Procurement Information Circular

PIC 18-01F
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Strategic Approach to Acquisition Strategies
by Institutional Product Service Lines
(NFS Case 2018-N019)

PURPOSE:

In order to fully implement the new Agency Operating Model, this circular will collect data to enable the development of enterprise procurement strategies for institutional related services to facilitate a more tactical use of critical resources allowing the Agency to maximize interdependencies and reduce redundancies.

BACKGROUND:

The Procurement Business Service Assessment (BSA) determined that duplication of both procurement capabilities and procurement instruments across NASA Centers contributed to more administrative actions, redundant processes, and higher costs associated with managing procurement instruments across NASA.

The Acquisition Portfolio Assessment Team (APAT) was formed to conduct contract assessments across the Agency and recommend strategic acquisition strategies and acquisition assignments that support the Mission Support Architecture Model (EC-2017-05-003). The APAT’s goal was to establish an Agency-wide procurement process at NASA that that optimizes interdependencies, reduces redundancies, and operates in an efficient and effective manner to acquire goods and services to meet the Agency’s strategic goals and mission of the Agency utilizing a long-term, strategic acquisition outlook with an integrated Agency-wide focus.

In order to synchronize institutional requirements from across the Agency, an enterprise procurement strategy is required to support the transition of current contract requirements to align with new business models being developed across the Agency’s product service lines as they are finalized. While the transition timeframe will extend over a multi-year period, this implementation requires that
all related institutional contracts be identified in terms of the types of institutional services they provide and their expiration dates.

The goal during this transitional period is to avoid incurring any unintentional lapse in service. Consequently, working closely with all NASA Centers to identify the existing institutional service contracts at these various locations will help to identify ongoing needs and ensure that sufficient contractual vehicles are in place to allow requirements to be met until the new business model is outlined and implemented Agency-wide.

**GUIDANCE:**

For the acquisition of any institutional service requirement(s) (including institutional requirements embedded within a broader statement of work) that fall under an identified product service line (PSL) in the attached table, procurement officers, delegable to no lower than one level above the contracting officer, shall:

- For any new acquisition above the simplified acquisition threshold (SAT), regardless of anticipated contract vehicle (e.g., contract or task order against an existing contract), coordinate the individual requirement(s) with the Procurement Portfolio Manager and Enterprise Requirement Manager identified in the attached table.

- For any “contract”, as defined in Federal Acquisition Regulation (FAR) 2.101, above the SAT, regardless of contract vehicle (e.g., contract or task order against an existing contract) that is has already been awarded, is an active “contract”, coordinate the individual requirement(s) above the SAT with the Procurement Portfolio Manager and Enterprise Requirement Manager identified in the attached table prior to any of the following actions:
  - extending the performance period, except for an extension due to protest; or
  - the addition of new work requirements.

The required coordination shall occur at the earliest stages of “acquisition planning”, as defined in FAR 2.101. As such this coordination shall occur prior to the development of an acquisition plan or strategy, Justification for Other Than Full and Open Competition (JOFOC), or the completion of a determination that the exercise of the option is the most advantageous method of fulfilling the requirement as required by FAR 17.207 and NFS 1817.207-70.

Submit the required information for each institutional service requirement(s) using the PSL Requirements Coordination Tool.

The Federal Information Technology Acquisition Reform Act (FITARA), requires Agency Chief Information Officers (CIOs) to have insight into the IT portfolio across the agency. One way that the NASA CIO has insight into the IT portfolio is through the submission of requirements under the IT PSL. To facilitate the review of these requirements, prior to IT requirements being sent to the contracting officer for submission through the PSL Coordination tool under the IT PSL, centers requirements owners shall receive concurrence on the requirements from the Center CIO. This concurrence is non-delegable. The documented concurrence (e.g. email) shall be attached as a file with the submission of the requirements in the PSL Coordination tool.

Additional information may be requested from Centers to obtain a holistic view of the PSL. Centers should wait for direction or approval from the Procurement Portfolio Manager prior to continuing with acquisition planning activities in order to avoid the potential for revisions to the instant acquisition.
(short term procurement strategy) due to necessary steps and considerations required to implement an enterprise procurement strategy.

The following requirements for services are excluded from the requirements of this PIC:

- Requirements for services from or through mandatory Government sources as identified in FAR 8.002 and FAR 8.003;
- Requirements procured through an existing mandatory NASA contract as identified in NFS 1808.004; and
- Acquisition support service requirements procured under the Agency-Wide Acquisition Support Services (AWASS) contract (80NSSC19D0002) administered by the NASA Shared Services Center Office of Procurement;
  - Acquisition support services requirements include: (1) contract/grant/cooperative agreement closeout, (2) requirement document development support, (3) administrative support, (4) policy support services, (5) acquisition systems and reporting services, (6) procurement operation services, (7) source selection services, and (8) cost/pricing support services.
- Construction requirements procured under the Multiple Award Construction Contract Two (MACC-II) (80SSC018D0001 thru 0024) administered by the Stennis Space Center Office of Procurement or Western Regional Multiple Award Construction Contract (80AFRC19D0003 thru 0006; 80AFRC19D0008 thru 0012; 80AFRC19D0014 thru 0017) administered by the Armstrong Flight Research Center Office of Procurement; and
  - Construction requirements include the general construction, alteration, modification, maintenance and repair, demolition, design-build, and new construction of buildings, facilities, and real property.
- Requirements for which an enterprise procurement strategy has been incorporated in the NFS and that strategy is being utilized by the center.

EFFECTIVE DATE: This PIC is effective from the date of publication and shall remain in effect until October 1, 2020.

PROVISION AND CLAUSE CHANGES: None.

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ATTACHMENT – Product Service Line (PSL) Table

Other Reference Documents – PSL Requirement(s) Coordination Tool Training Slides