

General Procurement Information and Key Contacts

The Procurement [Contact Us](#) web page provides general procurement information, including contact information for key procurement staff.

(<https://procurement.lbl.gov/welcome-to-procurement-property/contact-us/>)

Acquisition Thresholds and Related Cycle Times

To determine the average time it takes to award a subcontract after receipt of an approved requisition, view the Purchasing Limits Requirements table on the [Know Before You Buy](#) webpage.

(<https://procurement.lbl.gov/welcome-to-procurement-property/make-a-purchase/know-before-you-buy-2/>)

Acquisition Preparation Matrix

Procurement will need information and forms from the division based on the type of acquisition being requested. The [Acquisition Preparation Matrix](#) identifies these items for you.

(https://docs.google.com/spreadsheets/d/1Kt_XOWv8efWO16lgolgGRA90XfIDxTmcZ0-uvBMKxl/edit#gid=1809228880&range=B13)

Advance Acquisition Alert Form

Requesters are to notify Procurement well in advance of requisitions (as soon as the need for a subcontract is known) for any new acquisition with a value of \$500,000 or more, to allow enough time to effectively plan for it. The [Advanced Acquisition Alert](#) form may be used for that purpose.

(https://docs.google.com/forms/d/1X7f6uLgHbdArfjftGsnKVC4w-Ibsh7rP6E3GtWvONNk/viewform?edit_requested=true)

Procurement Customer Guides

Procurement's [customer guides](#) provide factors to consider when preparing to request an acquisition, as well as what might be needed from you based on specific elements applicable to the acquisition.

(<https://procurement.lbl.gov/welcome-to-procurement-property/make-a-purchase/eprocurement-2/customer-guides/>)

Statement of Work (SOW) Guidelines and Template

[A SOW Guidelines and Template](#) is furnished by Procurement to assist you in preparing a SOW for acquisition of goods, services, or research and development.

General Provisions by Subcontract/Agreement Type

Suppliers doing business with the Laboratory must review and adhere to the referenced [General Provisions](#) incorporated into their subcontract. General Provisions are specific to the type of subcontract or agreement awarded to the supplier.

<https://procurement.lbl.gov/welcome-to-procurement-property/become-a-supplier/general-provisions/>

Procurement Help Desk

The [Procurement Help Desk](#) is your single point of contact for all purchasing and order inquiries. To submit a service request, click [here](#) or send an email to ProcurementHelp@lbl.gov.

Supplier Information - Doing Business with Lawrence Berkeley National Lab

Information provided on [Procurement's Supplier Information](#) website is provided to help Laboratory suppliers better understand how to do business with the Laboratory.

(<https://procurement.lbl.gov/wp-content/uploads/sites/4/2013/09/DoingBusinessWithLawrenceBerkeleyNationalLaboratory.pdf>)