

General Requirements

Items or services graded QL-1 or QL-2 (see SP 1-1) may be purchased using a Purchase Requisition (PR), by following the SNL Just-in-Time (JIT) process, or by using a Procurement Card. These procurements shall be made following the process defined in Section 2.1.2 through Section 2.1.6 of this procedure. **Note:** SNL WIPP staff members and SNL contractors may not procure items or services graded as QL-1 or QL-2 using a personal or corporate credit card.

2.1.2 Technical and Quality Requirements Documentation

Prior to procuring any item or service for the WIPP project, it is important for the Requester/Sandia Delegated Representative (SDR) to specify any technical and quality requirements necessary for the purchased item or service to meet WIPP quality assurance standards (e.g., certificate of calibration or performance standards, specifications, or qualification and training, or specific service contract obligations, etc.). These technical and quality requirements are recorded on Form NP 4-1-1 in Section 3, Technical and Quality Requirements, or attached to the Form NP 4-1-1 and referenced in the appropriate Technical and Quality Requirements Section (item(s) or service(s) purchase).

2.1.3 Supplier Selection

Selection of a supplier to whom a contract, Request for Quotation (RFQ), JIT or Procurement Card order is sent shall be the responsibility of the Requester/SDR with concurrence from a QA Staff Member. If the supplier is on the approved suppliers list (Quality Level for WIPP Activities), attach a copy of the page identifying the approved supplier showing the most recent procurement activity (within the last three years) to Form NP 4-1-1 as evidence. If the supplier is not on the approved suppliers list (Quality Level for WIPP Activities) or have been inactive for more than three years, then the Requester/SDR, in conjunction with SNL WIPP QA, shall determine the methods of evaluating supplier performance. The extent and type of evaluation will be a function of the relative importance, complexity, and nature of the procured materials or services, plus the supplier's history of quality performance to provide products or services in accordance with the technical and QA specifications of the procurement document. Evaluations may include supplier audits or surveillances, planned and conducted in accordance with NP 18-1 (Audits and Surveillances). One or more of the following measures shall be utilized:

- Evaluation of the supplier's previous history of providing identical or similar products which were found to perform satisfactorily, or services which were found to be acceptable.
- Evaluation of the supplier's current QA documentation, supported by any documented qualitative or quantitative information concerning the effectiveness of their QA program.
- Determination of the supplier's technical and QA capability derived by evaluating the supplier's facilities, personnel, and quality program implementation.

This evaluation of supplier capabilities shall be documented and maintained as part of the procurement record.

If the supplier evaluation was originally based on a third party certification (e.g., NAVLAP certification, ISO certification or PSL certification), then the supplier will be re-evaluated upon the expiration of the third party certification. A copy of a recent certification will satisfy the requirement for re-evaluation. The supplier re-evaluation documentation will be maintained as part of the procurement record.

2.1.4 Bid Evaluation Criteria, Plan and Proposal

For procurements that are to be competitively bid, the Requester must include in the procurement documentation the criteria that bidders must address in their proposals. The Requester accomplishes this request through the Sandia Contracting Representative (SCR). The SCR will facilitate the SDR by:

- Developing a bid evaluation plan.
- Developing criteria for evaluation of the proposals.
- Developing instructions to potential bidders.
- Defining content of proposal (i.e., capabilities of bidder to perform the work to be contracted).

2.1.5 Procurement Document Preparation

Procurement Request Documentation:

The Requester/SDR shall prepare a PR which includes the following Statement of Work (SOW) requirements (as applicable) for input into Oracle by the BPS Facilitator:

- Technical/performance requirements for the service. Requirements from Test Plans or Analysis Plans should be cited. Drawings and specifications for manufactured or fabricated materials may be included.
- Contract deliverables/milestones, including the criteria for their acceptance.
- A contract Period of Performance (POP).
- A QA section which specifies QA requirements applicable to contract activities/products/services.
- A requirement (where appropriate) for the supplier to incorporate equivalent QA requirements into any sub-tier, supplier-issued procurement documents.
- Provisions for right of access to supplier facilities and records for inspection or audit by SNL, Department of Energy (DOE), or other SNL-authorized designees.
- Specification of any "hold points" beyond which work cannot proceed without SNL authorization.

Note: A draft of the SOW (in hard copy or electronic format) will be completed by the Requester/SDR addressing the above (technical and QA) requirements to be identified as clauses in the final PR/PO.

QA Requirements Section:

In the QA section of the Purchase Order (PO), one of the three approaches identified below shall be specified:

- The Contractor shall work directly under the current implementing procedures of the SNL WIPP QA program.
- The Contractor shall develop and maintain their own QA program and implementing procedures which must meet the upper tier QA requirements specified in the SOW. *Note: A hold point requiring that the Contractor QA Program Document or Implementing Procedures be reviewed and approved by SNL QA prior to the start of data collection, analysis, or other technical work must be included in such procurements.*
- The Contractor shall develop and maintain their own QA program and implementing procedures which must meet the upper tier QA requirements specified in the SOW, plus certain SNL WIPP QA procedures specified, e.g., Software QA. *Note: A hold point requiring that the Contractor QA Program Document or Implementing Procedures be reviewed and approved by SNL QA prior to the start of data collection, analysis, or other technical work must be included in this type of procurement.*

(The set of documents associated with a procurement request, e.g., the PR, Oracle PR, PO and attachments, JIT, or Procurement Card, are subsequently referred to as the procurement document package.)

2.1.6 Procurement Document Reviews

The Requester/SDR shall submit the procurement document package for technical and QA reviews. These reviews shall be documented on a Form NP 4-1-1 (Procurement Review) and/or attachments, if applicable.

Technical Review:

The technical review of QL-1 and QL-2 procurements shall be performed by an independent individual who is technically competent in the subject area related to the PO, Procurement Card or JIT purchases. The technical review should include a review of the technical specifications in the SOW, if applicable, to verify that contract activities/objectives are clearly described, and that the SOW is technically adequate, accurate, and complete. Completion of the technical review is documented on Form NP 4-1-1 and/or attachments, if applicable. The Requester/SDR shall resolve any comments, and incorporate results in the procurement documents.

QA Review:

An independent SNL WIPP QA staff member shall perform the QA review of QL-1 and QL-2 PO, Procurement Card, or JIT purchases. The QA review should verify that the SOW, if applicable, specifies appropriate QA requirements, and that the requirements of this procedure are met. Completion of the QA review is documented on the Form NP 4-1-1 and/or attachments, if applicable. The Requester/SDR shall resolve comments, and incorporate results in the procurement documents.

Upon obtaining technical and QA reviews, the QA representative and the Requester/SDR will review the SOW one final time prior to delivering the procurement document package to a BPS for further processing.

2.1.7 Budget/Procurement Specialist Processing

The BPS shall check the PR procurement document package for completeness, verifying that at a minimum the following are present:

- The Purchase Requisition,
- The SOW, if the procurement calls for one,
- A completed Form SP 1-1-1, Form NP 4-1-1, and Section 1 of Form NP 4-1-2 (Receipt Inspection).

Once the procurement documents are verified as being complete, including verifying that all technical and QA directions specified are translated into the PR, the BPS inputs the PR into the Oracle System. In addition, the BPS will retain those procurement documents required for completing the Receipt Inspection and verification of items/services to be received at a later date. Upon completion of Receipt Inspection and verification of items/services, the BPS will submit all associated records of procurement, including inspection results, to the WIPP Records Center within a reasonable time frame of completion.

2.2 Existing Contract Change Requests

The Requester/SDR shall prepare and process changes to procurement documents as specified in Sections 2.1.4 through 2.1.6 above, including technical and QA reviews. However, administrative changes (see the Glossary) do not require technical or QA reviews and, consequently, do not require the signatures of those reviewers.

For an administrative change to an existing contract, (e.g., a change to the Funds Available, the Period of Performance of the contract (see exception in the online Glossary), ceiling price, fund availability or billing/invoicing instructions,) a PR or Oracle PR Worksheet should be completed and provided to the BPS directly.

Note: Unless change(s) to procurement documents meet the definition identified in the online Glossary for “administrative changes” or “editorial changes”, the requested change(s) shall go through the original review process specified in Section 2.1.6 above.

2.3 Receipt Inspection Personnel

SNL WIPP Receipt Inspectors shall be designated in writing, and shall complete specific training to perform this function. This training will address the intent of the QA requirements contained in NP 4-1 and SP 1-1, as well as how to implement required actions, e.g., how to conduct and document receipt inspections properly using Form NP 4-1-2.

2.3.1 Acceptance of Procurements (Receipt Inspections)

The receipt inspection shall be conducted by an individual who has been designated in writing as an SNL WIPP Receipt Inspector (training and qualification of Receipt Inspectors is covered in Section 2.3). The Receipt Inspector must have adequate technical knowledge of the item to determine if the specified quality requirements are present in the item as received. If an authorized Receipt Inspector is not available at the time the item is delivered, the individual who accepts the item from the delivery person shall visually inspect the item/shipping container for damage, and secure the item to prevent damage or theft. This action does not take the place of the SNL WIPP receipt inspection, which must be conducted subsequently by an authorized Receipt Inspector.

The Receipt Inspection shall be conducted and documented using the Form NP 4-1-2 with Section 1 previously completed at the time the procurement was initiated (See Section 2.1.1) for that item or service. If the procurement is for a service contract over an extended period (e.g., five years), then at least annually for the duration of the contract, an evaluation of the service provider will be performed and documented on a Receipt Inspection Form (NP 4-1-2), documenting the period of performance, the service provided, and whether the service provided was satisfactory or unsatisfactory.

Supplier evaluation information for both service and items shall be submitted to the document control staff to be entered in a Quality Levels for WIPP Activities database maintained by Document Control containing data derived from the Forms SP 1-1-1, NP 4-1-1, and NP 4-1-2. The original of Forms NP 4-1-1, and NP 4-1-2 shall be transmitted to Document Control for procurements not managed by the BPS (JIT orders). For procurements managed by the BPS, the BPS includes Form SP 1-1-1, NP 4-1-1, and NP 4-1-2 in the procurement package providing a copy of the package to Document Control to update the database.

2.3.2 Evaluation of Service Provider/Supplier

A Receipt Inspector with support from the Requester/SDR shall evaluate service supplier performance by means of determination of the acceptability of the provided products or services which meet the quality requirements specified on Form NP 4-1-1. The details of the evaluation will be entered in Section A of NP 4-1-2, Receipt Inspection, along with the period of performance and the results of the evaluation.

2.3.3 Evaluation of Items

Upon receipt of procurements which have been classified QL-1 or QL-2 in accordance with SP 1-1, the item shall be inspected to verify that it is in serviceable condition and that all quality requirements specified on Form NP 4-1-1 have been met. The details of the evaluation will be entered in Section B of NP 4-1-2, Receipt Inspection.

2.3.4. Item or Services Received Meets Requirements

If the receipt inspection reveals that the item or service meets the requirements specified, the person who performed the receipt inspection shall complete a Receipt Inspection form (Form NP 4-1-2). The Receipt Inspector is required to provide objective evidence of the completed inspection by documenting the item's identification (part number, catalog number, lot number, etc.) and the item(s) condition as received on the Receipt Inspection Form, and attach a copy of the receiving documentation (e.g., certificate of calibration, certificate of analysis, test report, packing slip as applicable, etc.) to the Receipt Inspection Form. If the identification number(s) on the receiving documentation do not agree with the identification number(s) on the Procurement Review Form (NP 4-1-1) or the Receipt Inspection Form (NP 4-1-2), then the item(s) identification or other discrepancies shall be resolved as appropriate (e.g., incorrect part number reference, generate CAR, reject part, etc.). Receipt Inspection Forms shall also be used to evaluate the performance of the supplier of service contracts on an annual basis until the end of the contract. Copies of completed Receipt Inspection Forms used for this performance evaluation are transmitted to Document Control to update the database.

2.3.5 Item or Services Received DOES NOT Meet Requirements

If the receipt inspection reveals that the item or service does not meet the requirements specified, the person who performed the receipt inspection shall describe the deficiency in detail on the Receipt Inspection Form (NP 4-1-2) in Section A (Evaluation of Service Provider) or Section B (Evaluation of Items), and submit the completed form to an SNL WIPP QA Staff member who shall determine if a Corrective Action Request should be initiated in accordance with NP 16-1 (Corrective Action). The Document Control staff shall document the deficiency in the database.

3.0 Records

The following QA records, generated through implementation of this procedure, shall be submitted to the WIPP Records Center in accordance with NP 17-1 (Records):

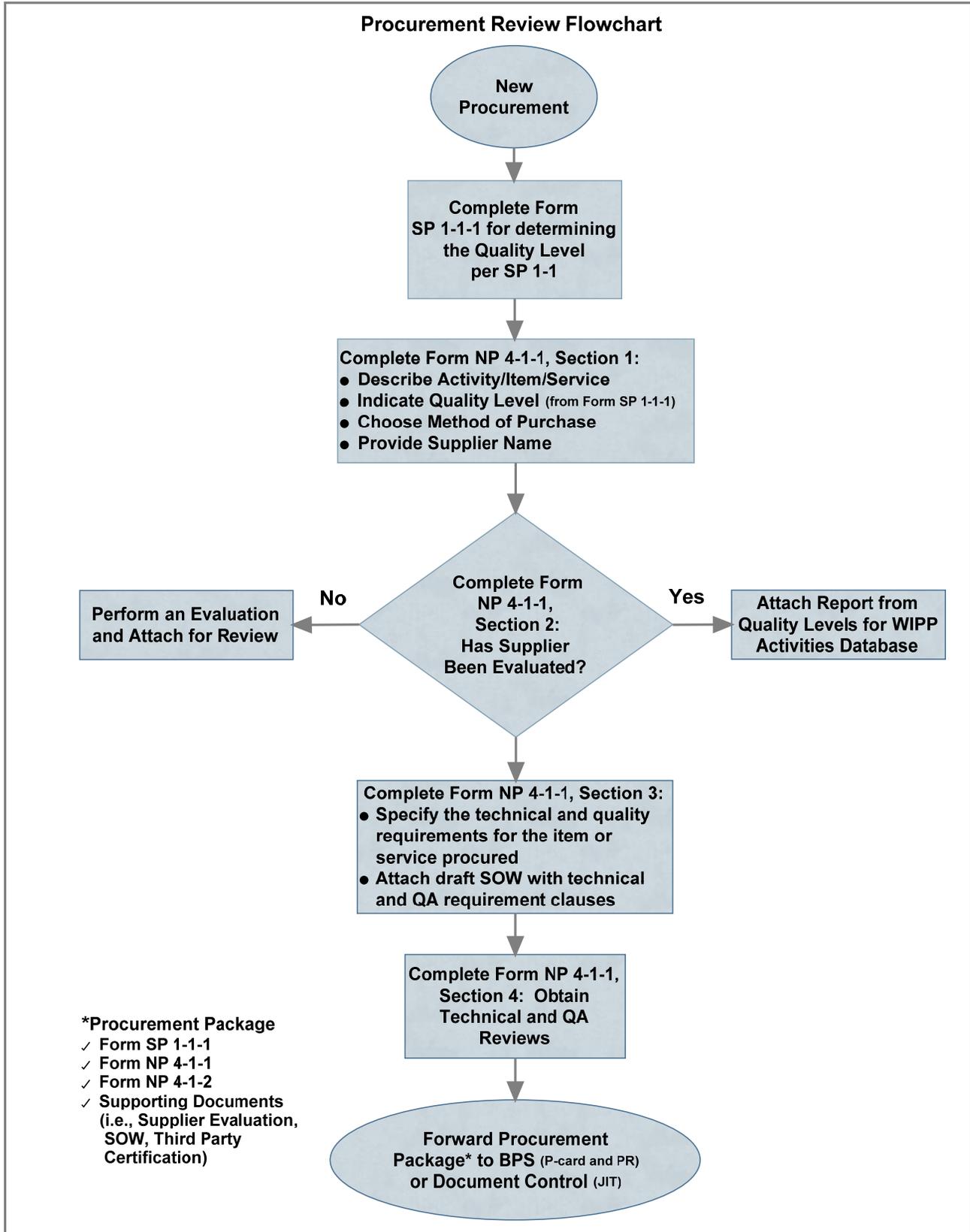
QA Record

- Procurement documents – PR, Oracle PR, PO and attachments including grading forms (SP 1-1-1)
- Copies of RFQs and contracts and copies of change amendments
- Copies of disapproved Invoice Actions (for unsatisfactory items and service)
- Documents indicating review and approval of Contractor QA Programs
- Procurement Review Form (NP 4-1-1)
- Receipt Inspection Form (NP 4-1-2)

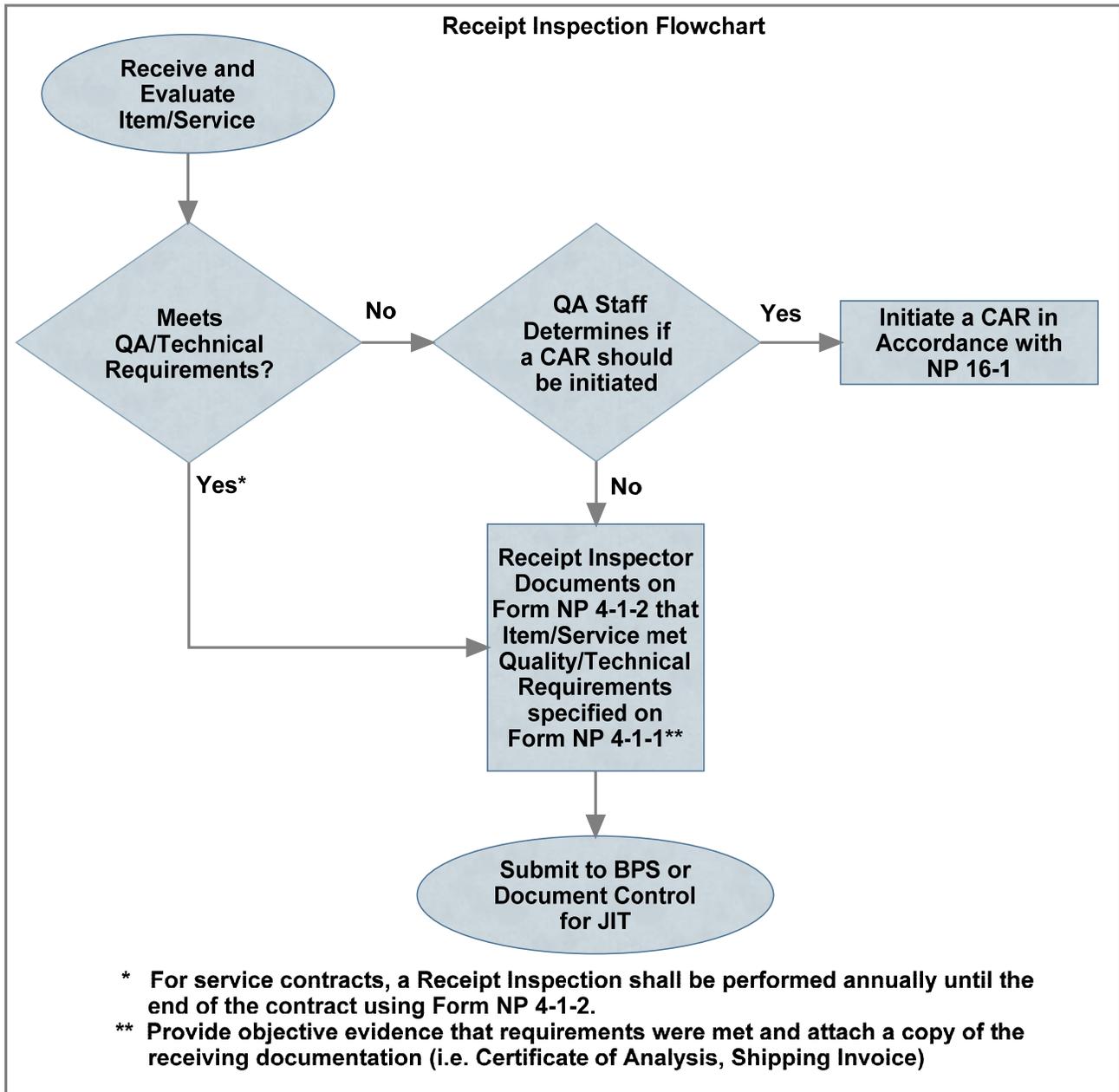
4.0 Appendices

Appendix A: Procurement Process Flow Charts
Appendix B: Form NP 4-1-1, Procurement Review
Appendix C: Form NP 4-1-2, Receipt Inspection

Appendix A Procurement Process Flow Charts



Appendix A, continued Procurement Process Flow Charts





Appendix B

<p style="text-align: center;">NUCLEAR WASTE MANAGEMENT PROCEDURE</p> <p style="font-size: small;">Sandia National Laboratories</p>	<h1 style="margin: 0;">Procurement Review</h1>	<p>Form Number: NP 4-1-1</p> <p>Page 1 of 2</p>
1. Activity/Item/Service:		
<p style="text-align: center;">_____</p> <p style="text-align: center;">(Describe, or reference attachments to this form)</p> <p>Quality Level: <input type="checkbox"/> QL-1 <input type="checkbox"/> QL-2 (from previously completed Form SP 1-1-1)</p> <p>Method of Purchase (choose one from drop-down box): <u> Select one... </u></p> <p>Supplier Name and Address: _____</p>		
2. Supplier Selection Evaluation Method(s):		
<p>1. Evaluated the Supplier's performance history in providing the quality needed for the items/services and have determined that it is adequate. Suppliers with a WIPP performance history will require that a report of the latest Quality Levels for WIPP Activities Database for that supplier be attached as evidence of the evaluation performed. (Located on the WIPP online documents website) <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>2. An evaluation of the Supplier's current QA documentation, supported by any documented qualitative and quantitative information. (Attach supporting documentation). <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3. An evaluation of the Supplier's technical and QA capability based on an evaluation of the Supplier's facilities, personnel, and Quality Program implementation. (Attach copy of audit or surveillance report). <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
3. Technical and Quality Requirements: (Document any unique quality requirements/specifications needed for the item/service to meet its intended use. Unique requirements must be entered in the block below, or attached to this form and clearly referenced in the block)		
<p>Item(s) Purchase:</p> <p>1. Item(s) being purchased by part number or catalog number. If yes, identify part(s) number/catalog number as quality or technical requirements. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>_____</p> <p>2. Item(s) being purchased to technical requirements document (e.g., drawing, specification, code or standard). If yes, identify technical document or applicable section(s) of document. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>_____</p> <p>3. Item(s) being purchased to QA requirements document (e.g., SNL WIPP QA Program, QA procedure). If yes, identify applicable portion(s) of SNL WIPP QA Program or applicable procedures. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>_____</p>		

<p style="text-align: center;">NUCLEAR WASTE MANAGEMENT PROCEDURE</p> <p>Sandia National Laboratories</p>	<h2>Procurement Review</h2>	<p>Form Number: NP 4-1-1</p> <p>Page 2 of 2</p>
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3. Technical and Quality Requirements (continued):

Service(s) Purchase:

1. Service being purchased requires personnel qualified to SNL WIPP QA Program as applicable for service provided (e.g., NP 2-1, Qualification and Training, and QA Training). If yes, identify qualification and training requirements and documentation. YES NO

2. Service being purchased requires certification of compliance to be provided that applicable SNL WIPP QA Program procedures, drawings, plans, or standards are met. If yes, identify required certification documentation. YES NO

3. Service being purchased which has a specified period of performance or specified period for producing/providing contract deliverables. If yes, identify period (date) of service supplier is to be evaluated or date contract deliverable(s) are due and identify deliverable(s). (e.g., Technical Report, Software and Documentation, Test Results, Analysis Report). YES NO

4. Technical and QA Reviews

Technical Review: _____
(printed name) (signature) (date)

QA Review: _____
(printed name) (signature) (date)

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