

TEMPORARY CHANGE REQUEST

TCR NO. TCR-P-092,R0-001

(e.g., TCR-ENG-021,R0-001)

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: George Roth / Patrick Schurott Phone Ext: 2701

Department Name: Business Operations

Document Number: P-092 Revision No.: 0

Document Title: Obtaining Goods and Services from Contractor-Affiliated Sources (Princeton University)

Reason for change:

As a result of 3-year review:
Update and change titles.
Add Management Systems, Training and Records retention sections.

Change description:

Update and change titles.
Added Management Systems, Training and Records retention sections.

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:

Kristen Fischer
Department/Division Head Approval

Date

James B. Graham
Head, Best Practices and Outreach/designee

Date

Release/Effective date of this TCR: _____

Incorporate this TCR into next revision of this document? YES: X NO: _____

PPPL	Princeton Plasma Physics Laboratory	POLICY	No. P-092 Rev 0 Page 1 of 2
	Subject: Obtaining Goods and Services from Contractor-Affiliated Sources (Princeton University)	Effective Date: June 16, 2004	Initiated by: Head, Business Operations
	Supersedes: New	Approved: Director	

TCR-P-092,R0-001

Management System (Primary): 07.00 Business Operations
Management System Owner: Head, Business Operations
Management Process: 07.03 Procurement and Contract Management
Process Owner: Head, Business Operations
Sub-Process: 07.03.11 Procurement and Contract Management
Sub-Process Owner: Head, Business Operations
Subject Matter Experts (SMEs): Head, Business Operations, Head, Procurement Division

This policy governs the acquisition of goods and services from the various departments of Princeton University, operator and parent organization of the Princeton Plasma Physics Laboratory (PPPL). Methods and practices governing acquisitions from the University are set forth in PPPL Procedure No. GEN-027.

From time to time, situations arise when it is financially or programmatically advantageous for PPPL to procure goods or services from or through its parent organization, Princeton University. For purposes of routine administrative interaction with other elements of the University, the Laboratory is regarded as an autonomous department of the University; however, there are special rules governing PPPL acquisitions from other University departments. The prime contract between Princeton University and the Department of Energy (DOE) requires that purchases by PPPL from other departments (referred to in the contract as “purchases from contractor-affiliated sources”): (1) be made through the Laboratory’s Procurement Division, which is independent of any other University department; (2) include the same terms and conditions that would apply if the purchase were made from a third party; and (3) be made in accordance with PPPL procurement policies and procedures designed to permit effective competition, which have been approved by the DOE Contracting Officer. The requirement for effective competition does not preclude acquisition of technical services from a University source when that source has a special expertise that can be documented. A fourth requirement, that the award be legally enforceable where the entities are separately incorporated, is inapplicable, since PPPL is not legally separate from the University. The prime contract also requires that DOE be given advance notice of any acquisition from another department with an estimated value of \$10,000.00 or more.

This policy applies to any goods and services readily available in the commercial marketplace, regardless of dollar value, and to any acquisition that meets the advance notification threshold set forth above, regardless of availability. Examples of recently purchased items subject to this policy include:

- Commercially available computer software and hardware under special educational pricing agreements negotiated by the University;
- Computer hardware/software preventive and remedial maintenance services, including systems support and bench repairs; and

- Machine shop services

Withdrawals of material from University stock rooms are not subject to this policy unless the value of the individual transaction equals or exceeds \$10,000.00. Stockroom withdrawals will be reimbursed through interdepartmental invoices.

The Director of the Office of Research and Project Administration (ORPA), with the concurrence of the Office of General Counsel, has agreed that the University will accept PPPL orders containing standard commercial and non-commercial terms and conditions. Questions from other departments regarding this agreement should be referred to the Director of ORPA.

Prior to agreeing to any purchase from another University department, the PPPL staff members must inform a Procurement Supervisor of the proposed transaction in writing. If the Procurement Supervisor determines that the transaction meets the criteria for treatment as a contractor-affiliated source purchase, he/she will assist the staff member in properly documenting the action and obtaining necessary approvals.

Services and materials urgently required in response to an operational emergency (e.g., a security incident, fire or medical emergency) may be obtained directly from the University by the Incident Commander or his/her designee, or by the Facility Manager if the Incident Commander is not available.

Training

TCR-P-092,R0-001

Head, Business
Operations

A. Target Audience: All Procurement Employees, all Department Heads

Instructor: Head Procurement

Training Method:

Read only

Email distribution only

Frequency:

Once only

Other: When Policy changes

Records Requirements Specific To This Procedure

TCR-P-092,R0-001

Not Applicable - No records are generated as a result of this Policy