

Policy on Procurement

Fermi Research Alliance, LLC Procurement

Issued: January 01, 1999

Reviewed/Updated: July 28, 2017

1. Purpose

This policy establishes the purpose, function, responsibilities, and authority of the Fermi Research Alliance, LLC (FRA) Procurement organization.

2. Scope

This policy governs all procurements obtained by FRA under the Department of Energy (DOE)-approved Contractor Purchasing System, in accordance with prime contract clause I.128.

3. Applicability

This policy applies to all FRA employees who participate in the acquisition/procurement process.

4. Effective date

This policy goes into effect on August 01, 2017.

5. Definitions

Procurement Personnel: Includes all employees assigned to the Procurement organization.

Delegation of Authority: Written (includes both paper and electronic) delegation that specifically identifies the authorized Procurement individual, the dollar amount of the authorization, and whether the individual is authorized to sub-delegate the authority. In special circumstances, it may also include a specified period of validity to accommodate short-term delegations.

Contract: A legally binding order (including modifications and amendments) that obligates FRA to a purchase or procurement. This term includes subcontracts, purchase orders, delivery orders, , notices of award, or written authority to proceed, wherein FRA and the vendor obligate themselves to the financial arrangement stated in the contract.

6. Policy

- 6.1 FRA shall comply with all provisions of the prime contract with the Department of Energy (DOE), the applicable federal, state, and local laws and regulations, and ethical business practices.
- 6.2 Procurement is, except as noted herein, the sole organization authorized to commit FRA to purchases under its DOE-approved Contractor Purchasing System.
- 6.3 Procurement personnel will obtain competition for procurements to the maximum extent practical.
- 6.4 Divisions, Sections, Projects, and other requesters are responsible for implementing sufficient internal controls to assure compliance with FRA Procurement policies and applicable laws, regulations, terms and conditions of Contracts.

- 6.5 Procurement is responsible for the protection of supplier and FRA confidential, proprietary, or trade secret information, and shall not reveal suppliers' prices, quotations, terms of purchase, or delivery information to other suppliers. The Finance Section Deputy Head is authorized to sign Non-Disclosure Agreements (NDAs) regarding procurements or potential procurements, after consultation with the Office of General Counsel.
- 6.6 Procurement will provide written Delegation of Authority to appropriate procurement personnel. Procurement personnel shall obtain approval and signature of the appropriate individual prior to making commitments exceeding their delegated approval authority.
- 6.7 Procurement emphasizes the requirements of applicable socioeconomic programs and the subcontracting participation of small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, small disadvantaged business concerns, and women-owned small business concerns.

7. Responsibilities

- 7.1 Authority to Commit
 - 7.1.1 The Laboratory Director has the authority to make contractual commitments for FRA, and delegates procurement authority in writing, through the Fermilab Chief Financial Officer, to the Procurement organization.
 - 7.1.2 The Fermilab Chief Financial Officer delegates authority to make procurement commitments for FRA to the Finance Section Deputy Head who, in turn delegates part of this procurement authority, in writing, to appropriate Procurement personnel.
 - 7.1.3 Procurement personnel with written Delegation of Authority from the Finance Section Deputy Head may make purchasing commitments and/or sign documents that contractually bind FRA to procurements in accordance with the written delegation.
 - 7.1.4 Scientific and technical personnel with no delegated authority are prohibited from committing FRA to procurements or purchases. They are responsible for exercising restraint and discretion in their communications with outside organizations so that their comments are not construed as purchasing commitments on behalf of FRA.
- 7.2 The Procurement Officer is responsible for the management of the Procurement organization; ensures coordination of policies, processes, and vendor initiatives; and maintains liaison with government, industry, and trade associations.
- 7.3 Procurement is responsible for the major phases of the acquisition process, including solicitation planning, the solicitation, source selection, contract administration, and contract closeout.
- 7.4 Procurement personnel are responsible for all contractual negotiations for procurements. This responsibility shall not be assumed by other FRA personnel, but Procurement personnel shall consult with the requestor on business risks and with the Office of General Counsel on terms and conditions that are negotiated.
- 7.5 Project Management, or other departments requesting procurements, are responsible for including Procurement in advance planning of procurements.
- 7.6 Procurement collaborates with the Office of General Counsel to ensure appropriate terms and conditions adequately protect FRA and are flowed into solicitations and contracts.

8. Owner

Responsibility for reviewing this policy rests with the Acquisition Management System owner.

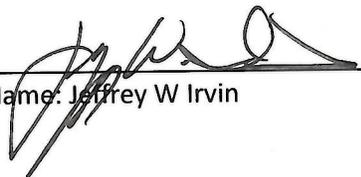
9. Review cycle

This policy is to be reviewed at least every 5 years.

Management System: Acquisition Management

Revision History

Author	Description of Change	Revision Number & Date
L. L. Collins	Updates responsibilities, authority, and organization structure.	Revision 001 28 July 2017
	Original released and approved policy	Revision 000 01 January 1999


Name: Jeffrey W Irvin

Finance Section Deputy Head
Title

7/28/17
Date

001
Revision