

OAK RIDGE R2A2 MAPPING

Organization: Procurement and Contracts Division, AD-42

Roles & Responsibilities (per ORO Manual 110)	Accountabilities (Internal and External)	Authorities Delegated	
		<i>Type</i>	<i>From</i>
<p>General</p> <ul style="list-style-type: none"> Participate in ORO Strategic Planning for Procurement Resource Management and Development <ul style="list-style-type: none"> Administer Acquisition Career Development Program (IDPs, identify and provide training) Administer Contracting Officer Warrant Program/System Administer Contracting Officer Representative Program/System Appoint Contracting Officer Representatives ORO Acquisition Resource Planning Plan, coordinate, and administers the ORO Small Business Program – 8(a), HUBZone and disadvantaged business programs Provide guidance and support to ORO organization on contracting methods and procedures Perform duties of the Competition Advocate Negotiate and administer MOU's and MOA's with various activities, i.e, GSA, NNSA, SBA Administer Affirmative Procurement Program (Green Acquisition Advocate) Administer Javits-Wagner-O'Day program 	<p>External:</p> <ul style="list-style-type: none"> HQ Procurement Executive Programs, i.e., EM, NE, OS, EE, WT, HQ EEOICPA (Department of Labor Sick Worker Program), NNSA-Y-12 Site Office Government Accounting Office (GAO) DOE Inspector General (IG) City of Oak Ridge, TN Anderson County, TN Roane County, TN McCracken County, KY Pike County, OH Community Reuse Organizations in Oak Ridge, Portsmouth and Paducah Congressional Offices in 5 state Other Government Agencies (IAs) States of TN, KY, OH ALQ Ops. Office – AOL courier service <p>Internal Customers:</p> <ul style="list-style-type: none"> Manager, ORO ORO Organization - perform procurement, personal and real property services for every office in Oak Ridge Operations which includes the site offices (ORNL, TJNAF, PAD, PORTS, Weldon) and OSTI 	<ul style="list-style-type: none"> Enabling legislation for AEC, ERDA, and DOE Department of Energy (DOE) Organization Act Executive Orders. i.e., E.O. 12931 Federal Property and Administrative Services Act Office of Federal Procurement Policy Act (OFPP) Procurement Integrity Act Small Business Act Competition in Contracting Act (CICA) Federal Acquisition Reform Act (FARA) Other Statutes – Literally hundreds Federal Acquisition Regulation (FAR) Department of Energy Acquisition Regulation (DEAR) DOE Acquisition Guide DOE Acquisition Letters DOE Order 541.1A DOE Order 361.1 	<ul style="list-style-type: none"> President US Congress FAR DEAR HQ Procurement Executive ORO Manager Director, Office of Mgmt. & Budget DOE-HQs Senior Real Estate Officer
<p>What Does this organization do for the department? Is it in <i>direct or indirect</i> support of Departmental missions?</p>	<p>To whom is this organization accountable to? How is accountability assured? External Review</p>	<p>What authorities are vested in the organization that allows these responsibilities to be carried out? Appraisal?</p> <p><u>TYPES of DELEGATIONS:</u> Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.) Federal Law (29CFR1910, 10CFR830, etc.) DOE Directives (i.e., DOE Order 521.1A) Interagency Agreements (i.e., State, EPA, NRC, etc.) Include implied Authorities</p>	

OAK RIDGE R2A2 MAPPING

Organization: Procurement and Contracts Division, AD-42

Roles & Responsibilities (per ORO Manual 110)	Accountabilities (Internal and External)	Authorities Delegated	
Procurement Policy, Guidance and Direction <ul style="list-style-type: none"> • Develop and implement ORO Procurement Financial Assistance Policy and Procedures • Review and Disseminate HQ Procurement and Financial Assistance Policy and Procedures • Administer the Balanced Scorecard performance assessment programs used by the Department's federal procurement offices and major site and facility management contractors. <ul style="list-style-type: none"> • Conduct procurement self-assessment review for ORO • Provide assistance to DOE-HQ in conducting procurement reviews • Administer activities of Contract Review Board – findings, determinations and recommendations • Administer Purchase Card Program which includes training, management and policy • General Cost & Pricing Support and Policy Dissemination • Indirect Rate Management and Oversight • Business Clearance Participation – prepare procurement records for review by HQ Business Clearance above stated dollar thresholds 		<i>Type</i>	<i>From</i>
		<ul style="list-style-type: none"> • DOE Orders – other • Financial Assistance Regulations (10CFR 600, 605) • Public Laws, i.e., P.L. 102-484 for Community Reuse Organizations • Delegation of Contracting Officer Authority from HQ Procurement Executive to Manager, ORO • Delegation of Contracting Authority from Manager, ORO, to P&C Division Director • SBA MOU • LCAM • DOE O 430.1A (Real Estate) • Executive Order 12512 • Redelegation Order # 00-008.11 (Real Estate) 	
What Does this organization do for the department? Is it in <i>direct or indirect</i> support of Departmental missions?	To whom is this organization accountable to? How is accountability assured? External Review	What authorities are vested in the organization that allows these responsibilities to be carried out? Appraisal? TYPES of DELEGATIONS: Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.) Federal Law (29CFR1910, 10CFR830, etc.) DOE Directives (i.e., DOE Order 521.1A) Interagency Agreements (i.e., State, EPA, NRC, etc.) Include implied Authorities	

OAK RIDGE R2A2 MAPPING

Organization: Procurement and Contracts Division, AD-42

<i>Roles & Responsibilities</i> (per ORO Manual 110)
<ul style="list-style-type: none"> • Procurement Management Information and Automated Systems <ul style="list-style-type: none"> • Procurement and Assistance Data System (PADS) Management • Procurement Authorization Tracking System (PATS) Database Management • Report Tracking System (RTS) Database Management • IPRO System Database Management • Contracts Under \$25K System (CUTS) Management • Contractor Performance System (NIH Past Performance Database) • Procurement E-commerce - DOE/C Web Administration • Industry Interactive Procurement System (IIPS) • Web-page Development/Posting <p>Procurement Activities</p> <ul style="list-style-type: none"> • Extend/Compete Analysis and Recommendation (M&O) • Acquisition Planning • Procurement Liaison providing guidance and support to ORO staff on contracting methods and procedures

What Does this organization do for the department?
Is it in *direct or indirect* support of Departmental missions?

<i>Accountabilities</i> (Internal and External)

To whom is this organization accountable to?
How is accountability assured? External Review

<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>
<ul style="list-style-type: none"> • RPAM Order (Real Estate) • Certified Realty Specialist 	

What authorities are vested in the organization that allows these responsibilities to be carried out?
Appraisal?

TYPES of DELEGATIONS:
Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)
Federal Law (29CFR1910, 10CFR830, etc.)
DOE Directives (i.e., DOE Order 521.1A)
Interagency Agreements (i.e., State, EPA, NRC, etc.)
Include implied Authorities

OAK RIDGE R2A2 MAPPING

Organization: Procurement and Contracts Division, AD-42

<i>Roles & Responsibilities</i> (per ORO Manual 110)	<i>Accountabilities</i> (Internal and External)	<i>Authorities Delegated</i>	
		<i>Type</i>	<i>From</i>
<ul style="list-style-type: none"> • Source Selection Activities – • conduct Source Evaluation Boards for large dollar procurements • provide Board chairperson for all major acquisitions • evaluate all proposals • prepare report and decision document for Source Selection Official • FOCI Determination • OCI Determinations <ul style="list-style-type: none"> • Solicit, evaluate, negotiate, prepare, execute and administer procurement and financial assistance awards and modifications. • Appoint Contracting Officer Representatives (COR) • Develop and execute Contract Management Plan • Negotiate and execute modifications for all procurement and financial assistance agreements <ul style="list-style-type: none"> • Administer and make changes to scope, terms and conditions • Exercise Options • Performance Assessment Recommendation and Management • Develop Contractor Appraisal Plans • Develop and administer Performance Based Incentive Evaluation Management Plan • Develop Performance Based Incentive Evaluation Reports 	<div style="border: 1px solid black; height: 100%;"></div>	<div style="border: 1px solid black; height: 100%;"></div>	<div style="border: 1px solid black; height: 100%;"></div>
<p>What Does this organization do for the department? Is it in <i>direct or indirect</i> support of Departmental missions?</p>	<p>To whom is this organization accountable to? How is accountability assured? External Review</p>	<p>What authorities are vested in the organization that allows these responsibilities to be carried out? Appraisal?</p> <p><u>TYPES of DELEGATIONS:</u> Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.) Federal Law (29CFR1910, 10CFR830, etc.) DOE Directives (i.e., DOE Order 521.1A) Interagency Agreements (i.e., State, EPA, NRC, etc.) Include implied Authorities</p>	

OAK RIDGE R2A2 MAPPING

Organization: Procurement and Contracts Division, AD-42

<i>Roles & Responsibilities</i> (per ORO Manual 110)
<ul style="list-style-type: none"> • Fee Development, Negotiation and Administration • Fee Determination • Contractor Functional Liaison <ul style="list-style-type: none"> • Statement of Cost Incurred/Cost Claimed • Cost Allowability Determination • Notice of Intent to Disallow • Input into Contractor Performance System (NIH Past Performance Database) • Review and Approve Contractor Purchasing Systems • Perform Subcontract Review and Approvals • Personal Property Management • Make/Buy Plan Approvals/Implementation • Process and defend GAO / agency protests • Negotiate and litigate contractor claims • Administer the programs for the Buy American Act, Service Contract Act, and Davis Bacon contractual provisions • Conduct contract terminations for default or convenience • Execute Closeout activities

What Does this organization do for the department?
Is it in *direct or indirect* support of Departmental missions?

<i>Accountabilities</i> (Internal and External)

To whom is this organization accountable to?
How is accountability assured? External Review

<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>

What authorities are vested in the organization that allows these responsibilities to be carried out?
Appraisal?

TYPES of DELEGATIONS:
 Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)
 Federal Law (29CFR1910, 10CFR830, etc.)
 DOE Directives (i.e., DOE Order 521.1A)
 Interagency Agreements (i.e., State, EPA, NRC, etc.)
 Include implied Authorities

OAK RIDGE R2A2 MAPPING

Organization: Procurement and Contracts Division, AD-42

<i>Roles & Responsibilities</i> (per ORO Manual 110)
<p>Other Procurement and Financial Assistance Activities</p> <ul style="list-style-type: none"> • Negotiate, award and administer: <ul style="list-style-type: none"> • major utility contracts for electric power and natural gas • contracts for Utilities Management and Energy Conservation • Interagency Agreements • Simplified/Small Purchase Acquisitions • Purchase Card Acquisitions • Financial Assistance Awards • Administration of the Work for Others Program (includes CO review and approval) <ul style="list-style-type: none"> • Other Federal Agencies • Private Sector • CRADAs

What Does this organization do for the department?
Is it in *direct or indirect* support of Departmental missions?

<i>Accountabilities</i> (Internal and External)

To whom is this organization accountable to?
How is accountability assured? External Review

<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>

What authorities are vested in the organization that allows these responsibilities to be carried out?
Appraisal?

TYPES of DELEGATIONS:
 Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)
 Federal Law (29CFR1910, 10CFR830, etc.)
 DOE Directives (i.e., DOE Order 521.1A)
 Interagency Agreements (i.e., State, EPA, NRC, etc.)
 Include implied Authorities

OAK RIDGE R2A2 MAPPING

Organization: Procurement and Contracts Division, AD-42

<i>Roles & Responsibilities</i> (per ORO Manual 110)
<p>Real and Personnel Property Management</p> <ul style="list-style-type: none"> • Plan, develop and execute guidelines and procedures for the management of personal property • Review and approve ORO and contractor Property Systems • Provide assistance to DOE-HQ in conducting property reviews <ul style="list-style-type: none"> • Administer Motor Vehicle Program • Administer the ORO contractor-managed DOE-wide precious metals pool • Conduct property self-assessment reviews for ORO • Utilities Infrastructure Oversight • Real Property Management • Acquisition by lease or purchase, Management, Control and Disposition of Real Property • FIMS Administration • Conducting Utilization Studies • Screening for excess real property assets • Planning • Federal Facility Maintenance Management • Implementation of site-wide program (PRISM) for the accountability and control of ORO and contractor personal property.

What Does this organization do for the department?
Is it in *direct or indirect* support of Departmental missions?

<i>Accountabilities</i> (Internal and External)
Empty space for accountabilities

To whom is this organization accountable to?
How is accountability assured? External Review

<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>
Empty space for authorities delegated	Empty space for authorities delegated

What authorities are vested in the organization that allows these responsibilities to be carried out?
Appraisal?

TYPES of DELEGATIONS:
 Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)
 Federal Law (29CFR1910, 10CFR830, etc.)
 DOE Directives (i.e., DOE Order 521.1A)
 Interagency Agreements (i.e., State, EPA, NRC, etc.)
 Include implied Authorities

OAK RIDGE R2A2 MAPPING

Organization: Procurement and Contracts Division, AD-42

<i>Roles & Responsibilities</i> (per ORO Manual 110)

<i>Accountabilities</i> (Internal and External)

<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>

What authorities are vested in the organization that allows these responsibilities to be carried out?
Appraisal?

TYPES of DELEGATIONS:

Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)

Federal Law (29CFR1910, 10CFR830, etc.)

DOE Directives (i.e., DOE Order 521.1A)

Interagency Agreements (i.e., State, EPA, NRC, etc.)

Include implied Authorities