

Meet the Buyer: WRPS

WRPS Staff

- Amy Basche
- Mike DePeel
- Angie Gagnon
- Loren Martin
- Tina Burkett
- Janelle Freepons
- Sara Marshall
- Jessica Linton
- Janelle Easter
- MSA Rep—Jim Damskov

June 7, 2016





Cutting Through the Red Tape

- Welcome and Introductions
- History of the Tank Farms
- Upcoming Procurements
- How to do Business with WRPS
- **BREAK**
- Pre-Award Information
- We Won! Now What?
- Time & Material Supplemental Payment Provisions
- Final Payment
- Questions?
- Meet and Greet



Confirm Staging Area on Monday

Safety Topic – Awareness as a Subcontractor

- Know your surroundings
- Stay with your escort
- Know site protocol





Welcome and Introductions

Ashley Coronado –

Procurement Technical Assistance Center

Amy Basche –

WRPS Project Support Services Manager

Jose Legarreta –

WRPS Procurement Manager



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History of the Tank Farms

<http://www.hanford.gov/page.cfm/HanfordStory>



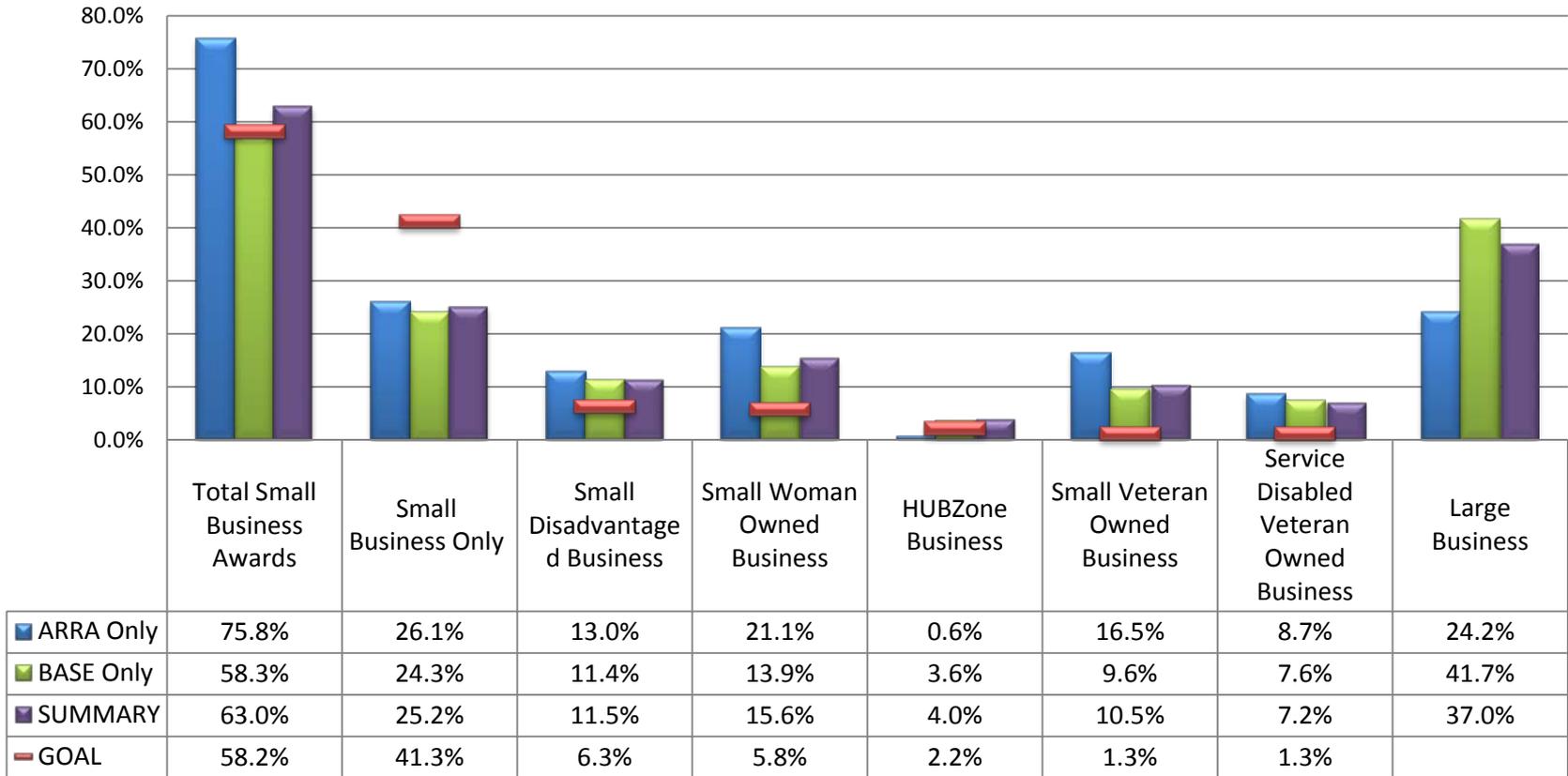
Subcontracts Manager – Mike DePeel

- **DFLAW**
- **LAWPS**
 - Allen Bradley QL-2 items
 - Long Lead Electrical Items
 - Valves: QL-2/QL-3
 - Cranes: QL-2
- **Tech Writers BMA**
- **Lean Management – FY17**
- **Uniform Supply Contract (6 months)**
- **Project Support Services BMA**
- **Fabricated Items: Jumpers, Skids, Pumps, One-Off Vapor Issue Items**



WRPS Small Business Goals

WRPS Small Business Statistics Contract to Date



Review the WRPS External Website



The screenshot shows the PMM Procurement & Materials Management website. The header includes the PMM logo, navigation links (Who We Are, Current Requests for Proposal, Requests for Information, Expression of Interest, Subcontractor Information, Small Business), and logos for Washington River Protection Solutions and the U.S. Department of Energy. A main banner features 'Current Requests for Proposal' with a right-pointing arrow. Below the banner are sections for 'Current Requests For Proposal' (listing EOI 242-A Evaporator Spare Reboiler, MOBILE LAB TRAILER, and FULL-SCALE ION EXCHANGE COLUMN), 'Weather' (showing 71°F current and 83°F/90°F forecasts), 'PMM Quick Links', 'PMM Calendar', and 'PMM What's New'.

PMM Procurement & Materials Management

Washington River Protection Solutions | U.S. DEPARTMENT OF ENERGY

Who We Are | Current Requests for Proposal | Requests for Information | Expression of Interest | Subcontractor Information | Small Business

Home | Washington River Protection Solutions | Hanford.gov | Energy.gov

Procurement and Materials Management

Vendor Registration | Solicitations | Small Bus. Events | Procedures

Current Requests for Proposal →

Current Requests For Proposal

- EOI 242-A Evaporator Spare Reboiler
- MOBILE LAB TRAILER
- FULL-SCALE ION EXCHANGE COLUMN

Weather

Current	Forecast
71°F	Today: 83°F (56°F) Decreasing Clouds
 Few Clouds	Tomorrow: 90°F (60°F) Mostly Sunny
Special Weather Statement issued June 01 at 5:02PM PDT	

PMM Quick Links

- Size Standard Change
- Current Requests for Proposal
- Requests for Information
- Expression of Interest
- Vendor Registration
- Upcoming Events
- 2016 Fiscal Year Calendar

PMM Calendar

- There are no upcoming events in the system.

PMM What's New

- Contact Us
May 31, 2016
- Expression of Interest
May 26, 2016
- Current Requests for Proposal
May 25, 2016
- Small Business Calendar
May 17, 2016
- Upcoming Events
May 11, 2016

Privacy and Security Notice | Accessibility

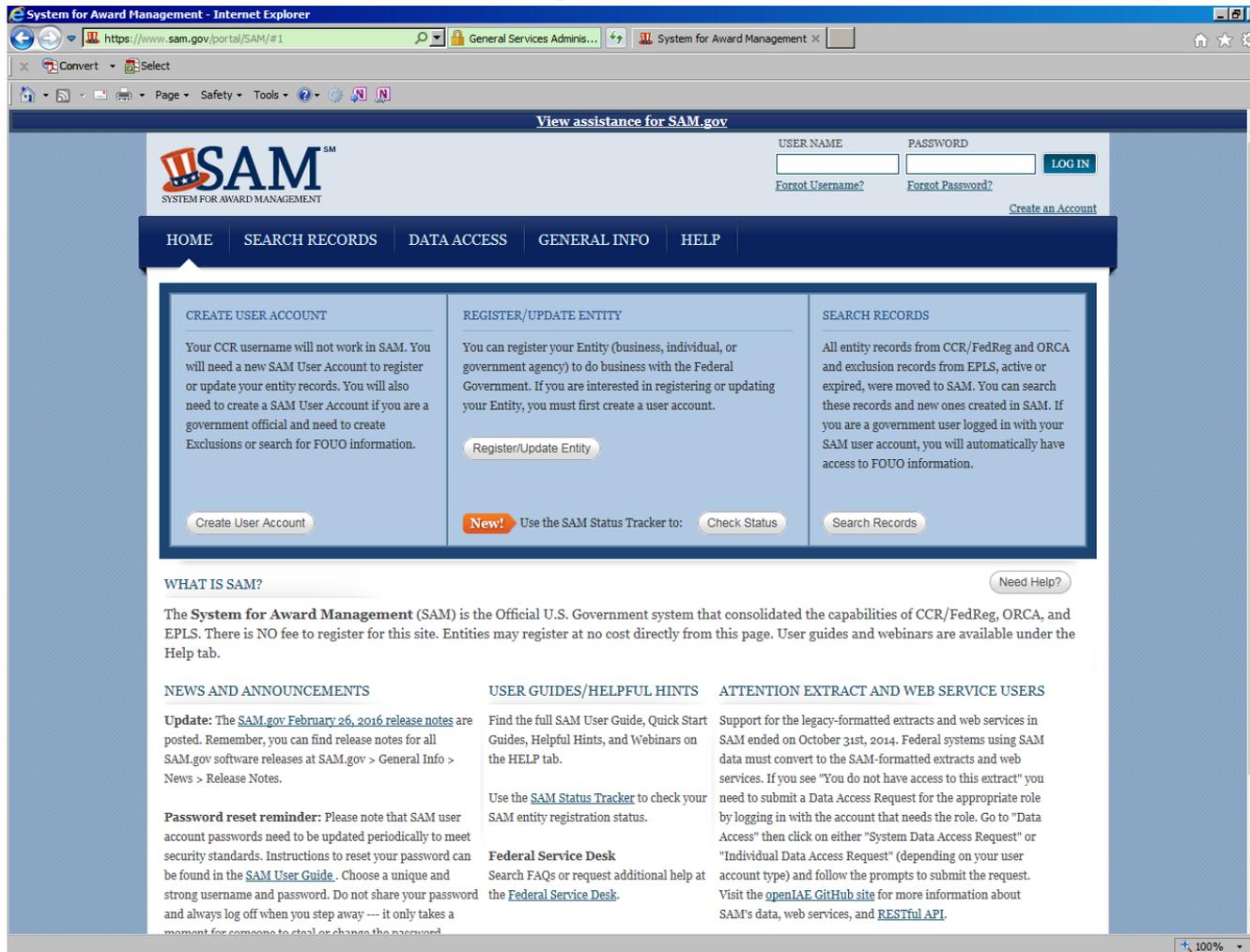
USA.gov

For questions or comments, please send a message to the webmaster.

Vendor Registration – Jim Damskov

HANFORD VENDOR REGISTRATION	
Procurement and Materials Management	
Contractors: This is the registration process for contractors, vendors, and suppliers to HANFORD.	
<p>*** Required browser is Internet Explorer 11 *** ***The following browsers are NOT supported and will not work:***</p> <p>Google Chrome, Safari, Opera, Firefox, and any other Mac-based browser</p> <p>New Users please use the "Register" button under the New Vendor Registration section below to create a new registration.</p> <p>If you have previously registered, but never entered your DUNS number to login, please click the "DUNS Number Not Working" link below.</p>	
<p>Vendor Login</p> <p>Login For Existing Users</p> <p>DUNS No: <input type="text"/></p> <p>Vendor Key: <input type="text"/></p> <p><input type="button" value="Reset"/> <input type="button" value="Submit"/></p> <p>DUNS Number Not Working?</p> <p>Forgot your Vendor Key? Click HERE to have it Emailed.</p>	<p>New Vendor Registration</p> <p>All contractors, vendors, and suppliers to HANFORD must register to use this system.</p> <p>Please review the "Vendor Registration Information" prior to registering.</p> <p>Use the button below to access the Vendor Registration Form.</p> <p><input type="button" value="Register"/></p>

System for Award Management (SAM) – Ashley Coronado



System for Award Management - Internet Explorer

https://www.sam.gov/portal/SAM/#1

General Services Adminis... System for Award Management

Convert Select

Page Safety Tools

View assistance for SAM.gov

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME: PASSWORD: **LOG IN**

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

[Create User Account](#)

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

[Register/Update Entity](#)

New! Use the SAM Status Tracker to: [Check Status](#)

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

[Search Records](#)

WHAT IS SAM? [Need Help?](#)

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

NEWS AND ANNOUNCEMENTS

Update: The [SAM.gov February 26, 2016 release notes](#) are posted. Remember, you can find release notes for all SAM.gov software releases at SAM.gov > General Info > News > Release Notes.

Password reset reminder: Please note that SAM user account passwords need to be updated periodically to meet security standards. Instructions to reset your password can be found in the [SAM User Guide](#). Choose a unique and strong username and password. Do not share your password and always log off when you step away --- it only takes a moment for someone to steal or change the password.

USER GUIDES/HELPFUL HINTS

Find the full SAM User Guide, Quick Start Guides, Helpful Hints, and Webinars on the **HELP** tab.

Use the [SAM Status Tracker](#) to check your SAM entity registration status.

Federal Service Desk
Search FAQs or request additional help at the [Federal Service Desk](#).

ATTENTION EXTRACT AND WEB SERVICE USERS

Support for the legacy-formatted extracts and web services in SAM ended on October 31st, 2014. Federal systems using SAM data must convert to the SAM-formatted extracts and web services. If you see "You do not have access to this extract" you need to submit a Data Access Request for the appropriate role by logging in with the account that needs the role. Go to "Data Access" then click on either "System Data Access Request" or "Individual Data Access Request" (depending on your user account type) and follow the prompts to submit the request. Visit the [openIAE GitHub site](#) for more information about SAM's data, web services, and [RESTful API](#).

100%



Solicitation Process

- READ the Solicitation!
- Review the attachments/associated documentation
- Ask Questions!
- Current Solicitation Example:
 - [Solicitation](#)



Restrooms in the front lobby

Subcontracts Manager – Mike DePeel

- What is a Cost/Price Analysis?
- Pre-Award Audits
- Accounting System Review

Accounting System Survey

Accounting System Software (Name) Brand: _____

The Accounting System Provides For:

1. The proper segregation of direct costs from indirect costs.
2. Identification and accumulation of direct costs by contract.
3. A logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives.
4. Accumulation of costs under a general ledger system.
5. A timekeeping system that identifies employees' labor by intermediate or final cost objective.
6. A labor distribution system that charges direct and indirect labor to the appropriate cost objectives.
7. Interim (at least monthly) determination of costs charged to a contract through routine posting of books of account.
8. Exclusion from costs charged to government contracts of amounts which are not allowable in terms of the Federal Acquisition Regulations (FAR) Part 31, Contract Cost Principles and Procedures, or other contract provisions.
9. Identification of costs by contract line item and by units (as if each unit or line item were a separate contract) if required by the proposed contract.
10. A job cost report (presented by cost element) by contract line (task order).



Buyer's Technical Representative (BTR) Program Lead – Loren Martin

- Get to know the BTR associated with the subcontract
- Who gives contractual direction?
- RFI Process
- Hoisting and Rigging



Subcontract Example



SUBCONTRACT

Subcontract No. 58882	Effective Date: January 19, 2016
Issued By: Washington River Protection Solutions, LLC P.O. Box 850 Richland, WA 99352	Subcontractor:

This Blanket Master Agreement (Subcontract) is effective as of January 19, 2016, between Washington River Protection Solutions (WRPS) and (SUBCONTRACTOR) who hereby agree that all Work specified below, which is a portion of the goods and services to be provided by WRPS for the United States Department of Energy, shall be performed by the SUBCONTRACTOR in accordance with all the provisions of the Subcontract.

- 1. Work to be Performed:** Except as specified elsewhere in the Subcontract, SUBCONTRACTOR shall furnish all labor and materials necessary and required to satisfactorily perform: Double-Shell Tank Integrity Project Ultrasonic Testing Support. Work will be performed on demand; no guarantee any/all work indicated in Compensation Schedule will be required/performed.
- 2. Period of Performance:** The Subcontract period of performance is specified as: January 19, 2016 through September 30, 2016 (plus Options indicated in Item 8.3 below).
- 3. Contract Type:** BMA – Subcontract Releases issued under this BMA may be awarded as Firm-Fixed Price and/or Labor Hour/Time & Materials Subcontract Types.
- 4. Compensation:** As full consideration for the satisfactory performance by SUBCONTRACTOR of this Subcontract, WRPS shall pay to SUBCONTRACTOR compensation in accordance with the prices set forth in the attached Compensation Schedule consistent with the payment provisions of this Subcontract.
- 5. Payment Terms:** As stated in Article 3.0, Terms of Payment of Supplemental Provisions, payment will be made within 30 calendar days after receipt of a properly prepared invoice unless otherwise agreed to between SUBCONTRACTOR and WRPS.
- 6. Authorized Personnel:** Only the following named WRPS individuals are authorized to make changes to this document:
B. H. Bradley, Senior Procurement Specialist
T. R. Hensyel, Manager, Subcontracts
J. M. Legarreta, Manager, Procurement Services
- 7. Designation of Technical Representative:** WRPS hereby designates the following as the Buyer's Technical Representative (BTR), for this Subcontract:
Name: L. K. Martin
Phone: (509) 376-4067



Section 1 (Subcontractor)	
Subcontract No.: _____ Rel No.: _____ RFI No. (Subcontract No.-Rel. No.-RFI-Seq. No. Rev. No.): _____ - -RFI- -R	
Subcontract Title: _____	
Project Title: _____	Project Number: _____
RFI Title/Description: _____	
RFI Initiated By: _____ Phone: _____ FAX No.: _____	
Faxed/E-Mailed To: _____ Phone: _____ FAX No.: _____	
Date of Request: _____	Response Requested By: _____
Section 2 (Subcontractor)	
Reference Drawing or Document: _____	
Proposed Change to Document(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Request/Recommendation: _____	
Recommendation: _____	
Requestor: _____	Date: _____
Section 3 (WRPS)	
Response to Request: _____	
Engineer/Position (if applicable): _____ Date: _____	
Contract Change Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contract Change Request / CAL No.: _____
Engineering Review Necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent to Engineering: _____
ECN/FCN Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	ECN/FCN No.: _____
Applicable TOC-MT Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	TOC-MT No.: _____
Clarification Only? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Responder: _____	Date: _____
Print/Signature	
Buyer's Technical Representative (BTR): _____	Date: _____
Print/Signature	



Subcontracts Manager – Mike DePeel

What are the different contract types that WRPS utilizes?

- Fixed-Price: FAR 16.2
- Labor Hour: FAR 16.6
- Time & Material: FAR 16.6

Importance of understanding the subcontract type

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[Who We Are](#) | [Current Requests for Proposal](#) | [Requests for Information](#) | [Expression of Interest](#) | [Subcontractor Information](#) | [Small Business](#)

Home > Subcontractor Information > Terms & Conditions

Washington River Protection Solutions | [Hanford.gov](#) | [Energy.gov](#)

Subcontractor Information

Terms & Conditions

[Procedures to Subcontractors](#)

[Instructions](#)

[Forms](#)

Terms & Conditions

PROCUREMENT TERMS & CONDITIONS

[General Provisions](#) (PDF)

[Commercial General Provisions](#) (PDF)

[On-Site Work Provisions](#) (PDF)

[Supplemental Provisions - Cost Reimbursement Contract Types](#) (PDF)

[Supplemental Provisions - Firm Fixed Price Contract Type](#) (PDF)

[Supplemental Provisions - T&M / Labor Hour Contract Type](#) (PDF)

[Supplemental Provisions - Construction](#) (PDF)

[PHA 31](#)

[PHA 32](#)

Email  | Print  | Text  



Audit Clause:

Section 3.8 T&M Supplemental Payment Provisions

Timekeeping Record Documents:

Section 3.1 (e) – Minimum Invoice Requirements

Invoice Requirements:

Section 3.1 (e) – Minimum Invoice Requirements

Section 3.2 – Reimbursement of Travel Expenses



Audits of subcontractors are required by Department of Energy Acquisition Regulation (DEAR) 970.5232-3(c)

“Audit of subcontractors' records. The Contractor also agrees, with respect to any subcontracts (including fixed-price or unit-price subcontracts or purchase orders) where, under the terms of the subcontract, costs incurred are a factor in determining the amount payable to the subcontractor of any tier, to either conduct an audit of the subcontractor's costs or arrange for such an audit to be performed by the cognizant government audit agency through the Contracting Officer. ”



Audit Objective

- Subcontract charges are allowable, reasonable, adequately supported and allocable per the contract and Federal Acquisition Regulation (FAR) Subpart 31.2, “Contracts with Commercial Organizations”.
- The number of years covered will be communicated at the beginning of the audit.



Audit Process – What to Expect

- Audit kick-off meeting
- Audit testing
- Auditor or Procurement will contact you with questions or request further supporting documentation
- Auditor may perform a site visit
- Communication of audit results
- Audit exit conference
- Process lasts approximately 3-4 months



Audit Documentation

- Additional documentation may be requested outside of the documentation provided through the invoicing process.
- This may include the following:
 - Time cards (by employee by day)
 - Time keeping policies and procedures
 - Documentation supporting the costs incurred by lower tier subcontractors
 - Support for qualifications of individuals providing products and/or services and the correlation to the labor rate charged



Audit Tips

- Ensure all aspects of subcontract are followed
- Focus on supplemental and general provisions for subcontract type
- Get it in writing
- If in doubt, call your Procurement Specialist



Timekeeping Records

- Must be provided for each invoice
- May be system generated
- Must include: project number (subcontract number), employee name, dates worked, and all associated daily hours and totals.
- If overtime is being invoiced, the BUYER's authorization is required to be included with the invoice submittal



Invoice Certification:

“Submittal of an invoice constitutes the SUBCONTRACTOR’s certification that materials, work and/or services have been delivered as specified on the invoice in accordance with the Subcontract. This invoice certification additionally represents that all invoiced hours and materials are true, accurate and correctly represent the invoiced costs to accomplish this Work on the Subcontract. Falsely invoicing costs may result in civil or criminal penalties as a violation of the Federal False Claims Act (31 USC 37296).”



At a minimum you must identify the following:

- Subcontractor's name, invoice #, subcontract #, release #
- Subcontractor's name, telephone number, and email address (if available) of someone that can address invoice questions
- Total amount due for the billing period
- Cost summary of all cost elements being invoiced
- Cumulative values (invoiced-to-date)—T&M/Labor Hour subcontracts
- Synopsis of work performed during billing cycle
- Timekeeping records
- ODCs (other direct costs)— in accordance with subcontract's compensation schedule
 - ALL ODCs submitted for reimbursement must provide itemized receipt backup and each item shall be listed separately on the invoice
- Corresponding description of each item billed and the associated amount.
- Freight bill, if over \$100



Invoice Requirements

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Travel: *WHEN AUTHORIZED*

- Business Travel (30 calendar days or less during a 365 day period)
- Temporary Work Assignments (31 – less than 365 day)
- Credit card receipts are not allowable as receipt backup; must include itemized receipt for airfare

Transportation by Airline

- Airfare reimbursement is limited to the ***lowest reasonable airfare*** which meets the business needs of the Buyer.
 - 14 day advanced coach airfare.
 - Must provide documentation from appropriate sources that the lowest available airfare was utilized on the day of booking. Documentation must provided at least three sources were utilized for finding the lowest available airfare(example: different airlines, different travel sources or different travel agencies). If an alternate route is taken outside the “to-and-from-home route”, a cost comparison must be provided as the lesser of the two is allowable. The cost comparison needs to be at the same time of original travel.
- Receipts must show the full itinerary with airfare costs separated from any lodging, car rental, or other travel charges.
- Costs greater than lowest available airfare may be reimbursed when adequate justification documentation is provided.
 - See provisions for a list of appropriate examples.



Invoice Requirements

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- Per diem for lodging and meals cannot exceed the maximum per diem rates as set per GSA schedule – <http://www.gsa.gov/portal/content/104877>
- Mileage will be reimbursed at the established rate for the current year.
- Documentation is extremely important and providing all proper receipt backup will help process the travel invoices timely.
- Final invoices need to show they are final on the invoice when submitting for reimbursement to let us know this is the final invoice you will be submitting for payment on the contract.
- If you have any travel questions that you don't feel are addressed in the terms and conditions please contact Janelle Freepons at Janelle_K_Freepons@rl.gov or 509-376-7856.

All vendors are responsible for putting the appropriate sales tax as a separate line item on each invoice as the vendor is responsible for reporting to the State of Washington all sales tax. If a vendor is out of state and does not have a Nexus in the State of Washington, the vendor must notify the procurement specialist so that the subcontract can be set up correctly.

Tax related questions?

Contact Tina Burkett at Tina_M_Burkett@rl.gov or 509-376-7670



Subcontracts Manager – Mike DePeel

Release of Claims

Master Submittal Register



What questions can we answer?



June accruals need to be submitted by June 15

- *Reminder—submit monthly by accounting month*

Bridging Partnerships – October 2016

Construction Subcontractors – NEW certified payroll software system; training sessions coming up



Thank you!

Big thank you to Ashley Coronado and PTAC!

Thanks for coming and your continued interest in doing business with WRPS. We have an important mission and could not complete our work scope without dedicated businesses like you!