

NEUP Procurement Process Overview

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Idaho Operations Office**



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NEUP Procurement Process Overview

- Financial Assistance award process
- How to find out about opportunities
- Sources of information



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Financial Assistance at DOE

- Department of Energy (DOE) obligates over \$20 billion yearly
- Policy: Solicit financial assistance competitively
- Program solicitations, e.g., funding opportunity announcements (FOAs)
 - Usually issued throughout year
 - Annual broad based FOAs (often multiple response dates)



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Financial Assistance Award Process – *At a Glance*

1. Determine Instrument Type
2. Develop funding opportunity announcement (FOA)
3. Issue FOA
4. Receive Applications
5. Award Process



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Financial Assistance Award Process

1. Determine Instrument Type

- Public purpose
- Substantial Involvement
- Designate Key Players
 - Selection Official
 - Merit Review Committee

2. Develop funding opportunity announcement (FOA)
3. Issue FOA
4. Receive Applications
5. Award Process



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Determine Type Instrument

- Federal Grant and Cooperative Agreement Act
 - Agencies distinguish procurement from assistance
 - Principle Purpose Test
 - Government = Procurement Contract
 - Public = Financial Assistance
 - Financial assistance
 - Grant – no substantial involvement
 - Cooperative Agreement – substantial Fed involvement



Financial Assistance Award Process

1. Determine Instrument Type

2. Develop funding opportunity announcement (FOA)

- Template, Language**
- Justifications, Reviews**
- Press release**

3. Issue FOA

4. Receive Applications

5. Award Process



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Funding Opportunity Announcement

- PART I – FUNDING OPPORTUNITY DESCRIPTION
- PART II –AWARD INFORMATION
 - Type award, Estimated funding, Max/Min award size
 - Expected # awards, award size, period of performance
- PART III - ELIGIBILITY INFORMATION, including cost sharing
- PART IV – APPLICATION AND SUBMISSION INFORMATION
 - Addresses, content, forms, dates
 - Other submission/registration requirements
- PART V - APPLICATION REVIEW INFORMATION
 - Criteria, review, and selection process
 - Anticipated award dates



Funding Opportunity Announcement

- PART VI - AWARD ADMINISTRATION INFORMATION
 - Award notices, Admin and National Policy requirements
 - Reporting
- PART VII - QUESTIONS/AGENCY CONTACTS
- PART VIII - OTHER INFORMATION
 - Modifications, Negotiation info,
 - Use of Non-Federal personnel
 - Intellectual property, Patents
 - Ineligible activities
- APPENDICES/REFERENCE MATERIAL



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Financial Assistance Award Process

1. Determine Instrument Type
2. Develop funding opportunity announcement (FOA)

3. Issue FOA

–Post

–Workshop, Q&As

4. Receive Applications
5. Award Process



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Funding Opportunity Announcement Posting Locations

- FOAs posted
 - Federal Register
 - Program and Awarding Office home pages
 - DOE Industry Interactive Procurement System (IIPS), e.g., e-Center
 - FedConnect
(<https://www.fedconnect.net/FedConnect/>)
 - Grants.gov (<http://www.grants.gov/>)



Financial Assistance Award Process

1. Determine Instrument Type
2. Develop funding opportunity announcement (FOA)
3. Issue FOA

4. Receive Applications

- Initial Review, Merit Review
- Selection
- Public affairs, Congressional Notifications

5. Award Process



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Responding to FOAs

- To respond to business opportunity notices, contractors and/or recipients need to register with
 - Grants.gov
 - DOE e-Center <http://www.pr.doe.gov/>
 - FedConnect
<https://www.fedconnect.net/FedConnect/>



DOE e-Center

- <http://www.pr.doe.gov/>
- E-Center, e.g., Industry Interactive Procurement System (IIPS)
 - Web site for information on doing business with DOE
 - View current business opportunities
 - Register to submit proposals, applications
 - Obtain information/guidance on acquisition and financial assistance award process
- Being phased out for offices using STRIPES



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STRIPES

- Strategic Integrated Procurement Enterprise System
 - Automated procurement and financial assistance system
 - DOE moving implementing across enterprise; Idaho implemented Dec 08



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FedConnect

<https://www.fedconnect.net/FedConnect/>

- Replace DOE's e-Center (IIPS)
- Communications portal between contractors/recipients and STRIPES
 - View current business opportunities
 - Register to submit proposals, bids and applications
 - Submit questions, register for any updates to FOA
 - Respond to solicitations (if FOA specifies)
 - DOE uses to retrieve your submission
- During STRIPES transition, register with both FedConnect and e-Center



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Merit Review Process

- Financial Assistance awarded through merit-based selection process
 - DOE Financial Assistance Regulation 10 CFR 600.13
 - DOE Merit Review Handbook



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Financial Assistance Award Process

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5. Award Process

- Announcements
- Technical and Budget Reviews, Clarifications/Negotiations
- Prepare awards, Reviews
- Congressional Notification



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Budget and Technical Review

- **Technical Review by Project Officers**
 - Evaluation of proposed budget
 - Comparison between budget and project narrative
- **Budget review by Contracting Officer**
 - Rely on input from program/project office
 - Determine if proposed activities supported by adequate resources
 - Verify cost data, evaluate specific elements of budget
 - Allowable, allocable, reasonable
 - Consistently treated IAW generally accepted accounting principles and cost principles



Unsolicited Proposals

- Unique or innovative idea, not responsive to any existing solicitation
- Funding non-competitive
- Submission of Unsolicited Proposals
 - National Energy Technology Laboratory (NETL)

<http://www.netl.doe.gov/business/usp/unsol.html>



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Earmarks

- Funding Proposals Referred to as "Earmarks "
 - Congressional provision that directs approved funds to be spent on specific projects
 - For more information on a particular activity, please contact the appropriate DOE program office



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Finding Out About Opportunities



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How Find Info on Availability of Financial Assistance

- Catalog of Domestic Financial Assistance (CFDA)
 - Describes Federal assistance programs
 - <http://www.fdac.gov>
- [Grants.gov](http://www.Grants.gov)
- FedConnect
- DOE Home Page <http://www.energy.gov/>
 - Descriptions and links to awarding offices
 - Site and Program home pages



Acquisition Opportunities

- Acquisition Forecast
 - <http://hqInc.doe.gov/Forecast>
 - Timely information regarding DOE/NNSA's forecast of future contracting opportunities
 - Information for ongoing prime contracting actions valued >\$100K
- Federal Business Opportunities (FedBizOpps or FBO)
 - <https://www.fbo.gov/>
 - Acquisition postings >\$10K; Synopsis >\$25K



Doing Business with Major DOE Contractors

<http://management.energy.gov/1159.htm>

- Web page with links to DOE Contractor HOME PAGES
 - National Labs
 - River Protection Contractors
 - Environmental Management, Clean-Up Contractors
- May include
 - Possible subcontracting opportunities
 - Other information on how to do business with contractor



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Recovery Act Opportunities

- American Recovery and Reinvestment Act of 2009 (ARRA)
- Process essentially same, but some special requirements
 - FedBizOps, Grants.gov, FedConnect clearly indicate which notices related to ARRA
- Information ARRA: <http://www.recovery.gov/>
- DOE's Recovery Act web site
 - Information about what DOE doing regarding ARRA
 - <http://www.energy.gov/recovery/index.htm>



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Sources of Information



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Regulations and Guidance

- OMB's Page
 - http://www.whitehouse.gov/omb/rewrite/grants/grants_forms.html
 - OMB Circulars
 - Administrative procedures
 - Cost principles
 - Forms, etc.
- DOE Financial Assistance Regulations
 - 10 CFR 600
 - http://management.energy.gov/policy_guidance/financial_assistance.htm



Financial Assistance Forms

- Information and Forms for Applicants and Recipients

http://management.energy.gov/business_doe/business_forms.htm

Check FOA before completing/submitted forms



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DOE Contracting Offices

- Web list of DOE contracting offices and Procurement Directors
- Contact via Web or telephone concerning
 - Potential business opportunities
 - Questions about their programs

<http://management.energy.gov/procurement.htm>



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PADS Online

- **Procurement and Assistance Data System (PADS) Online**

<http://padsonline.energy.gov/>

- DOE's central repository of contractual information for unclassified procurement and financial assistance awards
- Web-based instructions



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Doing Business With DOE

http://www.management.energy.gov/business_DOE.htm

- “One-stop shopping” information on
 - Business and financial assistance, subcontracting opportunities
 - DOE Contact Information (HQ and Field)
 - Contracting activities
 - Procurement Directors
 - Perspective financial assistance recipients
 - Regulations and policies
 - Recovery Act



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Training

- Training: Digital video, "*Doing Business with the Department of Energy DVD*"

http://management.energy.gov/business_DOE.htm



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