

DEPARTMENT OF ENERGY (DOE/NNSA)
GUIDANCE FOR HEADQUARTERS ACCEPTED STRATEGIC PARTNERSHIP
PROJECTS (SPP) WHERE WORK IS PERFORMED AT ONE OR MORE DOE/NNSA
LABORATORIES/FACILITIES

INTRODUCTION:

This guidance outlines a standard process for coordinating review and approval of DOE/NNSA Headquarters (HQ) accepted Strategic Partnership Projects¹ (SPP) performed at one or multiple DOE/NNSA sites. Whenever possible, requesting agencies should work directly with the local DOE/NNSA site/field offices and laboratories/facilities² to negotiate and prepare required site specific SPP project documentation such as the SOW, cost estimates, and deliverables for the responsible DOE/NNSA Contracting Officer's (COs) approval. However, in cases where the requesting agency requests working directly with a DOE/NNSA HQ program office to develop an SPP agreement, the process outlined below should be used. It is strongly recommended that DOE/NNSA HQ program offices involve the performing contractor and DOE/NNSA site/field office personnel in the project negotiations as soon as possible to minimize disruptions in the negotiation and review and approval processes.

Objectively, this guidance is intended to ensure compliance with existing SPP policy and requirements, standardize processing, ensure transparency, and expedite execution of such agreements. It does not establish new SPP requirements.

This process will ensure the SPP requirements are satisfied including, the development of the SPP statement of work (SOW), cost estimates, deliverables, detailed project breakouts according to individual sites performing work. The coordination, review and approval requirements for program offices and responsible COs, as well as the roles and responsibilities of DOE/NNSA HQ program offices, DOE/NNSA site/field office personnel, and the responsible DOE/NNSA CO per DOE Order 481.1E, Strategic Partnership Projects (SPP) formerly known as "Work for Others" (WFO) dated 12-13-19, are considered.

PROCESS:

Step 1: The requesting agency enters discussions with the DOE/NNSA HQ program office to develop a draft SPP agreement that anticipates one or multiple sites performing work under the agreement. The DOE/NNSA HQ program office may assist in determining what work and what site(s) are best suited to perform work. Selected DOE/NNSA field/site office personnel and laboratory or facility¹ contractor staff should assist in the development of a draft SOW which may include associated tasks for their respective sites.

¹ Details related to implementation of the SPP policy can be found in DOE Order 481.1E which establishes a DOE-wide policy framework based on a consistent set of requirements, standards, roles, and responsibilities for the review, acceptance, and performance of SPP activities.

² For NNSA, "laboratories/facilities" include NNSA laboratories, plants, and sites.

- Step 2:** The DOE/NNSA HQ program manager, working with the DOE/NNSA field and laboratory or facility contractors, will review the request, and work with the requesting agency, as needed, on proposed changes to the terms and conditions and/or the SOW.
- Step 3:** The requesting agency formally submits to the DOE/NNSA HQ program manager a draft 7600A which includes general terms and conditions and a proposed SOW and identifies the DOE/NNSA laboratories or facilities designated to perform the work.
- Step 4:** Once an agreement is reached between the DOE/NNSA HQ program office and the requesting agency, the requesting agency will finalize and sign a single 7600A, providing a final SOW with a breakout of site-specific tasks to be performed by each laboratory and/or facility and the associated costs, with assistance from DOE/NNSA as required.
- Step 5:** The 7600A will be provided to the responsible DOE/NNSA COs for each of the laboratories or facilities assigned to perform work under the 7600A. Under DOE O 481.1E and DEAR 970 5217-1, the responsible DOE/NNSA COs must approve proposed site specific SPP work. Prior to approving the site-specific proposed work, the responsible COs must ensure DOE/NNSA makes specific determinations regarding the work and provide his/her written certification of completion.
- Step 6:** After the responsible DOE/NNSA CO for the laboratory or facility agrees with the 7600A terms and conditions and the site-specific work for their laboratory/facility, the responsible DOE/NNSA CO will provide concurrence via email or memorandum and return the 7600A to the DOE/NNSA HQ program manager for signature. The DOE/NNSA HQ program manager shall not sign the 7600A prior to receiving concurrences from the responsible DOE/NNSA COs for each site performing work under the agreement.
- Step 7:** The requesting agency will prepare a 7600B with assistance from the DOE/NNSA HQ program office, site/field office, and laboratory or facility as required. It will include the scope of work being performed by each laboratory or facility and identify the cost for such work. A requesting agency may issue multiple 7600Bs (one for each DOE/NNSA site performing work) to support the 7600A agreement.
- Step 8:** The DOE/NNSA HQ program office will provide the 7600B to responsible DOE/NNSA COs for each of the laboratories or facilities performing work. In addition, the DOE/NNSA program office will include a 7600B Laboratory/Facility Signature Addendum Form (Attachment 1) for approval and signature by the responsible DOE/NNSA CO for site specific laboratory/facility work.
- Step 9:** Once all responsible DOE/NNSA COs have approved and returned the 7600B, with a signed Laboratory/Facility Signature Addendum Form, then the DOE/NNSA HQ program manager will sign the 7600B(s). Work may commence upon notification provided by the responsible DOE/NNSA CO using standard SPP practices for initiating work.

7600B Laboratory/Facility Signature Addendum Form

Purpose – Provide DOE/NNSA Contracting Officer concurrence for requested work.

This document provides that the Responsible DOE/NNSA Contracting Officer accepts the Terms, Conditions and Site-Specific Scope of Work for the <<Requesting Agency and IA number>>.

The Signatures below represent acceptance of the information provided by the <<DOE/NNSA HQ Program Office>> for the <<Requesting Agency and IA number>>.

Laboratory/Facility: ¹	<hr/>
Responsible Contracting Officer Name:	<hr/>
Responsible Contracting Officer Signature:	<hr/>
Date of Signature:	<hr/>

¹ For NNSA, “laboratories/facilities” include NNSA laboratories, plants, and sites.