



# Sponsored Projects Office

## Other DOE Management and Operating (M&O) Contractor Sponsors

Sponsored Projects Office  
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## I. SPO Process for Proposals and Funding for DOE M&O Sponsors

The SPO Contracts Officers (CO) have the institutional review responsibility for submitting all proposals to non-DOE/HQ entities including Management and Operating (M&O) Contractors.

### A. PROPOSALS

#### 1. DOE approval

DOE approval is not needed for M&O proposals

#### 2. Standard Process

Follow the same process as non federal WFO, including COI, EHS and Animal and Human Subject Approvals.

#### 3. Submission to Sponsor

SPO CO prepares the [M&O proposal transmittal letter](#) and attaches the proposed scope of work and budget and other sponsor application forms, if required, and transmits it to the M&O sponsor contact identified by the scientific division.

### B. AWARDS

#### MPO / ICO / IWO

An M&O award may come in as a Memorandum Purchase Order (MPO). Sometimes they are called other names such as Integrated Contractor Order (ICO) or an Inter-Entity Work Order (IWO).

#### 1. Memorandum Purchase Order (MPO) (<\$1M)

The MPO is used by M&O Contractors if the project is expected to be under \$1M in funding. The MPO should be reviewed by SPO to ensure that it provides the terms and conditions under which LBNL will perform its work will be [DE-AC02-05CH11231](#) compliant.

Other terms including the budget and scope of work should also be reviewed for acceptability. If the scope of work and/or budget differ from what LBNL proposed, the scientific division should be consulted to be sure it accepts the changes and the funding level.

If the MPO is acceptable, the SPO CO signs the MPO and returns a copy to the sponsor.

## 2. Integrated Contractor Order (ICO) or an Inter-Entity Work Order (IWO) (\$>1M)

The [IWO](#) is used by M&O Contractors if the project is expected to be \$1M or greater in funding. Sometimes the sponsor also sends a contractual document (which could be an MPO) along with the IWO in order to provide for additional terms and conditions. The IWO is initiated by the M&O sponsor, approved by their DOE Contracting Officer, and then sent to SPO.

### *The IWO Process is:*

If the IWO is accompanied by a contractual document (i.e. MPO), the SPO CO reviews to ensure that the contractual document provides that the terms and conditions under which LBNL will perform its work will be [DE-AC02-05CH11231](#) compliant.

Other terms including the budget and scope of work should also be reviewed for acceptability. If the scope of work and/or budget differ from what LBNL proposed, the scientific division should be consulted to be sure it accepts the changes and the funding level.

If the IWO along with its contractual document is acceptable, the SPO CO signs the contractual document (i.e. MPO) and forwards the IWO (only) to the DOE/BSO Contracting Officer for signature. (No proposal is required by DOE for this type of award document.)

Upon receipt of the approved IWO from the DOE/BSO, the fully executed IWO and contractual document (if appropriate) is transmitted by SPO to the Sponsor.

## 3. Award Authorization

## 4. SPAA / Project

Once all the required LBNL and DOE approvals have been obtained for the award, the SPO CO follows the Procedures found [here](#) to enter the needed information into the Enterprise Research Administration System