

# FERMILAB PROCUREMENT

Joe Collins

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# WHAT WE DO

- Acquire Goods and Services for the Laboratory
- Support Procurement Requirements From Initial Development to Closeout
- Best Value Philosophy

# WHO WE ARE:

## **Joe Collins, Procurement Manager, x4169**

- Joanne Hall, Staff Assistant, x4168
- Pamela Noyes, Administrative Assistant, x5779

### **Computing**

- Bill Koncelik, Group Leader, x4173
- Byron Clark, x4194
- Gary Davis, x4171
- Gary Golinski, x4175
- Pamela Noyes, 5779

### **Construction/Consulting,Fabrication & Services**

- **Bob Cibic, Group Leader, NOvA Liaison x3528**
- Gordon Bagby, x3388
- Ron Cypret, x3839
- Ron Evans, x4166
- Jeff Nelson, x5249
- Michael Yeoward, x3529

### **Electronics: Maintenance, Repair & Operational Supplies**

- Joe Morgan, Group Leader, x4181
- Bob Johnson, x4179
- Len Mack, x4183
- Don Rogus, x4177

### **ProCard Administration**

- Gary Golinski, x4175
- Pam Noyes, x5779

### **Support Staff**

- Joyce Serritella, x4155

# RESPONSIBILITY

- Serve the Customer
  - You
  - DOE
  - Stakeholders

# Operating Rules

## Detailed Procedural Requirements Based on:

- URA's Prime Contract
- Commercially Accepted Practice
- DOE Acquisition Regulations
- DOE Property Management Regulations
- Federal Acquisition Regulations

## **Fair Dealing**

- Impartial
- Good Faith
- Integrity
- Ethical
- Transparency
- Equity

- **Maximum Practical Opportunities To:**
  - Small Disadvantaged Businesses
  - Small Business
  - Women-Owned Businesses
  - HubZones
  - Veterans
- **Annual Goals Established**
- **SB Set Asides**

# VISIBILITY

- Attention of Many Interested Parties
- Frequent Reviews
- Department of Energy
- Office of Inspector General
- General Accounting Office
- Internal Auditors
- Fermilab Management
- Lab Customers
- Vendors
- Socioeconomic Program Advocates
- Business Community
- Competition Advocates
- Congress
- News Media
- General Public
- Unions

■ **Buyers Responsible "From Cradle to Grave"**

- Planning
- Developing
- Negotiating
- Awarding
- Administration
- Close-Out

# REQUIREMENTS

- **Over \$2,500**
  - Competition Required
  - Verbal Solicitation OK
- **Over \$10,000**
  - Representation/Certification Form Required
- **Over \$100,000**
  - Written Solicitations
- **Over \$550,000**
  - Cost or Pricing Data May Be Required
  - Small Business Subcontracting Plan May Be Required
- **Construction**
  - Bonding Requirements
  - Davis-Bacon

# Procurement Cycle Time - Commercial

From receipt of the approved requisition (with complete drawings and specifications) and other attachments, to purchase order award

## Commercial, Off-the-Shelf Items and Services from Domestic Sources

- Less than \$2,500 1 – 8 calendar days
- \$2,500-\$50,000 10 calendar days
- \$50,000-\$1,000,000 40 calendar days
- Greater than \$1,000,000 50 calendar days.

- Note: Use the Stockroom as needed. Use a ProCard if it benefits you.

## Fabricated (Metal-Electronic Items)

- Less than \$50,000 20 calendar days
- \$50,000-\$1,000,000 40 calendar days
- Greater than \$1,000,000 50 calendar days

# Procurement Cycle Time - Non-Commercial

From receipt of the approved requisition (with complete drawings and specifications) and other attachments, to purchase order award

## **Non-Commercial (Construction, T & M, University, A&E, Labor Hour Subcontracts, Sole Source Foreign Procurements)**

- **30-120 calendar days depending upon complexity**  
University subcontracts are closer to 30 days while A & E and labor hours such as security and cafeteria services are closer to 120 days.
- Sole source foreign procurements in excess of \$100,000 may take 120 days or more.

## **Authority to Commit the Laboratory**

- URA -> Fermilab Director -> Head, Business Services -> Procurement, P-Card holders and Construction Coordinators

## **Responsibility of Staff in Dealing with Outside Organizations**

- Care to not commit the Lab

## **Non-Competitive Contracting**

- The Lab has a responsibility to obtain competition

## **After-the-Fact Requisitions**

- Personnel without the authority to commit the Lab
- Personal liability

## **Invoice Certification**

- Know the facts before an invoice is certified for payment

**Questions?**