



Headquarters Policy Flash

FLASH 2002-12

DATE: March 12, 2002
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: 1. Additions to the Office of Procurement and Assistance
Management's Professionals Page
2. Availability of Updates to the Government Purchase Card Section
of Chapter 13 of the DOE Acquisition Guide

SUMMARY: 1. Additions to the Office of Procurement and Assistance
Management's Professional Page



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Several features have recently been added to the Office of Procurement and Assistance Management's Professionals Page that should prove to be useful to you and your staff. These include:

☛ **Searchable Department of Energy Acquisition Regulation (DEAR)**

The DEAR has been modified to make it more searchable. The search engine on the Professionals Page may be used to search the DEAR. Please be advised that the search engine searches the entire Professionals Page (not just the DEAR); however, the response time is very good. A modification is being considered that will provide an option to limit the search to just the DEAR.

☛ **Facilities Management Contracts Online**

A number of Facilities Management Contracts are available online via the Professionals Page at:

<http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Procurement/Management+Contracts?Open Document>

☛ **Procurement and Financial Assistance Forms Online**

All available Federal Acquisition Regulation (FAR), and numerous Department of Energy procurement and financial assistance forms, are available online via the Professionals Page. Also available are a number of Federal Procurement Data System (FPDS) forms.

The procurement and FPDS forms are available at:

<http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/ProcurementForms?OpenDocument>

The financial assistance forms are available at:

<http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/FinancialAssistance/Financial+Assistance+Forms?OpenDocument>

☛ **Multi-agency Contracts Online**

A number of multi-agency contracts are available online via the Professionals Page at <http://www.arnet.gov/gwac/govurls.html>

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Note: Monthly Meetings (conference calls) on the web sites and knowledge management have also been scheduled for interested professionals. The next meeting will be on March 20, 2002, at 1:00 EST. The dial-in number is 202-287-1347 (15 lines).

Contact Paul Coombs at 202-586-4934 or via e-mail paul.coombs@hq.doe.gov if you have any additions, suggestions, or questions related to this subject matter.

2. Availability of Updates to the Government Purchase Card Section of Chapter 13 of the DOE Acquisition Guide

Updates to the DOE Acquisition Guide, Chapter 13 titled "Simplified Acquisition Procedures Government Purchase Card" including Guidelines and Operating Procedures for the Use of the GSA SMARTPAY Purchase Card March 2002 Revision are now available at:

[http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Regulations+and+Guidance?Open Document](http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Regulations+and+Guidance?Open+Document)

These updates include:

- ✓ Revised the outdated reference to Office of Management Systems from the Best Practices section.
- ✓ Removed the reference to the Purchase Card Program Guide. That document has been revised and attached to this Chapter as the "*Guidelines and Operating Procedures for Use of the GSA SMARTPAY Purchase Card*".

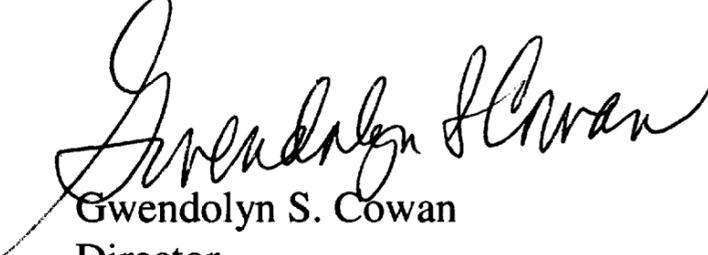
Guidelines and Operating Procedures for Use of the GSA SMARTPAY Purchase Card - March 2002 Revision

- ✓ Incorporated as part of Chapter 13 of the DOE Acquisition Guide
- ✓ Revised Section 3.a., Responsibilities of the Head of the Contracting Activity to include 3.a.(8) addressing independent receipt of property and recording in facility property accounting records.
- ✓ Added guidance to Section 3.b.4, Responsibilities of the Cardholders, for cardholders to take caution to separate the Government Purchase Card from personal cards to avoid accidental use for personal transactions.

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- √ Revised Section 3.d., Responsibilities of Finance Offices, to include 3.d.(5) addressing verification of rebate amounts and the deposit of rebate checks.
- √ Revised Section 22, Competition to include guidance regarding consideration of consolidating requirements if frequent, recurring transactions for similar items occur.
- √ Revised Section 27, Head of the Contracting Activity Review, to include guidance that reviews be conducted annually.
- √ Updated Section 30, Office Supplies and JWOD, to identify new on-line features and updated or new contracts.
- √ Updated Section 31, Blanket Purchase Agreements for Information Technology Products, to identify new products, contracts, and contacts.

Contact Richard Langston at 202-586-8247 or via e-mail richard.langston@hq.doe.gov if you have any questions related to this subject matter.


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cc:
PPAG Members