



Department of Energy

Washington, DC 20585

July 14, 2023

MEMORANDUM FOR THE DEPUTY SECRETARY

THROUGH: INGRID KOLB **Ingrid Kolb** Digitally signed by Ingrid Kolb
Date: 2023.07.14 16:36:29 -04'00'

DIRECTOR, OFFICE OF MANAGEMENT

FROM: JOHN BASHISTA **Berta L. Schreiber** Digitally signed by Berta L. Schreiber
Date: 2023.07.14 15:19:41 -04'00'

DIRECTOR
OFFICE OF ACQUISITION MANAGEMENT

SUBJECT: ACTION: Cancellation of DOE Order 542.2A, *Unsolicited Proposals*

ISSUE: Whether to cancel DOE Order 542.2A, *Unsolicited Proposals*.

BACKGROUND:

- DOE Order 542.2A, *Unsolicited Proposals*, contains receipt, processing and review information for unsolicited proposals received by the Department that is contained in other guidance documents and websites available internally and to the public.
- National Energy Technology Laboratory (NETL) manages the *Unsolicited Proposal* process for the Department.
- NETL maintains a public website and guide that provides information to the public on the submission and review of unsolicited proposals.
- The [Unsolicited Proposal Guide](#) is directed towards helping prospective entities interested in submitting unsolicited proposals to the Department and offers an overview of the unsolicited proposal process, policies and procedures for the preparation, submission and review of an unsolicited proposal.
- General Unsolicited Proposal guidance is provided to Contracting Officers in [Section 2.3.5 Unsolicited Proposals of the Guide to Financial Assistance](#) and in [Chapter 15.6 Unsolicited Proposals of the DOE Acquisition Guide](#). These guidance documents will be updated to include any pertinent information from DOE O 542.2A that coordinates with the internal unsolicited proposal process guidance provided by NETL.
- The Order was placed into Directives RevCom for a 30-day cancellation review and DRB members concurred on the action to cancel the directive.

SENSITIVITIES: None.

POLICY IMPACT: None.

URGENCY: None

RECOMMENDATION: That you approve the cancellation of this Directive. The Directives Review Board recommends this action for approval.

APPROVE: DMT DISAPPROVE: _____ NEEDS DISCUSSION: _____ DATE: 07/28/2023