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Subcontractor/Supplier	Program Requirements Document	For Additional Info: <a href="http://EDMS">http://EDMS</a>	Effective Date: 01/12/23
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Manual: Subcontractor Requirements

Change Number: 376436

\*The current revision can be verified on EDMS.

## 1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements and procedure for initiating, processing, and controlling change orders to the subcontract requirements at the Idaho Cleanup Project (ICP) when performing work activities at ICP.

## 2. APPLICABILITY

This PRD applies ICP *subcontractor/supplier* (see def.) when specified by a subcontract.

Supplemental requirements may be specified for all or part of the work scope as determined to be appropriate by the *contractor* (see def.). The subcontractor/supplier shall implement the requirements of this PRD and all supplemental requirements, when and as specified by the subcontract, as defined on Form 540.10, “Subcontractor Requirements Manual (SRM) Applicability.”

## 3. RESPONSIBILITIES

Performer	Responsibilities
Contractor	Process and direct change orders to approved subcontracts.
Subcontractor/ Supplier	Train personnel assigned design change control responsibilities to this PRD, in accordance with PRD-5001, “Training and Indoctrination.”  Initiate and control changes in accordance with this PRD.  Proceed with changes only upon completion of approved change documentation, as defined by this PRD.  Control approved changes in accordance with PRD-5007, “Document Control,” when required by contract.

## 4. REQUIREMENTS

### 4.1 General

- 4.1.1 Subcontractor/supplier personnel responsible for identifying and/or performing work activities to *design changes* (see def.) shall be trained to the requirements of this PRD in accordance with PRD-5001.
- 4.1.2 Problems/issues and all proposed “or-equal” product/material substitutions, shall be clearly described utilizing the contractor

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designated FRM-2210, “Information Request/Change Order or Form 431.60, “Field Design Change (FDC).”

**NOTE:** *For ICP construction activities that the design is external to the Idaho National Laboratory (INL), the design authority’s program/forms may be used in lieu of the FDC.*

- 4.1.2.1 Problems/issues shall include, as applicable, copied or drafted attachments of the affected engineering specification(s) and/or drawing(s).
- 4.1.2.1.1 Affected areas/text shall be clearly identified using clouding or other suitable identification methods.
- 4.1.2.1.2 Visible indicators shall be used to identify affected page, revision, and document title references.
- 4.1.2.1.3 Attachments shall clearly identify the applicable subcontract number and shall be consecutively numbered, beginning with 001. For example:
- A. Subcontract No. XXXXXX
  - B. Subcontractor Request Number
  - C. Attachment 1
  - D. Page 1 of 3.
- 4.1.2.2 Completed documentation shall be reviewed by the subcontractor/supplier to verify that the:
- A. Problem/issue or proposed product/material substitution is clearly stated
  - B. All relevant information is incorporated
  - C. All documentation is complete, legible, and reproducible.
- 4.1.3 *Nonconformances* (see def.) shall not be resolved using the design change control process in this PRD. Nonconforming conditions shall be reported and controlled in accordance with PRD-5018, “Control of Nonconformances.”

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## 4.2 Construction Services Contracts

### 4.2.1 Identifying a Problem/Issue

- 4.2.1.1 The subcontractor/supplier shall initiate and maintain contractor Form 432.80A, “Subcontractor Information Request/Change Order (IR/CO) Log.”
- 4.2.1.1.1 Maintain a unique IR/CO Log for each contract.
- 4.2.1.1.2 Maintain the IR/CO Log current at all times during the performance period of the contract.
- 4.2.1.2 The subcontractor/supplier shall initiate and complete contractor FRM-2210 for each problem/issue identified or proposed “or-equal” product/material substitution(s).
- 4.2.1.2.1 IR/COs requesting an “or-equal” designation shall reference the Vendor Data Schedule number and shall have as attachments technical data for the proposed “or-equal” item.
- 4.2.1.3 The subcontractor/supplier shall submit the original FRM-2210 to the *contractor point of contact (POC; see def.)* for response and/or resolution.
- 4.2.1.3.1 Maintain a copy of FRM-2210 with the IR/CO Log.
- 4.2.1.3.2 Update the IR/CO Log when new problems/issues are initiated.

### 4.2.2 Problem/Issue Response

- 4.2.2.1 Upon receipt of the IR/CO response, the subcontractor/supplier shall proceed as follows.
- 4.2.2.1.1 IF designated as a *clarification* (see def.), THEN update the IR/CO Log and exit this PRD.
- 4.2.2.1.1.1 Proceed with work as specified in the contract.

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4.2.2.1.2 IF designated as a rejection,  
THEN update the IR/CO Log and exit this PRD.

4.2.2.1.2.1 Proceed with work as specified in the contract.

4.2.2.1.3 IF designated as a change,  
THEN update the IR/CO Log with “Change Notice (CN)/Field Design Change (FDC) Pending.”

4.2.2.1.3.1 Proceed only when the FDC indicates “proceed at risk.”

**4.2.3 Receipt/Control of Contractor-Approved Change Notices**

4.2.3.1 Upon receipt of a contractor-approved FRM-2210 proceed as follows.

**NOTE 1:** *A CN may be received by the subcontractor/supplier in response to a field problem or as a unilateral action taken by the contractor.*

**NOTE 2:** *CNs that address technical issues (changes to specification or drawing requirements) will include as attachment, a contractor-generated FDC form processed in accordance with MCP-1308, “Field Design Change.” The subcontractor shall implement changes as required by the CN attachments.*

**NOTE 3:** *The subcontractor/supplier shall update the “FDC No” column of Form 432.80A, IR/CO Log, when an FDC form is received with an approved CN.*

4.2.3.1.1 IF the CN is designated as a No Cost/No Time Extension,  
THEN acknowledge the CN as required by Form 432.80A.

4.2.3.1.1.1 Return the completed original CN to the Subcontract Administrator.

4.2.3.1.1.2 Update the IR/CO Log, maintain a copy of the CN with the IR/CO Log, and control the CN in accordance with PRD-5007, “Document Control.”

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- 4.2.3.1.1.3 Proceed with work as described on attached FDC documents.
- 4.2.3.1.2 IF the CN is designated as *Proposal Required/Proceed*, THEN acknowledge the CN as required by Form 432.80A.
- 4.2.3.1.2.1 Update the IR/CO Log, maintain a copy of the CN with the IR/CO Log, and control the CN in accordance with PRD-5007.
- 4.2.3.1.2.2 Proceed with work as described on attached FDC documents.
- 4.2.3.1.2.3 Deliver the completed original form to the Subcontractor Administrator and negotiate a proposal as required.
- 4.2.3.1.3 IF the CN is designated as *Proposal Required/Notice to Proceed Required*, THEN work is not authorized and shall NOT proceed.
- 4.2.3.1.3.1 Submit a proposal to the contractor POC and complete negotiation as required.
- 4.2.3.1.3.2 Upon successful negotiation, acknowledge the CN as required by FRM-2210.
- 4.2.3.1.3.3 Return the completed original form to the contractor POC. Maintain a copy with the IR/CO Log.
- 4.2.3.1.3.4 Upon receipt of written Notice to Proceed from the Subcontractor Administrator, proceed with work as described on attached FDC documents.
- 4.2.3.1.3.5 Update the IR/CO Log and control the CN in accordance with PRD-5007.

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**4.3 Nonconstruction Services Contracts****4.3.1 Identifying a Problem/Issue**

4.3.1.1 The subcontractor/supplier shall initiate and maintain contractor FRM-2210.

4.3.1.1.1 Maintain a unique IR/CO Log for each subcontract.

4.3.1.1.2 Maintain the IR/CO Log current at all times during the performance period of the subcontract.

4.3.1.2 The subcontractor/supplier shall initiate and complete contractor FRM-2210 for each problem/issue identified and all proposed “or-equal” product/material substitutions, in accordance with the form instructions.

**NOTE:** *Problems/issues are limited to problems/issues associated with design specifications and/or engineering drawings. Administrative problems/issues shall be addressed to the Procurement Agent/Subcontract Administrator via formal correspondence.*

4.3.1.2.1 Submit the original IR/CO (FRM-2210) to the contractor POC for response and/or resolution.

4.3.1.2.2 Maintain a copy of the IR/CO with the IR/CO Log (Form 432.80A).

4.3.1.2.3 Update the IR/CO Log each time an IR/CO is initiated.

**4.3.2 Problem/Issue Response**

4.3.2.1 Upon receipt of an IR/CO response, the subcontractor/supplier shall proceed as follows.

4.3.2.1.1 Update the IR/CO Log and proceed as directed in the “reply” section of FRM-2210.

**4.4 Records**

4.4.1 Documentation prepared by the subcontractor/supplier as required by this PRD shall be completed, maintained, and stored in a single location in a secure and protected environment during the full performance period of the subcontract.

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- 4.4.2 All required documentation shall be legible, reproducible, free from erasures, correction fluid, and/or correction tape, and completed in black indelible ink only.
- 4.4.3 When a correction to documentation is required, a single line shall be drawn through the information to be deleted; additional information, if needed, shall be recorded adjacent to the information being changed; and the individual revising the document shall initial and date each entry adjacent to the correction.
- 4.4.4 When completed, all blanks or blocks shall be filled in on each document.
- 4.4.4.1 IF there is no relevant information,  
THEN the blank or block shall be marked “NA.”
- 4.4.5 All required documentation shall be made readily available for contractor review and/or audit.
- 4.4.6 All required documentation shall be submitted to the contractor when required by the subcontract, in accordance with PRD-5003, “Vendor Data Control.”

**5. DEFINITIONS**

See LST-27, “Glossary,” for definitions of the following terms:

*Clarification*

*Contractor* (Refer to General Provisions)

*Contractor POC*

*Design Change*

*Nonconformance*

*Subcontractor/Supplier*

**6. REFERENCES**

Form 431.60, “Field Design Change”

Form 432.80A, “Subcontractor Information Request/Change Order (IR/CO) Log”

Form 540.10, “Subcontractor Requirements Manual (SRM) Applicability”

FRM-2210, “Information Request/Change Order”

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MCP-1308, “Field Design Change”

PRD-5001, “Training and Indoctrination”

PRD-5003, “Vendor Data Control”

PRD-5007, “Document Control”

PRD-5018, “Control of Nonconformances”

## **7. APPENDIXES**

None