

Beamline Engineering Meeting NSLS-II Business Operations

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Agenda

- MPO or IEWO defined
- MPO Process
- Current MPO Activity
- Contacts

MPO/IEWO Defined

- Memorandum Purchase Orders (MPO's) or Inter Entity Work Orders (IEWO's) are requests to perform work between DOE Laboratories.
 - MPO
 - Prepared by the issuing or requesting organizations Procurement Office.
 - IEWO
 - If the initial value of the MPO is \$1M or more, or reaches \$1M on an amendment and IEWO needs to accompany the MPO
 - The Procurement Office contacts their organizations Budget office to prepare an IEWO

MPO/IEWO Process

- A request to potentially perform work comes to an NSLS II Principal Investigator (PI)
 - Both parties agree on a Scope of Work
 - The PI contacts the NSLS II Business Operations Group to estimate the cost of the work
 - The PI puts together the Statement of Work (SOW) document containing the Scope of Work, deliverable(s) and the cost estimate.
 - Once complete, the PI emails this to the requestor
 - The requestor now needs to engage their Procurement and/or Budget office

MPO/IEWO Process, con't

Issuing Lab sends the MPO/IEWO to BNL Budget Office

- Reviews for accuracy and whether or not it's a continuation of existing MPO/IEWO or new work

MPO/IEWO is forwarded to the NSLS II PI and the NSLS II Business Operations Group

- Review the SOW for acceptance and approval

Route MPO/IEWO to Assistant Budget Officer for Direct Programs for review and signature

MPO/IEWO Process, con't

If MPO/IEWO value either reaches \$1M on an amendment to an existing MPO/IEWO, or has an initial value of \$1M, obtain cognizant approval from DOE BHSO Contracting Officer approval



Email signed MPO/IEWO back to issuing Lab



Check DOE-PAC system for MPO/IEWO funding authorization, which is entered by issuing Lab

MPO Work completed or in process

Other DOE Laboratories	Project	PO/Order number	Project Descr	Principal Investigator	Term
APS	80122	7T-30020	APS FIXED MASK HIGH HEAT FE SLAC-Soft Xray RIXS	S. Sharma	1/30/17 - 10/31/18
SLAC	80160	179923	Instrument(Ph1-Conc. Des)	S. Hulbert	1/21/18 - 6/30/18
APS	80178	8T-30034	Tech supt and venor oversight for Fast Corrector Magnets	F. DePaola	4/01/18-7/31/20
ANL	80177	8T-30025	ANL- EFFECT ANALYSIS SUPT-cont	A. Blednykh	5/1/18-4/30/20
SLAC	80183	185797	SLAC-Soft Xray RIXS Instrument (Ph2 Prelim Des)	S. Hulbert	7/23/18-7/31/19
ANL	80185	8T-30053	27 ID 9RIXS (Resonant Inelastic Xray Scattering Spectrometer) Design	S. Hulbert	7/12/18-4/30/19
SLAC	80187	187052	LCLS II Inner Cplr Bellows-testing	S. Sharma	8/30/18-9/30/19
ANL	80193	8T-30065	RF BPM Elec Dev	D. Padrazo	9/1/18-1/31/19
LBNL	80204	7458129	ALS-U Support from Broadbent	A. Broadbent	2/11/19-9/30/19
LBNL	80203	7453441	RF Beam position monitor elec assembly for ALS	D. Padrazo	1/29/19-4/30/19
LBNL	80206	7462428	ALS-U vacuum system engineering support	C. Hetzel	3/6/19 - 9/30/19
Grand Total current					

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