

FERMILAB DIVERSITY COUNCIL  
PRESENTATION  
JULY 18, 2012

PROCUREMENT

Joe Collins

# Who We Are:

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

- Joanne Hall, Staff Assistant, x4168

## **Computing/Consultants/Universities & Services**

- Bill Koncelik, Procurement Supervisor, CD Liaison, x4173
- Byron Clark, WDRS Liaison, x4194
- Gary Davis, x4171
- Pamela Noyes, x5779
- Brian Niccolai, x4177
- Nancy Yackle, x2555

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

- Bob Cibic, Procurement Supervisor, NOVA & Project X Liaison, x3528
- Gordon Bagby, FESS OPS Liaison, x3388
- Ron Evans, Mu2e, and SRF Liaison, x4166
- Tom Powers, LBNE Liaison, x4255
- Steve Gaugel, Gas Procurement POC and SLI Liaison, x5782
- Sandra Efstathiou, IARC Liaison, x5784
- Steve Cozzens, x4183

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

- Joe Morgan, Group Leader, x4181
- Bob Johnson, x4179
- Mark Graczyk, x4895
- Don Rogus – On Call, x5233

## **ProCard Administration**

- Pam Noyes, x5779
- Nancy Yackle, x2555

## **Support Staff**

- Joyce Serritella, x4155
- Julie Wiley, x8048

# Small Business Program

- Maximum Practical Opportunities to:
  - Small Disadvantaged Businesses
  - Small Businesses
  - Women-Owned Businesses
  - HUBZones
  - Veterans
- Annual Goals Established
- SB Set Asides
- SB Subcontracting Plan, Appended to Prime

# Fermilab Procurement Role

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

# Responsibility

- Serve the Customer



# Operating Rules

- Ethical
- Equitable
- Transparent
- Director's Policy

# Operating Rules

Procedural Requirements based on:

- FRA Prime Contract
- Commercially Accepted Practice
- DOE Acquisition Regulations
- Federal Acquisition Regulations
- DOE Property Management Regulations

# Operation

Buyers Responsible “From Cradle to Grave”:

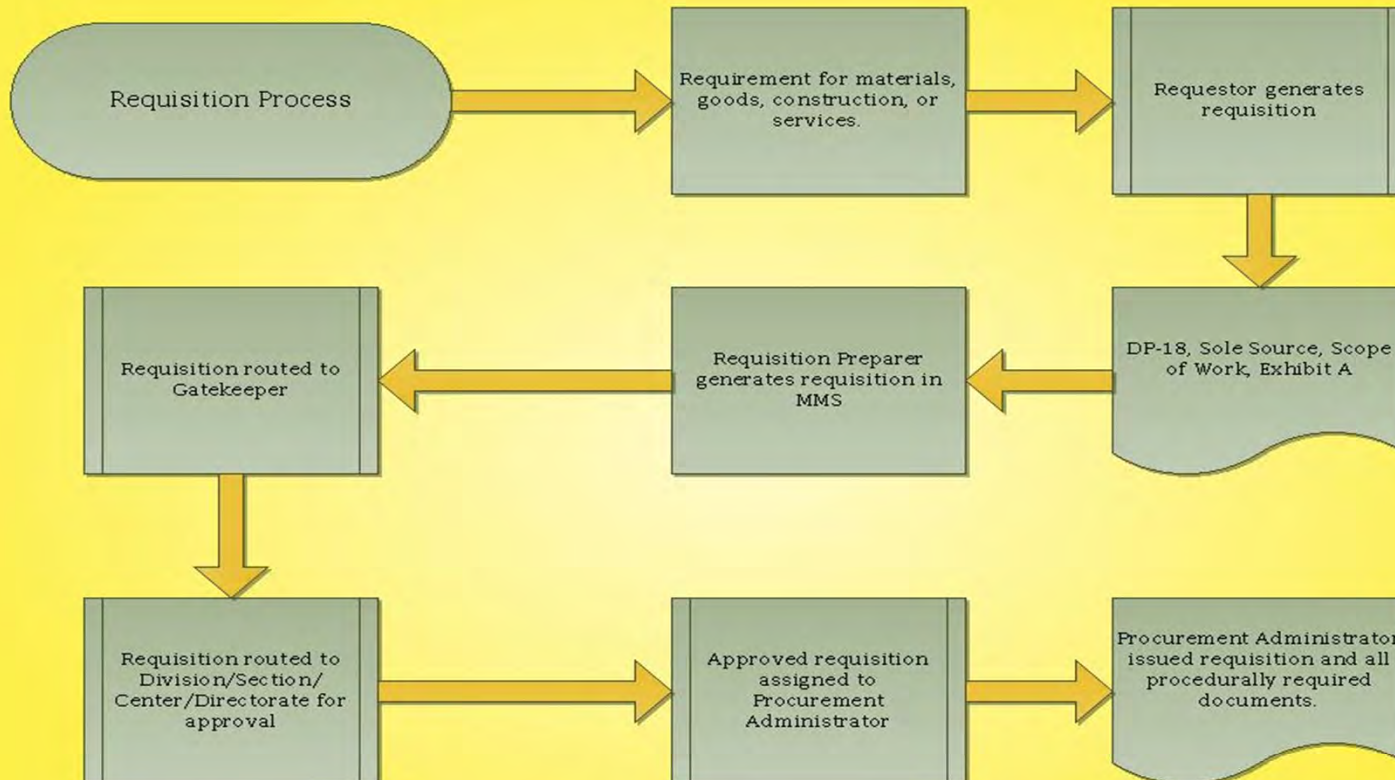
- Planning
- Developing
- Negotiating
- Awarding
- Administration
- Close-Out



# Requirements

- Over \$10,000-Competition Required
- \$10K or less, buyer's signature
- Fair and reasonable price and terms of purchase

# Requisition Process



For requisition status: <http://bss.fnal.gov/procurement/index.html#services> and choose Requisition Inquiry

# Procurement Cycle Time – Commercial

Procurement cycle time extends from receipt of the approved requisition (with complete drawings, specifications and other attachments) to subcontract award.

# Procurement Cycle Time - Commercial

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

- \$10,000 or less 1 – 9 calendar days
  - >\$10,000-\$100,000 10-21 calendar days
  - >\$100,000-\$5,000,000 22-40 calendar days
  - Greater than \$5,000,000 Call Joe Collins, x4169
- Note: Use a ProCard if it benefits you.



# Procurement Cycle Time Non-Commercial

Non-Commercial (Construction, T&M, University, A&E, Labor Hour Subcontracts, Unique Equipment and Fabrications, Sole Source Foreign Procurements)

- 20-120 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 \$500,000 may take 90 days or more



# Emergencies

If your requirement is urgent:

- 1.) Call a Group Leader or the Procurement Manager.
- 2.) Ensure that the urgency is stated on the requisition

# Oracle Help

- Joanne Hall, x4168

# Authority to Commit the Laboratory

- FRA, Fermilab Director
  - Head, Business Services
  - Procurement
  - ProCard Holders (\$2,500)
  - Construction Coordinators

(From \$5,000 - \$15,000 field changes)

# Project Liaisons

Computing

DES

IARC

LBNE

MicroBooNE

MINERvA

Mu2e

NOvA

Project X

SLI Utility Upgrade

SRF

FESS Operations

WDRS

Bill Koncelik

Byron Clark

Sandra Efstathiou

Tom Powers

Byron Clark

Joe Morgan

Ron Evans

Bob Cibic

Bob Cibic

Steve Gaugel

Ron Evans

Gordon Bagby

Byron Clark

# PROCUREMENT COMMODITY LIST

| Fabrications, Electronics & MRO            | Computing & Services                      | Construction & Services             | Miscellaneous              |
|--|---|-------------------------------------|----------------------------|
| Appliances-SGG, RGE                        | Banking-RFC                               | Architecture & Engineering-TRP, STE | P Card-PHN, NY             |
| Cable Assemblies-MJG, JPM                  | Benefits-WPK                              | Construction-RFC, TRP,GEB,STE       | I-Procurement-WPK          |
| Chemicals-SGG                              | Cafeteria-BEC                             | Eye Wear-RLJ                        | Procurement Manuals-RFC    |
| Clothing-JPM, MJG                          | Computer Hardware, Software &             | FESS Ops Services-GEB               | Balanced Scorecard-WPK     |
| Electrical Supplies-MJG, JPM               | Maintenance-WPK, PHN, BN, GAD, BEC        | Generators-TRP, STE                 | Small Business Program-RFC |
| Electronic Components-MJG, JPM             | Computing Services-WPK, PHN, BJN,         | Janitorial-GEB                      | Sustainability (Tracking & |
| Excess Property-RLJ, MJG, JPM              | GAD, BEC                                  | Maid Services-GEB                   | Reporting)-JPC             |
| Fabrications-RGE, SGG                      | Conferences/Hotels-PHN, WPK               | Pest Control-GEB                    | Compliance-JPC             |
| Fire & Safety Supplies-MJG, JPM            | Director's Vehicle Insurance-JPM          | Professional Services-GAD, PHN,     |                            |
| Gases-SGG                                  | Director's Vehicle Lease-JPM              | WPK, BEC, RFC, TRP                  |                            |
| HVAC Supplies-GEB                          | Furniture/Installation-BJN                | Records Storage/Destruction-STE     | <b>KEY</b>                 |
| Instrumentation-MJG, JPM                   | Insurance-BEC                             | Roads & Grounds-RLJ                 | GEB - Gordon Bagby         |
| Lab Supplies-MJG, JPM                      | Leases (Copy Machines)-BJN                | Safety Shoes-BEC                    | RFC - Bob Cibic            |
| Lasers-MJG                                 | Legal-WPK                                 | Sales Agreements-RLJ                | BEC - Byron Clark          |
| Machine Shop Equipment-SGG, RGE            | Office Equipment-RLJ, PHN, BJN, BEC       | Security Services-GEB               | SVC - Steve Cozzens        |
| Metals-RGE, RLJ                            | Photography Equipment & Supplies-PHN, BJN | Temporary Help-GAD, RFC             | GAD - Gary Davis           |
| Material Handling Equipment-MJG            | Telecommunications-RFC                    | Transformers-RFC, TRP, STE          | STE - Sandra Efstathiou    |
| MRO-RGE, SGG, RLJ                          | Universities-GAD, PHN                     | Time & Material-GEB                 | RE - Ron Evans             |
| Pipe, Valves, Pumps & Tubing-RLJ           | Utility Agreements-WPK                    | Unique Project Services, Supplies   | SGG - Steve Gaugel         |
| Power Supplies-RFC, TRP, STE               |   | & Equipment-RFC, WPK, JPM           | MJF - Mark Graczyk         |
| Printed Circuit Boards/Assemblies-MJG      |   |                                     | RLJ - Bob Johnson          |
| Printing-RLJ, MJG                          |   |                                     | WPK - Bill Koncelik        |
| Safety Supplies-RLJ, MJG, JPM              |   |                                     | JPM - Joe Morgan           |
| Stores Items-SVC                           |   |                                     | BN - Brian Niccolai        |
| Tubes (PMT, Klystron, Vacuum) RFC, JPM     |   |                                     | PHN - Pam Noyes            |
| Vacuum Equipment & Supplies-RLJ            |   |                                     | TRP - Tom Powers           |
| Vehicle Leasing-MJG                        |   |                                     | DIR - Don Rogus            |
| Vehicle Goods & Services-MJG               |   |                                     |                            |
| <b>Fabrications, Electronics &amp; MRO</b> |   |                                     |                            |
| Welding Supplies-JPM, MJG                  |   |                                     |                            |
| Wire & Cable-MJG                           |   |                                     |                            |

Revised July 17, 2012



# Non-Competitive Contracting

- The Lab has a responsibility to obtain competition. It generally results in securing best value. This does not mean that we have to accept the lowest price.
- Trade offs between price and technical evaluation factors are acceptable. We must plan together and document accordingly.

# If You Have A Procurement Question, Please Call:

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