



## Department of Energy

Brookhaven Site Office

P.O. Box 5000

Upton, New York 11973

May 21, 2020

Mr. Kevin Fox  
Prime Contract Manager  
Brookhaven Science Associates, LLC  
Brookhaven National Laboratory  
Upton, NY 11973

Dear Mr. Fox:

SUBJECT: ACQUISITION PLANNING DOCUMENTATION

Reference: Prime Contract No. DE-SC0012704

Effective the date of this letter Brookhaven Science Associates (BSA), LLC is directed to complete Acquisition Plans for all contract actions that are equal to or greater than the Truth in Negotiations ACT (TINA) threshold.

BSA must respond by May 29, 2020 with a date that must be on or before June 30, 2020 in which BSA will submit example(s) of Acquisition Plans that contain the required regulatory fundamentals such as but not limited to market research and acquisition strategy to Brookhaven Site Office (BHSO) Contracting Officer for review. This letter supersedes all previous correspondence. If you have any questions, please contact the undersigned at [Katrina.Porter@science.doe.gov](mailto:Katrina.Porter@science.doe.gov) or extension x5784.

Sincerely,

Katrina B. Porter  
Contracting Officer

cc: F. Fernandez, SC-BHSO  
A. Clifton, SC-BHSO

G. Clark, BSA  
L. McKnight, BSA

M. Canavan, BSA  
S. Alexander, BSA