



CBFO MANAGEMENT PROCEDURE Carlsbad Field Office

MP No. 7.1 Page 1 of 3

Revision 2

Title: **QA REQUIREMENTS FOR PROCUREMENT OF SERVICES**

Manager, Carlsbad Field Office Signature on File

Effective Date: 01-11-05

1.0 **PURPOSE**

This procedure establishes the methodology for assigning quality assurance (QA) requirements for the procurement of services for the Carlsbad Field Office (CBFO) and provides the means for documentation of QA review of procurements.

2.0 **SCOPE**

This procedure applies to the procurement of quality level 1 services only, as determined in accordance with CBFO Management Procedure (MP) 1.2, *Selection of Quality Levels*. CBFO does not procure quality-related items or materials. Such procurements are handled by the WIPP Management and Operating (M&O) Contractor. This MP supercedes MP 7.1, Revision 1

3.0 **REFERENCES**

- CBFO *Quality Assurance Program Document (QAPD)* (DOE/CBFO-94-1012)
- CBFO MP 1.2, *Selection of Quality Levels*
- CBFO MP 4.5, *Generating, Receiving, Storing, and Controlling Active CBFO Project Records*
- Department of Energy Acquisition Regulations (DEAR)

4.0 **RESPONSIBILITIES**

4.1 CBFO Office Directors and Assistant Manager for Operations

- 4.1.1 Determine the scope of work and the applicability of QA controls for required services in coordination with the CBFO QA Manager (QAM).
- 4.1.2 Conduct procurement planning activities and develop procurement documents in coordination with the CBFO Contracting Officer.
- 4.1.3 Initiate the review of procurement documents and changes.
- 4.1.4 Initiate the review and acceptance of the supplier's QA program documents and inform the CBFO Contracting Officer of any actions required by the supplier regarding QA program compliance in coordination with the CBFO QAM.
- 4.1.5 Ensure that the CBFO Contracting Officer authorizes the start of work after acceptance of the supplier's QA program by CBFO.
- 4.1.6 Ensure that deliverables submitted by the supplier are accepted by CBFO and that resulting QA records are entered into the CBFO records system.

4.1.7 Verify the completion of required activities prior to the termination of the contract, in coordination with the applicable requisitioner and the CBFO QAM.

4.1.8 Review contractor invoices and certify that work has been performed and accepted as satisfactory.

4.2 CBFO Quality Assurance Manager

Determine the applicability of this procedure to specific procurements for the following functions:

- Assure that the procurement document package is reviewed for compliance with the requirements of the CBFO QAPD.
- Ensure that quality level selections are complete.
- Ensure that vendors/suppliers of quality level 1 services have been evaluated for acceptance if applicable.

4.3 CBFO Requisitioner

4.3.1 Determine the point of acquisition, as needs are established.

4.3.2 Select the appropriate quality level in accordance with MP 1.2.

4.3.3 Assure that established needs identify and describe all CBFO technical and quality requirements/specifications and are applied to procurement documents/contracts.

4.3.4 Interface with the appropriate QA, technical, and contracts administrative personnel to assure compliance with CBFO requirements for the solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and technical and management functions.

4.3.5 Assure that necessary technical and QA reviews and approval of procurement documents/contracts are obtained.

5.0 **PROCEDURE**

5.1 General

Procurement packages prepared by CBFO shall be in accordance with DEAR requirements and shall include all requirements and controls necessary to ensure that the required performance and quality aspects of the services to be procured are met. The type and extent of the contract QA controls shall be determined by the responsible office director/Assistant Manager for Operations and the QAM, in concert with the CBFO Contracting Officer.

5.2 Supplier Procurement Package Preparation

If the scope of work does not require QA controls, the following statement or equivalent shall be included in the procurement document routing sheet:

"The work described is not subject to CBFO Quality Assurance Program Document requirements."

5.3 Amendments to Procurement Packages

Amendments to the technical or QA requirements identified in the procurement package will receive the same level of review, concurrence, and control required for the original procurement documents. Modification to contracts shall be processed in accordance with the QAPD.

5.4 Supplier Selection

Supplier selection will be based on an evaluation of the supplier's capability to provide services in accordance with procurement document requirements. This evaluation will be based on one or more of the following:

- An evaluation of the supplier's current QA documentation supported by documented qualitative and quantitative information.
- An evaluation of the supplier's technical and QA capability based on an evaluation of the supplier's facilities, personnel, and quality program implementation.

NOTE: When necessary, a standard interoffice memorandum or email to the file may be used to document the applicable steps above and the associated basis for selection and acceptance of the supplier's quality program.

5.5 Proposal Evaluations

Proposals will be evaluated in accordance with the evaluation criteria and methodology contained in the solicitation. The evaluation criteria will comply with the CBFO QAPD and contain the contract QA controls determined by the responsible office director/Assistant Manager for Operations and the QAM, in concert with the CBFO Contracting Officer.

5.6 Acceptance of Services

Services will be accepted in accordance with the terms and conditions of the contract. The acceptance criteria will comply with the CBFO QAPD and contain the contract QA acceptance criteria determined by the responsible office director and the QAM, in concert with the CBFO Contracting Officer.

5.7 Assessment Activities

Upon issuance of the contract and acceptance of the supplier's QA program, work subject to QA controls may begin. The responsible office director/Assistant Manager for Operations, the CBFO Contracting Officer, and/or the CBFO QAM will perform assessment activities as appropriate while the work is underway.

5.8 Completion or Termination of the Procurement

Completion or termination of procurements will be performed in accordance with the terms and conditions of the contract. Inspection of purchased services shall be performed as indicated in the QAPD to verify that all contractual QA and technical requirements have been met.

6.0 RECORDS

The following QA records generated by this procedure will be processed in accordance with requirements identified in current CBFO records management procedures:

- Procurement documents listing scope of work and technical and QA requirements
- Document reviews of procurement documents
- Supplier evaluation documents