

Battelle Pacific Northwest National Laboratory

I. Summary Description

The subcontract preaward phase begins with identifying and defining the goods and services that are needed for project completion. Once the technical requirements are determined and defined with assistance from Contract Department staff, they are forwarded with other purchase documents (requisition, sole source, suggested vendors) to the Contracts Department. A Contracts Specialist will issue a Request For Proposal (RFP) to which various offerors will respond. The Project Manager and Contracts staff review proposals against predetermined selection criteria, negotiations are conducted, and selection of the contractor is made for award.

The Project Manager identifies, defines, and coordinates the materials and services required to support the successful completion of the project. In doing so, a project team is organized which consists of the technical, quality, safety, and contracting advisors. Together they define the products/services to be obtained and the potential sources. Technical requirements must be clearly defined to allow offerors to understand what is needed and therefore provide a proposal that will support the project objectives. The requirements should not be overly restrictive so as to encourage competition and creativity among the offerors. The requirements are expressed in the form of a statement of work or description of materials/services needed. This includes consideration of quality, safety, and sourcing requirements.

The Project Manager is responsible for identifying the essential quality characteristics and specifying the appropriate contract requirements to ensure that the delivered materials/services conform to these requirements. The Project Manager is also responsible for identifying any safety related issues and developing contractual requirements to mitigate the safety issues. These mitigating processes will be manifested in the RFP and contract by requirements placed upon the offerors to address the safety issues. Within this process, the Project Manager develops a description of the materials/services, along with the quality and safety concerns, which forms the basis for the resulting procurement. This becomes the "procurement package," which is the basis for the initiation of the acquisition process.

The Contracts staff conduct and control the issuance of RFPs, receipt of proposals, conduct of discussions, and all of the activities leading to award. This includes responsibility for ensuring that the RFP is a clear representation of the technical and contractual requirements to be placed upon the contractor. Technical and cost proposals must be objectively reviewed in detail for selection of the most advantageous offer. This involves the detailed analysis of proposals submitted by offerors. The Contracts staff are responsible for communicating with the offerors/contractor, interpreting the contractual requirements, ensuring reasonableness of price, proper evaluation of offers, and contract award.

After award and during the administration phase, the Contract Specialist and Technical Administrator will follow the performance of the work or delivery of goods, generally on a monthly basis, which will include review of the work completed against what was scheduled by the Contractor and also against any invoices submitted for that period. The Contract Specialist will also review invoices for irregularities and will also issue any necessary modifications to the contract or changes to the technical requirements.

This phase of the procurement process requires the coordination of the technical, quality, and safety requirements to ensure that the contractor performs to the technical requirements of the contract. This may involve review of contractor reports/documentation or an on-site visit at the contractor's facility. The Acquisition staff will also monitor contractor activities to ensure proper performance, invoicing, and payment and are responsible for effecting timely review and payment of invoices. After contract award, changes to the contract or technical requirements must be coordinated through the Acquisition Management System. The Contractor must not be encouraged or induced to undertake work that is not specified by the contract. A significant aspect of the administration process involves the receipt of materials and equipment purchased either by contract or on the P-card and then the subsequent delivery of these goods to Laboratory staff. This function is performed by the Acquisition Management System through the Shipping and Receiving Warehouse.

In the closeout phase, the Contract Specialist will make sure all deliverables have been received, final payment made, any intellectual property is properly identified and assigned, government property is disposed of, and a release of claims is issued to Battelle by the Contractor.

II. Point of Contact (POC)

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III. For a list of available reference documents, please contact the POC.