What does the Procurement Office do?

Broadly, the Procurement Office is a Business Support group with responsibility for procuring equipment, products, and services to support the laboratory mission. Our purchasing system is approved by the U.S. Department of Energy (DOE), and requires adherence to prime contract policies and procedures.

The Procurement Team supports DOE socioeconomic/diversity goals by actively seeking to make awards to qualified small businesses. They consistently meet or exceed the mandated goals of 49% for small business awards as well as the established goals for small disadvantaged firms and women-owned small business concerns.

The team is also consistently recognized for our sustainability efforts. Our recent 5th GreenBuy award from DOE resulted in the lab earning a Superior Award (reserved for facilities achieving gold-level status for at least five years).

Quick Tidbits: 1) On any given day, there are 100+ open purchase requisitions in-process within Procurement. 2) Our use of DOE Integrated Contractor Purchasing Team (ICPT) Agreements has resulted in $1.1M of ICPT savings to date for FY22. 3) We anticipate ending FY22 with ~ $55M of procurement spend, and our spend is projected to significantly increase with upcoming campus building renovations and new construction projects as well as the Electron Ion Collider (EIC) and other projects.

How do I reach Procurement?

Procurement Office staff are 100% remote and can be reached via:
- Email
- Teams instant messaging
- Scheduling a Teams meeting
• Calling their listed 4-digit lab extension. Dialing the extension connects staff via the Jabber application. Team members answer calls arriving during their scheduled work hours. Voicemails that are left will also receive responses as soon as possible.
• Work during core hours of 10am to 3pm, but may have flexible and/or AWS schedules.
• May be unable to instantly respond if they are on another call, participating in a Teams videocall, on their lunch break, etc. Please allow a reasonable amount of time for a response.
• Keep their Outlook calendar updated
• Reflect their work hours on their Outlook calendar
• Have out-of-office email notifications when appropriate with the name and contact information of their back-up

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