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I. PURPOSE AND SCOPE

This procedure describes the National Spent Nuclear Fuel Program (NSNFP) process for acquiring items and services from the private sector though an interface with the Idaho National Engineering and Environmental Laboratory (INEEL) Management and Operations (M&O) contractor procurement system. This procedure also applies to the acquisition of *staff augmentation* (see glossary) from a private sector supplier.

NSNFP procurement actions in progress prior to the release of Program Support Organization (PSO) 4.01, Revision 3, may continue to use NSNFP statements of work and the NSNFP Quality Assurance Staff (QAS)-supported Qualified Supplier List for existing work scope.

II. SUMMARY

This procedure describes the conditions necessary to initiate a procurement action for items and services from the private sector and the prerequisites for starting private sector purchases. The procedure addresses criteria to select quality levels, establishes review and approval authority for procurement documents relating to the purchase of private sector items and services, and establishes the interface for the turnover of procurement records.

Other procedures in the NSNFP Documents Manual contain criteria to develop and review test plans, software control plans, technical reports, or other engineering-related products that can be used in conjunction with a procurement document when the procurement action involves the development of these deliverables by the supplier. The development and review criteria in these NSNFP procedures can be separated from the NSNFP procedure, attached or otherwise incorporated into a procurement document, and flowed down to private sector suppliers. In this manner, the procurement document work scope description can be defined and deliverables, such as test plans, software control plans, or technical reports, can be quantified. The internal NSNFP review criteria for the document type and NSNFP procedures for reviewing documents then form a method to determine product acceptance in combination with other methods such as supplier assessments.

III. PROCEDURE

A. Initiating or Changing a Procurement Document

NSNFP PSO Technical Staff

1. Prepare a *procurement document* (see glossary) or change an existing procurement document when:

   a. A NSNFP Planning/QA Program Applicability Evaluation indicates the use of a private sector supplier is planned for a task

NSNFP PSO Technical Staff

b. An updated NSNFP Planning/QA Program Applicability Evaluation introduces a scope change involving existing tasks being performed by a private sector supplier

c. Directed by the PSO Manager.

B. Prerequisites to Preparing or Changing a Procurement Document

NSNFP PSO Manager

1. Ensure through the execution of a Task Management Agreement and NSNFP procedure PSO 7.02 that the NSNFP Quality Assurance Program Manager (QAPM) has approved the procurement service of the INEEL M&O contractor and interfaces between the NSNFP and the procurement service.

2. Ensure through review of routine training reports prepared according to Program Management Procedure (PMP) 2.04 that PSO personnel have completed training required by the approved procurement service.

C. Developing Content for a Procurement Document or Change

NSNFP PSO Technical Staff

1. Prepare a *requisition* (see glossary) in accordance with the approved INEEL M&O contractor procurement system.

   a. Refer to the current NSNFP Planning/Quality Assurance (QA) Program Applicability Evaluation to help develop task descriptions, deliverables, quality assurance requirements, training requirements, and interfaces.

   b. Refer to Attachment A to determine the appropriate INEEL quality level designation.

   c. For a procurement action acquiring staff augmentation, include the experience requirements selected from NSNFP training procedures.

      (1) Address the NSNFP PMP 2.08 process for verification by the NSNFP of each selected individual's experience according to NSNFP training procedures.

   d. As appropriate, separate the development and review criteria from NSNFP procedures governing the preparation of software control plans, test plans, technical documents, or other engineering-related products and incorporate the requirements as a referenced attachment or incorporate portions of the text applicable to the supplier's work scope.

   e. As appropriate, attach and reference software control plans or test plans developed and approved by the NSNFP to be performed by the supplier.

   f. As appropriate, address private sector source evaluation and selection.

NSNFP PSO Technical Staff

g. As appropriate, address evaluation of proposals from private sector firms.

D. Reviews and Approvals of Procurement Documents and Changes

NSNFP PSO Technical Staff

1. Submit completed draft procurement documents and changes for review and approval according to the approved procurement system including changes made as a result of preaward and postaward negotiations.

2. Use the minimum reviews and approvals by NSNFP personnel, which include:

   - Reviewers: NSNFP PSO QE and NSNFP PSO Technical Staff personnel.
   - Approver: NSNFP PSO Manager or designated alternate.

3. During reviews, ensure all applicable technical requirements and QA program requirements are incorporated as indicated in approved NSNFP Planning/QA Program Applicability Evaluations.

4. During reviews, ensure applicable product acceptance criteria are included in procurement documents.

E. Coordinating with the Procurement Service During Performance of the Procured Task

NSNFP PSO Technical Staff

1. In accordance with the INEEL M&O contractor procurement system procedures,

   a. Provide management reviews and approvals of changes to procurement documents.

   b. Perform and facilitate technical reviews and QA reviews of deliverables.

   c. Perform and facilitate technical reviews and QA reviews of resolutions to deficiencies.

PSO Quality Engineering (QE)

2. In accordance with the INEEL M&O contractor procurement system procedures,

   a. Provide reviews of procurement documents and changes.

   b. Perform QA reviews of deliverables.

   c. Perform and facilitate technical reviews and QA reviews of resolutions to deficiencies.

NSNFP Technical Staff

3. In accordance with the INEEL M&O contractor's procurement system procedures and the NSNFP Task Management Agreement with the INEEL M&O contractor's procurement system organization, facilitate the following:

NSNFP Technical Staff

a. Private sector supplier performance evaluations

b. Control of private sector suppliers generated documents

c. Acceptance of items and services from private sector firms

d. Acceptance of certificates of conformance from private sector firms

e. Source verifications involving private sector firms

f. Receiving inspection involving the products of private sector firms

g. Post-installation testing involving private sector firms

h. Control of private sector supplier nonconformances

i. Use of commercial grade dedication items involving private sector firms.

NSNFP PSO Technical Staff

4. In accordance with the INEEL M&O contractor's procurement system procedures, authorize contract payments associated with acceptable deliverables and performance.

F. Quality Assurance Records Turnover

NSNFP PSO Staff

1. Obtain procurement records (record copies) related to private sector procurement actions from the INEEL M&O contractor's procurement system as established by the NSNFP Task Management Agreement with the INEEL M&O contractor's procurement system organization.

IV. REFERENCES

None.

V. DEFINITIONS

Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, Graduating Quality Controls

VII. RECORDS

The following records generated as a result of this procedure require retention in accordance with the identified classification and NSNFP PMP 17.01.

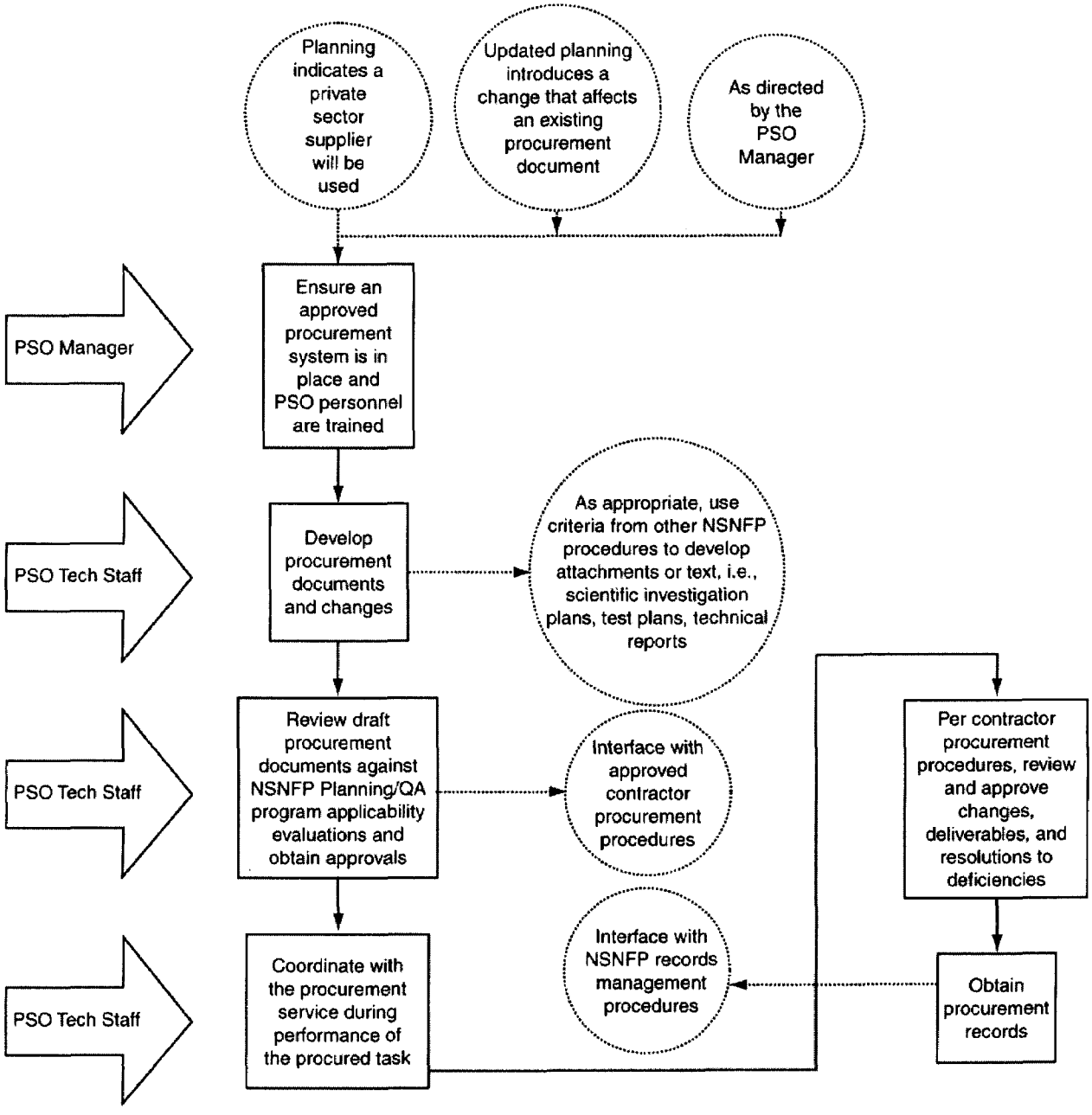
Lifetime

A. Procurement documents (duplicate record copies) as turned over from the approved INEEL M&O contractor's procurement service

Nonpermanent

None.

VIII. PROCEDURE FLOW DIAGRAM



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Attachment A

Graduating Quality Controls

Use the graduated approach of the National Spent Nuclear Fuel Program (NSNFP)-approved Idaho National Engineering and Environmental Laboratory (INEEL) contractor's procurement system. A graduated approach is generally communicated as quality levels or categories.

Typically, a Quality Level 1 or Category A determination requires the most rigorous application and implementation of the QA program. Quality Level 3 or Category C requires the lowest rigor, and Quality Level 4 or nonquality does not require QA program implementation. Other systems may use classifications such as Safety Class, Safety Significant, Low Safety Consequence, or Consumer Grade reflecting in descending order the level of rigor to be applied.

The quality levels or categories should be used in the following general manner in relation to the repository:

CAUTION: Certain experimental activities conducted by or for the NSNFP may require more rigorous controls than indicated below to comply with the safety requirements of the host facility.

- NSNFP activities or items determined to be nonquality affecting as established by NSNFP Planning/QA Program Applicability Evaluations equate to Quality Level 4 as a minimum.

- NSNFP activities or items determined to be "quality affecting" as established by NSNFP Planning/QA Program Applicability Evaluations equate to Quality Level 3 as a minimum.

- Requisitions for staff augmentation are as a minimum Quality Level 3; and communicate, as a minimum, the experience and qualification requirements selected from NSNFP training procedures and the need for the organization to facilitate confirmation by the NSNFP of each individual's experience and qualifications to comply with NSNFP training procedures.

- NSNFP activities or items determined to be quality affecting as established by NSNFP Planning/QA Program Applicability Evaluations and having indirect safety influence on the items described by the Repository Q-list equate to Quality Level 2 as a minimum.

- NSNFP activities or items determined to be quality affecting as established by NSNFP Planning/QA Program Applicability Evaluations and having direct safety influence on the items described by the Repository Q-list equate to Quality Level 1.