

 **Procurement and Property Management**
Office of the Chief Financial Officer
One Cyclotron Rd. | M/S: 971-PROC | Berkeley, CA 94720-8047

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Presenter – Dennis L. Styles,
Principal Subcontract
Administrator, CPCM



Procurement Transformation

- Becky Cornett,
Procurement and Property Manager

 **OCFO**
Office of the Chief Financial Officer

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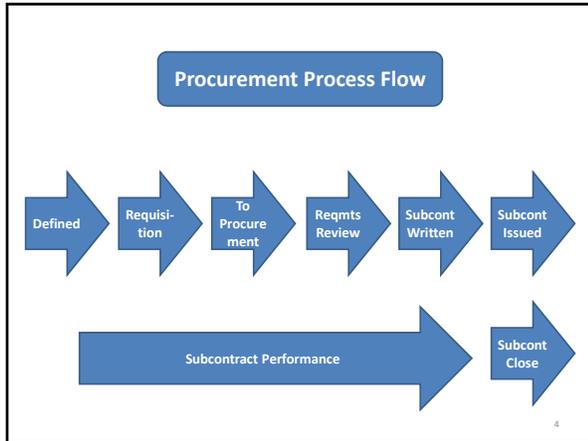
What we have heard...

F\$M and Customer Feedback

- Processes are manual, inconsistent and do not meet customer’s needs
- Users need faster, better and more professional Procurement Services
- Users want better information about the status of their request
- Users need better planning tools and more engagement by Procurement
- There are pockets of talent within the Procurement organization
- **“Procurement makes me jump through numerous unnecessary hoops”**



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Procurement Processes

- **Subcontract Closeout – new process**
 - Project funding advantages
 - New schedule
- **Subcontract writing – decrease cycle time**
 - Organizational changes
 - Planning Tools
 - Pricing information type/detail

Subcontract Closeout

The screenshot shows the OCOF (Office of the Chief Financial Officer) Procurement & Property Management website. The page features a navigation menu on the left with links such as 'Home', 'About Us', 'Make a Purchase', 'Help', 'Procurement', 'Purchase Cards', 'Doing Business with LHM', 'FAQ', 'Forms for Users', 'Helpful Links', 'Reprints & Returns', 'SOP Leadtime', 'PO Closeout', 'Restricted Items', and 'Training'. The main content area includes a 'Welcome to Procurement & Property' message, a 'HOW DO I...' section with a question mark icon, a 'Quick Start Guide' section, a 'Procurement Buying Guide' section, and a 'Procurement Leadtimes' section.

Website
<http://procurement.lbl.gov/closeout>

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Subcontract Closeout

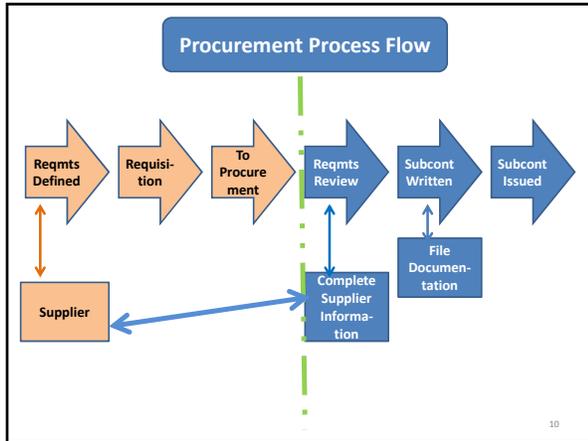
- **Advantages to Projects**
 - Buyers will start closeout automatically
 - Faster release of unused funds (liens)
 - Adds more flexibility to project funding
- **Your support**
 - Complete closeout memorandum and promptly return
 - If subcontract extension required, promptly request no cost extension (NCE)

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Subcontract process expediting

- **Process analysis identified slowdown points**
 - Incomplete pricing information
 - Accurate subcontractor contact points
- **Opportunity to facilitate completing subcontracts faster**
 - Include pricing requirements in your scope discussions
 - Utilize pricing detail lists to assure accurate pricing

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Pricing detail requirements

Cost Proposals from Educational Institutions (w/SPO) or Non-Profits

- Total estimated cost for the work
- Total proposed direct labor cost
 - The hourly direct labor rate(s), the proposed hours, and the extended cost for each labor category that will be used in performing the work
 - Fringe benefit rate(s)
 - Overhead rate(s)
 - General and Administrative Expense rate(s)
- Travel costs (destinations, # travelers, # days)
- Materials, subcontracts and services (itemize)

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Pricing detail requirements

**Cost Proposal from Small, Large Business,
or Individual**

- Fully burdened labor rates, by labor category
- Proposed labor hours, by labor category
- Other costs, itemized (travel, materials and supplies, subcontractors, equipment)

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We are here to support your science

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