

CAPITAL EQUIPMENT

The procurement of capital equipment has a specific set of processes. A complete Purchase Request (PR) Submission Packet must be received by the Purchasing Department in order to begin the procurement process. The requirements follow:

Preparing the Purchase Request Submission Packet

Complete a Purchase Request, listing the items and/or systems with a recognizable description. The approval will be the person having signature authorization specifically for capital equipment in your program area. The Deliver to field refers to the building and room where the equipment will be delivered and used.

Note: With the amount of information required for capital equipment purchases, please do not submit other extraneous information. It does not replace required information, and it either impedes the progress of the procurement or does not help.

Information and Attachments to the Purchase Request that comprise the PR Submission Packet include:

- 1) Product literature of the equipment being requested
- 2) All quotes obtained during market research
- 3) The Routing Slip (CG4) – Property Department, Building Coordinator, and EHS as appropriate. Read the Routing Slip for additional information.
- 4) A justification listing the basic use of the equipment (not a protocol)
- 5) Limiting Competition. A justification if competition is to be limited or no competition is anticipated. The program area has the right to their state minimum requirements, but also has the obligation to document the pertinent details in the justification. Forms to aid in this process include the Justification for Other than Full and Open Competition (JOFOC) form, Worksheet for Limited Competition form and the Product Comparison Worksheet. Obtaining the information is the primary goal – the forms are available to assist in providing the information. Therefore, utilize the form that best fits your capital equipment request. The importance of providing this information can not be underestimated. Federal government regulations mandate this documentation for other than full and open competition. Providing it with the initial PR Submission Packet provides the fastest track possible through the entire SAIC-Frederick capital equipment process.
- 6) Competition. To ensure proper competitive analysis, it is essential to clearly identify the specific item named by brand(s) and its salient characteristics. This information becomes the criteria against which alternate products are assessed. Details follow:
 - (a) Complete common generic identification of the item required
 - (b) Applicable model, make, or catalog number for each brand name product referenced, and identifying, if applicable, the commercial catalog in which it appears
 - (c) Name of manufacturer, producer, or distributor of each brand name product referenced (address and phone number if company is not well known)
 - (d) All salient characteristics of the brand name product or products which have been determined by the requestor to be essential to meet the minimum physical and/or functional requirements. The purchase description shall state those salient characteristics

that are mandatory features that proposed equal products must possess in order to be considered responsive.

- 7) List acceptable manufacturers as part of the PR submission packet.
- 8) For trade-in of government-owned property, indicate the decal number/serial number of the equipment and list the trade-in allowance on the PR.

Obtaining Additional Required Signature Approvals

Route the PR Submission Package as necessary for signatures. As stated on the Routing Sheet, the last forward is to the Purchasing Department. Two notes:

- 1) The routing-approval for Finance (for SAIC-Frederick, Inc and NCI programs) must be transmitted electronically through SmartStream workflow. Therefore, Purchasing will electronically route to Finance for approval if the program area does not use SmartStream PR Distributive Entry.
- 2) If Purchasing receives less than a complete PR Submission Package for the procurement, Purchasing will request the information from the program area and/or the appropriate routing area prior to beginning the procurement process.

Procurement handled by the Purchasing Department

After administrative login and verification of completeness, the PR Submission Package is distributed to the appropriate buyer, who reviews it for complete and accurate procurement information. The first procurement action is to determine the acquisition plan, which includes procurement type determination, required additional approvals (such as FME, COA, administrative determination for trade-in of equipment, international component analysis, etc.). The next steps, simply stated, are to determine the level of competition, confirm the absence or limitation of competition for this procurement based on an analysis of the PR information and determine current availability or possibility in the marketplace. In compliance with government regulations, this concurrence must be confirmed by the buyer even if previously performed by the program area. Other criteria may apply as well, such as the potential for small business set-asides or other business class set-aside opportunities.

The buyer then initiates the proper steps to begin the procurement process, which can include some or all of the following:

1. Obtaining vendor data for proper processing (for federal vendor status, contract department and invoicing info, etc.)
2. Obtain current quotes, solicit verbal bids
3. Prepare solicitation (SCO), fax to vendor(s)
4. Post on bid boards and/or FedBizOpps, FDBDO.
5. Prepare Bid Sheets to analyze responsiveness to statement of work, pricing and other stated criteria, etc.
6. Negotiate terms and conditions, pricing, availability, etc.
7. Ensure price reasonableness, either by competition or price analysis
8. Discuss with Program Area for clarification or to review written memo for an

alternate bid

9. Ensure completion of other criteria, such as subcontracting plan information, certificate of insurance, green product
10. Prepare award document (SCO or purchase order), complete procurement checklists
11. Place order with vendor and send information as necessary to Finance, Property, etc.



CONSTRUCTION AND ARCHITECT ENGINEERING

The OTS Facilities Maintenance and Engineering Department (FME) shall provide technical and administrative support to the NCI. Therefore, NCI requirements should be coordinated through the OTS FME. The FME is responsible for providing the following:

Complete PR Form and Attachment (CG 1- C)

Check for special approvals

If non-competitive- complete Justification for Other than Full and Open Competition Form CG 3

Additional Special Approvals – A Maintenance Service Request (MSR) shall be prepared and submitted to the NCI Project Officer and the NCI Contracting Officer for conceptual and fiscal approval before ordering supplies or equipment, commencement of any work, or issuance of a solicitation relating to the following:

- renovation or alteration of facilities
- construction (including Architect & Engineer (A&E) design
- preventative maintenance and repair of facilities estimated to exceed \$50,000 in Materials and Supplies (M&S) or labor, or a combination of M&S and labor

The MSR is prepared and submitted by the OTS Contractor Facilities, Maintenance and Engineering (FME) Department. FME shall show proof of the approved MSR, the conceptual approval, trend reports and fiscal approval with the Purchase Request submitted to the Construction Subcontract Department for subcontract action.

THE MAJOR STEPS AND TIMETABLE FOR THE PROCUREMENT PROCESS

The following chart represents the major steps for the procurement process for new orders or subcontracts, the person responsible for the action, and the average time for completion.

ACTION	RESPONSIBLE PARTY	*	**
Identify Government's Requirements	NCI Project Manager	N/A	N/A
Provide Technical Support to NCI Project Manager, Conduct Market Research, Develop Purchase Requisition and Coordinate with Procurement Department	OTS Technical Expert	N/A	N/A
Conduct Market Research	OTS Technical Expert	N/A	N/A
Develop Purchase Requisition with input from NCI Project Manager	OTS Technical Expert	N/A	N/A
Obtain Special Pre-Approvals	OTS Technical Expert	N/A	N/A
Coordinate with Procurement Department	OTS Technical Expert	N/A	N/A
Review Purchase Request for Sufficiency	Buyer/Subcontract Specialist	1-2	3-5
Develop Acquisition Plan (>\$100K)	Subcontract Specialist/OTS Technical Expert	N/A	5-7
Obtain all reviews and approvals including Subcontract Review Board when > \$550K	Buyer/Subcontract Specialist	1-3	15-20
Post procurement to advertise opportunity >\$25K	Buyer/Subcontract Specialist	15	15
Review of solicitation and proposal submission for Commercial Products >\$100K and Construction and Research Subcontracts	Subcontractor	30	30
Receive and analyze proposal for technical acceptability and cost/price reasonableness for commercial products and non-competitive subcontracts	Buyer/Subcontract Specialist/OTS Technical Support	1-5	7-15
Receive and analyze proposal for technical acceptability and cost/price reasonableness for competitive Construction and Research Subcontracts	Subcontract Specialist/OTS Technical Support	N/A	30-90
Prepare acquisition summary with negotiation objective and negotiated agreement demonstrating cost/price reasonableness	Buyer/Subcontract Specialist	1-3	5-7
Coordinate all aspects of pricing and Terms and Conditions with all affected parties	Buyer/Subcontract Specialist	1-5	3-5
Obtain Internal CRB > \$550K and Risk Management Review >\$1M and NCI Contracting Officer Approval if required.	Subcontract Specialist	N/A	5-10
Award	Buyer/Subcontract Specialist/OTS Contracting Officer	1-3	3-5

Note: The average days from receipt of purchase requisition to award is based on normal workload for individual procurement personnel.

* Average Time to Complete Action in Purchasing Department

** Average Time to Complete Action in Subcontract Departments (days are cumulative)

PURCHASE REQUEST SPECIAL APPROVAL ROUTING SHEET		PR Number:
<i>Requestor. Indicate signature(s) required by checking appropriate box(es). Place routing sheet on top of Purchase Request Package and forward to first required Reviewer/Approver as indicated.</i>		
Reviewer/Approver	SIGNATURE/DATE	Approval Process
<input type="checkbox"/> Intellectual Property Administrator		Deviation of Exceptional Circumstances (DEC) -When NCI has determined that retaining patent rights are in the best interest of the government, the OTS Contractor IP Administrator forwards a request up the NCI/NIH chain of command to obtain approval of NIH Director.
	SIGNATURE/DATE	
<input type="checkbox"/> NCI Institutional Review Board (IRB)		Any research activity conducted at NCI-Frederick involving human subjects shall commence only with Institutional Review Board (IRB) approval or when exemption from this requirement has been received from the NIH Office for Human Subjects Research (OHSR) through the Office of Scientific Operations, NCI-Frederick, or the appropriate division office.
	SIGNATURE/DATE	
<input type="checkbox"/> Environment, Health & Safety Coordinator		All purchases for biological safety cabinets, chemical fume hoods, laminar flow cabinets, equipment containing lasers, and portable electric heaters. Any acquisition that requires the delivery, shipping, disposal or handling of hazardous waste. All purchases for CDC Select Agents. <i>Note. Radioactive materials require pre-approval via SmartStream electronic routing only (Distributive Entry or Purchasing data entry).</i>
	SIGNATURE/DATE	
<input type="checkbox"/> Laboratory Animal Sciences Program Coordinator		Controlled Substances, rodent sera, rodent-derived products, live animals, LASP Coordinator (Dr. Jeanne Herring), on PR or Routing Sheet .
	SIGNATURE/DATE	
<input type="checkbox"/> Building Coordinator		Building Coordinators review purchases of capital equipment to determine adequacy of utility requirements. Technical data and/or vendor literature should be attached to Purchase Request.
	SIGNATURE/DATE	
<input type="checkbox"/> Property Department		Property Office reviews purchase requests for Accountable Property, capital equipment and sensitive items to determine if items are available from excess property.
	SIGNATURE/DATE	
<i>Reviewers/Approvers – After processing, forward to next department checked. Last on list – forward to Purchasing Department.</i>		