

Princeton Plasma Physics Laboratory – Federal Contracting w/PPPL

November 16, 2020





- Hekima Wallace Qualls –
 - 25+ year procurement career
 - Joined the Princeton Plasma Physics Laboratory (PPPL) in April, 2019
 - Division is responsible for the procurement of all products and services used throughout the laboratory to include IT, Research, Construction, Maintenance and Operational support.
 - Prior to PPPL, she formerly served as the Director of Procurement and Small Business Programs for SGT, Inc. SGT, Inc. was a large Federal contractor specializing in research and development, engineering and IT support to Federal agencies such as NASA, Department of Transportation and the US Geological Survey. During her seven years at SGT, Hekima was responsible for procuring space flight hardware, engineering and services in support of human space flight
 - Supported all branches of the Department of Defense, the US Postal Service, the World Bank, multiple universities, school districts, counties, states and municipalities, within the construction, IT, science, research, development and engineering service arenas

About Princeton Plasma Physics Laboratory (PPPL)

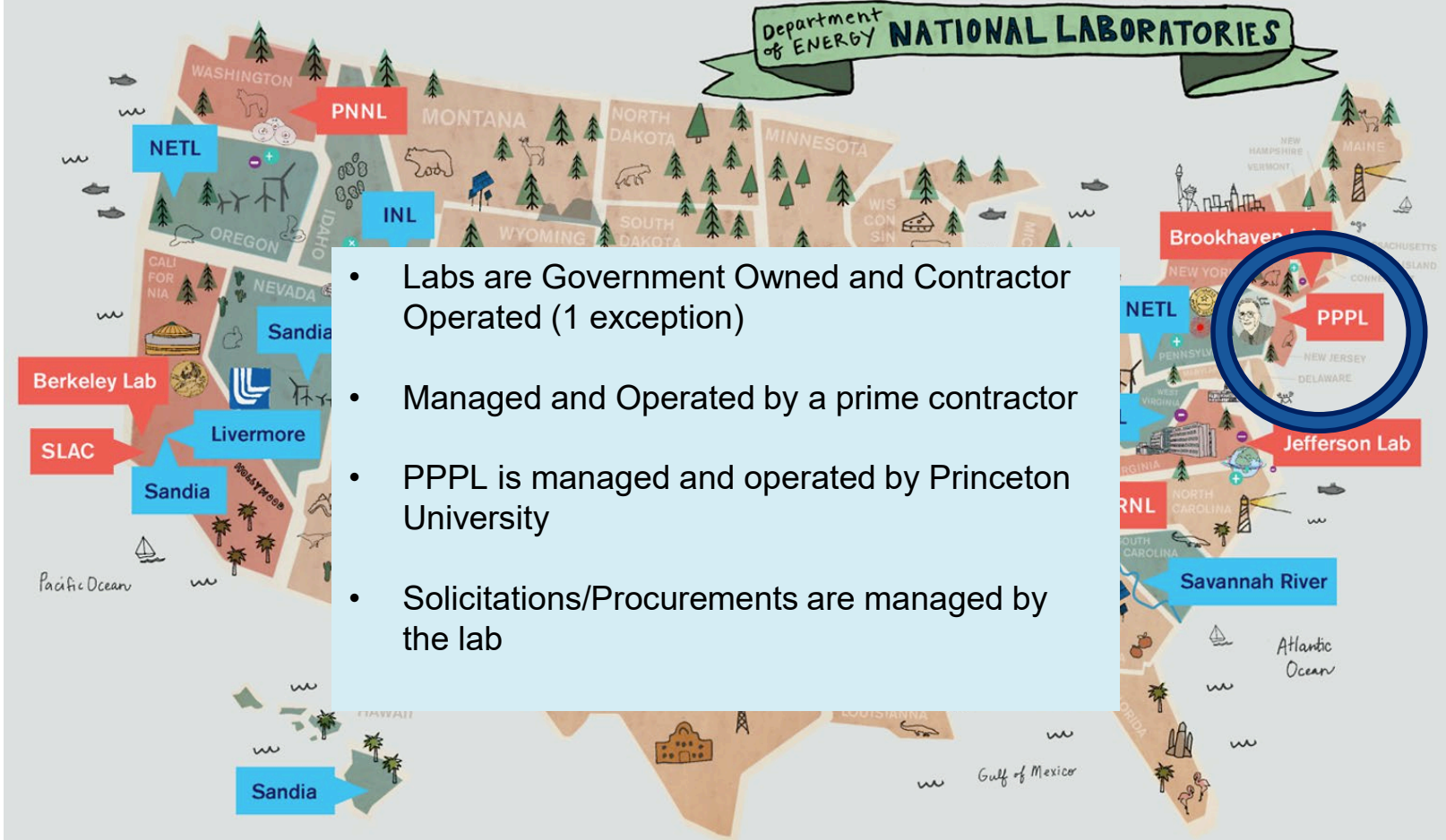


DOE National Laboratory Structure

- DOE laboratories have diverse backgrounds
- Supports the various missions of the Department, including energy, national security, science, and related environmental activities
- Each government-owned, contractor-operated (GOCO) laboratory is managed through an independent contract between the lead DOE Headquarters organization, its implementing local DOE Field or Operations Office, and the respective laboratory's managing organization
 - PPPL's Prime Contract - <https://www.pppl.gov/about/contract-documents>
- Princeton Plasma Physics Laboratory (PPPL) is considered a Federally Funded Research and Development Center (FFRDC) managed and operated by Princeton University.



Department of ENERGY NATIONAL LABORATORIES



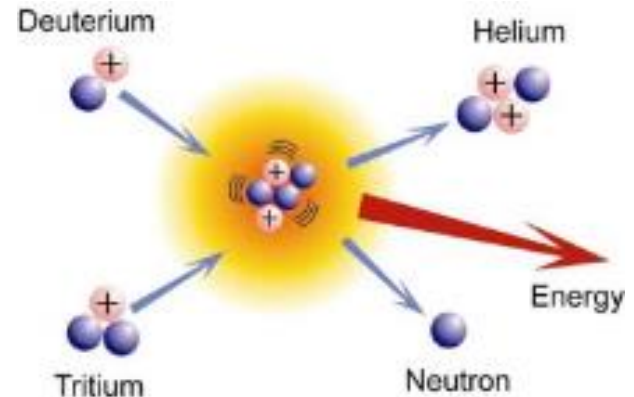
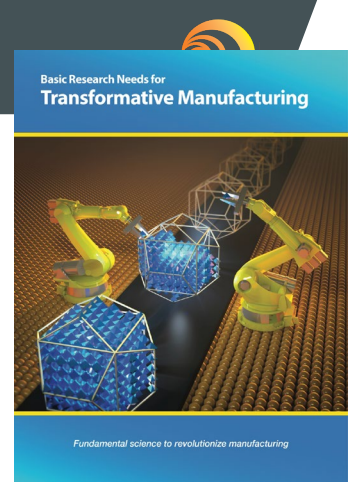
- Labs are Government Owned and Contractor Operated (1 exception)
- Managed and Operated by a prime contractor
- PPPL is managed and operated by Princeton University
- Solicitations/Procurements are managed by the lab

PPPL Mission

Fusion powers the Sun and stars as hydrogen atoms fuse together to form helium, and matter is converted into energy.

- develops scientific knowledge and advanced engineering to enable fusion to power the U.S. and the world
- advances the science of nanoscale fabrication for industries of the future
- furthers the scientific understanding of plasmas from nano- to astrophysical-scales

Princeton Plasma Physics Laboratory is a U.S. Department of Energy national laboratory managed by Princeton University.





- 90.7 Acres
- 30 buildings
- 758k GSF
- \$97.28 M Annual Operations Cost
- ~600 people
- Single-program Laboratory



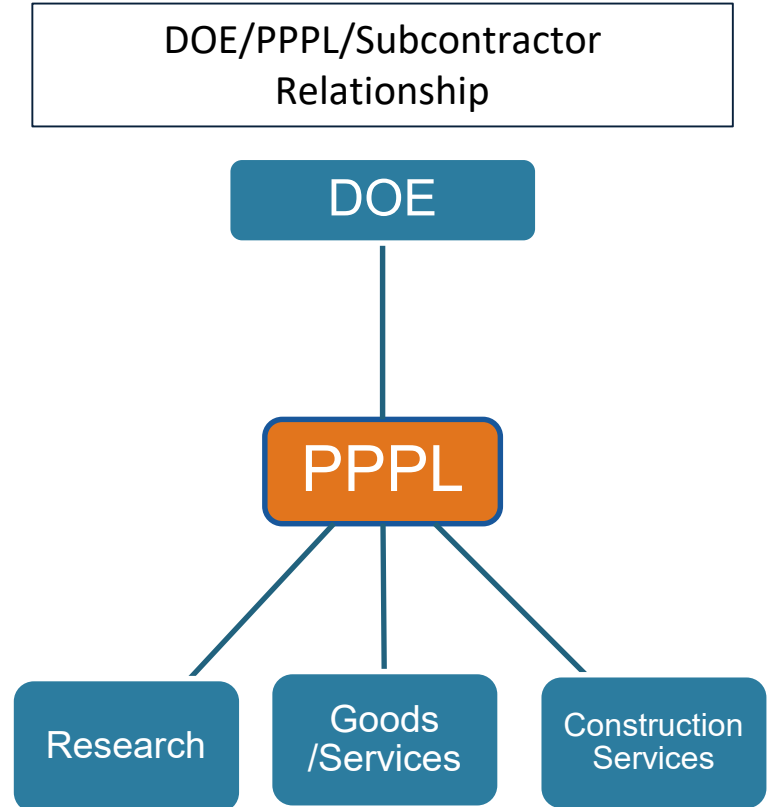
Procurement Mission Statement

The mission of the Procurement Division is to provide our customers with quality products and services in a timely manner, while maximizing the value received by the Laboratory and complying with prime contract requirements, including applicable laws and regulations, and University and Laboratory policies.

- **PPPL Procurement is functionally independent from the Princeton University Purchasing Office but maintains a liaison with Princeton main campus.**
 - PPPL is an autonomous organization within the Princeton University structure
 - Procurement Division is part of the PPPL Business Operations Office
 - PPPL Terms & Conditions based upon Federal Acquisition Regulations (FAR) and Department of Energy Regulations (DEAR) (www.acquisition.gov)
- PPPL Procurement is responsible for procuring all goods and services needed to operate the Laboratory.



- To ensure that sources are responsible, capable, and qualified to supply product(s) or perform service(s)
- To the **maximum practicable extend, promote full and open competition** and make procurements awards on a **competitive basis**
- To negotiate quality product(s) / service(s), as required by the technical representative
- To **foster opportunities for the small business** subcontracting program and promote the goals established in the PPPL Small Business Subcontracting Plan





- It is the policy of Princeton University, in its operation of Princeton Plasma Physics Laboratory (PPPL) through the Prime Contract, to extend the maximum practicable opportunity to participate in subcontracting to any
 - Small Business Concerns (SB)
 - Small Disadvantage Business (SDB)
 - Woman-Owned Small Business (WOSB)
 - Historically Underutilized Business Zone (HUBZone) as certified by the Small Business Administration (SBA)
 - Veteran-Owned Small Business (VOSB)
 - Service-Disabled Veteran-Owned Small Business (SDVOSB)



Procurement Division purchases a wide variety of goods and services

- Construction
- Facilities Maintenance
- Research & Development
- A/E Design Services
- Construction Management Services
- Complex Fabrications
- Commercial Products and Services
- Computers & Computer Peripherals
- Chemicals
- Electronic Components
- Janitorial Supplies
- Lab Supplies
- Machined Parts
- Raw Materials
- Scientific Consulting Services
- Staff Augmentation
- Training

**3-Year
Procurement
Spend
~\$173 Million**

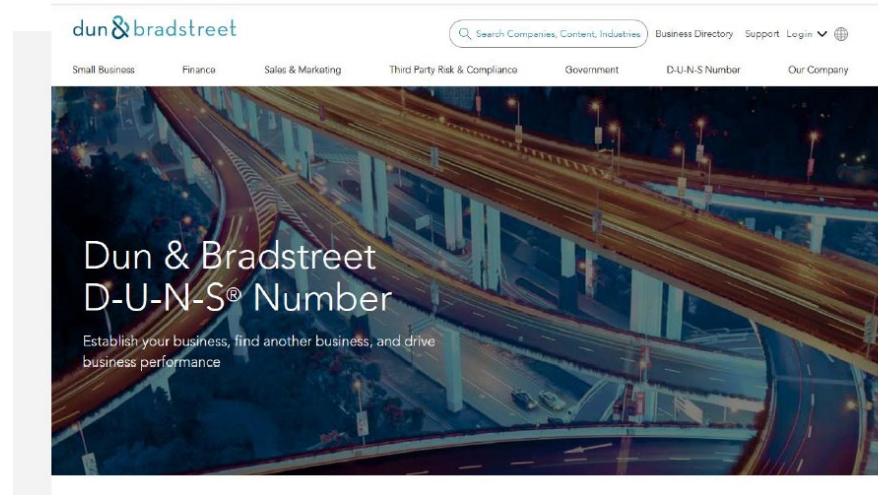
Federal Registrations



<https://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

- Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine-digit identification number, for each physical location of your business.
- D-U-N-S Number is **FREE** for all businesses required to register with the US Federal government for contracts or grants.

Obtain a D-U-N-S Number





- PPPL Highly Recommends
 - www.sam.gov
- **Free** to Register
- Required for all Federal prime contracts
- Assists in the procurement process
- Allows Small Business (SB) firms to be listed in SBA Dynamic Small Business Search (DSBS)
- *Beware of websites offering to register companies in SAM for a fee.*

The screenshot displays the SAM.gov homepage. At the top left is the SAM.gov logo. To its right is a yellow banner with the text "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." and a "Log In" button. Below the banner is a dark blue navigation bar with links for HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. Underneath the navigation bar are two red alert messages: "ALERT: Due to internal CAGE maintenance, CAGE will be unavailable from Thursday October 29, 2020 @ 2:30 PM - Thursday October 29, 2020 @ 8:00 PM (ET)." and "ALERT: SAM.gov will be down for scheduled maintenance Saturday, 11/14/2020 from 8:00 AM to 5:00 PM." Below the alerts is a paragraph stating that SAM is an official U.S. government website with no cost to use, followed by a list of free services: registering to do business, updating or renewing registration, checking registration status, and searching for records. The "Getting Started" section features three main options: "Create A User Account" (with a person icon), "Register Entity" (with a folder icon), and "Search Records" (with a magnifying glass icon). Each option includes a brief description of the next step.



<https://www.e-verify.gov/>

- E-Verify - web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the US
- Employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause are required to enroll in E-Verify as a condition of federal contracting

The screenshot shows the E-Verify website homepage. At the top, it says "Official Website of the Department of Homeland Security and USCIS" and "Enroll - Login | Español". The E-Verify logo is prominent. Below the logo is a navigation menu with "Home", "Employers", "Employees", "About E-Verify", and "myE-Verify", along with a search bar. The main content area has a dark blue background with diagonal lines and the text "Learn More About E-Verify and myE-Verify". Below this are two buttons: "I AM AN EMPLOYER" (red) and "I AM AN EMPLOYEE" (blue). Underneath the buttons is a section titled "ABOUT E-VERIFY" with two paragraphs of text.

Official Website of the Department of Homeland Security and USCIS Enroll - Login | Español

E-Verify Home Employers Employees About E-Verify myE-Verify Search

Learn More About E-Verify and myE-Verify

[I AM AN EMPLOYER](#) [I AM AN EMPLOYEE](#)

ABOUT E-VERIFY

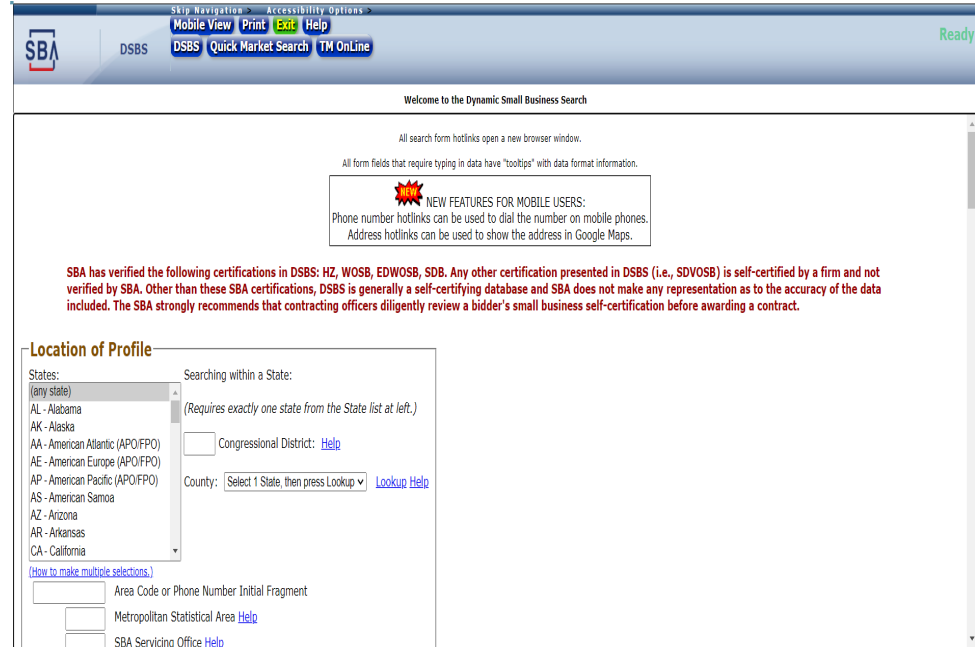
E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

E-Verify is a voluntary program. However, employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause are required to enroll in E-Verify as a condition of federal contracting. Employers may also be required to participate in E-Verify if their states have legislation mandating the use of E-Verify, such as a condition of business licensing. Finally, in some instances employers may be required to participate in E-Verify as a result of a legal ruling.



https://web.sba.gov/pro-net/search/dsp_dsbs.cfm

- Most SBs registered in SAM, appear in this database
- This is the first/primary tool Contracting Officers use to conduct preliminary market research



PPPL Prospective Suppliers

- Register in Princeton's Supplier Portal
 - Any qualified business entity can register to become a potential supplier for PPPL through the **Princeton Prime Supplier Portal**.
 - Powered by the Jaggaer Supplier Network
- Suppliers selected to provide goods and services to PPPL will receive an invitation to complete a full profile in our Supplier Portal.
- Portal registration will also require Supplier's payment information
 - PPPL Accounts Payable and Procurement Specialists do not have the ability to make changes to supplier profiles
 - General payment terms
 - NET 15 (Small Business)
 - NET 30 (Other than Small Business)



SUPPLIER PORTAL

Welcome to Princeton University's Supplier Portal!

Registered Princeton suppliers and payees may access the secure portal at any time to maintain information, such as addresses, payment information, and tax information.

Individuals, companies, and organizations without an existing account can register by entering an email address below.

Companies may also use the portal to access sourcing events, review purchase orders, and create and submit electronic invoices to the University. [View the step-by-step guide to creating Portal invoices](#). Note that a PO number is required to submit a portal invoice.

Enter your email to Login/Create Account

English ▾

Next

Email

For registration questions, please contact the Princeton Financial Service Center at finance@princeton.edu or (609) 258-3080.

Federal Procurement Process



- Tough Questions

Why do I want to sell to the Government?

- Do I want to dedicate the time to understand federal regulations and all requirements associated with being a prime contractor?
- Is the Government purchasing arena for my business?
- Am I ready for a Federal prime contract?

- Research

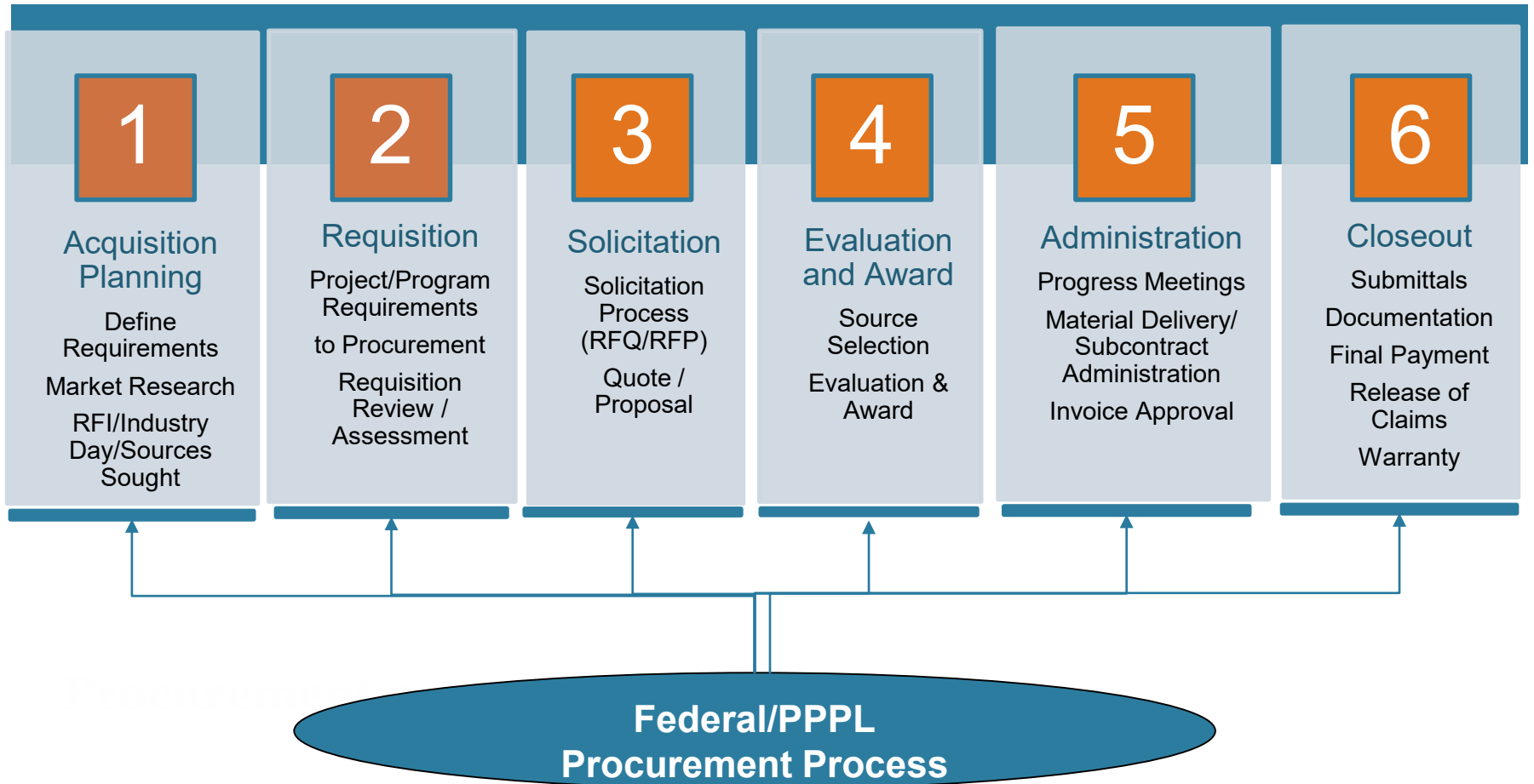
- Which agencies/offices buy my supplies/services?
- Where do I find the opportunities?
- Do I need to establish past performance?

- Should I look for Federal subcontracting opportunities (2nd tier) instead?

- Where do I find these opportunities?
- What are the benefits to subcontracting, rather than prime contracting?



- **Prime Contract** – Contract between Department of Energy and Princeton University
- **Federal Acquisition Regulation (FAR)** – Governs acquisition across the Federal government
- **DOE Acquisition Regulation (DEAR)** – DOE’s FAR supplement
- **Acquisition** - is defined as “the act of acquiring.” This includes not only an item but also may include the research and development, test and evaluation, production, fielding, operating, and maintenance.
- **Supplier** – Subcontractor, Vendor
- **Subcontract** - a mutually binding legal relationship between PPPL (PU) and a Supplier to furnish supplies or services for performance under the prime contract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.
- **Lower-Tier Subcontractor** – a mutually binding legal relationship between a Supplier and its lower tier Supplier





- **RFI** - Request for Information
- **RFQ** - Request for Quote
- **RFP** - Request for Proposal
- **Sources Sought Notices** - not an actual bid or proposal solicitation; instead, it's a solicitation of interest.
- **Amendment** – Change to a Solicitation
- **Modification** – Change to a Subcontract
- **Change Order** – Change to a Purchase Order
- **Incremental Funding** - partial funding of a subcontract is allowed with additional funds anticipated to be provided at a later time
- **Period of Performance** - Subcontracts have (1) a delivery date, (2) a completion date, or (3) a period of performance. Subcontracts do not "expire" until all obligations of both parties have been fulfilled.

1

Solicitation

Acquisition Planning

Define
Requirements

Market
Research

RFI/Industry
Day/Sources
Sought

Where do I find Federal Opportunities?

- Beta SAM (Consolidated legacy systems of FBO and FPDS) - <https://beta.sam.gov/>
 - All federal opportunities over \$25K are solicited in Beta SAM; includes RFPs, RFIs, Sources Sought Notices, Government events (Industry Days, etc.)
 - Federal Procurement Data System (Legacy FPDS) – Prime contract award data; run reports
- USA spending - www.usaspending.gov
 - Award data pulled from Beta SAM (Legacy FPDS)
- Subcontracting Network (SubNet) - https://eweb1.sba.gov/subnet/client/dsp_Landing.cfm
 - Prime contractors may use this site to post Federal subcontracting opportunities
- Network directly with Government Contracting Offices
 - Ask for the Small Business Specialist!
 - Not all offices operate the same
 - Micropurchases below \$10K are not advertised in Beta SAM and purchases are usually made with a Govt credit card

source: SBA



- PPPL Opportunities Site -
<https://sites.google.com/pppl.gov/procurement/opportunities>
- Princeton Prime Supplier Portal
<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=Princeton>
– Jaggaer Network (transitioning to use Supplier Sourcing Tool)

3

ABCs of Procurement

Solicitation

Solicitation
Process
(RFQ/RFP)

Quote /
Proposal

ANSWER THE SOLICITATION REQUIREMENTS

Does my firm sell the product/service?

Does my firm have the appropriate experience outlined in the solicitation?

BE RESPONSIVE AND RESPONSIBLE

Did I submit my quote/proposal by the outlined due date and time?

Did I read and acknowledge all solicitation amendments?

Did I return all of the required documents?

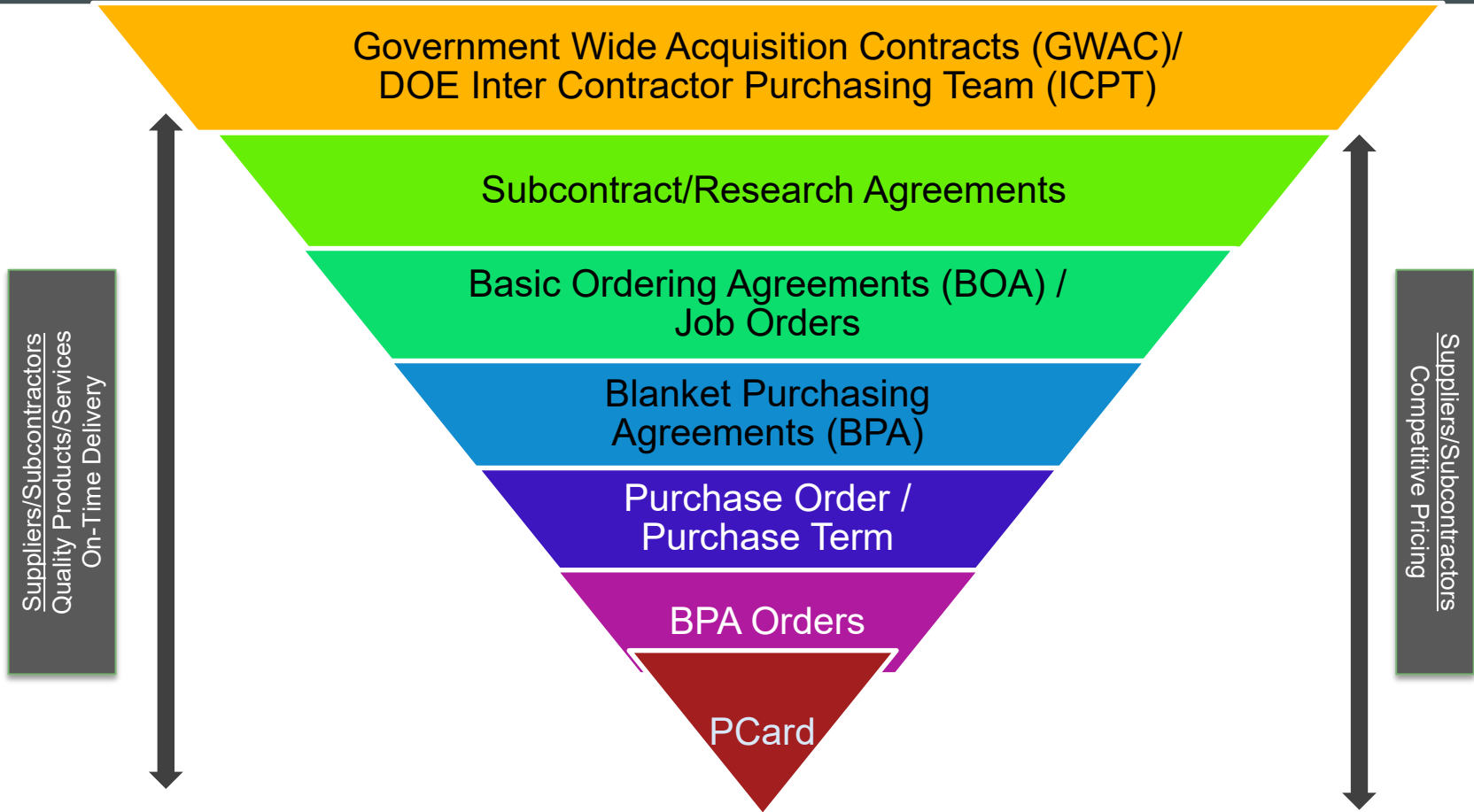
If you receive an RFQ and do not intend to bid, provide a “no-bid” response

CUT TO THE CHASE IN YOUR RESPONSE

Is my proposal submittal organized according to the requirements?

Does my proposal submittal show the “how” my firm will meet the requirements?

Is my proposal in the “language” of the agency or department?





- Competitive Pricing/On-Time Delivery
- PPPL Contract Types –
 - Firm Fixed Price (Supplies, Commercial Services, Construction)
 - Labor Hour (Consultants)
 - Time & Material (T&M) (Staffing)
 - Cost Reimbursement No Fee (Research)
- Delivery Methods
 - Construction Management/General Contractor (CMGG)
 - Indefinite Quantity, Indefinite Delivery (IDIQ)
- Standard Federal Representations & Certifications (Similar to SAM)
- Insurance Requirements for Work On-Site
- Manage Government Furnished Property (GFP) or Government Furnished Equipment (GFE)
- T&M/Cost Type – Understand FAR Part 31 – Cost Accounting Standards



- Bid Bonds
- Payment and Performance Bonds
- Federal Davis Bacon Prevailing Wage Rates
 - Certified Payrolls using LCPTracker Tool (www.lcptracker.com)
- Insurance Requirements
 - General Liability – General Aggregate \$1M
 - Automobile - \$300k
 - Workers Compensation – Statutory
 - NJ Carrier rated at least “A-” in Best’s Key Rating Guide
- Safety Rating – Experience Modification Rate (EMR) below 1.0
- Small Business Subcontracting Plan (Other than SB >\$1.5M)



- Subcontracts are issued by Princeton University under the prime contract with the Department of Energy
- Terms & Conditions based upon Federal Acquisition Regulations (FAR) and Department of Energy Regulations (DEAR) (www.acquisition.gov)
- Review PPPL Terms & Conditions

<https://www.pppl.gov/organization/business-operations>

- Commercial Terms & Conditions
- Work On-Site
- Construction
- Architect/Engineer
- Service Contract Act
- Time & Material/Labor Hour
- Standard Research Agreement

4

Evaluation
and Award

Source
Selection

Evaluation
& Award

Who Gets the Award?

Basis of Award

- Competitive – Lowest Price, Lowest Price Technically Acceptable (LPTA)
- Best Value - Award most advantageous to PPPL based upon price, schedule and all other factors considered

Other Factors

- Understand the Requirements
 - If you are unsure, be sure to submit questions or RFIs before due dates
- Be Responsive - Return RFQ/RFP by stated due date
 - Late submissions can be deemed non-responsive and given no further consideration
- Be Responsible – Returned requested/required documentation
- Exceptions to Terms & Conditions – Notate with RFQ/RFP



- Invest in Business Development & Marketing
 - “You cannot sell a secret”
 - Do your market research
- Just because you may be a Small Business, you do not have to appear to be Small
 - Get a Business Email
 - Get a Business Website
- Become an Expert in your field/service
 - Resist the urge to become a jack of all trades
 - Stay in your swim lane
- Work Smarter/Not Harder
 - Develop a Standard Capabilities Statement (include appropriate NAICS codes)
 - Develop a standard RFI Response
- Do Not Suffer from “Emcumbenitis” –
 - Just because you have the current contract, does not mean your firm will automatically win the renewal
 - Be Competitive & Stay Competitive
 - Do not assume that the proposal team knows your firm
- DO A GOOD JOB!!!
 - Perform the work as contracted – within scope/price/timeframe **you** proposed



Stay in Touch –

- PPPL Procurement Contact - Phone: (609) 243-2000
procurement email: procurement@pppl.gov

PPPL Industry Day Website

<https://sites.google.com/pppl.gov/pppl-infrastructure-modernize/home>

Other Resources -

- Local SBA offices – www.sba.gov
- Procurement Technical Assistance Center APTAC (Formerly PTAC) - <https://www.aptac-us.org/>
 - Free Government contracting assistance resource; work with your local representative