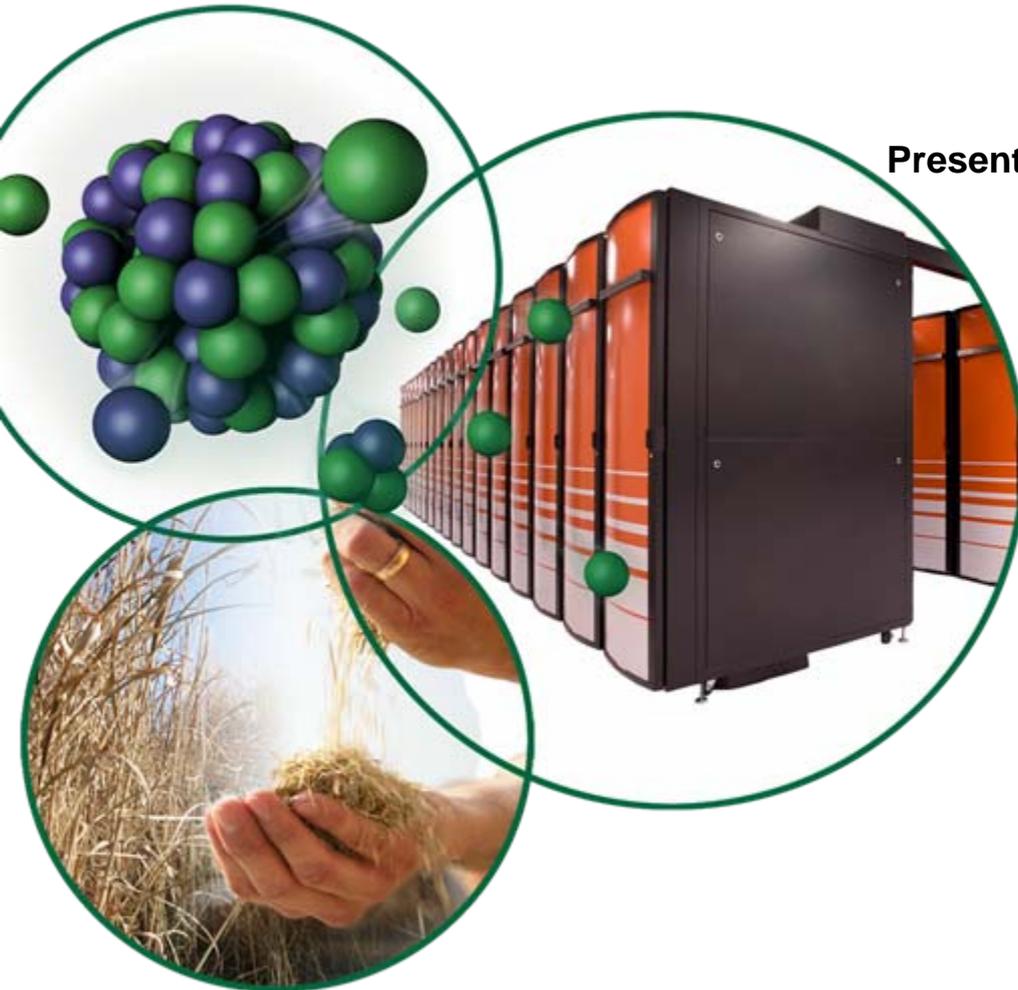


ORNL Contracts

Presented to: U.S. Department of Energy Day of Science

**Al Guidry
Subcontract Administrator**

**October 29, 2007
Knoxville, Tennessee**



SUBCONTRACTING PROCESS

- **ORNL SUBCONTRACTING PROCESS**

ACQUISITION PLANNING

SOLICITATION

EVALUATION AND AWARD

ADMINISTRATION

CLOSEOUT

SUBCONTRACTING PROCESS

- **ACQUISITION PLANNING**

Advance Procurement Plan (\$500K)

ORNL Business Opportunities Web-Site (\$500K)

Purchase Request and Statement of Work

Sourcing (SB, SWOB, VOSB, HubZone, SDB)

Type of Contract(FFP, Cost, T&M & etc.)

SUBCONTRACTING PROCESS

- **SOLICITATION**

Develop Evaluation Criteria

Evaluation Team (Buyer, TPO and Others)

Request For Proposal Issued To Potential Bidders (normally posted on the ORNL Contracts Web-Site)

Pre-Proposal Conference

Questions From Bidders

Amendments (if applicable)

Receipt of Offer

Other Special Considerations

SUBCONTRACTING PROCESS

- **EVALUATION AND AWARD**

Evaluation Team Review Proposal Received

Evaluation Team Review Exceptions Taken By Bidders

Oral Presentation (if required)

Negotiations (if required)

Evaluation Team Final Report

Buyer Issue Award Documents to Successful Bidder

SUBCONTRACTING PROCESS

- **ADMINISTRATION**

Buyer/TPO Monitor Subcontractor's Effort

Buyer Assist & Coordinate Activities in Terms of Quality, Accounts Payable, Engineering and Etc.

Buyer Issue Modifications(if necessary)

Buyer is Key Point of Contact for Contractual Issues

TPO is Key Point of Contact for Technical Issues

SUBCONTRACTING PROCESS

- **CLOSEOUT**

All Deliverables Provided by Seller

Inventory of Government Furnished Property

Closeout Audit (if applicable)

Final Payment Request

Seller's Release

File Retention

SUBCONTRACTING PROCESS

- **KEY TO SUCCESS**

Read the entire subcontract documents

Communicate with the Buyer & Technical Project Officer

Do Not proceed with additional scope unless authorized by the Buyer

All deliverables on time and of best quality

SUBCONTRACTING PROCESS

- **ORNL WEBSITE**

BUSINESS OPPORTUNITIES LINK

WWW.ORNL.GOV/ADM/CONTRACTS