



National Aeronautics and  
Space Administration  
Washington, DC 20546

# Procurement Notice

**PN 04-45**  
**March 23, 2010**

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## CONTRACT MANAGEMENT MODULE

**PURPOSE:** To require the use of The Contract Management Module (CMM) and associated templates for the initiation of procurement actions and the creation of all procurement documents.

**BACKGROUND:** The Contract Management Module (CMM) is NASA's comprehensive Agency tool that supports contract/grant writing and administration, workload management and data reporting. NASA's ability to track, manage, and report on procurement actions is enhanced when NASA can place reliance on its automated systems and leverage the ability to share information between systems. Automated systems also provide checks and balances which serve as an oversight mechanism to identify missing, incomplete, or incorrect actions. Therefore, CMM and associated templates are mandatory and will be used for all procurement actions, except: 1) BPA call orders and purchase orders where the purchase card is the paying mechanism, 2) training expenditures made using Standard Form 182 and 3) Emergency Acquisitions in accordance with FAR Part 18. In addition, as required by FAR 4.606(a)(1), Centers shall report all contract actions over the micro-purchase threshold, including purchase card orders, BPA call orders and training expenditures issued as orders or contracts into the Federal Procurement Data System (FPDS). However, training expenditures made on Standard Form 182 shall not be reported. Centers should ensure that applicable actions including purchase card orders over the micro-purchase threshold awarded on or after October 1, 2009, are entered into FPDS.

**ACQUISITIONS AFFECTED BY CHANGES:** None.

**ACTION REQUIRED BY CONTRACTING OFFICERS:** None.

**CLAUSE CHANGES:** None.

**PART AFFECTED:** Part 1804.

**REPLACEMENT PAGES:** You may use the enclosed pages to replace Part 1804 of the NFS.

***TYPE OF RULE AND PUBLICATION DATE:*** This change does not have a significant impact beyond the internal operating procedures of NASA and does not have a significant cost or administrative impact on contractors or offerors, and therefore does not require codification in the Code of Federal Regulations (CFR) or publication for public comment.

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Enclosures

**DISTRIBUTION LIST:**  
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**PART 1804**  
**ADMINISTRATIVE MATTERS**

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**PART 1804**  
**ADMINISTRATIVE MATTERS**

**Subpart 1804.1--Contract Execution**

**1804.103 Contract clause.**

The contracting officer shall include the clause at FAR 52.204-1, Approval of Contract, in solicitations, contracts, and supplemental agreements that require higher level approval. For actions requiring Headquarters approval, insert "NASA Assistant Administrator for Procurement" in the clause's blank space.

**1804.170 Contract effective date.**

(a) "**Contract effective date**" means the date agreed upon by the parties for beginning the period of performance under the contract. In no case shall the effective date precede the date on which the contracting officer or designated higher approval authority signs the document.

(b) Costs incurred before the contract effective date are unallowable unless they qualify as precontract costs (see FAR 31.205-32) and the clause prescribed at 1831.205-70 is used.

#### **1804.171 Contract Management Module.**

The Contract Management Module (CMM) is NASA's comprehensive Agency tool that supports contract/grant writing and administration, workload management and data reporting. CMM and associated templates are mandatory for all procurement actions, except: (1) BPA call orders and purchase orders where purchase card is the paying mechanism, (2) training expenditures made using Standard Form 182, and (3) Emergency Acquisitions in accordance with FAR Part 18.

### **Subpart 1804.2--Contract Distribution**

#### **1804.202 Agency distribution requirements.**

In addition to the requirements in FAR 4.201, the contracting officer shall distribute one copy of each R&D contract, including the Statement of Work, to the NASA Center for AeroSpace Information (CASI), Attention: Acquisitions Collections Development Specialist, 7115 Standard Drive, Hanover, MD 21076-1320.

#### **1804.203 Taxpayer identification information.**

Instead of using the last page of the contract to provide the information listed in FAR 4.203, NASA installations may allow contracting officers to use a different distribution method, such as annotating the cover page of the payment office copy of the contract.

### **Subpart 1804.4--Safeguarding Classified Information Within Industry**

#### **1804.402 General.**

(b) NASA security policies and procedures are prescribed in NPD 1600.2, NASA Security Policy; NPR 1620.2, Physical Security Vulnerability Risk Assessments; NPR 2810.1 Security of Information Technology; and NPD 2810.1, NASA Information Security Policy.

#### **1804.404-70 Contract clause.**

The contracting officer shall insert the clause at 1852.204-75, Security Classification Requirements, in solicitations and contracts if work to be performed will require security clearances. This clause may be modified to add instructions for obtaining security clearances and access to security areas that are applicable to the particular acquisition and installation.

#### **1804.470 Security requirements for unclassified information technology (IT) resources.**

##### **1804.470-1 Scope.**

This section implements NASA's acquisition requirements pertaining to Federal policies for the security of unclassified information and information systems. Federal policies include the Federal Information System Management Act (FISMA) of 2002, Homeland Security Presidential Directive (HSPD) 12, Clinger-Cohen Act of 1996 (40 U.S.C. 1401 et seq.), OMB Circular A-130, Management of Federal Information Resources, and the National Institute of Standards and Technology (NIST) security requirements and standards. These requirements safeguard IT services provided to NASA such as the management, operation, maintenance, development, and administration of hardware, software, firmware, computer systems, networks, and telecommunications systems.

#### **1804.470-2 Policy.**

NASA IT security policies and procedures for unclassified information and IT are prescribed in NASA Policy Directive (NPD) 2810, Security of Information Technology; NASA Procedural Requirements (NPR) 2810, Security of Information Technology; and interim policy updates in the form of NASA Information Technology Requirements (NITR). IT services must be performed in accordance with these policies and procedures.

#### **1804.470-3 IT Security Requirements.**

These IT security requirements cover all NASA contracts in which IT plays a role in the provisioning of services or products (e.g., research and development, engineering, manufacturing, IT outsourcing, human resources, and finance) that support NASA in meeting its institutional and mission objectives. These requirements are applicable where a contractor or subcontractor must obtain physical or electronic (i.e., authentication level 2 and above as defined in NIST Special Publication 800-63, Electronic Authentication Guideline) access to NASA's computer systems, networks, or IT infrastructure. These requirements are also applicable in cases where information categorized as low, moderate, or high by the Federal Information Processing Standards (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems, is stored, generated, processed, or exchanged by NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.

#### **1804.470-4 Contract clause.**

(a) Insert the clause at 1852.204-76, Security Requirements for Unclassified Information Technology Resources, in all solicitations and contracts when contract performance requires contractors to --

(1) Have physical or electronic access to NASA's computer systems, networks, or IT infrastructure; or

(2) Use information systems to generate, store, process, or exchange data with NASA or on behalf of NASA, regardless of whether the data resides on a NASA or a contractor's information system.

(b) Paragraph (d) of the clause allows contracting officers to waive the requirements of paragraphs (b) and (c)(1) through (3) of the clause. Contracting officers must obtain the approval of the --

(1) Center IT Security Manager before granting any waivers to paragraph (b) of the clause; and

(2) The Center Chief of Security before granting any waivers to paragraphs (c)(1) through (3) of the clause.

### **Subpart 1804.5--Electronic Commerce in Contracting**

#### **1804.570 NASA Acquisition Internet Service (NAIS).**

##### **1804.570-1 General.**

The NASA Acquisition Internet Service (NAIS) provides an electronic means for posting procurement synopses, solicitations, and associated information on the NAIS Internet site which in turn, automatically posts relevant information onto the Governmentwide point of entry (GPE).

##### **1804.570-2 Electronic Posting System.**

(a) The NAIS Electronic Posting System (EPS) enables the NASA procurement staff to --

(1) Electronically create and post synopses on the NAIS Internet site and the GPE; and

(2) Post solicitation documents, including solicitation amendments or cancellations, source selection statements, and other procurement information on the NAIS Internet site with linked references on the GPE.

(b) The EPS maintains an on-line index linking the posted synopses and solicitations for viewing and downloading.

(c) The EPS shall be used to --

(1) Create and post all synopses in accordance with FAR Part 5 and NFS 1805; and

(2) Post all competitive solicitation files, excluding large construction and other drawings, for acquisitions exceeding \$25,000; and

(3) Post source selection statements in accordance with 1815.308.

(d) The NAIS is the official site for solicitation postings which in turn, automatically posts relevant information onto the Government-wide point of entry (GPE). In the event supporting materials, such as program libraries, cannot be reasonably accommodated by the NAIS, Internet sites external to NAIS may be established after coordination with the contracting officer. Such sites must be linked from the NAIS business opportunities index where the solicitation resides. External sites should not duplicate any of the files residing on the NAIS.

### **Subpart 1804.6--Contract Reporting**

#### **1804.601 Record requirements.**

The Headquarters Office of Procurement, Analysis Division, is responsible for meeting the requirements of FAR 4.601, based on installation validation and approval of data entered into the Federal Procurement Data System.

(d)(1) As required by FAR 4.606(a)(1), Centers shall report all contract actions over the micro-purchase threshold, including purchase card orders, BPA call orders and training expenditures issued as orders or contracts. Training expenditures made on Standard Form 182 shall not be reported.

(d)(2) Centers shall ensure that only actions awarded to SBA certified HUBZone small businesses are counted towards HUBZone goal achievement when reporting information in the Federal Procurement Data System (FPDS). Such businesses must be determined by SBA as eligible to receive HUBZone contracts prior to the time of proposal submission.

#### **1804.604 Responsibilities.**

(c) Centers shall perform statistically-valid comparisons of FPDS data to contract files. The Procurement Officer Certification of Procurement Data Submissions to FPDS and the Results of Statistically Valid Comparison of FPDS Data and Contract Files shall be submitted to the Office of Procurement, Analysis Division by December 15<sup>th</sup> of each year. The templates for these documents can be accessed at:

<http://www.hq.nasa.gov/office/procurement/regs/ProcurementOfficerCertification.doc> and shall be attached to a cover letter forwarding Center submittals. Definitions and specific process requirements are as follows:

(i) Definitions:

**Overall Accuracy Rate** – The percent of all the FPDS data elements sampled which were determined to be correct (the elements matched the corresponding data in the contract files and the data in the contract files were correct). Only compute the overall data accuracy rate for the data elements listed in (D) for the FPDS validation, verification and certification process as required by the Office of Federal Procurement Policy (OFPP). Center validation of additional data elements must be accomplished separately.

**Data Element Accuracy Rate** – The percentage of entries for each selected data element in the sampled contract action records (CARs) that were determined to be correct (the entry

matched the corresponding data in the contract file and the data in the contract file was correct). Only data elements appropriate for the type of record being validated should be counted in computing the data element accuracy rate. For example, only count the accuracy of the “Reason for Modification” element in modification records. Data elements that have been optional in FPDS should be validated as though they had been required. Therefore, data elements should only be blank if they do not apply to that record type. Data elements that apply to the type of record being reviewed must not be blank and must be supported by information present in the contract file or contract writing system.

**Total Sample Size** – This is the total number of FPDS CARs selected for comparison to the corresponding contract files. Records will be randomly identified for each Center by the HQ Office of Procurement.

**Percent of Total Center Procurement Spend Covered by Sample** – This is computed by dividing the total obligations associated with the CARs sampled by the total obligations associated with all procurement actions at your Center (excluding grants) during the review period.

(ii) Procedures:

(A) All reportable Center actions must be entered into FPDS. The HQ Office of Procurement will randomly select actions (excluding grants) for data validation and verification from records in the system and provide a list of actions to each Center on or about April 15<sup>th</sup> and October 15<sup>th</sup>. The April list of actions will include awards made October 1 through March 31. The October list will include awards made April 1 through September 30. Centers can establish a schedule for completing the validation and verification as long as the certification and results report is provided as required in 1804.604(c).

(B) Each sampled CAR shall be validated against the associated contract file by an individual other than the contracting officer who awarded the contract or the person entering the contract data for that CAR. While validation of data against the corresponding data in the contract writing system (CWS) may still occur, for the purposes of the validation and verification process, verification must be made against the official contract file for each CAR.

(C) The reviewer(s) must obtain sufficient information to validate any CAR data elements not contained in the contract file or CWS. Data elements that cannot be validated shall be considered incorrect and this includes CAR data elements that match data in the contract file or CWS that the reviewer and his/her supervisor determine to be inaccurate.

(D) The data elements to be reviewed are identified by the names which appear on the FPDS screens and correspond to the data dictionary definition which can be accessed at [http://www.fpds-ng.com/downloads/FPDSNG\\_DataDictionary.pdf](http://www.fpds-ng.com/downloads/FPDSNG_DataDictionary.pdf). The following data elements shall be reviewed as a part of the data validation and verification process:

- 1A Procurement Identifier
- 1C Referenced IDV ID
- 2A Date Signed
- 2C Completion Date
- 2D Est. Ultimate Completion Date
- 2E Last Date to Order
- 3A Base and All Options Value
- 3B Base and Exercised Options Value
- 3C Action Obligation
- 4C Funding Agency ID
- 4F Funded by Foreign Entity
- 5B Who Can Use
- 5D Fee for Use of Service
- 5J Fee Paid for Use of IDV



- 6A Type of Contract
- 6F Performance Based Service Acquisition
- 6M Description of Requirement
- 7A Clinger Cohen Act
- 7B Walsh-Healy Act
- 7C Service Contract Act
- 7D Davis Bacon Act
- 8A Product/Service Code
- 8G Principal NAICS Code
- 8K Use of EPA Designated Products
- 8L Use of Recovered Material
- 8N Bundled Contract
- 9A DUNS No
- 9C Principal Place of Performance Code
- 9H Place of Manufacture
- 9K Place of Performance ZIP Code (+4)
- 10A Extent Completed
- 10C Reason Not Completed
- 10N Type of Set Aside
- 10P Evaluated Preference
- 10R Statutory Exception to Fair Opportunity
- 11A CO's Business Size Selection
- 11B Subcontract Plan
- 12A IDV Type
- 12B Award Type
- 12C Reason for Modification (if 12D = M)
- 13N 8(a) Program Participant
- 13O HUBZone Firm
- 13P Small Disadvantaged Business
- 13U Woman Owned Business
- 13V Veteran Owned Business
- 13W Service-Related DVOB

(E) Each Center shall utilize a sample size from the random list of contract actions that is sufficient to produce statistically valid conclusions at the 95% confidence level, with an error rate of no more than 5 percent. The contract actions must be reviewed in the sequential order provided in the list from the HQ Office of Procurement. Centers must use the Binomial Confidence Intervals calculator at <http://statpages.org/confint.html> to determine if they have achieved an error rate of no more that 5 percent in accordance with OFPP guidance. When using the calculator note the following:

Binomial	Confidence Intervals
<b>Numerator:</b>	<input style="width: 50px; text-align: center;" type="text" value="12"/>
<b>Denominator:</b>	<input style="width: 50px; text-align: center;" type="text" value="385"/>
<b>Proportion:</b>	<input style="width: 80px; text-align: center;" type="text" value="0.0312"/>
<b>Exact Confidence Interval:</b>	<input style="width: 80px; text-align: center;" type="text" value="0.0000"/> to <input style="width: 80px; text-align: center;" type="text" value="0.0500"/>
<b>Confidence Level:</b>	<input style="width: 80px; text-align: center;" type="text" value="95"/>

**% Area in Upper Tail:**   
**% Area in Lower Tail:**

1. The Numerator equals the total number of errors found
2. The Denominator equals the total number of contract action records reviewed
3. The Confidence Level will always be 95
4. The percentage used in the Upper Tail block will always be five (5)
5. The percentage in the Lower Tail block will always be zero (0)
6. The Exact Confidence Interval and the Proportion are automatically computed when the numerator and denominator are inserted. An exact confidence Interval greater than 5 percent exceeds the OFPP tolerance level.

(F) Errors or discrepancies identified must be documented and corrected in FPDS and PRISM/CMM. Current year awards will be provided in the list of actions, but if an error has been carried forward from the basic award, the basic award must be corrected so that the change carries forward to all modifications. In addition to the Results of Statistically Valid Comparison of FPDS Data and Contract Files report that accompanies the Procurement Officer's certification, each Center shall maintain a record of all findings, corrections, and the date(s) corrections were made in CMM and/or FPDS. When requested, this information shall be provided to the Office of Procurement, Analysis Division.

(G) Errors in fields that originate from external sources (i.e. CCR data and basic contract award information input by another agency (when placing orders)) cannot be corrected by NASA. Each occurrence must be counted as an error and identified in the results report if this is considered to be the cause of systemic errors for a data field being reviewed. Specific descriptions of these errors shall be maintained in the Center record of findings.

(H) Each center shall identify a primary focal point and one alternate for FPDS data verification and validation responsibility. The focal point is responsible for establishing and coordinating the center's review process and ensuring that reviews comply with the requirements of this section and the OFPP mandate for independent review of contract actions against the contract file. The focal point shall also ensure that certifications are provided to the Office of Procurement, Analysis Division on or before the December 15<sup>th</sup> due date each year. Focal point and/or alternate changes shall be promptly provided to the Analysis Division.

(I) Each center shall develop and maintain an FPDS Data Quality Plan. The template for the plan is available at: <http://www.hq.nasa.gov/office/procurement/regs/QualityPlan>. The focal point shall ensure that the most current copy/version of the Center's Data Quality Plan is provided to the Office of Procurement, Analysis Division.

### **Subpart 1804.8--Government Contract Files**

#### **1804.802-70 Handling of classified material.**

When a contract is unclassified, classified material relating to that contract shall be maintained in a separate file folder and container, and the unclassified folder shall be marked to indicate the location of the classified material. The front and back of each folder containing classified material shall be marked with the highest classification assigned to any document in the folder.

#### **1804.803 Contents of contract files.**

#### **1804.803-70 Checklist.**

NASA Form 1098, Checklist for Contract Award File Content, shall be used as the "top page" in contract files.

#### **1804.804 Closeout of contract files.**

##### **1804.804-2 Closeout of the contracting office files if another office administers the contract.**

(b) Upon receiving the NASA Form 1611 or DD Form 1594, Contract Completion Statement, from the contract administration office and complying with FAR 4.804-2(b), the contracting officer shall complete the form.

##### **1804.804-5 Procedures for closing out contract files.**

(a) When the contracting office retains contract administration (excluding acquisitions under the simplified acquisition threshold), the contracting officer must comply with FAR 4.804-5(a) by completing NASA Form 1612, Contract Closeout Checklist, and DD Form 1593, Contract Administration Completion Record.

(b) To comply with FAR 4.804-5(b), the contracting officer must complete NASA Form 1611 or DD Form 1594, Contract Completion Statement, except for acquisitions under the simplified acquisition threshold.

#### **1804.805 Storage, handling, and disposal of contract files.**

(a) See NPR 1441.1, NASA Records Retention Schedules.

##### **1804.805-70 Review, separation, and retirement of contract files.**

(a) Upon determination of contract completion under the procedures outlined in 1804.804, each office shall remove the official contract files from the active file series, mark each file folder with "Completed (Date)", and place the folder in a completed (inactive) contract file series. Separate series should be established for contracts of \$25,000 or less and for contracts of more than \$25,000, to facilitate later disposal. Any original or official file copies of documents contained in duplicate or "working" contract files shall be removed and placed in the appropriate official file; any remaining material in the duplicate or "working" file shall be destroyed immediately or segregated and marked for early disposal.

(b) Each office shall review contractor "general" files (i.e., a file containing documents relating generally to a contractor rather than a specific contract) at least once annually and remove documents that --

(1) Are obsolete or superseded documents relating generally to the contractor (e.g., documents no longer pertinent to any aspect of a contractor's current or future capability, performance, or programs, and documents relating to a contractor that is no longer a possible source of supplies, services, or technical assistance) and dispose of the documents as authorized in 1804.805; or

(2) Pertain only to completed contracts. Place those files that are not routine in nature in inactive files for later disposal, and immediately dispose of routine documents as authorized in NPR 1441.1, NASA Records Retention Schedules.

#### **Subpart 1804.9--Taxpayer Identification Number Information**

##### **1804.904 Reporting payment information to the IRS.**

Each NASA installation, that has its own employer identification number, may elect to report to the IRS payments under purchase orders and contracts for merchandise and other exempt bills.

## **Subpart 1804.70--Transfer of Contracting Office Responsibility**

### **1804.7000 Scope of subpart.**

This subpart contains policies and procedures applicable to the transfer of contracts between NASA installations.

### **1804.7001 Definition.**

"**Transfer of a contract,**" as used in this subpart, means that process whereby a contract and all future responsibility for a contract held by one installation are transferred or reassigned in writing to another installation.

### **1804.7002 Approval of Transfer Requests.**

(a) The approval authority for requests to transfer a contract is the official in charge of the cognizant Headquarters program office or designee. Requests for approval shall be submitted by the director of the transferring installation after receiving the concurrence of the director of the receiving installation. Concurrence of the Associate Deputy Administrator (Code AI) is also required for a transfer where an installation's roles and missions may be affected.

(b) Approval of a program transfer by the cognizant Headquarters official constitutes approval to transfer program-related contracts.

### **1804.7003 Responsibilities of the contracting officer of the transferring installation.**

#### **1804.7003-1 Coordinations.**

The contracting officer of the transferring installation shall take the following steps before transferring the contract:

(a) Agree on a plan and schedule with the contracting officer of the receiving installation for transferring contract responsibility and contract files.

(b) Coordinate with the following offices:

(1) Financial Management Office, to determine the contract financial records to be transferred and the method, timing, and dollar amount of such transfers.

(2) Technical (Engineering and Project) Office, to determine the status of any outstanding engineering changes.

(3) Reliability and Quality Assurance Office, to determine status and method of transferring the reliability and quality assurance functions.

(4) Industrial Property and Facilities Office, to determine the method of transferring the Government property records.

(5) Transportation Office, to determine the status of bills of lading furnished the contractor.

(6) Security Office, to determine whether any classified material is outstanding and whether special precautions are necessary during the transfer process.

(7) Other organizational elements, to determine the status of any other actions such as new technology, materials reports, PERT, and safety.

#### **1804.7003-2 File inventory.**

The contracting officer of the transferring installation shall prepare an inventory of the contract file. This inventory shall also include a separate listing of all outstanding requests for contract administration assistance issued to other Government agencies, indicating the name and address of the agency office, functions requested to be performed, estimated cost of the services, and

estimated reimbursement due the administration agency for the services yet to be performed for each requested function. Copies of this inventory shall be provided to the contracting officer of the receiving installation.

#### **1804.7003-3 Notifications.**

The contracting officer of the transferring installation shall provide written notification of the planned transfer to the contractor and all agencies performing or requested to perform administration services.

#### **1804.7003-4 Transfer.**

(a) Upon completion of the actions described in 1804.7003-1 through 1804.7003-3, the contracting officer of the transferring installation shall issue a letter to the contractor, agencies performing contract administration functions, contracting officer representatives, and the contracting officer of the receiving installation. This letter shall provide notification of the transfer date, termination of appointment of the contracting officer's representatives, and the name, mailing address, and telephone number of the contracting officer of the receiving installation.

(b) After issuing the letters described in 1804.7003-4(a), the contracting officer of the transferring installation shall send the contract file to the contracting officer of the receiving installation with a letter transferring contract responsibility. This letter shall contain a provision for acceptance of the responsibility for the contract and its related files by the contracting officer of the receiving installation.

#### **1804.7003-5 Retention documentation.**

The contracting officer of the transferring installation shall retain for permanent file a copy of the approvals and concurrences required by 1804.7002, the transfer acceptance letter of the contracting officer of the receiving installation, and any additional documents necessary for a complete summary of the transfer action.

#### **1804.7004 Responsibilities of the contracting officer of the receiving installation.**

##### **1804.7004-1 Pre-transfer file review.**

The contracting officer of the receiving installation shall review the contract, letters of request, actions in process, and other related files and to request corrective action, if necessary, before the official transfer of the contract. This review may be waived by written notification to the contracting officer of the transferring installation.

##### **1804.7004-2 Post-transfer actions.**

The contracting officer of the receiving installation shall --

(a) Provide the contracting officer of the transferring installation written acceptance of contract responsibility and receipt of the contract files;

(b) Inform all offices affected within the installation of the receipt of the contract;

(c) Appoint new contracting officer's technical representatives, as necessary;

(d) Issue a contract modification to provide for the administrative changes resulting from the transfer action (e.g., identifying offices responsible for performing contract administration and making payment and the office to which vouchers, reports, and data are to be submitted);

(e) Provide copies of the contract documents to affected installation offices; and

(f) If appropriate, supplement the letter of request to the Government agency providing contract administration services to reflect the changes resulting from the transfer action. The

supplement may terminate or amend an existing contract administration support arrangement or may request support in additional areas.

## **Subpart 1804.71--Uniform Acquisition Instrument Identification**

### **1804.7100 Scope of subpart.**

This subpart contains the procedures for uniform numbering of NASA solicitations, contracts (including letter contracts), purchase orders (including requests to other Government agencies), basic ordering agreements, other agreements between the parties involving the payment of appropriated funds or collection of funds for credit to the Treasury of the United States, and modifications or supplements to these instruments.

### **1804.7101 Policy.**

Contractual documents shall be numbered with approved prefixes, suffixes, and serial numbers as prescribed in this subpart. If other identification is required for center purposes, it shall be placed on the document in such a location as to clearly separate it from the identification number.

### **1804.7102 Numbering scheme for solicitations.**

(a) Solicitations shall use the following twelve character alpha-numeric numbering scheme. For the purposes of this section, solicitations include RFPS, draft RFPs, IFBs, RFQs, RFIs, BAAs, NRAs, AOs, and cooperative agreement notices (CANs).

(1) The first two characters shall be NN.

(2) The third character shall designate the Center/Installation issuing the solicitation as follows: A=ARC, C=GRC, D=DFRC, G=GSFC, H=HQ, J=JSC, K=KSC, L=LaRC, M=MSFC, N=NMO-JPL, P=NMO-APL, S=SSC, and X=NSSC.

(3) The fourth and fifth characters shall be two numeric characters for the FY in which the solicitation is expected to be issued.

(4) The sixth through eleventh characters shall be the last six digits of the purchase request (PR) number, except for cases where the solicitation is to be issued without an assigned PR number, for example NASA Research Announcements (NRAs) and Announcements of Opportunity (AOs). In those cases: the sixth character shall be the letter Z; the seventh and eighth characters shall represent the issuing organization's code; and the ninth through eleventh characters shall be an action number (001-999), assigned sequentially by the issuing organization.

(5) The twelfth character shall be one alpha character for type of solicitation, as follows:

C= CAN

E = IFB

J = Draft RFP

K = BAA (other than AOs or NRAs) or other grant announcements

L = RFI

N = NRA

O = AO

Q = RFQ

R= RFP

(b) The solicitation number is also referred to as the "collective" number within the Integrated Enterprise Management (IEM) system. Since the "collective" field in IEM is limited to ten characters, omit the first two characters (NN) when the solicitation number is entered into the "collective" field.

### **1804.7103 Numbering scheme for awards.**

(a) The identification number for awards shall consist of exactly ten alpha-numeric characters. Identification numbers shall be serially assigned to the extent feasible. Installations may designate blocks of numbers to offices for future use.

(b) The identification number shall consist of the following:

(1) The first two characters shall be NN.

(2) The third character shall be as set forth in 1804.7102(a)(2) .

(3) The fourth and fifth characters shall be two numeric characters for the FY in which the award is expected to be signed by the Government.

(4) The sixth through ninth characters shall be four digits for action number; two alphas, two numbers (AA01, AA02 ... AA99, AB01, AB02, ... AZ99, BA01, BA02, etc. through ZZ99)

(5) The tenth character shall be an alpha character for type of action, as follows:

A - Cooperative agreement.

B - BOA, GWAC, or other indefinite delivery type contract.

C - Contract (except Facilities or indefinite delivery type).

D - Delivery order or call against a supply contract (BOA, FSS, or other indefinite delivery contract or BPA).

F - Facilities contract.

G - Grant (other than training).

H - Training grant.

I - Intragovernmental transaction, i.e., request to another Government agency to furnish supplies or services. It does not include an award by NASA to fulfill a request from another agency.

P - Purchase order. (This does not include a call or task or delivery order, regardless of whether it is issued on a purchase order form. It also does not include other types of actions listed in this paragraph, notwithstanding that they are referred to as purchase orders in IEM.)

S - Space Act agreement.

T - Task order or call against a service (including R&D) contract (BOA, FSS, or other indefinite delivery contract or BPA).

Z - BPA.

(b) Sample.

NNG04AA01C would be a GSFC action issued in FY04. It would be the first one issued at the Center (or the first of its type), and the action type would be a contract:

NN	G	04	AA01	C
NASA	GSFC	FY04	Serial No. 1	Contract

### **1804.7104 Modifications of contracts or agreements.**

(a) Modifications of definitive or letter contracts or agreements shall (1) bear the same identification as the contract or agreement being modified and (2) be numbered consecutively for each contract or agreement, beginning with Modification Number 1, regardless of whether the modification is accomplished by unilateral or bilateral action. Except for termination notices, modifications shall be effected by the use of Standard Form 30, Amendment of Solicitation/Modification of Contract.

(b) Definitive contracts superseding letter contracts shall retain the same contract number as that originally assigned to the letter contract. Actions definitizing letter contracts are considered modifications and shall be assigned modification numbers in accordance with paragraph (a) of this subsection.

#### **Subpart 1804.72--Review and Approval of Contractual Instruments**

### **1804.7200 Contract review by Headquarters.**

(a) Requests for approval of contracts and supplemental agreements by the Assistant Administrator for Procurement shall be submitted to the Headquarters Office of Procurement (Code HS) in sufficient time to allow a minimum of 15 days for review.

(b) Each request for approval shall be accompanied by (1) five copies of the contractual document, one of which has been executed by the contractor and contracting officer, and (2) the official contract file containing the appropriate documentation as set forth in FAR 4.803(a). However, for the items specified in FAR 4.803(a)10, (11), and (12), the contracting officer shall provide documentation pertaining only to the successful offeror; and, in lieu of the items specified in FAR 4.803(a)(26)(ii) and (iii), the contracting officer shall provide an index briefly describing the content of all previous modifications.

(c) The approval required under this section shall be made by signature of the Assistant Administrator for Procurement on the contract/supplemental agreement.

### **Subpart 1804.73--Procurement Requests**

#### **1804.7301 General.**

(a) The procurement request (PR) is known as a “purchase requisition” (requisition) and is developed in NASA’s Integrated Enterprise Management Program/Core Financial Module (CF). In order for a requisition to be sent forward for action, CF requires that several coordinations be obtained first. However, there are additional required coordinations at the Agency level and sometimes at the Center level. The initiator of the requisition is responsible for obtaining those additional coordinations. A NASA Form (NF) 1707, Special Approvals and Affirmations for Requisitions, must be used to document additional coordinations. The form can be obtained at <http://server-mpo.arc.nasa.gov/Services/NEFS/User/ForSea.taf?function=search&sort=type>. The completed NF 1707 and any additional special approvals or affirmations required must be electronically attached to the requisition in CF and must include the name of the approver and date approved. The contracting officer must include a hard copy in the contract file, or a link to the electronic copy. The procurement office must not accept a requisition until all required coordinations have been documented. The NF 1707 is not required for within scope actions for which special approvals and affirmations have previously been obtained. In addition, the NF 1707 is not required for grants, cooperative agreements, and space act agreements.

(b) Except in unusual circumstances, the contracting office shall not issue solicitations until an approved procurement request (PR), containing a certification that funds are available, has been received. However, the contracting office may take necessary actions, up to the point of obligation of funds, before the acceptance of the requisition certifying that funds are available only when –

1. Such action is necessary to meet critical program schedules;
2. Program authority has been issued and funds to cover the acquisition will be available prior to the date set for contract award or contract modification;
3. The Procurement Officer authorizes such action in writing before solicitation issuance; and
4. The solicitation includes the clause at FAR 52.232-18, Availability of Funds. The clause shall be deleted from the resultant contract.