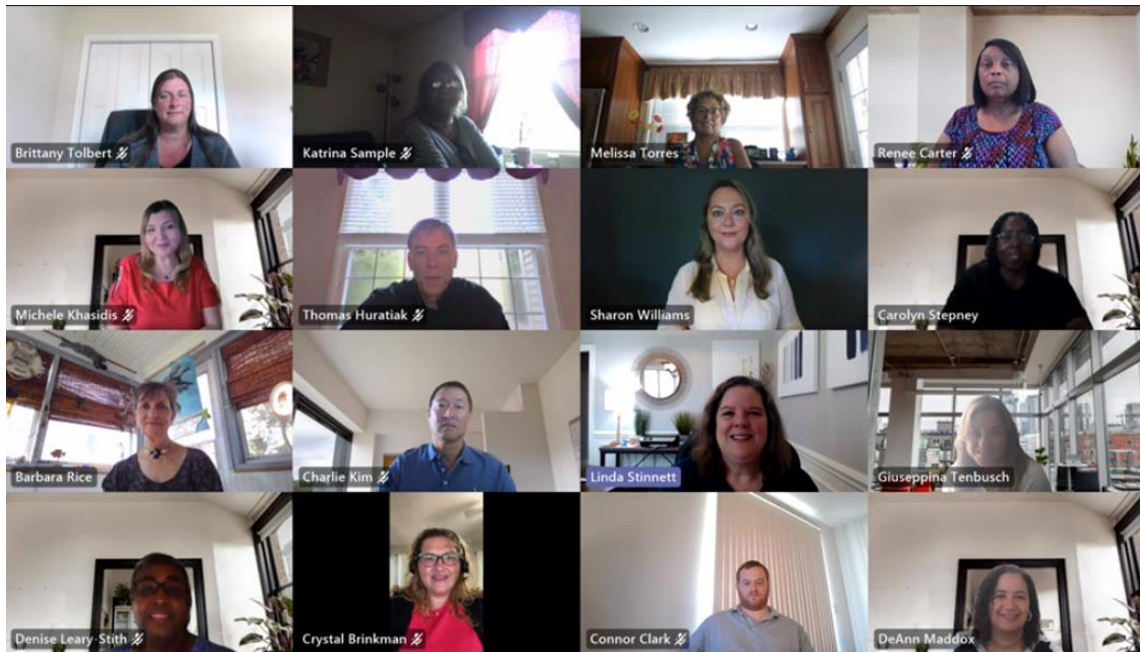


## DEI CORNER: Spotlight on JSA's Procurement Office/Supplier Diversity Efforts



### 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 5<sup>th</sup> 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.

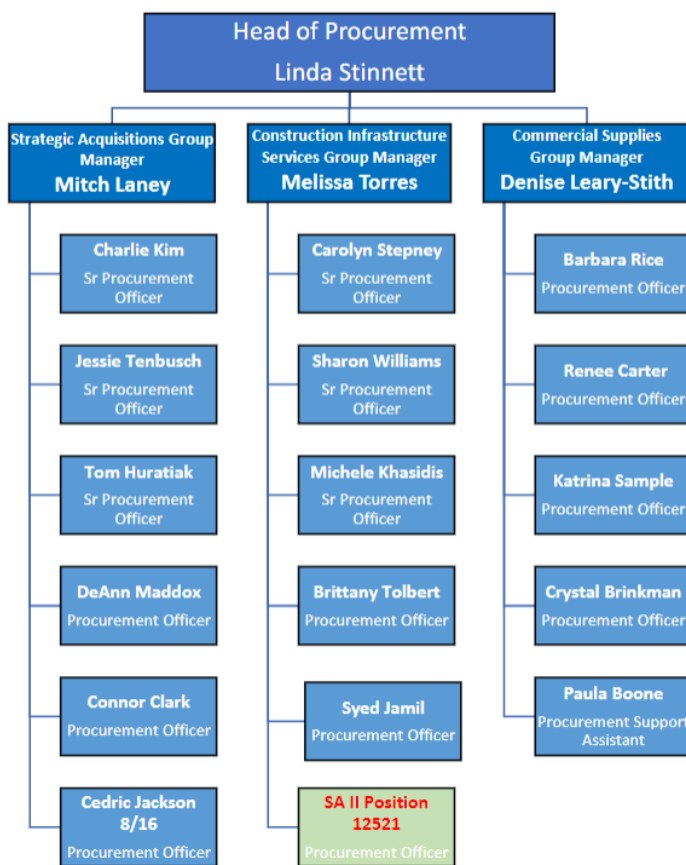
### How do I reach Procurement?

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

## Procurement Office August 2022



Strategic Acquisitions include:  
 Non-Commercial Supplies  
 Major equipment requirements  
 Fabrications  
 University requirements (supply type)  
 Strategic gas procurements  
 Cryogenics  
 Large scale magnets  
 Gate valves  
 Special Projects (EIC, LCLS-II, Moller, etc.)

Construction, Infrastructure and Services include:  
 Construction Management  
 Plumbing/Electrical/Mechanical  
 Equipment Repairs  
 Architect and/or Engineering services  
 Consultants  
 Grounds  
 Pest Control  
 Janitorial  
 Refuse Collection  
 Security Guards  
 Fire Protection  
 Contract Labor  
 Import/Export Shipments  
 Telecommunications/Copy Center  
 Real Property Leases  
 CRADAS, iCRADAS, Interagency Agreements

Commercial Supplies:  
 Commercial Supplies  
 Pcard Program  
 Green-Buy Acquisitions  
 EPEAT Acquisitions  
 Laptop/Peripherals  
 Software/Annual Renewals  
 Safety Shoe Truck/Safety Glasses  
 Small Business Program