

Contracts, Subcontracts, Purchasing

APHL Quality Management System (QMS) Competency Guidelines

The participant will understand

- * The meaning and function of requests, tenders, and contract
- * What a laboratory must do if it subcontracts with another laboratory
- * What policies and procedures the laboratory should have in place for purchasing services and supplies that affect the quality of the tests performed

Reviewing the process and working with purchasing department to deal with suppliers of consumables and services that are less than ideal is key

Request: When the laboratory receives notification from the customer.

Tender: The response (or proposal) that the laboratory makes to the request for service.

Contract: The actual agreement between the customer and the laboratory.

How are purchasing and laboratory testing connected?...

- Purchasing is one process that can have a significant impact on the final results of any laboratory test
- Ability to obtain needed supplies and services that allow continuity of testing is a critical component of any system

Public health laboratory competency guidelines:
Quality Management System (QMS) domain

QMS 2.00. Customer focus: ensures that customer needs, expectations, and requirements are consistently met

QMS 2.02. Customer services

QMS 5.00. Purchasing and inventory: ensures that requirements for supplies and services are consistently met

QMS 5.01. Procurement process



QMS 5.02. Inventory processes
QMS 5.03. Evaluation process

Informatics (INF) domain

INF 7.00. Media, reagents, and controls: manages the manufacturing and inventory of media, reagents, and controls electronically

INF 7.01. Supplies tracking

INF 7.04. Supply orders and vendors

INF 11.00. Contract and grant management: manages grants and contractual instruments

INF 11.01. Document management systems

Communication (COM) domain

COM 5.00. Communication professionalism: ensures professionalism in communication with customers and stakeholders

COM 5.02. Information exchange

Terms, Acronyms, and Definitions

Contract: The actual agreement between the customer and the laboratory.

Request: When the laboratory receives notification from the customer.

Subcontract: Sending to another laboratory when the submitting laboratory cannot perform the work or is requested to send out per the customer.

Tender: The response (or proposal) that the laboratory makes to the request for service.

