

I. GENERAL

This document establishes the definitions and instructions for Supplier preparation of submittals used for FMP laboratory infrastructure procurements.

A. SUBMITTAL TYPES

The following provides a description of the types of submittals and when they shall be used.

Note: The forms listed below should be completed as Microsoft Word (.docx) documents whenever possible. The forms use content controls and are designed to use Microsoft Word 2013 or newer. If necessary, the forms may be printed and completed manually.

When additional sheets are required, clearly identify each sheet as applicable to the submittal, provide the applicable Block Name to which the supplemental information applies, and number all pages consecutively starting with page 2

[Form P-335 Approval Request \(AR\)](#) - A form initiated by the Supplier to submit technical contract documents (e.g., drawings, specifications, procedures), as specified in the purchase order, for FMP approval or information.

[Form P-336 Request For Information \(RFI\)](#) - A form initiated by the Supplier for the purpose of requesting a contract clarification, missing information or an editorial change.

[Form P-337 Request for Engineering Change \(REC\)](#) - A form initiated by the Supplier which transmits a recommended change to contract technical requirements. All changes to FMP approved drawings which change FMP technical requirements invoked on the purchase order require submittal as a REC with the following exceptions; (1) editorial corrections, (2) format changes, and (3) changes to procedures, standards, documents and drawings prepared by the Supplier which do not change technical requirements. Changes to these documents shall be submitted for approval or information in the same manner as the original submittal using the same type of submittal form or using a Form P-336 RFI, as appropriate.

B. DEFINITIONS

Products - Products, as used herein, include materials, parts, intermediate assemblies, final assemblies, equipment, components and services.

Non-conforming Products - Products that do not meet contract technical requirements.

Technical Requirements - Technical requirements include specifications, standards, drawings, other technical requirements invoked by the purchase order and Supplier originated/FMP approved drawings and procedures.

II. FORM P-335 APPROVAL REQUEST (AR) SUBMITTAL INSTRUCTIONS

A Form P-335 AR is initiated by the Supplier to submit technical contract documents (e.g., drawings, specifications, procedures), as specified in the purchase order, for FMP approval or information. ARs shall be prepared by the Supplier and submitted to FMP in accordance with the following instructions. See Exhibit 1 for a copy of Form P-335 marked with numbered blocks which correspond with the block numbers in Table 1.

Table 1: Form P-335 Approval Request (AR)

Block	Information to be Provided
1	To: Enter the FMP facility the AR is being sent to (Bettis, Knolls, KS, NRF). See the purchase order for facility address.
2	Attention: Enter the FMP representative's name.
3	Purchase Order No: Enter the <i>Purchase Order No.</i> from the purchase order face sheet.
4	Release No: If this is a release order placed against a master or blanket agreement, enter the <i>Release No.</i> listed on the purchase order face sheet. If not applicable, enter N/A.
5	Submittal ID: Enter in the following format: <i>AR-Sequential AR No.(Revision Letter if applicable)</i> . ARs shall be numbered sequentially, starting with "1". Resubmittals shall use the same number as the initial submittal followed by a revision letter, starting with "A". For example, the first revision to the third AR shall be: "AR-3A".
6	Project Name: Enter the general title of the project work being completed.
7	Request Type: Check appropriate box as required by the technical requirements.
8	Description: Enter a brief description of the information provided (e.g., submittal, procedure, drawing for review). Typically only one document should be submitted via each AR to enable more expeditious processing.
9	Attachments: Indicate if there are attachments to the AR and the number of pages.
10	Contract Requirement / Reason Requested: State the reason for this AR (e.g., provide the contract specification requirement, drawings or procedures). Enter the specification, procedure, drawing number and revision associated with the AR, if applicable.
11	Supplier Name, Address and Phone Number: Enter the full company name, address and contact phone number.
12	Name, Title, Signature, and Date: Enter the name, job title and signature of the person submitting the AR and the date the AR is submitted to FMP.
13	<p>Disposition: FMP will provide disposition of ARs within twenty (20) business days, unless otherwise mutually agreed upon. The following provides a summary of the Supplier actions required for each disposition:</p> <ul style="list-style-type: none"> • <u>Approved</u> - Information provided by the Supplier is approved for use in this contract. • <u>Conditionally Approved</u> - If Supplier concurs with the FMP conditions, Supplier shall revise the AR to comply with the FMP comments and resubmit the revised AR for FMP approval. Such resubmittal denotes Supplier's concurrence with the FMP comments. The revised AR shall be resubmitted within thirty (30) business days after the conditional approval is received by the Supplier. Failure to issue a resubmittal within this period will automatically cause the conditional approval to revert to disapproval. Pending approval of the revised submittal, the Supplier may proceed with the work involved providing the Supplier complies with all FMP comments. If Supplier does not concur with all of the FMP conditions, Supplier shall notify FMP within five (5) business days after FMP response so that resolution can be pursued. • <u>Disapproved</u> - Supplier shall revise disapproved items and resubmit the revised AR for FMP approval. The Supplier shall not perform work affected by this disapproval until FMP approval is obtained. • <u>Receipt Acknowledged</u> - Applies when the AR is provided to FMP for information only. FMP disposition of Receipt Acknowledged documents completion of required Supplier action.
14	Contracts Professional Name, Signature and Date: Upon completion of the submittal review by FMP, the Contracts Professional shall enter their name, signature, and date signed which constitutes FMP contractual authorization of the AR as dispositioned. Note: a Contracts Professional signature is not required for ARs dispositioned as "Receipt Acknowledged".
	Additional Information: When additional sheets are required, clearly identify each sheet as applicable to the AR, provide the applicable Block Name of supplemental information, and number all pages consecutively starting with page 2.

Exhibit 1: Form P-335 Approval Request (AR)

		Approval Request (AR)		P-335 09/2020
SUPPLIER TO COMPLETE THIS SECTION				
To: 1		Attention: 2		
PO No.: 3		Release No.: 4		Submittal ID: 5
Project Name: 6			Request Type: <input type="checkbox"/> For Approval 7 (check one) <input type="checkbox"/> For Information Only	
Description: 8			Attachments: 9	
Contract Requirement / Reason Requested: 10 <small>(Attach additional sheets if more space is needed)</small>				
<small>Action taken herein does not authorize any increase in the purchase order price or delay in delivery. If the Supplier considers that any comments made and/or approval will result in a purchase order price increase or delay in delivery, no action should be taken in complying with this document, and the Supplier's proposal for accomplishing the work should be submitted to the Contracts Professional as soon as possible. Any change in price and/or delivery will require a formal Amendment to the Purchase Order.</small>				
<small>*Supplier's signature below certifies that all technical specification and purchase order requirements relevant to this submittal have been met and will be implemented during completion for a high quality product which meets all purchase order requirements.</small>				
Supplier Name and Address: 11		Name: 12		Signature:
		Title:		Date:
FMP TO COMPLETE THIS SECTION				
Disposition: 13 <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Receipt Acknowledged		Comments: <input type="checkbox"/> See attached page(s) for comments		
Technical Approver: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Name Signature Date</small>				
Contracts Professional: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Name 14 Signature Date</small>				

III. FORM P-336 REQUEST FOR INFORMATION (RFI) SUBMITTAL INSTRUCTIONS

A Form P-336 RFI is initiated by the Supplier to request a contract clarification, missing information or an editorial change. RFIs shall be prepared by the Supplier and submitted to FMP in accordance with the following instructions. See Exhibit 2 for a copy of Form P-336 marked with numbered blocks which correspond with the block numbers in Table 2.

Table 2: Form P-336 Request for Information (RFI)	
Block	Information to be Provided
1	To: Enter the FMP facility the submittal is being sent to (Bettis, Knolls, KS, NRF). See the purchase order for facility address.
2	Attention: Enter the FMP representative's name.
3	Purchase Order No: Enter the <i>Purchase Order No.</i> from the purchase order face sheet.
4	Release No: If this is a release order placed against a master or blanket agreement, enter the <i>Release No.</i> listed on the purchase order face sheet. If not applicable, enter N/A.
5	Submittal ID: Enter in the following format: <i>RFI-Sequential RFI No.</i> RFIs shall be numbered sequentially, starting with 1. For example, the third RFI shall be: "RFI-3"
6	Project Name: Enter the general title of the project work being completed.
7	Description: Enter a brief description of the information requested (e.g., contract clarification, missing information or an editorial change).
8	Attachments: Indicate if there are attachments to this RFI and number of pages.
9	Contract Requirement / Reason Requested: Enter the specification (procedure), drawing number and revision associated with the submittal, if applicable. State the reason for this RFI (e.g., provide contract clarification, editorial change).
10	Supplier Name, Address and Phone Number: Enter the full company name, address and contact phone number.
11	Name, Title, Signature and Date: Enter the name, job title and signature of the person submitting the RFI and the date the RFI is submitted to FMP.
12	Comments / Information to Supplier: FMP shall provide a response back to the Supplier on all RFIs to provide the requested information or indicate concurrence with Supplier's clarification within twenty (20) business days, unless otherwise mutually agreed upon.
13	Contracts Professional Name, Signature and Date: Upon completion of the RFI review by FMP, the Contracts Professional shall enter their name, signature, and date signed which constitutes FMP contractual authorization of the RFI as dispositioned.
	Additional Information: When additional sheets are required, clearly identify each sheet as applicable to the RFI, provide the applicable Block Name of supplemental information, and number all pages consecutively starting with page 2.

IV. FORM P-337 REQUEST FOR ENGINEERING CHANGE (REC) SUBMITTAL INSTRUCTIONS

A Form P-337 REC is initiated by the Supplier to request a change to a contract technical requirement for the purpose of improving the product or methods of manufacture. All changes to FMP approved drawings which change FMP generated technical requirements invoked on the purchase order require submittal as a REC with the exception of:

1. Editorial corrections
2. Format changes
3. Changes to procedures, standards, documents and drawings prepared by the Supplier which do not change technical requirements.

Changes to these documents shall be submitted for approval or information in the same manner and type of the original submittal or using a Form P-336 RFI, as appropriate.

It is FMP policy to obtain products in strict accordance with purchase order requirements. However, FMP will consider Supplier requests for changes to contract technical requirements if acceptance of the REC is of sufficient benefit to FMP to offset all FMP effort involved in implementing the change.

Responsibility for delay in schedule due to obtaining approval or rejection of a REC rests solely with the Supplier. Such lost time is to be made up by the Supplier at no increase in purchase order price to meet contract dates. Work started on or utilizing components in advance of FMP approval of an REC is done at the Supplier's risk. The Supplier shall not assume that approval will be granted because similar conditions were previously approved.

A. FMP ACTIONS

1. FMP will evaluate the submittal to determine whether it is of sufficient benefit to FMP to offset all FMP effort involved in implementing the change (e.g., engineering evaluation, specification change, drawing and technical manual changes, quantity of repair parts, interchangeability studies). RECs are disapproved and returned to the Supplier without further evaluation if the benefit to FMP is insufficient with reason(s) for return indicated.
2. Contractual Authorization
 - a. No Change in Contract Cost or Delivery
The signature of a FMP Contracts Professional on the final approved REC constitutes contractual authorization for disposition of the REC. FMP approval does not authorize any increase in the purchase order price or delay in delivery.
 - b. Change in Contract Cost or Delivery
If REC approval results in a change in purchase order price or delivery, an amendment to the purchase order shall be required for incorporation of the proposed approved changes into the contract. FMP approval of the REC authorizes the change but does not authorize any increase in the purchase order price or delay in delivery; an amendment to the purchase order is required to formally modify the price or schedule.

B. PREPARATION OF THE FORM P-337 REC

RECs shall be prepared by the Supplier and submitted to FMP in accordance with the following instructions. See Exhibit 3 for a copy of Form P-337 marked with numbered blocks which correspond with the block numbers in Table 3.

Table 3: Form P-337 Request for Engineering Change (REC)	
Block	Information to be Provided
1	To: Enter the FMP facility the REC is being sent to (Bettis, Knolls, KS, NRF). See the purchase order for facility address.
2	Attention: Enter the FMP representative's name.
3	Purchase Order No: Enter the <i>Purchase Order No.</i> from the purchase order face sheet.
4	Release No: If this is a release order placed against a master or blanket agreement, enter the <i>Release No.</i> listed on the purchase order face sheet. If not applicable, enter N/A.
5	Submittal ID: Enter in the following format: <i>REC-Sequential REC No.(Revision Letter if applicable)</i> . RECs shall be numbered sequentially, starting with "1". Resubmittals shall use the same number as the initial submittal followed by a revision letter, starting with "A". For example, the first revision to the third REC shall be: "REC-3A"
6	Project Name: Enter the general title of the project work being completed.
7	Drawing No. & Rev.: Enter drawing number and revision affected, if applicable.
8	Specification No. & Rev.: Enter the specification number associated with the submittal, if applicable.
9	Drawing Item No.: Enter the drawing item number, if applicable.
10	Part Name: Enter the drawing part name, if applicable.
11	Detailed Description of Present Requirement and Proposed Change: Provide the existing contract technical requirement to be revised. State the proposed change(s) in concise and specific wording to facilitate revision of applicable contract technical documents. Attach additional sheets, supplemental drawings or sketches, if required. When attached, each must be clearly identified as applicable to the particular request and must be page-numbered in consecutive order beginning with page 2.
12	Justification & Benefit to the Government for Acceptance: Identify effect on cost, delivery, quality, ease of manufacture, or product improvement of the proposed change, with sufficient supporting information to justify the conclusions.
13	Detailed Engineering Basis for Acceptance Including Compounding Effects: Define the improvement or problem that the proposed change is intended to correct (e.g., non-conforming condition, failure, malfunction, cost factors, or needed product improvement). Include any additional effect on quality, improvement in performance, life, safety, interchangeability, maintainability or reliability with sufficient supporting information to justify the conclusions. When the REC is directed towards providing a new capability, describe the improvements. If applicable, include a list of testing performed prior to REC submittal.
14	Effect on Price: If there is a change in purchase order price due to approval of this REC, enter the dollar amount here. If there is no change, specify "none".
15	Effect on Delivery: If there is a change in the delivery schedule, enter the estimated revised date here. If there is no change, specify "none".
16	Supplier Name, Address and Phone Number: Enter the full company name, address and contact phone number.
17	Name, Title, Signature and Date: Enter the name, job title and signature of the person responsible for submitting this REC and the date the REC is submitted to FMP.

Table 3: Form P-337 Request for Engineering Change (REC)	
Block	Information to be Provided
18	<p>Disposition: FMP will provide disposition of the REC within twenty (20) business days, unless otherwise mutually agreed upon. The following provides a summary of Supplier actions required for each disposition (see also Section IV.A for discussion on FMP actions):</p> <ul style="list-style-type: none"> • <u>Approved</u> - Supplier's recommended action is approved. See Section IV.A.2 for contractual authorization of the approved REC. • <u>Conditionally Approved</u> - If Supplier concurs with the FMP conditions, Supplier shall revise the REC to comply with the FMP comments and resubmit the revised REC for FMP approval. Such resubmittal denotes Supplier's concurrence with the FMP comments. The revised REC shall be submitted within thirty (30) business days after the conditional approval is received by the Supplier. Failure to issue a resubmittal within this period will automatically cause the conditional approval to revert to disapproval. If Supplier does not concur with all of the FMP conditions, Supplier shall notify FMP within five (5) business days after FMP response so that resolution can be pursued. Note that a resubmittal is required within thirty (30) business days. Failure to issue a resubmittal within this period will automatically cause the conditional approval to revert to disapproval. • <u>Disapproved</u> - Supplier's recommended action is not acceptable to FMP for reason(s) provided and is not approved.
19	<p>Contracts Professional Name, Signature and Date: Upon completion of the submittal review by FMP, the Contracts Professional shall enter their name, signature, and date signed. See Section IV.A.2 for contractual authorization.</p>
	<p>Additional Information: When additional sheets are required, clearly identify each sheet as applicable to the REC, provide the applicable Block Name of supplemental information, and number all pages consecutively starting with page 2.</p>

Exhibit 3: Form P-337 Request for Engineering Change (REC)

		Request for Engineering Change (REC)	P-337 09/2020
SUPPLIER TO COMPLETE THIS SECTION			
To: 1		Attention: 2	
PO No.: 3	Release No.: 4	Submittal ID: 5	
Project Name: 6			
Drawing No. & Rev: 7		Specification No. & Rev: 8	
<input type="checkbox"/> Attached		<input type="checkbox"/> Attached	
Drawing Item No.: 9		Part Name: 10	
Detailed Description of Present Requirement and Proposed Change: 11			
Justification and Benefit to the Government for Acceptance: 12			
Detailed Engineering Basis for Acceptance Including Compounding Effects: 13			
Effect on Price (if none, so state): 14		Effect on Delivery (if none, so state): 15	
<small>Action taken herein does not authorize any increase in the purchase order price or delay in delivery. If the Supplier considers that any comments made above and/or approval will result in a purchase order price increase or delay in delivery, no action should be taken in complying with this document, and the Supplier's proposal for accomplishing the work should be submitted to the Contracts Professional as soon as possible.</small>			
<small>*Supplier's signature below certifies that all technical specification and purchase order requirements relevant to this submittal have been met and will be implemented during completion for a high quality product which meets all purchase order requirements.</small>			
Supplier Name and Address: 16		Name: 17	Signature:
		Title:	Date:
FMP TO COMPLETE THIS SECTION			
Disposition: <input type="checkbox"/> Approved		Comments:	
18 <input type="checkbox"/> Conditionally Approved			
<input type="checkbox"/> Disapproved			
		<input checked="" type="checkbox"/> See attached page(s) for comments	
Technical Approver: _____ Name _____ Signature _____ Date _____			
Contracts Professional: _____ Name 19 Signature _____ Date _____			