)*, dated January 8, 2010
- 4.1.2 Acquisition Guide 71.1, *Headquarters Business Clearance Process*, dated June 2010
- 4.1.3 EM HCA Directive 1.6, Revision 1, *Environmental Management (EM) Procurement Review Process*, dated April 22, 2010

4.2 References (not applicable)

5.0 DEFINITIONS & ACRONYMS

- 5.1 Strategic Integrated Procurement Enterprise System (STRIPES) – STRIPES is a web-based information technology system, used for awarding and administering DOE’s acquisition and financial assistance instruments.
- 5.2 Head of Contracting Activity (HCA) – The HCA is the official designated by the DOE Director of the Office of Procurement and Assistance Management, and has overall responsibility for managing the contracting activity. The Deputy Assistant Secretary for Acquisition and Project Management (EM-80) has been delegated HCA authority for the Office of Environmental Management.

6.0 RESPONSIBILITIES

- 6.1 In cases where a Contracting Officer (CO) determines that STRIPES cannot adequately perform a required function to execute an action, or a class of actions, the CO shall submit a written justification documenting the deficiency and a recommended alternative course of action. This justification shall be concurred on by the EMCBC Office of Contracting Assistant Director and the HCA. The justification shall then be submitted to the Director, Office of Contract Management (MA-62), for approval by the Senior Procurement Executive. (Requirements: Section 4.1.1)
- 6.2 EMCBC and Field Office Procurement Staff shall submit documents for review in accordance with DOE Acquisition Guide Chapter 71.1, *Headquarters Business Clearance Process* and EM HCA Directive 1.6, *Environmental Management Procurement Review Process*. All EMCBC review and approval actions shall be processed via STRIPES. (Requirements: Sections 4.1.2 and 4.1.3)

7.0 GENERAL INFORMATION

- 7.1 The use of STRIPES was implemented at the EMCBC in December 2008. Use of STRIPES is mandatory at all field offices where it has been implemented. All unclassified acquisition and financial assistance actions, to include the following, shall be completed in STRIPES:

- Requisitions
- Solicitations
- Contracts (including Basic Ordering Agreements)
- Delivery/Task Orders
- Blanket Purchase Agreements
- Purchases under Blanket Purchase Agreements
- Funding Opportunities
- Grants
- Cooperative Agreements
- Interagency Agreements
- Purchase Card Orders over Micro-purchase Threshold

Purchase Card Orders for Services at or below Micro-purchase Threshold

7.2 Implementing Requirements

7.2.1 All required pre- and post-award contract and financial assistance documentation shall be maintained in electronic form, shall reside in STRIPES, and shall be considered the official contract file, except for any documents required by regulation to be maintained in paper copy. For actions that were awarded prior to December 2008, existing paper files are not required to be transferred into STRIPES. (Requirements: Section 4.1.1)

7.2.2 Specific implementation guidance and account request instructions for STRIPES are provided in the Acquisition and Financial Assistance Guides, and/or in the STRIPES user manuals and related guidance, which can be accessed STRIPES User References as <http://www.emcbc.doe.gov/dept/contracting/index.php>.

EMCBC RECORD OF REVISION

DOCUMENT TITLE: PS-540-27, Rev. 1, Strategic Integrated Procurement Enterprise System (STRIPES)

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision on Pages</u>	<u>Date</u>
1	Initial Policy Statement	All	03/04/11