DOE F 4200.33
(07-05)

U.S. Department of Energy
Procurement Request-Authorization

Formerly PR-799A
(Previous editions are obsolete)

INITIAL PADS DATA ENTRY INFORMATION

1. Awarding Office
2. Initiating Office
3. PRA Number
4. Change/Correction in Process? ☐ Yes ☐ No
5. Description of Work/Purpose of Assistance

   Has List of Sources Been Attached? ☐ Yes ☐ No
6. Awardee Name

   6a. Division
7. Address
8. Government Share
9. Awardee Share
10. Total
11. Total Funds This PR:
12. Name-Project Manager/Initiator
13. Signature
14. Date
15. Office Code
16. Telephone Number

GENERAL AWARD INFORMATION

17. Acquisition
    - ☐ Advisory & Assistance Services
    - ☐ A/E Services
    - ☐ Construction
    - ☐ Research & Development
    - ☐ Supplies
    - ☐ Support Services
    - ☐ Other
18. Financial Assistance
    - ☐ Cooperative Agreement
    - ☐ Grant
19. Product/Service Code (Applies to Acquisition only)
20. CFDA (Applies to Assistance Only)
21. Master BIN
22. Desired Award Date
23. Unsolicited Proposal Number
24. Project Number

25. ACCOUNTING AND APPROPRIATION DATA

Fund	Year	Alottee	Reporting Entity	SGL	Object Class	Program	Project	WFO	Local Use	26. Dollar Amount	27. Program Budget Official's Signature**

28. From Continuation Sheet
29. Project Period
30. Total Funds This PRA
    Are These Annual Funds? ☐ Yes ☐ No
31. Budget Period
    (Applies to Assistance Awards Only)

CERTIFYING OFFICIAL: I hereby Certify That the Funds Cited in Item 30 Are Available.

32. Name and Title
33. Signature
34. Date

PROGRAM REVIEWING OFFICIAL

35. Name and Title
36. Signature
37. Date
38. For Initiating Office/Local Office Use
39. Type of Procurement Action (TPA) Code _____
40. Negotiator Code
41. Security. Will employees require security clearances for performance of this procurement? ☐ Yes ☐ No
    If Yes, attach DOE F 5634.2, (05-94) "Contract Security Classification Specification."
42. Energy policy Act. Is this procurement subject to the Energy Policy Act of 1992. (EPACT); i.e., Will it directly satisfy an EPACT requirement or objective?
    ☐ Yes ☐ No If Yes, does it involve either a research and development program or a demonstration of a commercial application? ☐ Yes ☐ No
    If yes, see the notice related to this item. Amount of EPACT funding _____

Note: ** We Hereby Certify That Funds Cited Are Proper For This Procurement And In Compliance With Applicable Appropriations Acts and Fiscal Law.

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CHECKLIST OF ATTACHMENTS TO DOE F 4200.33, "PROCUREMENT REQUEST-AUTHORIZATION"

SUPPORT SERVICES

- ☐ Statement of Work
- ☐ Source List*
- ☐ DOE F 4220.2 (08-93). "Section 8(a)/Small Business/LSA Set-Aside Review"
- ☐ OCI Pre-Procurement Fact Sheet**
- ☐ DOE F 1332.1 (04-89), "Reporting Requirements Checklist"
- ☐ Position Qualifications
- ☐ Labor Rate & Level of Effort to be Dictated in RFP
- ☐ Travel Requirements to be Dictated in RFP
- ☐ Government Property Furnished/Purchased Listing (If Applicable)
- ☐ Support Services Authorization

RESEARCH AND DEVELOPMENT

- ☐ Statement of Work
- ☐ Source List*
- ☐ DOE F 4220.2 (08-93). "Section 8(a)/Small Business/LSA Set-Aside Review"
- ☐ OCI Pre-Procurement Fact Sheet**
- ☐ DOE F 1332.1 (04-89), "Reporting Requirements Checklist"
- ☐ Government Property Furnished/Purchased Listing (If Applicable)
- ☐ Support Services Authorization

SUPPLY

- ☐ Detailed Specifications
- ☐ Source List*
- ☐ DOE F 4220.2 (08-93). "Section 8(a)/Small Business/LSA Set-Aside Review"

INTERAGENCY AGREEMENTS

- ☐ Statement of Work
- ☐ Discussion of Basis of Estimate

* For new non-competitive awards, replace the Source List with a justification for other than full and open competition (exception: 8(a) awards require no justification).

** Required for Awards funded under the Federal Energy Administration Act of 1974.

INSTRUCTIONS FOR COMPLETING DOE F 4200.33

For more detailed information and instruction regarding the completion of DOE F 4200.33, refer to the Handbook for the Preparation of DOE Procurement request Forms.

Item 1 – TO AWARDING OFFICE. Enter the mailing address of the appropriate procurement office to which this DOE F 4200.33 is being sent, e.g., Office of Headquarters Procurement Operations, HR-56, Washington, D.C. 20585.

Item 2 – FROM INITIATING OFFICE. Enter the complete mailing address of the office initiating this request, e.g., Office of Special Projects and Management Systems, HR-53, Washington, D.C. 20585.

Item 3 – PR NUMBER. Enter the Procurement Request-Authorization (PRA) Number in the format prescribed by DOE 1331.2B, dated 05-18-92.

Item 4 – CHANGE/CORRECTION TO A PRA IN PROCESS? Answer "YES" if this is a change or correction to a PRA which has been forwarded to procurement for action. Answer "NO" if this is an initial PRA for either a basic award or a modification to an existing award.

Item 5 – DESCRIPTION OF WORK/PURPOSE OF ASSISTANCE. (180 Characters Maximum) Enter a brief description from the statement of work. Ensure that it is a concise statement of the purpose of the award.

Item 6 – 7 AWARDEE NAME, DIVISION, ADDRESS. If known, enter the name, division (If applicable), and address of the awardee.

Item 8 – GOVERNMENT SHARE. Enter the DOE share of the total estimated face value of the award, regardless of the funding commitment amount.

Item 9 – AWARDEE SHARE. Enter the share of the award which will be paid for by the awardee.

Item 10 – TOTAL. Sum of items 8 and 9.

Item 11 – TOTAL FUNDS. Enter the total of all figures in the "Dollar Amt." Column plus the amount from the continuation sheet.

Item 12 – 16 Self-explanatory items.

Item 17 – ACQUISITION. Self-explanatory. Check Advisory & Assistance if it is estimated that the predominance (51% or more) of the dollars for the entire contract performance period, including all options, will be for advisory & assistance services as defined by OMB Circular A-120 of January 1988.

Item 18 – FINANCIAL ASSISTANCE. Self-explanatory.***

Item 19 – PRODUCT/SERVICE CODE. Acquisitions actions only. Enter the code which describes the work being done or the item being supplied. Product/Service Codes may be obtained from "Product/Service" published by the General Services Administration, Federal Procurement Data Center.

Item 20 – CFDA. Financial assistance actions only. Enter the catalog of Federal Domestic Assistance (CFDA) program number.

Item 21 – MASTER BIN. If this award is to be an order under a DOE Master Award Bin, or a delivery under a GSA schedule or similar contract, enter the schedule or master contract number.

Item 22 – DESIRED AWARD DATE. Enter the date that the award is desired.

Item 23 – UNSOLICITED PROPOSAL NUMBER. If this award is being made as a result of DOE acceptance of an unsolicited proposal, enter the Unsolicited Proposal Control Number assigned by DOE to that proposal.

Item 24 – PROJECT NUMBER. Enter the project number assigned by the initiating office, if applicable.

Item 25 – 26 Enter the appropriate financial and accounting data for the action.

Item 27 – PROGRAM BUDGET OFFICIAL'S SIGNATURE. Self-explanatory. Only for funding actions.

Item 28 – FROM CONTINUATION SHEET. Enter the amount of funds from DOE F 4200.34 (03-96). "Procurement Request-Authorization Funding Data-Continuation Sheet," if it was used.

Item 29 – PROJECT PERIOD. The beginning and end dates which define the period of performance of an acquisition or financial assistance action.

Item 30 – TOTAL FUNDS THIS PRA. Enter the total of all figures in the "Dollar Amt." Column, plus the amount from the continuation sheet.

Item 31 – BUDGET PERIOD. Applies to financial assistance actions only. The beginning and ends dates of the period of time for which the funds in item 25 are programmed and budgeted.

Item 32 – 37 Self-explanatory items. Required for funding actions only.

Item 38 – FOR INITIATING OFFICE/LOCAL OFFICE USE.

Item 39 – TYPE OF PROCUREMENT ACTION (TPA) CODE. To be completed by the Procurement office.

Item 40 – NEGOTIATOR CODE. To be completed by the Procurement office.

Item 41 – SECURITY. Please answer the questions related to security.

Item 42 – ENERGY POLICY ACT (EPACT). Please answer the questions related to the Energy Policy Act of 1992, and, if applicable, enter the amount of EPACT funding.

Notice: The Energy Policy Act of 1992, (public Law 102-486) addresses a large number of areas under which the Department of Energy may award a contract involved with a research and development program or a demonstration of a commercial application project; It is not practicable to list them here. Section 3002 of the Act requires cost sharing of research and development of at least 20 percent of the cost of the project from non-Federal sources. Section3002 of the Act also requires cost sharing of a demonstration of a commercial application project of at least 50 percent of the costs related to the project from no-Federal sources. Exceptions are discussed in Section 3002 of the Act. Funding for certain Cooperative Research and Development projects (CRADA's) is expected. The Office of Technology Utilization (LM-20) is responsible for providing guidelines and procedures for implementing Title XXX of the Act. Further information on cost sharing/participation can be found in DEAR, subpart 917.70, and in the DOE Financial Assistance Rules 600.107 and 600.206.

Note: Detailed listing of all valid codes required for the completion of a Procurement Request-Authorization may be located in the PADS Miscellaneous Tables. The PADS Miscellaneous Tables are available through a request to the PADS Hotline (202-586-4963) or via automated retrieval of PADS Standard Report #814.

*** For Further information, see DOE 4600.1A, "Financial Assistance Procedures Manual."