

United States Government

Department of Energy

memorandum

Albuquerque Operations Office

DATE: DEC 16 1996

REPLY TO:
ATTN OF: STTD:RED

SUBJECT: Funds-In Agreements, Alterations to Terms and Conditions

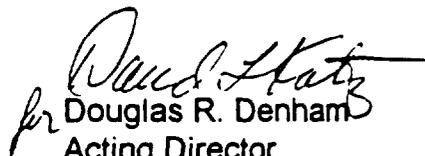
TO: Warren D. Siemens, Director, Technology Transfer and Commercialization
Center MS 1380, SNL
Peter B. Lyons, Director, Industrial Partnership Office MS C331, LANL
G. W. Johnson, Area Manager, AAO

This memorandum provides guidance on how DOE Contractors may request alterations to DOE standard terms and conditions of a Funds-In Agreement. In order to assist us with our review, we are asking that you provide us the following in writing:

- a. The reason the sponsor is proposing the alteration,
- b. why the contractor supports the alteration, and
- c. how the interests of the Government are protected.

It is important that the Contractor avoid alterations to standard terms and conditions as much as possible. To do otherwise will result in the devotion of considerable Sponsor, Contractor and DOE time, an effort that most often will not provide added benefit. It is very important that alterations be negotiated as early in the proposal preparation process as possible. If a Sponsor is adamant about altering a term or condition, which the Contractor fully supports, the written-documentation described above needs to be provided to us for approval at least 7 working days prior to the time the Contractor expects to execute the agreement. DOE's decision on the requested alteration will be provided to the Contractor who will continue to deal directly with the sponsor.

I hope the above provides you adequate guidance, as we strive to provide the unique services and materials of DOE contractors to our Sponsors, in a prudent and cost effective manner. Please call me at (505) 845-4846, or Bob Davidson at (505) 845-4310, if you have any questions or require additional information.


Douglas R. Denham
Acting Director
Science and Technology Transfer Division

cc:
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