

United States Government

Department of Energy

Oak Ridge Office

# memorandum

**DATE:** November 6, 2008

**REPLY TO**

**ATTN OF:** AD-424:BLHolt

**SUBJECT: PREPARATION FOR DEPLOYMENT OF STRATEGIC INTEGRATED  
PROCUREMENT ENTERPRISE SYSTEM (STRIPES) AT OAK RIDGE OFFICE**

**TO:** ORO Federal and Contractor Employees

The purpose of this memorandum is to provide you with information related to some key events that will take place soon at Oak Ridge Office (ORO) as the Department prepares to deploy the Strategic Integrated Procurement Enterprise System (STRIPES), a Department initiative to increase the efficiency and effectiveness of the acquisition process. Some of your staff members may have already been working with the STRIPES Project Team in pre-deployment activities, which has been very beneficial to the team. Their participation should also prove to be of value to your organization as STRIPES is deployed at ORO on December 8, 2008.

In order to help ensure a seamless transition to STRIPES so that the full benefits of this electronic procurement system can be realized, the attached Status of Requisitions and Requisition Cut-Off Dates Pending STRIPES Implementation document provides information on procurement related activities and associated dates.

During the period of November 25 through December 7, an instrument "reconstruction" will be performed by the Procurement and Contracts Division (P&CD) to enter existing awards into STRIPES. This process is required so that existing instrument records (e.g., contracts, financial assistance agreements, interagency agreements, etc.) can be established within STRIPES, and the data can be reconciled and verified with the official contract file, the Standard Accounting and Reporting System (STARS), and other related electronic systems. In order to ensure the staff has the necessary time to successfully perform this task, P&CD will be in a stand-down status during this period. All procurement support activity, with the exception of emergency procurement actions, will be suspended. Any emergency actions must be approved by the requesting Program Division Director; the Director, Planning and Budget Division (P&BD); and the Director, P&CD, prior to being accepted and processed. P&CD will then process emergency actions to ensure critical requirements for the Department are met. Processing of such actions will impact our ability to complete the reconstruction effort and perform final activities in preparation for the STRIPES deployment. Therefore, your support in ensuring only the most critical actions are identified as emergencies will be appreciated.

Beginning December 8, 2008, all procurement requests/requisitions (requisitions in STRIPES) and any supporting documentation (e.g., acquisition plans, justifications, government cost estimates, statements of work, etc.) associated with a procurement or financial assistance action, will be initiated and processed in STRIPES. Guidance on how to register in STRIPES will be distributed to ORO employees within the next week.

STRIPES computer-based training (CBT) for ORO personnel was made available in a classroom setting throughout the month of September. This training remains available via the DOE Online Learning Center 2 (OLC2). The CBT provides instructions for individuals who develop requisitions and associated documents for acquisition and financial assistance actions, as well as those who review and approve such packages.

STRIPES simulations continue to be available on the STRIPES website at: <http://crinfo.doe.gov/officedocs/cf40/home/STRIPESsimulations.htm>. Individuals who are involved in the procurement process need to complete the simulations and the CBT. STRIPES Frequently Asked Questions (FAQs) may also be viewed on the STRIPES website at: <http://www.mbe.doe.gov/corpsyst/i-manage/STRIPESFAQs.htm>. Questions regarding the simulations and CBT should be submitted to [STRIPES@hq.doe.gov](mailto:STRIPES@hq.doe.gov).

The above activities and dates support the continued goal of meeting the STRIPES deployment schedule, so that all DOE sites can benefit from the new technology. These dates are also contingent upon certain associated ongoing activities being completed by the STRIPES Project Team. If unexpected situations arise between now and the deployment date, the schedule will be assessed and appropriate actions will be taken to help ensure a successful deployment. You will be notified if the deployment schedule is impacted.

If you have any procurement-related questions, please contact Beth Holt, ORO STRIPES Deployment Manager, co-Site Point of Contact, and Site Administrator at (865) 576-0783; or Sharon Moore, ORO co-Site Point of Contact and Site Administrator at (865) 576-0790. Budget-related questions may be directed to Penny Cooper at (865) 576-0780 or to the budget analyst responsible for the program that is associated with the procurement action.

Your cooperation and patience during this time as we transition to STRIPES is appreciated.

  
Judith S. Wilson, Director  
Procurement and Contracts Division

  
Jennifer Y. Hackett, Director  
Planning and Budget Division

Attachment

## **Status of Requisitions and Requisition Cut Off Dates Pending STRIPES Implementation**

ORO is slated to implement STRIPES effective **December 8, 2008**. The DOE HQ STRIPES Implementation Team has established a moratorium period for processing procurement actions for all DOE sites to affect the cutover from the existing requisition systems to the new DOE STRIPES system. The moratorium period will enable the system-to-system transition of existing award data into STRIPES. No procurement actions (with the exception of authorized emergencies) will take place from November 25 through December 7, 2008.

### **Existing Procurement Requests/Requisitions**

P&CD is currently reviewing all outstanding procurement requests/requisitions that have been submitted to determine whether the award/obligation can be made by November 24, 2008. If the award cannot be made by November 24, 2008, the initiator will be contacted and the requisition will need to be cancelled then resubmitted into the STRIPES system after implementation.

### **New Procurement Requests/Requisitions**

#### **Purchase Cards:**

The cut-off date for purchase card transactions will be **November 24, 2008**.

The cut-off date for the use of DOE/C Web will be **November 24, 2008**.

#### **Simplified Acquisitions:**

The last date for submitting simplified acquisition requisitions will be **November 19, 2008**, to ensure award by November 24, 2008. Requests for emergency procurement actions after this date will require concurrence by the requesting Program Division Director; the Director, P&BD; and the Director, P&CD.

#### **New Contract Awards and Modifications to Existing Contracts:**

Contact your cognizant Contracting Officer/Contract Specialist prior to initiation of a requisition to determine if the funds can be obligated by the **November 24, 2008**, cutoff date. If it is determined that the funds cannot be obligated by the cutoff date, do not submit the requisition until STRIPES is implemented. No requisitions will be accepted in P&CD after 10:00 a.m. on November 19, 2008, to ensure certification of funds by P&BD and award by November 24, 2008. Requests for emergency procurement actions after this date will require concurrence by the requesting Program Division Director; the Director, P&BD; and the Director, P&CD.