

**WASHINGTON TRU SOLUTIONS
MANAGEMENT POLICY**MP 1.34, Rev. 4
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PROCUREMENT PROGRAM**

- The WTS prime contract and the directions and approvals of the cognizant CBFO Contracting Officer are the authority under which all procurements are made.
- Awards will not be made to persons or firms that have been debarred, suspended, or excluded from Government programs, or to firms on lists compiled by the Office of Federal Contract Compliance (Equal Employment Opportunity Act violations) without CBFO approval.

2.0 RESPONSIBILITIES**2.1 Chief Financial Officer**

- Provide general oversight of WTS Contracts and Procurement Services.
- Act as a liaison to other WTS departments, to the DOE, and to suppliers/vendors for the resolution of conflicts, when necessary.

2.2 Manager, Contracts and Procurement Services

- Review and approve all prime contract modifications before signature by the company.
- Assure that the requirements of the prime contract, applicable legal requirements, and this policy are actively implemented by WTS Contracts and Procurement Services.
- Approve and disseminate for use by Contract and Procurement Services personnel instructions that set forth the general guidance and philosophy regarding conduct of procurement activities.

2.3 Manager, Contracts

- Review and approve all prime contract modifications before signature by the company.
- Assure that a centralized, master file is maintained of the prime contract, all modifications, performance management plans, and other contract correspondence.
- Review responses to letters of direction/prime contract change directions
- Review partnering agreements, interface agreements, Memorandums of Understanding, Memorandums of Agreement and other documents or agreements in which the agreement is between WTS and other entities, including other prime contractors.

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PROCUREMENT PROGRAM****2.4 Contracts and Procurement Services**

- Maintain a master file of the prime contract, all modifications, performance management plans, formal technical direction and other major prime contract documents
- Take responsibility for all WTS procurement commitments with suppliers. This responsibility may be delegated to non-procurement personnel by the Contracts and Procurement Services manager for selected commodities and sources.
- Coordinate interfaces between the various requisitioning departments and the suppliers in such a manner that equal and fair treatment is received by all suppliers.
- Assist in coordinating specialized areas of expertise within the various WIPP disciplines to ensure that a complete, workable, and competitive procurement package is developed.
- Assure that purchase requisition specifications and related quality assurance provisions are incorporated in the purchase orders and that technical issues are resolved prior to award.
- Maintain contract files to assure that provisions of the contract are fulfilled.

3.0 WTS PROCUREMENT PROGRAM OVERVIEW**3.1 Ethics**

- WTS will conduct its procurement activities in a manner that fosters the highest degree of ethical conduct and public trust. Any conflict of interest or even the appearance of a conflict of interest will be avoided or mitigated. WTS will comply with company directives and policies in addition to applicable regulations from the government.

3.2 Communications with Others

WTS Contracts and Procurement Services and the WTS requisitioning community must maintain a strong, cohesive, cooperative, and trustful working relationship. Questions concerning procurement activities should be directed to WTS Contracts and Procurement Services. This will establish WTS Contracts and Procurement Services as the liaison between suppliers and other departments.

3.3 Procurement Instructions

WTS Contracts and Procurement Services will use Procurement Instructions for general guidance and implementation of prime contract requirements as well as

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Federal Acquisition Regulations, Department of Energy Acquisition Regulations, or commercial practices or requirements.

3.4 DOE Notifications and/or Approvals

WTS Contracts and Procurement Services will notify the DOE Contracting Officer reasonably in advance of pursuing or awarding any procurement action for which DOE consent is required, as defined in the current DOE-issued WTS Procurement Review Thresholds Consent letter.

3.5 Competition

Competition, consistent with procurement requirements, will be reasonably obtained. Four basic criteria are used to determine if the condition for competition exists:

- The dollar value of the procurement justifies the expense of competition (>\$25,000).
- The time available is sufficient for using this method.
- The requirements are clear to both the supplier(s) and WTS.
- The market consists of two or more independent suppliers capable of competing for the award.

3.6 Advance Procurement Planning

WTS uses advance procurement planning, especially for high-dollar and complex procurement actions with long lead times. WTS Contracts and Procurement Services will assist in coordinating the specialized areas of expertise such as engineering, quality assurance, environmental, and safety to develop a well-defined procurement package.

3.7 Sources of Supply

As authorized by the DOE, WTS may procure services and supplies from government sources of supply (e.g., Federal Supply Schedule contracts).

3.8 Affiliate Procurement Actions

WTS will maintain a DOE-approved system to control affiliate procurement actions and borrowed personnel requests.

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PROCUREMENT PROGRAM****3.9 Socioeconomic Program**

WTS will make a good faith effort to achieve its Small Business Subcontracting Plan goals.

3.10 Subcontract Types

Based on the specific requirements of a procurement action, WTS may use a variety of subcontract types to provide flexibility in meeting WTS milestones. To the maximum extent possible, fixed-price contract vehicles will be used. Time-and-material and cost-type subcontracts may also be used if the scope of work cannot be clearly defined.

3.11 General Terms and Conditions/General Provisions for Purchase Orders/Subcontracts

WTS will maintain General Terms and Conditions for commercial-type purchase orders. WTS will maintain General Provisions for all non-commercial-type purchase orders and subcontracts. These conditions incorporate the requirements of the prime contract and other requirements deemed in the best interest of WTS and the government.

3.12 Supplier Selection

WTS will award purchase orders and subcontracts to responsible suppliers that have submitted responsive proposals. The procurement file will be documented, as appropriate, to provide the information and data upon which it has been determined that the procurement is in the best interest of WTS and the government. The scope and detail of such justification shall be consistent with the dollar value and complexity of the procurement involved.

3.13 Balanced Scorecard Self-Assessment Program

WTS will participate in the DOE Balanced Scorecard Self-Assessment Program, which evaluates the effectiveness and compliance of the overall WTS procurement system. Meaningful objectives and measures will be agreed upon with the DOE Contracting Officer.

4.0 REFERENCES

Federal Acquisition Regulations
Department of Energy Acquisition Regulations
WTS Prime Contract DE-AC29-01AL66444, as amended