ACQUISITION LIFECYCLE – KEY COMPONENTS

- Supplier
  - Proposal/Quote, Supplier Forms, Insurance, Reps and Certifications, Negotiations

- Procurement
  - Document Review
  - Competition/RFP
  - Price Reasonableness
  - Cost/Price Analysis
  - Negotiations
  - Determination
  - Quality Reviews
  - File Documentation

- Division
  - SOW
  - Sole Source
  - Technical docs
  - Evaluation Team

- DOE
  - Review & Approval of T&Cs changes, & Transactions

- Legal
  - Intellectual Property
  - Terms & Conditions
  - Advise
  - Negotiations

- Other
  - Export Control
  - HARC
  - EHS

PRODUCTION AND PROPERTY DEPARTMENT
CASE STUDY: UNDERSTANDING VARIABLES

SAMPLE START DATE
6/1/2020

START

Requisition Received
Total value $200K
Lab Equipment
Projected Completion – 6/24/2020
(23 days)

VARIABLE
STEP 2 +10 days
Division:
Incomplete specifications provided
Impact - waiting on Division to draft and submit released document

VARIABLE
STEP 3 +20 days
Supplier:
Terms and conditions negotiated
Impact - lengthy negotiations involving supplier, Legal & Procurement

VARIABLE
STEP 4 +5 days
DOE:
Changed T&Cs approved
Impact - review and approval by Contracting Officer

SAMPLE FINISH DATE
7/29/2020

FINISH

Subcontract Fully Executed
Actual Completion – 7/29/2020
(58 days)

A lifecycle example to illustrate variables and impact on timelines
PRIME CONTRACT: PURCHASING AUTHORITY

PURCHASING AUTHORITY

- Authority is delegated to Chief Procurement Officer (CPO) in writing
- Only procurement specialists are authorized to commit funds to buy goods and services.
- Without purchasing authority, DOE would need to approve all subcontracts for the Laboratory
- Impact of losing Purchasing Authority: Severe increase in cycle time, Severe reduction in autonomy, Increase in processes: like regular Federal entity

We maintain our authority to purchase based on our performance and results of ongoing monitoring and reviews.
**WHAT YOU CAN DO**

- **Advance Planning:** work with Procurement early to understand the requirements and timelines that apply to your specific acquisition.

- Ensure **technical resources** are available to work with the Procurement team.

- **Support your Procurement Specialist** rather than commiserate with difficult suppliers. We have quicker turnaround when you help us push the supplier.

- Submit **accurate documents** and be timely when providing additional information as necessary.

- Understand that the Procurement Department operates within **Contract 31 requirements and approx. 100+ DOE approved policies.**
The day when the scientist, no matter how devoted, may make significant progress alone and without material help is past. This fact is most self-evident in our work.

E.O. Lawrence