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Subcontractor/Supplier	Program Requirements Document	For Additional Info: http://EDMS	Effective Date: 1/30/17
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Manual: Subcontractor Requirements

Change Number: 352947

*The current revision can be verified on EDMS.

1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements for preparing, reviewing, submitting, and controlling *vendor data* (see def.) per the Idaho Cleanup Project (ICP) Core subcontract requirements when performing work activities at ICP Core.

2. APPLICABILITY

This PRD applies to ICP Core *subcontractors/suppliers* (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.”

NOTE: *Vendor proprietary information, supplied by subcontractors/suppliers, is controlled at the ICP by the requirements of the Sensitive Unclassified Information Program.*

3. RESPONSIBILITIES

Performer	Responsibilities
Contractor	Review and disposition vendor data. Return copies of dispositioned vendor data to the subcontractor/supplier.
Subcontractor/Supplier	Train personnel working to this procedure in accordance with PRD-5001, “Training and Indoctrination.” Prepare and maintain Form 432.37, “Subcontractor/Supplier Vendor Data Submittal Log.” Submit vendor data as required by the Vendor Data Schedule in the subcontract documents. Follow the requirements of PRD-5002, “Design Change Control,” to obtain “or-equal” approval before submitting materials as “or-equal.”

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4. REQUIREMENTS

- 4.1 Subcontractor/supplier personnel responsible for the preparation, review, submittal, and control of vendor data shall be trained to the requirements of this PRD in accordance with PRD-5001.
- 4.2 The vendor data submittal process shall not be utilized to request changes or deviations from the subcontract. Requested changes shall be processed in accordance with PRD-5002.
- 4.3 Prior to submittal of vendor data, the subcontractor/supplier shall initiate the project-specific Form 432.37 (or a contractor-approved equivalent) to identify, track, and status all required vendor data.

NOTE: *Subcontractor/supplier's proposed equivalent forms must be submitted to the contractor for approval in accordance with the change control process described in PRD-5002. Approval must be obtained prior to using equivalent forms.*

- 4.3.1 The subcontractor/supplier shall maintain Form 432.37 current at all times during the performance period of the subcontract.
 - 4.3.2 Form 432.37 shall be maintained at the primary work location.
 - 4.3.3 The subcontractor/supplier shall establish a unique Form 432.37 for each subcontract and each scope of work added by a design change control document that has a Vendor Data Schedule unique to the added scope of work.
 - 4.3.4 Form 432.37 shall be provided to the contractor at all regularly scheduled construction progress meetings. The subcontractor/supplier shall present and review the status of vendor data at each scheduled construction progress review meeting.
- 4.4 Prior to submittal, vendor data shall be reviewed by the subcontractor/supplier to ensure vendor data:
 - A. Are complete, legible, and reproducible
 - B. Comply with subcontract requirements
 - C. Clearly identify the submittal requirement to which they apply

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D. Are clearly identified as *or-equal* (see def.), when submitted as such, in accordance with the subcontract.

NOTE: *Or-equal submittals must have as an attachment, a copy of the Information Request/Change Order form (IR/CO) requesting the “or-equal” change, and all supporting data necessary for engineering approval.*

- 4.5 The subcontractor/supplier shall utilize Form 431.13, “Vendor Data Transmittal and Disposition Form” (VDTD), to submit required vendor data. The following limitations apply.
- 4.5.1 Only black indelible ink shall be used to record entries on the VDTD.
- 4.5.2 Erasure, pencil, correction fluid, and correction tape shall not be used.
- 4.5.3 Corrections shall be made to the VDTD by lining through the original entry, then initialing and dating the correction.
- 4.5.4 Unless otherwise specified, each VDTD shall not list or reference information for more than one vendor data line item and shall contain vendor data for no more than a single line item, as shown by the project vendor data schedule.
- 4.6 Vendor data submittals shall be submitted on a stand-alone basis. Reference to or review of previous submittals is prohibited.
- 4.7 The VDTD submittal number shall correlate to the subcontractor/supplier Vendor Data Schedule item number, as applicable.
- 4.8 The subcontractor/supplier shall coordinate the transmittal of related vendor data submittals that support related work elements to facilitate concurrent contractor review. The contractor may withhold review on vendor data submittals that are not adequately coordinated by the subcontractor/supplier.
- 4.9 Vendor data submittals that require a selection of available options or characteristics shall have the intended item(s) clearly marked by indication arrows, underlining, boxing, or other distinctive and reproducible methods. **Highlighting, as a means to identify available options and/or characteristics, is prohibited.**
- 4.10 Vendor data that require a color selection or determination by the contractor shall be submitted concurrently with related color selection submittals to facilitate selection of a coordinated color scheme.

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- 4.11 The VDTD and associated attachments shall be submitted to the designated *contractor point of contact (POC)* (see def.). The subcontractor/supplier shall allow 21 working days for contractor review and disposition of each VDTD.
- 4.12 Following contractor review, one dispositioned copy of the vendor data shall be returned to the subcontractor/supplier.
- 4.13 When the subcontractor/supplier requires additional dispositioned copies, the additional copies shall be included in the original submittal. The subcontractor/supplier shall note on the VDTD the number of dispositioned copies required. If the disposition requires further action by the subcontractor/supplier, copies will not be provided as requested.
- 4.14 The subcontractor/supplier shall proceed with work based on the disposition code of the VDTD, as defined by the form instructions. All submittals require a final disposition code of “A” or “D.”

NOTE: *For dispositions “B” and “C,” the entire submittal must be resubmitted for final disposition.*

- 4.14.1 Upon receipt by the subcontractor/supplier of disposition code “A,” related work may proceed.
- 4.14.2 Upon receipt by the supplier of disposition code “B,” related work may proceed. Revise and resubmit within eight working days of the subcontractor/supplier’s receipt of the “B” dispositioned submittal.
- 4.14.3 Upon receipt by the subcontractor/supplier of disposition code “C,” related work shall NOT proceed and a revised VDTD shall be submitted.
- 4.14.3.1 A new VDTD shall be originated for each resubmittal.
- 4.14.3.2 Work shall proceed based on the contractor disposition of the resubmitted VDTD, as either “A” or “B.”
- 4.14.3.3 Required vendor data resubmittals shall be made within 10 working days of the subcontractor/supplier’s receipt of the preceding submittal.
- 4.14.4 Upon receipt by the subcontractor/supplier of disposition code “D,” no further action is required except as stated below.
- 4.14.4.1 Information Only copies may still receive comments by the contractor and the subcontractor/supplier shall respond to these comments within 20 calendar days.

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- 4.15 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.
- 4.15.1 All required documentation shall be legible, reproducible, free from erasure, correction fluid, and/or correction tape, and completed in black indelible ink only.
- 4.15.2 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.
- 4.15.3 When completed, all blanks or blocks shall be filled in on each document. If there is no relevant information, the blank or block shall be marked “N/A.”
- 4.15.4 All required documentation shall be made readily available for contractor review and/or audit.
- 4.15.5 All required documentation shall be submitted to the contractor when required by the subcontract in accordance with this PRD. If not required to be submitted through the vendor data system, the original packages shall be transmitted to the contractor’s designated representative or inspector for attachment to the inspection plan or the project task-specific work order, as applicable.

5. DEFINITIONS

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

Contractor

Contractor POC

Or-equal

Subcontractor/Supplier

Vendor data

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6. REFERENCES

Form 431.13, “Vendor Data Transmittal and Disposition Form”

Form 432.37, “Subcontractor/Supplier Vendor Data Submittal Log”

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

PRD-5001, “Training and Indoctrination”

PRD-5002, “Design Change Control”

General Provisions for Fixed Price Construction Subcontracts (PROC-195)

7. APPENDIXES

None.