

## **SECTION 5.0 PROCUREMENT OF ITEMS AND SERVICES**

### **5.1 Procurement of Supplies**

Common office supplies are ordered by requisition (DP-1s) through the Office of Support Services. Some sampling supplies are purchased from retail hardware outlets and lab equipment suppliers.

### **5.2 Selection of Contractors**

Contractors are chosen by open competition and are evaluated based on both their abilities to provide services and the fees they charge. (See Figure 3 outlining the purchasing bid process.) QA and QC services are typically included in these contracts. Prime contractors choose their subcontractors and are responsible for oversight of the performance of these subcontractors, which often includes QA and QC functions.

### **5.3 Evaluation of Deliverables**

Deliverables received from contractors are reviewed by the DPM to ensure the objectives of the work are met and recommendations justified and documented. Written approval by the DPM is required before work is accepted and the contractor paid. If unsatisfactory work is received that cannot be rectified through revisions or re-sampling, the contracting officer and/or project officer is notified. Contractual requirements addressing the QA and QC requirements are generally based on the project QAPP.