

TEMPORARY CHANGE REQUEST

TCR NO. TCR-P-018, R0-001
(e.g., TCR-ENG-021-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Edward Winkler

Department Name: Business Operations Dept. Phone Ext: 2218

Document Number: P-018 Revision No.: 0

Document Title: “SPEB Policy”

Reason for change: **Reorganization and better clarity on signature page.**

Minor change to 2nd paragraph – Title Change

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Add “Operations” to the title of “Deputy Director, Operations” in the 2nd Paragraph.

1. Does this TCR significantly alter the intent or scope of the document? YES: NO: X

2. Does this TCR significantly impact ES&H? YES: NO: X

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

Edward Winkler
Department/Division Head Approval

March 24, 2010
Date

John DeLooper
Head, Best Practices and Outreach

March 24, 2010
Date

Release/Effective date of this TCR: March 24, 2010

Incorporate this TCR into next revision of this document? Yes X No

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	POLICY	No. P-018 Rev 0 page 1 of 1
	Subject: Subcontract Proposal Evaluation Board (SPEB) Policy		Effective Date: January 10, 2005
		Initiated by: Director of Procurement	Approved: Director
		Supersedes: Procedure 36.003 Rev. 1, dated 1/23/90 and TCR-36.003-001	

It is the policy of PPPL to use a Subcontract Proposal Evaluation Board (SPEB) for the following types of procurements:

- a. Subcontracts which are expected to exceed \$1,000,000 where, in order to select the best qualified firm, it is necessary to judge the relative technical and/or managerial capabilities of a group of firms.
- b. Subcontracts estimated to cost less than \$1,000,000 where it is necessary to judge the technical and/or managerial capabilities of a group of firms in order to select the firm best qualified, and where the PPPL Director, or his designee, deems it appropriate to make the selection by Board process.

The PPPL Director has delegated responsibility for determining that a SPEB be established for a specific procurement, and for designating the persons to serve on the SPEB to the Deputy Director, Operations. **TCR-P-018, R0-001**

The procedure for establishing the Board, its duties, rules, and procedures, are set forth in Part 2-4 of the PPPL Procurement Policies and Procedures Manual (PPPM).