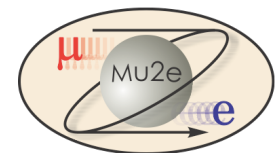




U.S. DEPARTMENT OF
ENERGY Office of
Science

Mu2e CD-2 Review Template

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Procurement Manager, Mu2e
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Procurement Involvement with Project

Active with Project Management on all procurement issues and activities.

Hold weekly meetings with Ron Ray, Doug Glenzinski, and various L2 Managers.

Attended bi-weekly solenoid meetings held by Mike Lamm and Tom Page.

Attended all Mu2e PMG meetings.

Attend bi-weekly Tech Board meetings

Participated in DOE Mini Reviews

Meetings with Solenoid Acquisition Oversight Committee

Specific Procurement Involvement Examples

Procurements of the conductor for the solenoids

Solenoid procurements

Construction of building housing Mu2e experiment

Crystals – Lyso and BaF2

Heat and Radiation Shield

Concrete shielding blocks – sourcing and budgetary price

Components for tracker

Custom Amplifier for Accelerator/Steve Werkema

Extrusion tooling and Polystyrene for CRV (Anna Pla)

Pricing for various metals

Procurement Staff

Procurement Departments is made up of:

- Procurement Manager – Joe Collins
- 2 Procurement Supervisors
- 19 Procurement Administrators
- 3 Administrative Support

Each Procurement Administrator has a commodity or group of commodities they are responsible for.

Procurement Administrators will purchase items for Mu2e based on this commodity list.

I will continue to act as the liaison between Procurement and the project going forward.

Example of Procurement Involvement

Procurement involvement with the acquisition of the conductor, and the in-process acquisition of the solenoids has been critical to the project.

- Worked closely with project team in sourcing and soliciting conductor for Procurement
- Recommended structuring conductor procurements with “options” rather than issue multiple PO’s.
- Participated in solenoid AOC meetings
- Attended meetings with potential vendors well before bids were sent out to ensure adherence to Procurement Policies.
- Sr. Procurement Administrator Ron Evans traveled with the project team to visit potential vendors.
- Established Source Evaluation Board for solenoid proposal evaluation
- Working with project team, legal and DOE site office during award process.

Summary

- Procurement plays a key roll in the success of the Mu2e Project.
- Procurement has been active in highly visible and critical procurements, and will continue to be for duration of the project.
- Fermilab Procurement staff will continue to handle procurements in their areas of expertise.
- With the Procurement and Project Management teams working closely, continued success of Mu2e Procurements will be accomplished.