
APPENDIX 7

REV. 4

G-FSP-G-00007

**Functional Service Agreement Between
Savannah River Nuclear Solutions, LLC**

And

Savannah River Remediation LLC

For

Supply Chain Management Services

October 1, 2014

1.0 INTRODUCTION

This Functional Service Agreement (FSA), Appendix 7 of Memorandum of Agreement (G-MOA-G-00002) describes the service exchange between the Savannah River Site (SRS) Site Maintenance and Operations (M&O) contractor, Savannah River Nuclear Solutions, LLC (SRNS) Procurement-Supply Chain Management (SCM) and Savannah River Remediation LLC (SRR).

This appendix describes the base load work to be provided. Included as part of base load activities may be programmatic responsibilities for the Site, as well as, certain tasks related to ensuring/interpreting program effectiveness and activities considered to be part of Site Landlord and Site Services. Task-related activities outside of the agreed upon services documented in this FSA will be documented as part of the Service Level Agreements (SLAs) process.

The parties agree to review this FSA at least annually and revise it if changes are needed, as determined by both parties.

Unless otherwise noted in this document, the services described do not apply to SWPF/Parsons.

1.1 Executive Summary

SRNS Procurement-Supply Chain Management (SCM) will provide procurement, receiving, delivery/retrieval coordination with receiving inspection, and procurement business systems management as defined by Section 4, *Procurement-Supply Chain Management Services*, of this FSA. It is anticipated that service demands from SRR of SRNS SCM will not materially exceed historical levels.

This FSA has been developed based on the expectation that SRR will continue to utilize the Puridiom Procurement System (Puridiom) and the knowledge that the developed Puridiom/SRNS Procurement-Supply Chain Management PeopleSoft interface was implemented during FY14.

2.0 POLICIES, PROCEDURES, AND MANUALS

The following policies, procedures, and manuals will apply when services are provided to SRR:

Manual Number	Manual Title	Applicable Sections
Policy Manual 1-01	Management policies	All
1B	Management Requirements and Procedures	All
7B	Requisitioning Manual	All This procedure only applies for SRNS procured materials, services, and construction services.
14Q	Material Control and Accountability Manual	All
SRNS Procurement Practices and Associated Guides		All This procedure only applies for SRNS procured materials, services, and construction services.
3E	Procurement Specification Procedure Manual	All
SRR Procedure Manual S18	Procurement Services	Section 1.10 Applies for Receipt of SRR procured materials.

3.0 CODES AND STANDARDS

Applicable sections as referenced in the SRNS M&O Prime Contract DE-AC09-08SR22470.

Applicable sections as referenced in the SRR Liquid Waste Prime Contract DE-AC09-09SR22505.

DOE Order 151.1C, *Comprehensive Emergency Management System*.

4.0 PROCUREMENT-SUPPLY CHAIN MANAGEMENT SERVICES

4.1 Procurement Services

4.1.1 Scope

The following services are provided by SRNS and covered by this FSA for SRR.

4.1.2 Procurement of Materials

4.1.2.1 Performance Requirements

- Administer SRNS long-term (strategic) agreements, to include establishing new agreements and re-competing existing agreements, for those commodities/services for which the NNSA/EM Supply Chain Management Center (SCMC) has elected not to establish a strategic agreement.
 - Administer site-wide blanket orders to include establishing new orders.
 - Maintain the SRNS Marketplace and the e-catalog functionality utilizing the NNSA/EM Supply Chain Management Center (SCMC) subcontract with Vinimaya.
 - Provide notification to the SRR Procurement Services Manager of all new SRNS Marketplace agreements within five (5) days of the effective date. SRR requires this notice to ensure functionality between Puridium and the SRNS Marketplace is successful.
 - Provide the SRR Procurement Services Manager a monthly listing of all agreements listed in the SRNS Marketplace, including Supplier Name, Strategic Agreement Number, Blanket Order Number, or other identifying number, scope of work, and period of performance.
 - Provide the SRR Procurement Services Manager copies, either electronic or paper, of all SRNS Marketplace agreements, pricing methodologies, scopes of work, and change notices to support SRR oversight requirements. Documents will be provided within a mutually agreed upon schedule.
 - Administer the SRNS Procurement Card Program (P-card), for Procurement Card purchases for SRR in support of SRR SLA requests.
 - Administer the personal computer (PC) Lease subcontract and associated processes.
 - Administer agreements for site-wide software.
 - Administer the Safety Shoe Program and coupons.
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- Provide prescription safety eyeglasses in accordance with the Prescription Safety Eyeglass Program.
- Provide assistance with problem material, i.e., return to supplier, replacement of material, etc. for Stores orders, as applicable.
- Expedite open or past due purchase orders for Stores orders, as applicable.
- Close purchase orders and subcontracts placed by SRNS for SRR requirements.
- This FSA does not provide for direct purchase of commercial items, except for those associated with Stores orders or Stores inventory replenishment
- This FSA does not provide for releases associated with long term agreements in the SRNS procurement system, except for those associated with Stores orders or Stores inventory replenishment. However, this FSA does provide for releases through the SRNS Marketplace for SRR's procurement software, Puridiom.

4.1.2.2 Service Measurement

Materials will be provided in accordance with established lead times as identified in strategic agreements and Site-wide blanket orders. Periodic meetings will be held with SRR to review the service levels provided and any performance issues.

4.1.2.3 Assumptions

- All Stores material requests will be documented as a SRR Puridiom Purchase Order (PO) then transferred for processing through the Supply Chain Management (SCM) PeopleSoft Application Ordering system.
- SRNS will continue to transition Commercial (L3) Items to the web-based Vinimaya marketplace to reduce site inventory to the lowest achievable level.
- SRR is responsible for direct coordination with NNSA/EM SCMC to establish and maintain SRR Catalog specific catalogs. In addition, SRR is responsible for all costs for unique (SRR-only) catalogs.

4.1.2.4 Responsibilities

Both parties will execute all requests in accordance with applicable policies and procedures.

4.1.3 Procurement of Services

SRNS will provide the following service subcontract support for site level services (Such as janitorial, grounds maintenance, movers, etc.) to SRR that will include pre-award, award, subcontract management, and invoice review and approval for requested services, including subcontract closeout and ownership of procurement files.

This FSA does not provide for the procurement of services where the work scope is unique to SRR.

SRNS will perform all procurement activities in accordance with existing SRS requirements including quality assurance and safety. All subcontracts awarded by SRNS will use the existing SRNS Terms and Conditions or General Provisions, forms and documents. All subcontractor work on SRS premises under an SRNS placed subcontract will be performed in accordance with existing SRS requirements, including work performed for SRR.

SRNS will work with SRNS and SRR Safety to obtain, review, and accept all safety submittals required by subcontracts to perform work for SRR. SRR Safety will be the final approver for work being performed in SRR areas. To the extent that SRR Safety establishes new requirements for work in a SRR area, SRR is responsible for increased subcontract cost and associated performance delays.

SRNS will be responsible to procure Level 1 services from only qualified suppliers listed on the Qualified Suppliers List as maintained by SRNS Supplier Quality Assurance.

SRNS will monitor the receipt and acceptance of insurance certificates to ensure the subcontractor insurance coverage's are in accordance with SRNS policy. The certificates are maintained through completion of the subcontract period of performance.

4.1.3.1 Service Measurement

Periodic meetings will be held with SRR to review the service levels provided and any discussion of performance issues.

4.1.3.2 Responsibilities

SRR will coordinate services through the SRNS Site Service Department.

SRNS will administer service subcontract in accordance with site procedures.

4.1.3.3 Assumptions

Anticipated volume of requests will be relatively consistent with historic activity.

All service requests will be processed through the SRNS Site Services Department.

4.1.4 Procurement of Construction Services

SRNS will provide the following Construction Subcontract Support to SRR that will include pre-award, award, subcontract management, and invoice review and approval for task releases issued under existing SRNS Construction Unit Price subcontracts and strategic agreements. Typical Unit Price subcontracts include roofing repair, paving, etc.

SRNS will work with SRNS and SRR Safety to obtain, review, and accept all safety submittals required by subcontracts to perform work for SRR. SRR Safety will be the final approver for work being performed in SRR areas.

SRNS will monitor the receipt and acceptance of insurance certificates, and payment and performance bonds to ensure the subcontractor insurance and bond coverage's are in accordance with SRNS subcontract requirements.

This FSA does not provide for the procurement of construction services that are unique to SRR.

4.1.4.1 Service Measurement

Periodic meetings will be held with SRR to review the service levels provided and any performance issues.

4.1.4.2 Responsibilities

SRR will prepare and process statements of work in accordance with the requirements of the 3E Manual.

SRR will provide CTF and CQF technical direction and oversight throughout the entire procurement process for requested services.

SRR will provide the STR, End User, and Invoice Approver functions as identified in the 11B Manual.

4.2 Business System Support Services

4.2.1 Scope

The following services are provided by SRNS and covered by this FSA for SRR:

4.2.2 Business System Service

4.2.2.1 Performance Requirements

SRNS Procurement-SCM Technical Services group will provide technical support to procurement systems services list below. The support will be in accordance with site procedures, the Prime Contract, Federal Regulations and DOE orders. The specific system services covered in this FSA are as follows:

- Granting appropriate access to reporting data from legacy systems via the Procurement Data Warehouse.
- Granting the appropriate access roles for SRR staff to access Procurement-Supply Chain Management PeopleSoft Application and FMTS. The roles include, but are not limited to:
 - SR_PO_RQSTR_CASUAL_V
 - SR_PO_ITEM_MAINT_DSIC_LTD
 - SR_PO_PURCH_INQ
 - SA_ITEM_INV_INQ
- The interface (Puridium/PeopleSoft) involves SRR pushing requisitions to SRNS. SRNS will approve test data and support, as required, to ensure functionality continues.

4.2.2.2 Service Measurement

Approval of standard access Roles will be reviewed and approved by Procurement-SCM within seven (7) business days, then submitted to SRNS IT for application.

Emergency or priority requests will be reviewed by SRNS and SRR POCs to determine expediting procedures.

4.2.2.3 Assumptions

SRR will monitor the error table after the PeopleSoft/Puridiom interface is implemented to aid in mutual troubleshooting of system-to-system issues.

4.2.2.4 Responsibilities

SRNS Procurement-SCM Technical Services Group will execute all requests in accordance with SRNS policies and procedures.

5.0 SERVICE AVAILABILITY

The SRNS Procurement-Supply Chain Management (SCM) services, specified in this FSA, will be available Monday through Friday during established hours, unless otherwise posted or outlined in this FSA. In addition, special arrangements can be made to support the SRR organization outside of normal business hours with proper notice. Emergency Services will also be available as necessary, and the SRR organization will be given the appropriate contact(s).

6.0 ACRONYMS

ASA	Auditable Safety Analysis
CQF	Cognizant Technical Function
CTF	Cognizant Technical Function
DOE	Department of Energy
DSIC	Division Spare Parts Inventory Coordinator
DSR	Data Sheet Requisition
EPHA	Emergency Planning Hazards Assessment
FMTS	Field Material Tracking System
FSA	Functional Services Agreement
M&O	Management & Operating Contractor
MOA	Memorandum of Agreement
NFPA	National Fire Protection Association
OSR	Operations Savannah River
Pcard	Procurement Card Program
PO	Purchase Order
POC	Point of Contact
QA	Quality Assurance
QSL	Qualified Suppliers List
RI&ES	Regulatory Integration and Environmental Services
SCM	Supply Chain Management
SCMS	SRNS Supply Chain Management Systems
SLA	Service Level Agreement
SMP	Subcontract Management Program
SOW	Scope of Work/Statement of Work
SRNS	Savannah River Nuclear Solutions, LLC
SRS	Savannah River Site
STR	Subcontract Technical Representative
SRR	Savannah River Remediation LLC

7.0 INTERFACE CONTROL INFORMATION

There are no physical interface points and no physical boundaries need to be determined. Services provided are as defined within Section 4 of this FSA.

8.0 POINTS OF CONTACT

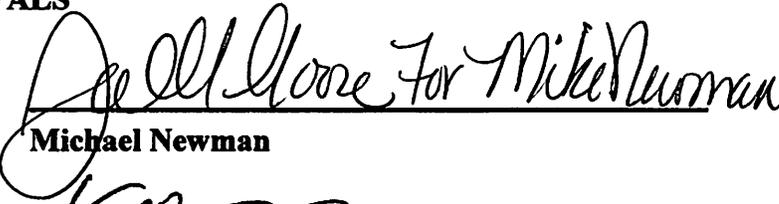
Both Parties shall assign single POCs who will be responsible for coordinating and administering all matters related to FSAs and the governing MOA. All requests for services shall flow through these POCs, their designees or a process agreed upon by the POCs.

SRNS: Dawn Moore, Manager
Procurement-SCM Policy and Compliance Manager

SRR: Kathryn B. Burnau, Manager
SRR Supply Chain Manager

9.0 APPROVALS

SRNS:

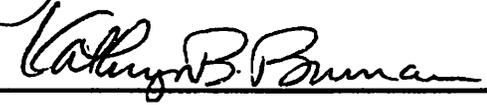


Michael Newman

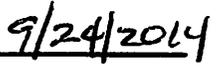


Date

SRR:



Kathryn B. Burnau



Date
