

# TEMPORARY CHANGE REQUEST

TCR NO. TCR-GEN-027,RO-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: R. Templon

Department Name: Business Operations Phone Ext: \_\_\_\_\_

Document Number: GEN-027 Revision No.: 0

Document Title: Procedure for Obtaining Goods and Services From Contractor-Affiliated Sources (Princeton University)

Reason for change: Minor editorial changes and Update Contract and Dollar Value.

**Change description:** (Summarize and attach changed pages, with changes clearly indicated)  
**Change of dollar value estimate for one time purchases which procedure does not apply to. Update contract clause number and date. Change title of DOE Princeton Area Office to Princeton "Site" Office.**

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:

\_\_\_\_\_  
\_\_\_\_\_

Ed Winkler

Department/Division Head Approval

6/7/10

Date

John DeLooper

Head, Best Practices and Outreach

6/8/10

Date

Release/Effective date of this TCR: 6/10/10

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

<b>PPPL</b>	Princeton Plasma Physics Laboratory	<b>PROCEDURE</b>		No. GEN-027 Rev 0 Page 1 of 3
		<b>Subject:</b>	<b>Effective Date:</b>	<b>Initiated by:</b>
Procedure for Obtaining Goods and Services from Contractor-Affiliated Sources (Princeton University)		<b>June 14, 2004</b>	Head, Business Operations	
		<b>Supersedes:</b>	<b>Approved:</b>	
		<b>NEW</b>	<b>Director</b>	

This procedure implements Laboratory Policy P-092, “Obtaining Goods and services from Contractor-Affiliated Sources (Princeton University).”

### **Introduction**

To ensure compliance with the provisions of the prime contract between the United States Department of Energy (DOE) and Princeton University concerning purchases from “contractor-affiliated sources,” the Laboratory has established the following procedure to ensure that these acquisitions are identified, tested for cost reasonability and routed through appropriate channels, in compliance with Laboratory policy and Procurement Division requirements. The procedure also ensures that when appropriate, DOE receives timely notification of the action.

For purposes of this procedure, a “contractor-affiliated source” is any entity that is a functional unit of Princeton University. This includes University academic departments, programs and schools and all University administrative offices.

This procedure applies to the acquisition of the following classes of goods or services from a University-affiliated source:

1. Commercial items (i.e., off-the-shelf items that may be routinely purchased from private sector suppliers);
2. University stockroom withdrawals with a value of \$10,000 or more;
3. Machine shop services (e.g., machining, drawing interpretation, drawing checking, design review, etc.);
4. Other services (e.g., computer systems engineering support, computer repairs, etc.);
5. Unique situations involving funds transfers from PPPL to Princeton University or a University-affiliated organization (e.g., cost-sharing collaborations, joint equipment purchases, etc.).

This procedure does not apply to:

1. University stockroom withdrawals with a value less than \$10,000; and
2. One-time purchases with an estimated value of \$3,000 or less (However, when a sporadic but recurring need for goods or services exists, the requirement must be brought to the attention of Procurement.) **TCR-GEN-027, R0-001**

**Reference Documents**

1. DOE Prime Contract, Clause I.146 – DEAR 970.5244-1, Contractor Purchasing System (AUG 2009) **TCR-GEN-027, R0-001**
2. PPPL Policy P-092, “Obtaining Goods and Services from Princeton University”

**Procedure****Responsibility****Action**

- |                                 |  |
|---------------------------------|--|
| PPPL end user                   | 1. Notifies Director of Procurement in writing of possible need for acquisition of goods or services from a University-affiliated source, giving a complete description of the desired goods or services, estimated cost, need date and University point of contact name and telephone number, and providing rationale for acquisition from this source. |
| Director of Procurement         | 2. Advises end user on acceptability of proposed action, and on form and format of agreement to be used in obtaining goods and services. If acquisition is a unique situation (the 5 <sup>th</sup> class described in the Introduction), refers matter to Head, Business Operations.   |
| Head, Business Operations       | 3. In unique (class 5) situations, advises end user on acceptability of proposed action, and on form and format of collaborative agreement. Informs DOE Princeton Site Office of possible collaboration and obtains Site Manager’s concurrence.<br><b>TCR-GEN-027,R0-001</b>   |
| PPPL End User                   | 4. Upon notification of acceptability from Procurement Director or Head, Business Operations, provides required background and supporting materials, including requisition, statement of work/specification, Justification for Non-Competitive Procurement, etc.   |
| Director of Procurement         | 5. Assigns action to Buyer/Subcontract Administrator for processing  |
| Buyer/Subcontract Administrator | 6. Verifies availability and price reasonability with University source; for actions with an estimated cost of \$10,000 or more, prepares advance  |

notification email for review by Procurement Director; prepares procurement action (purchase order, blanket purchase agreement, term agreement or subcontract) with appropriate terms and conditions; obtains signed order acknowledgment from University source; monitors order performance.

Director of Procurement

7. For actions with an estimated cost of \$10,000 or more, reviews and dispatches advance notification to Head, Business Operations and DOE Contracting Officer.

PPPL End User

8. As required by the order or as requested by Accounting or Procurement, monitors day-to-day performance, places releases; reviews and approves University payment requests; provides documentation of satisfactory completion for order closeout; works with Buyer/Subcontract Administrator to resolve problems.

### **Operational Emergencies**

When services and materials are urgently required in response to an operational emergency (e.g., a security incident, fire or medical emergency), they may be obtained directly from the appropriate University department by the Incident Commander or his/her designee, or by the Facility Manager if the Incident Commander is not available. The responsible official ordering the services will prepare and forward a memorandum to the Director of Procurement describing the services/goods obtained, and the circumstances requiring procurement from the University. The Director of Procurement will coordinate with the University department to properly document and charge any resulting billable expenses.