



71-970610-CLN-01

TO: DISTRIBUTION
FROM: C NEUMEYER
SUBJECT: GUIDELINES FOR NSTX PROCUREMENTS

This memo provides guidelines for processing NSTX procurements above \$5K.

- 1) All NSTX procurements shall be in accordance with PPPL Procurement Policies and Procedures via guidance by the PPPL Procurement Department
- 2) All requisitions \geq \$5K shall be signed by the NSTX Engineering Manager*.
- 3) The NSTX Engineering Manager* shall judge, based on cost, complexity, and criticality...
 - a. the adequacy of the procurement documentation which accompanies the requisition
 - b. the adequacy of the proposal documentation requested of the prospective vendors
 - c. the procedure for proposal evaluation
- 4) General guidelines (subject to the discretion of the NSTX Engineering Manager* on a case by case basis) for procurements \geq \$50K and/or mission critical are as follows...
 - a. requisitions shall be accompanied by a specification or statement of work (NSTX-PROC-005)
 - b. specification or statement of work shall require that the prospective vendors submit a QA Plan and MIT (Manufacturing/Inspection/Test) Plan
 - c. Request for Proposal (RFP) shall include a list of weighted evaluation criteria (ref. PPPL Procurement Policies and Procedures section 2-15) developed jointly by the cognizent engineer (requisitioner) and procurement representative.
 - d. after issuance of an RFP all correspondance with prospective vendors shall be communicated via the procurement representative, who shall be responsible for maintaining a file of same.
 - e. proposals shall be formally evaluated by committee...

- committee shall, as a minimum, include the cognizant engineer, QA representative, and procurement representative; additional members may be included subject to the approval of the NSTX Engineering Manager*

- requisitioner shall visit facilities of prospective vendors to confirm technical capability and manufacturing competence; additional visitors if required shall be approved by the NSTX Engineering Manager*

- requisitioner shall report of findings of visits to committee

- findings of committee shall be documented via memo to project file containing as a minimum...

- nature and purpose of procurement
- number and issue date of specification or SOW and RFP
- names and addresses of offerors
- ranking of proposals with respect to evaluation criteria
- recommendation for selection of vendor

4) General guidelines (subject to the discretion of the NSTX Engineering Manager* on a case by case basis) for procurements requisitions > \$5K but < \$50K and not mission critical are as follows...

a. Requisitions and/or attachments shall provide all necessary information regarding description and required characteristics of equipment and/or services, as well as PPPL QA and ES&H surveillance needs per the standard requisition form

b. Authorization to proceed with purchase shall be via memo to project file from requisitioner to Procurement representative, with approval signature by responsible WBS Manager.

* = Engineering Manager or his delegate, or Deputy Project Manager (P Heitzenroeder) in case Engineering Manager not available

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NSTX File