

U.S. Department of Energy
Washington, D.C.

ORDER

DOE 4200.2

3-12-81

SUBJECT: DEPARTMENTWIDE QUICK REACTION WORK ORDER SYSTEM

1. PURPOSE. To describe the new Departmentwide Quick Reaction Work Order (QRWO) System, to establish the criteria and procedures for its use, and to identify responsibilities for managing and operating the system. The QRWO awards are subject to all other applicable procedures for Department of Energy (DOE) support service contracts.
2. REFERENCES. Users of the DOE-wide QRWO system should consult the following directives for details concerning the appropriateness of any task for assignment to a contractor:
 - a. DOE 1370.1, REVIEW AND APPROVAL OF SUPPORT SERVICES PROCUREMENT REQUIREMENTS, of 6-5-78, which establishes policy and review requirements for support service contracts.
 - b. DOE N 1370.1, REVIEW AND APPROVAL OF CONSULTING SERVICE PROCUREMENT REQUIREMENTS, of 2-25-80, which establishes policy and review requirements for consulting service contracts.
 - c. DOE 4220.2, ROLE OF CONTRACTOR PERSONNEL IN POLICY DEVELOPMENT AND IN REPRESENTING THE GOVERNMENT, of 9-8-80, which establishes policies on the role of contractor personnel in drafting correspondence, developing policy, and in representing the Government.
 - d. DOE N 4210.1, PREPARING TASK ASSIGNMENTS, of 2-25-80, which specifies procedures for assigning work to DOE contractors.
 - e. HQ N 2030.1, ORGANIZATIONAL CONFLICTS OF INTEREST PROCESSING PROCEDURES, of 7-3-80, which specifies procedures for assuring proper organizational conflicts of interest determinations.
3. BACKGROUND.
 - a. In order to improve the ability of the Department to respond to unforeseen emergencies in a timely fashion without resorting to sole source contracting, a DOE-wide QRWO system has been established. Under the QRWO system, a number of contracts have been competitively awarded in three broad areas of work. (See Attachment 1 for a description of the work areas and the contractors.) The contractors, known as master contractors, are available to perform tasks in these areas in response to urgent requirements as they arise throughout the Department. Tasks may qualify for performance under the DOE-wide QRWO system if they are in response to unforeseen emergencies and can be completed in less than 6 months at a cost of less than \$250,000.

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INITIATED BY:
Office of Organization and
Management Systems

Cancelled by DOE N 4200.1

3-12-81

- b. A competitive procurement environment will be maintained under the QRWO system in two ways: initially, each of the master contracts was awarded on the basis of competition. Now that the QRWO system is operational, each individual work order will be awarded based on the maximum practicable extent of competition within the system. In the absence of special circumstances, the work order will be awarded to the master contractor who presents a technically sufficient proposal at the lowest probable cost or price.
- c. The advantage of the DOE-wide QRWO system is that it will maintain a quick response capability without resorting to sole source procurements. However, the system may not be used merely as a procurement expedient.
- d. Each master contract is for 1-year with two 1-year options. The ceiling for each contract is \$5 million; the aggregate ceiling for all of these contracts is \$45 million.

4. DEFINITIONS.

- a. Master Contractors. The name given to the firms awarded contracts under this solicitation. These awards, resulting from an open national competition, provide for the establishment of several master contracts in each work area. The master contracts are unfunded, except for a minimum guaranteed amount (\$2,500) required to have the contractors maintain available capabilities and capacity regardless of whether or not a work order is issued and to enforce preparation of bona fide offers to each work order solicitation.
- b. Work Order. The procurement instrument used to authorize performance of a task under a master contract. Each work order for the QRWO system shall be funded individually by the requesting organization and shall be awarded following a limited competition among at least four master contractors.

5. CRITERIA. The following conditions must be present and documented to justify using the DOE-wide QRWO system:

- a. Each work order must specify work which can be completed within 6 months at an estimated cost not to exceed \$250,000.
- b. Each work order action must fall into one of the three specific areas of work identified in the master contracts and shall require a discrete end item deliverable.
- c. Each work order must be in response to an urgent programmatic requirement which could not have been foreseen in time for normal procurement procedures to have been used.

6. RESPONSIBILITIES.

a. Heads of Requesting Organizations. For each work order to be performed under the QRWO system:

- (1) Identify funds and sign each quick reaction work order;
- (2) Appoint a technical representative who will:
 - (a) Serve as the point of contact within that organization on all matters concerning that task.
 - (b) In coordination with the contracting officer, prepare the limited competition documents including the statement of work, instructions for preparation of the technical proposal, and evaluation criteria, if any.
 - (c) Prepare the documentation described in paragraph 7a.
 - (d) Determine the technical sufficiency of each proposal as appropriate.
 - (e) With the contracting officer, participate in technical negotiations with master contractors prior to award, in obtaining clearances and approvals, and in debriefing unsuccessful offerors.
 - (f) Perform post award administrative functions such as the technical monitoring of work orders in progress, inspection and acceptance of deliverables, and authentication of contractor invoices.
 - (g) Prepare a brief evaluation of contractor performance upon the completion of each task.

b. The Director of Administration.

- (1) Reviews the documentation described in paragraph 7a and advises the contracting officer as to whether or not the competition among the master contractors may proceed.
- (2) Periodically evaluates the use of the QRWO system.

c. The Director of Procurement and Assistance Management, working through the contracting officer:

- (1) Administers the QRWO master contracts in accordance with established procurement policies and procedures.
- (2) Determines whether each proposed QRWO work order meets the criteria for performance as a QRWO work order.

3-12-81

- (3) Assures the technical and administrative sufficiency of solicitation documents, master contracts, and the award of individual work orders.
- (4) Determines in accordance with governing regulations and good procurement practices, the appropriate number of master contractors to be solicited for proposals after considering program office recommendations.
- (5) Ensures that all the master contractors in a particular area of work are receiving an equitable opportunity to compete for work orders.

d. The Allottee. Certifies funds available.

7. PROCEDURES. (Depicted in Attachment 2.)

- a. The cognizant technical representative is responsible for initiating a proposed work order. The following items are required to initiate a proposed work order:
 - (1) Completion of HQ F 4220.1, "Quick Reaction Work Order" (Attachment 3). The originator may recommend any number of the master contractors for the competition. However, the contracting officer has discretion to add any number of additional master contractors in the given area of work. In all cases, at least one of the contractors will be a small or disadvantaged business firm.
 - (2) A statement of work clearly describing the requirement, responsibilities of the contractor, and any materials to be provided by the Government; a schedule of deliverables including dates, place of delivery, and location of inspection and acceptance; and a listing of all travel requirements and other known direct charges.
 - (3) A completed HQ F 2030.1, "Pre-procurement Organizational Conflicts of Interest Fact Sheet."
 - (4) Completion of DOE F 4200.24, "Determination for Use of Off-Site Work Order" (Attachment 4). The determination will define the urgency surrounding the proposed requirement and also specify the impact which may be suffered by the Government if this method of contracting is not used. This determination will be signed by the technical representative.
 - (5) Evaluation criteria (required only if the requesting office elects to conduct a full evaluation of all proposals).
 - (6) An analysis of the proposed action which includes the following:
 - (a) A brief description of the program to be supported and a statement describing why the proposed work order is essential to the program mission.

- (b) Analysis of all reasonable alternatives for performance of this work and a clear statement of why the use of the DOE-wide QRWO system is the best alternative.
 - (c) A description of how the requesting organization will retain control of the work effort without creating an employer-employee relationship between contractor and Government personnel.
- (7) The signature of the Assistant Secretary or equivalent, or Head of the Field Organization requesting the work order. Assistant Secretaries and Administrators may delegate this signature authority to one individual within the organization by filing a written delegation of authority with the Director of Administration.
- b. Once authorized in accordance with paragraph 7a, above, the original of the request package is forwarded to Funds Tracking System (FUNTS) for Headquarters requests for obligation and transmission to the Division of Procurement Management Systems and Analysis (PR-33). Field organizations will use their own funds obligation mechanisms prior to sending the request to Headquarters procurement. A copy of the complete package including all the items in paragraph 7a also must be sent to the Director of Administration (Attention: Management Systems Development and Evaluation Branch, AD-242) for review. If problems are discovered during that review, that branch will work directly with the requesting office to overcome the difficulties. If satisfactory resolution cannot be achieved, the Director of Administration will withhold authorization to proceed on the proposed work order and the procurement may not proceed.
 - c. The contracting officer will conduct the required competition and negotiations.
 - d. If there have been no evaluation criteria established for the work order, the contracting officer will examine the proposals and provide the requesting office with the proposal with the lowest probable cost. The technical representative will determine technical sufficiency of the proposal. If sufficient, the award will be made on that proposal, subject to a satisfactory organizational conflict of interest determination for that contractor. If the proposal is not technically sufficient, it can be rejected and the proposal submitted with the next lowest probable cost will be evaluated for technical sufficiency.
 - e. If technical criteria have been established, the technical representative will evaluate all proposals for technical sufficiency. Of those found technically sufficient, the award will be made to the contractor submitting the lowest probable cost.
 - f. The contracting officer will evaluate the organizational conflict of interest issues and make a determination thereon. Upon completion, the work order will be awarded and work may proceed.

3-12-81

- g. It is anticipated that, excluding any major difficulties, a work order will be awarded in 4 to 6 weeks from receipt of the request.
- h. During the course of the work activity, the technical representative will monitor contractor performance, identifying to the contracting officer any technical problems with the contractor performance.
- i. Within 30 days of completion of the task, the technical representative will prepare a short evaluation of the contractor's performance for the official procurement file.



William S. Heffelfinger
Director of Administration

Canceled

SUMMARY OF STATEMENT OF WORK

The following is a summary of the Statement of Work for Work Area 1 of the DOE-QRWO system and a listing of the firms awarded Master Contracts for this work area:

1. Area of Work 1 - SUPPORT FOR PROGRAM PLANNING, PROGRAM MONITORING AND ENERGY ANALYSES

a. This area focuses on external social, economic and political considerations involved in the analysis, development and monitoring of DOE programs. Appropriate areas for analysis could include such things as:

- (1) State of science and technologies;
- (2) External impacts of DOE programs;
- (3) Gaps in current research and development (R&D) areas; and
- (4) Organizations, facilities, staff, and other resources necessary to meet program requirements.

b. Typical tasks would address such issues as:

- (1) Assessment of energy resources;
- (2) Exploration, extraction and production;
- (3) Transportation, distribution and transmission;
- (4) Conversion and processing;
- (5) End-use consumption;
- (6) Prices, regulations and financing;
- (7) Energy-economic interaction; and
- (8) Industry, regional socioeconomic, and environmental impacts.

c. Master Contractors for Work Area 1:

- (1) BDM Corporation;
- (2) JAYCOR; 1/
- (3) Resource Planning Associates; 1/
- (4) Science Management Corporation; and
- (5) TRW.

1/ Denotes small business.

The following is a summary of the Statement of Work for Work Area 2 of the DOE-QRWO system and a listing of the firms awarded Master Contracts for this work area:

2. Area of Work 2 - DOE STAFF SUPPORT (Other than Program Planning, Program Monitoring, and Energy Analysis)
 - a. This area focuses on providing contractual support for energy technology issues, and may include, but is not limited to:
 - (1) Conceptual and system evaluation design;
 - (2) Environmental assessments;
 - (3) System integration of architectural and engineering designs;
 - (4) Cost and performance analyses of specific projects;
 - (5) Safety analyses;
 - (6) Proposed system configurations and preliminary design concepts analysis;
 - (7) Assistance for the development and instrumentation of test programs; and
 - (8) Assistance for identification of needs for specific scientific research.
 - b. The contractor shall also provide technical and analytical support for the development of computer-based models and operations research with regards to the effects of energy trends and policies on the economy. This support may include, but is not limited to:
 - (1) Analysis of economic activity relative to energy markets; and
 - (2) Documentation of computer-based models, including summaries, descriptions of methodology, guides to model application, and user's guides.
 - c. Master contractors for Work Area II:
 - (1) Battelle;
 - (2) BDM Corporation;
 - (3) Energy Resources; 1/
 - (4) Science Management Corporation;
 - (5) TRW; and
 - (6) Unified Industries. 1/

1/ Denotes small business.

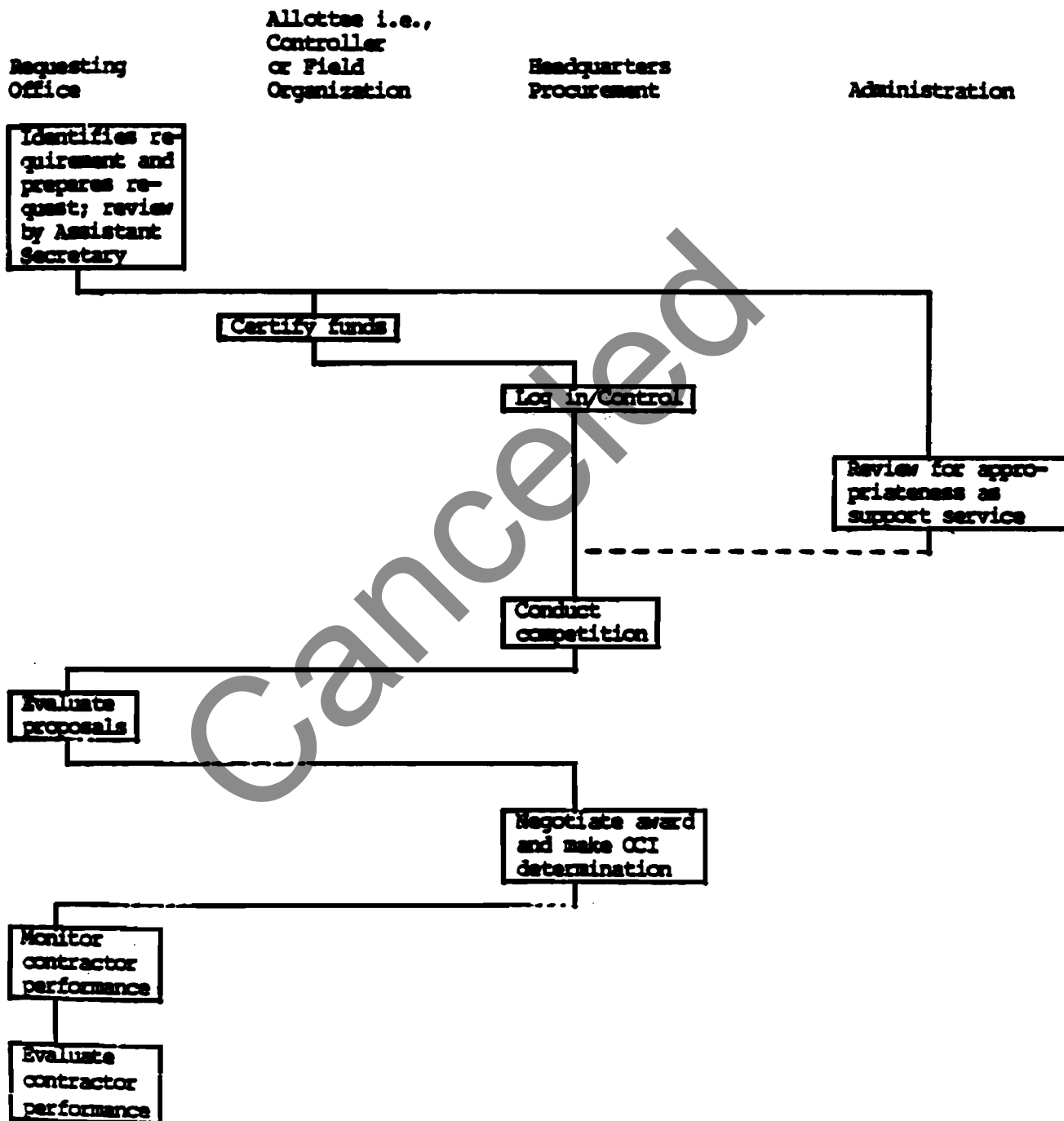
The following is a summary of the Statement of Work for Work Area 3 and a listing of the firms awarded Master Contracts for this work area:

3. Area of Work 3 - SPECIAL TASKS

- a. The focus of this area is for providing administrative technical and logistical support for other specialized tasks which may include, but are not necessarily limited to, the following:
 - (1) Develop surveys, questionnaires, other sampling tools;
 - (2) Conduct program, scientific, and technology workshops, and conferences;
 - (3) Support for public meetings, provide necessary clerical transcriptions, editing, printing, dissemination, and related services; provision of meeting place and all logistics associated with transportation;
 - (4) Support for surveys and other sampling mechanisms; and
 - (5) Prepare socio-economic assessments, develop assessments of the effect of energy related regulations on policies on various segments of the society.
- b. Master Contractors for Work Area 3:
 - (1) CONSAD Research Corporation; 1/
 - (2) Data Solutions Corporation; 1/
 - (3) Energy Engineering Company; 1/
 - (4) Jack Faucett Associates; 1/
 - (5) The Orkand Company; 1/
 - (6) Sterling Systems, Inc.; and 1/
 - (7) Santa Fe Corporation. 1/

1/ Denotes small business.

3-12-81

PROCESS AND ROLES FOR ORWO ACTIONS

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BQ F 4220.1
(1-80)U.S. DEPARTMENT OF ENERGY
WASHINGTON, D.C. 20585

QUICK REACTION WORK ORDER

| | | | |
|---|--|---|---------------------|
| 1. CONTRACTOR NAME | | 2. PROCUREMENT REQUEST NO. | 3. FUNDS AUTHORIZED |
| ADDRESS | | 4. DOE BUDGET AND REPORTING CLASSIFICATION (MD 1105) | |
| CONTRACT NUMBER | | 5. CERTIFYING OFFICIAL I hereby certify that funds in the amount here stated are available for such purposes under Allotment No. _____ (Signature) (Date) TYPEWRITTEN NAME, TITLE, TELEPHONE NUMBER: | |
| CATEGORY OF WORK <input type="checkbox"/> | | | |
| 6A. REQUEST FOR PROPOSAL The following <input type="checkbox"/> Fixed Price <input type="checkbox"/> Cost Type proposal is subject, except as modified herein, to the conditions of the schedule and the general provisions set forth in the above-mentioned contract and is a request for furnishing the following material or services. The right is reserved, as the interest of the Government may require, to reject any or all proposals and to waive any informalities in proposals received, to accept or reject any items of any proposal unless qualified by specific limitations, and to negotiate further with any qualified firm. Proposal must be received by the Contracting Officer, Office Symbol _____, Mail Stop _____ at the above address, on or before _____ (Time) (Date) | | | |
| Name _____ Title _____ Telephone _____ | | | |
| 6B. DESCRIPTION OF WORK (As required, attach detailed statement of work, including place(s) and time(s) of delivery(ies) or schedule of work.) | | | |
| 7. DELIVERY SCHEDULE | | | |
| 8. DELIVERY POINT | | | |
| 10. TECHNICAL REPRESENTATIVE | | 11. ORGANIZATION | 12. TELEPHONE |
| 13. REQUESTED BY: (Name, title, telephone, date) _____ (Signature) | | 14. AUTHORIZED BY: (Name, title, telephone of program official) _____ (Signature) (Date) | |
| 15A. FOR THE UNITED STATES OF AMERICA (Signature of Contracting Officer) (Date) TYPEWRITTEN NAME: | | 15B. TO BE COMPLETED BY CONTRACTOR (Return copy 10 to Contracting Officer within 2 days after receipt.) RECEIPT ACKNOWLEDGED: _____ (Signature) TITLE _____ DATE _____ | |
| 16. PROPOSAL The following is a <input type="checkbox"/> Firm Fixed Price <input type="checkbox"/> Cost-Plus-Fixed-Fee offer for the performance of the work set forth in the above schedule. (See attached sheet for cost breakdown.) Total Price \$ Cost \$ Profit/Fee \$ CERTIFICATION: This is to certify that the information contained in this proposal has been based upon or compiled from the books and records of this company and is consistent with the provisions of the subject contract. It is accurate to the best of my knowledge and belief. NAME OF COMPANY OR INDIVIDUAL: CONTRACT NO.: BY: _____ (Signature) TYPEWRITTEN NAME: TITLE: _____ DATE: _____ | | 17. ACCEPTANCE Except as modified herein, this work order does not change or modify any terms or conditions of the subject contract. This work order is issued pursuant to the terms and conditions of the subject contract and said terms and conditions apply to all work and services to be performed hereunder. This work order has been negotiated pursuant to the authority of 41 USC 252 (c) (10) and all required determinations and findings have been made. THE UNITED STATES OF AMERICA BY: _____ (Signature of Contracting Officer) TYPEWRITTEN NAME: CONTRACT NO. MODIFICATION NO. DATE: | |

COPY #1—CONTROLLER-COMMITMENT

DETERMINATION FOR USE OF OFF-SITE WORK ORDER

| | | |
|---|--|------------------------------------|
| DOE F 4200.24 (3-81) | | |
| U.S. DEPARTMENT OF ENERGY DETERMINATION FOR USE OF OFF-SITE WORK ORDER (Prior to Solicitation) | | |
| 1. SUBJECT WORK ORDER NO. 123456 | 2. ESTIMATED AMOUNT \$50,000.00 | 3. CONTRACTING OFFICER S. River |
| 4. TECHNICAL REPRESENTATIVE John Smith | 5. TITLE OF TECHNICAL REPRESENTATIVE Management Analyst | 6. ORIGINATING OFFICE FE |
| 7. TECHNICAL REPRESENTATIVE DETERMINATION | | |
| <p>I, the undersigned Technical Representative, have fully investigated the nature of the subject work order and associated schedules. I have fully considered placing the work through conventional contracting procedures as outlined in the DOE Procurement Regulations, which are the preferred method. My investigation has found that this work order is (1) a short lead time quick reaction requirement of (2) small dollar value (i.e., under \$100,000) with (3) a limited scope of work, and (4) clearly falls within the scope of work of the basic contract.</p> <p>If this requirement is not satisfied by the quick reaction work order contract system, I certify that the Government will suffer the following impact (the following statement should refer to time, circumstances, programmatic conditions requiring use of the method of contracting, sense of urgency, etc., as appropriate).</p> | | |
| SIGNATURE OF TECHNICAL REPRESENTATIVE <i>John Smith</i> | | DATE 3/17/81 |
| 8. RECOMMENDATION FOR FIRM FIXED PRICE SOLICITATION: (If cost type is recommended, explain.) | | |
| <input type="checkbox"/> Cost Type <input type="checkbox"/> Proposal | | |
| 9. CONTRACTING OFFICER DETERMINATION | | |
| On the basis of the above, I hereby determine that the proposed work order clearly falls within the scope of work and the authority of the Determination and Findings of the basic contract(s). | | |
| SIGNATURE OF CONTRACTING OFFICER <i>S. River</i> | | DATE 3/16/81 |

Cancelled