
BWXT Y-12, L.L.C.
Unauthorized Commitments/
Responding to
Request for Proposals

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July 2006



Responding to Request for Proposals

- Fully read and understand the requirements of solicitation.
- Note the expectations of BWXT Y-12:
 - a) Safety Performance – zero
 - b) Security
 - c) Quality Assurance – nuclear implication &
 - d) Terms and Conditions – impacts on performance expectations
- Submission requirements
 - Intent to propose
 - Pre-proposal conference attendance
 - Questions
 - Proposals

Unauthorized Commitments

- **Definition** – A procurement commitment made by an individual who lacks the authority to commit BWXT Y-12. Goods/Services may only be purchased for Y-12 by those with delegated procurement authority – typically, Buyers & Subcontract Administrators.
- BWXT Y-12 will not consider itself bound by unauthorized commitments. Vendors should not provide goods or services to Y-12 without an executed Purchase Order or processing a Small Purchase Card transaction.
- Vendors will have their materials returned, and will not be compensated for services rendered, without a Purchase Order in place, or for services outside the scope of a current subcontract.
- Y-12 personnel have been reminded that commitments or promises to subcontractors without following procurement procedures, are unauthorized. Individuals may be held financially responsible or materials may be returned to the vendor.