



National Aeronautics and Space  
Administration  
**NASA Shared Services Center**  
Stennis Space Center, MS 39529-  
6000  
[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

## **NASA Shared Services Center Process Work Instruction**

**NSPWI-5100-0002      Revision 18.0**

**Effective Date:      May 9, 2022**  
**Expiration Date:    May 8, 2023**

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# **REVIEW AND APPROVAL OF PROCUREMENT AND FINANCIAL ASSISTANCE DOCUMENTS**

**- FOR NSSC INTERNAL USE ONLY -**

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**Responsible Office: NSSC Procurement**

**Approved by:**  
ELISHAMA  
A OUDER  
Procurement Officer

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## DOCUMENT HISTORY LOG

Status	Document Version	Effective Date	Description of Change
Revision	B		Corresponds to NSSC-PR-WI-0001
Revision	4.0 – 17.0	Various Dates	See previous versions' log entries for Basic – Revision 17.0
Revision	18.0	05/09/2022	<ol style="list-style-type: none"> <li>1. Changed all instances of “Chief, Procurement Services” to “Procurement Officer”</li> <li>2. Section 2: Removal of “NPR 5810.1A ‘Standard Format for NRAs and other Announcements for Grants and Cooperative Agreements’”</li> <li>3. Appendix A, f: Added “The anticipated timeframe for legal review is 48-72 hours based on the complexity of the review.”</li> <li>4. Appendix A, i: Updated ART language.</li> <li>5. Appendix A, #1 table, &gt;\$100M Concurrence: changed from “Competition Advocate” to “Agency Competition Advocate”</li> <li>6. Appendix A, #1: Added Note 2: <i>“For JOFOCs, LSJs, and EFOs for software that require competition advocate approval, the NASA CIO (CA) has requested a review to be conducted by the Agency Software Manager prior to the justification being sent to HQs.”</i></li> <li>7. Appendix A, #2, PALT Language: Removed the following since the timeframe has already passed: <i>“Ongoing actions that have an approved acquisition plan or strategy or Justification for Other Than Full and Open Competition (JOFOC)/Limited Sources Justification and will be awarded within 60 days of the date of this PN are not required to be entered into the PALT+ site.”</i></li> <li>8. Appendix A, #3 table, &gt;SAT and ≤ \$1M Review: Added IPO Review</li> <li>9. Appendix A, #3, a: Removed note regarding solicitations being published in PPS</li> <li>10. Appendix A, #3, b: Removed previous “b” regarding RFQs</li> <li>11. Appendix A, #3, new Note: Added language about the Form 210-83.</li> <li>12. Appendix A, #4, table: 1<sup>st</sup> threshold changed from &gt;\$150K to &gt;\$250K.</li> <li>13. Appendix A, #7, table: Updated 1<sup>st</sup> row thresholds</li> <li>14. Appendix A, #7, Notes a and c: Added NF1787A information</li> </ol>

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## Review and Approval of Procurement and Financial Assistance Documents

### 1. Purpose

This instruction provides the NSSC Procurement Division review and approval thresholds and legal review requirements for executing procurement and financial assistance documents.

### 2. Applicable Documents

Federal Acquisition Regulation (FAR)  
 NASA FAR Supplement (NFS)  
 NASA Policy Directive (NPD) 5101.1E, "Requirements for Legal Review of Procurement Matters"  
 NPD 1000.3E, The NASA Organization  
 SBA SBIR Policy Directive  
 SBA STTR Policy Directive  
 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"  
 2 CFR Part 1800 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"  
 Grants and Cooperative Agreement Manual

### 3. Instructions

- a. All contracts, contract modifications, and contract-related correspondence obligating or potentially obligating the Government shall be executed by a Contracting Officer (CO) acting within the limits of his/her Certification of Appointment as documented on a Standard Form (SF) 1402. COs may only sign instruments within their warrant authority. The dollar value of the base year and all options should be used to determine if a contract falls within a CO's warrant authority. When exercising an option, the dollar value of the option period should be used to determine if an option falls within a CO's warrant authority. The dollar value of a modification is the absolute value of all changes, both additive and deductive, and not the net change to the contract value. For example, if a single contract change results in an increase of \$1,000,000 in one area of the performance work statement and a decrease of \$600,000 in another, the approval value of the definitizing modification, and required warrant authority, is \$1,600,000, not \$400,000.

Incremental funding modifications must be signed by a CO who has a warrant sufficient to cover the action.

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- b. In addition to processing contracts, contract modifications and contract-related correspondence, Procurement Division personnel are periodically required to prepare and process a wide variety of documents supporting various procurement actions. Content requirements for preparation of these documents are set forth in the FAR/NFS. Review requirements and approval levels for procurement documentation are provided in Appendix A to this instruction.
- c. There are many other procurement documents, correspondence and potentially sensitive issues that require execution/issuance or other action by COs acting within their appointment limitations. Whenever a potentially critical or controversial procurement matter arises, the responsible CO shall inform his/her cognizant Branch Chief in a timely manner and prior to taking any official action regarding such matters. If the Branch Chief deems it necessary, the Branch Chief will then notify the Procurement Officer. Examples of such procurement documents, correspondence and potentially sensitive issues include:
- 1) Mistakes in Bid Determinations
  - 2) Personal Service/Consulting Service Contracts
  - 3) Requests for Indemnification
  - 4) Assignment of Claims
  - 5) Protests and resultant CO Statements
  - 6) CO Cure Notices and Show Cause letters or other correspondence with contractors that have legal implications
  - 7) Documentation pertaining to Contract Cancellation, Termination or potential Cancellation, Termination actions
  - 8) Actions involving Intellectual Property issues (including, but not limited to: patents, copyrights, trade secret agreements, proprietary markings, issues regarding the New Technology and Data Rights clauses)
  - 9) Notice of Costs Suspended or Disallowed

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- 10) Findings of Fact and Decision by the CO under the Disputes clause
- 11) Notices/Determinations regarding defective certified cost or pricing data
- 12) Ceilings on Indirect Costs
- 13) Debriefing of Contractors
- 14) Stop-work orders
- 15) Non-responsibility determinations based on integrity or business ethics
- 16) Personal conflicts of interest, Organizational conflicts of interest or other improper business practices
- 17) Property issues, to include release of liens, issues of unclear title to government property under progress payments or performance- based payments, loss or destruction of property under the contract
- 18) Acceptability of individual sureties
- 19) Tax issues
- 20) Bankruptcy
- 21) Change of name or novation agreements
- 22) Proposed procurement policies, procedures, instructions, and regulations, and deviations; delegations of authority; and contract forms and clauses

#### 4. Review and Approval

Appendix A of this instruction provides the review and approval process for several types of procurement documentation. Appendix B of this instruction provides guidance for legal reviews.

#### 5. Appendices

- Appendix A – Review and Approval Thresholds
- Appendix B – Legal Review of Procurement Documents
- Appendix C - Concurrence Sheet
- Appendix D - NSSC Contract Review/Response Record
- Appendix E - Acronym Listing

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## APPENDICES

### Appendix A – Review and Approval Thresholds

#### General Guidance:

- a. Appendix A outlines NSSC specific approval thresholds for use by NSSC contracting personnel in the execution of the NSSC contracting mission. This document should not be interpreted to include all required review and approval thresholds that are delineated in the FAR and NFS. For example, this document does not outline approval requirements to enter into an Undefinitized Contract Action (UCA), as they are already delineated in the FAR and NFS, and the NSSC does not have any additional unique / local threshold requirements. NSSC contracting personnel should ensure that they review all regulatory and policy guidance prior to executing contract actions.
- b. Electronic procurement packages submitted for formal review in accordance with Appendix A shall contain all documentation necessary to support the action being taken, including the basic contractual document and all prior modifications considered pertinent to the immediate action.
- c. Reviews must be executed in the order delineated. For reviews that go to the Procurement Officer or higher, concurrence and / or approval from the reviewer shall be documented via the Concurrence Sheet, as found in Appendix C. (*Legal Concurrence can be obtained via email, but that email must be maintained in the electronic file and the Concurrence Sheet needs to annotate that it was obtained via email.*) Concurrent reviews must be requested and approved by the Procurement Officer.
- d. Reviews conducted by the NSSC Policy Officer will focus on regulatory compliance but may include advice on the business decision. NSSC Policy Officer Review will only be required for documents over \$50 million. Upon submission of documents for review and / or approval to the Procurement Officer, the cognizant CO must demonstrate that the comments provided by the Policy Officer have been incorporated or provide an explanation as to why the comments were not incorporated. *Note: NSSC Policy Officer Review can be requested regardless of the dollar threshold, if circumstances dictate, at the discretion of the Branch Chief or Procurement Officer.*



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- e. For those actions requiring NSSC Policy Review, a working level CO shall prepare the "NSSC Contract Review/Response Record", as found in Appendix D. Upon receipt, the NSSC Policy Officer will provide a review within two working days and return to the CO. The CO should then annotate the action taken for each review comment; sign the record and request the Branch Chief review/sign the record. The original record should be retained in the contract file. The NSSC Policy Officer should not receive a document or file and be expected to complete the review the same working day.
- f. The CO is ultimately responsible for all contracting decisions. NSSC Counsel provides advice and assistance with matters of legal sufficiency. Appendix B outlines when contracting personnel must obtain legal review. The anticipated timeframe for legal review is 48-72 hours based on the complexity of the review. If NSSC Counsel determines a document to be legally insufficient, the cognizant CO shall notify the Procurement Officer.
- g. Branch Chiefs can initiate more stringent thresholds if desired. Approval thresholds, if not expressly directed by regulation or policy, may be delegated to a lower level only upon approval of the Procurement Officer.
- h. Peer reviews are encouraged, but not required. It is recommended that peer reviews be conducted by another CO with a warrant level sufficient to sign the contract action. A memorandum should be placed in the file with the CO's signature who conducted the peer review to document that the peer review occurred.
- i. As directed by HQ OP or at the discretion of the Procurement Officer for delegate procurements, an Acquisition Review Team (ART) may be established to assist with the Source Selection process. The purpose of the ART will be to serve as a liaison between the acquisition team and the Source Selection Authority (SSA). Duties of the ART may include activities such as: coordinating review of cognizant documents, compiling comments into an ART report, and making recommendations to the acquisition team. The acquisition team will respond to recommendations and/or findings in the ART report, specifically addressing any area of disagreement and documenting disposition of ART recommendations and findings. The ART will be appointed by HQ OP or the Procurement Officer if the procurement is to be handled locally at the Center.

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**1. Documentation Required to Support Noncompetitive Procurements – JAUP  
(Not Applicable to Grants), RDSS, JOFOC, LSJ, Exception to Fair Opportunity**

Threshold	Certification	Review	Concurrence	Approval
<SAT	Technical / Requirements Personnel	None	None	Contracting Officer
>SAT and ≤\$750k	Technical / Requirements Personnel	None	NSSC Counsel	Team Lead
>\$750K and ≤\$15M	Technical / Requirements Personnel	1) Team Lead 2) Branch Chief	1) NSSC Counsel 2) Procurement Officer 3) <i>See Note 2 below</i>	Competition Advocate
>\$15M and ≤\$100M	Technical / Requirements Personnel	1) Team Lead 2) Branch Chief 3) NSSC Policy Officer (only if over \$50 million)	1) NSSC Counsel 2) Procurement Officer 3) <i>See Note 2 below</i> 4) Competition Advocate	HCA
>\$100M	Technical / Requirements Personnel	1) Team Lead 2) Branch Chief 3) NSSC Policy Officer	1) NSSC Counsel 2) Procurement Officer 3) <i>See Note 2 below</i> 4) Competition Advocate 5) HCA 6) Agency Competition Advocate	AA For Procurement

*Note 1: Competition Advocates for assigned Product Service Lines (PSLs) can be found at: <https://www.hq.nasa.gov/office/procurement/regs/Procurement-Ombuds-Comp-Advocate-Listing.pdf>.*

*Note 2: For JOFOCs, LSJs, and EFOs for software that require competition advocate approval, the NASA CIO (CA) has requested a review to be conducted by the Agency Software Manager prior to the justification being sent to HQs.*

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## 2. Procurement Strategy Meeting (PSM) Briefing Charts/Minutes or Acquisition Plans

Threshold	PSM or Written Acquisition Plan?	Review	Approval
>\$1M and ≤ \$5M	Streamlined AP	None	Team Lead
>\$5M and ≤\$10M	Streamlined AP	Team Lead	Branch Chief
>10M Authority Delegated to NSSC	At the discretion of the Procurement Officer	1) Technical / Requirements Personnel 2) Team Lead 3) NSSC Small Business Specialist 4) Branch Chief 5) NSSC Counsel	Procurement Officer (includes approval of PSM minutes)
>10M Headquarters Approval	PSM	1) Technical / Requirements Personnel 2) Team Lead 3) NSSC Small Business Specialist 4) Branch Chief 5) NSSC Counsel 6) Procurement Officer	AA for Procurement, or designee

*Note: Per NFS 1807.107-71(d), the HQ OP Procurement Strategic Operations Division is responsible for preparing minutes of HQ PSMs and distributing them for review, as appropriate, prior to approval by the PSM chairperson. Per NFS 1807.107-71(e), for field installation PSMs, the minutes shall be approved in accordance with installation procedures. For the NSSC, the Procurement Officer is the approval authority.*

### Procurement Administrative Lead Time (PALT) Tracking (PN 21-01)

For all new actions over the SAT (with the exception of SBIR/STTR Phase IIs), including task and delivery orders, letter contracts, blanket purchase agreements, and Broad Agency Announcements (BAA), input the required data in PALT+.

- Enter all Undefined contract actions into PALT+.
- Enter all supplemental agreements containing new work, a debit change order, or a credit change order, or any combination/consolidation thereof, if the absolute value of the actions is \$50 million or greater into PALT+.
- For an acquisition \$50 million or greater, the acquisition planning team shall obtain input from the cognizant Procurement Portfolio Manager (PPM), relative to the key concepts and issues of the procurement strategy.

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**3. Solicitations, Requests for Quote, BPAs and BOAs (Including RFQs Issued under GWACs; Not Including RFQ's Issued under Existing NSSC Contracts That Will Result in a Task or Delivery Order)**

Threshold	Review	Approval
>SAT and ≤ \$1M	1) Peer Review (recommended but not required) 2) Industrial Property Officer (IPO)	GS-13 CO or higher
>\$1M and ≤ \$5M (\$7.5M if using FAR 13.5)	1) Peer Review (recommended but not required) 2) Industrial Property Officer (IPO) 3) NSSC Counsel	GS-13 CO or higher
>\$5M and ≤ \$10M	1) IPO 2) NSSC Counsel	Team Lead
>\$10M and ≤ \$50M	1) IPO 2) Team Lead 3) NSSC Counsel	Branch Chief
>\$50M	1) IPO 2) Team Lead 3) Branch Chief 4) NSSC Policy Officer 5) NSSC Counsel	Procurement Officer

**Notes:**

- a. *In accordance with NFS 1845.201-70, the CO shall provide a copy of the solicitation (or contract if no solicitation is used) to the center Industrial Property Officer (IPO) when the value of the acquisition exceeds the simplified acquisition threshold and the work is to be performed within the physical confines of the center; existing Government property may be furnished; or Contractors may acquire property that will be titled to the Government under the provisions of FAR 52.245-1, Government Property. Form 210-83 should be used to document the Request for Industrial Property Officer Review.*

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#### 4. Competitive Range Determinations and Source Selection Statements (Applicable to Competitive Procurements)

Threshold	Review	Approval
>\$250K and ≤ \$5M	1) Technical / Requirements Personnel, as appropriate. 2) NSSC Counsel	Team Lead (Acting as SSA)
>\$5M and ≤\$25M	1) Technical / Requirements Personnel, as appropriate. 2) Team Lead 3) NSSC Counsel 4) Branch Chief (if not acting as SSA)	SSA
>\$25M	1) Technical / Requirements Personnel, as appropriate. 2) Team Lead 3) Branch Chief 4) NSSC Counsel 5) Procurement Officer (if not acting as SSA)	SSA

*Notes:*

- a. *The thresholds above do not apply for procurements using FAR 13.5, Simplified Procedures for Certain Commercial Items or the SBIR/STTR programs.*

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## 5. Prenegotiation Position Memorandum (PPM) & Price Negotiation Memorandum (PNM) (Applies to Non-Competitive Procurements, to Include Change Orders and Orders Issued Against Contracts without Established Prices)

Contract Specialists are responsible for documenting negotiated procurement actions in accordance with NFS 1815.406 and obtaining the following concurrence/approvals.

Threshold	Review	Approval
>\$250k and ≤ \$5M	None	Team Lead
>\$5M and ≤\$10M	Team Lead	Branch Chief
>\$10M and ≤\$50M	1) Technical / Requirements Personnel, as appropriate. 2) Branch Chief 3) NSSC Counsel	Procurement Officer
>\$50M Authority Delegated to NSSC	1) Technical / Requirements Personnel, as appropriate. 2) Branch Chief 3) NSSC Policy Officer 4) NSSC Counsel	Procurement Officer
>\$50M Headquarters Approval	1) Technical / Requirements Personnel, as appropriate. 2) Branch Chief 3) NSSC Policy Officer 4) NSSC Counsel 5) Procurement Officer	AA for Procurement, or designee

*Note: The thresholds above do not apply for procurements using FAR 13.5, Simplified Procedures for Certain Commercial Items or the SBIR/STTR programs.*

## 6. Price Negotiation Memorandum (PNM) (Applies to SBIR/STTR Programs)

Threshold	Review	Approval
<\$1M	None	Contracting Officer (with sufficient warrant authority)
≤\$10M	Contracting Officer	Team Lead
>\$10M	1) Contracting Officer 2) Team Lead 3) NSSC Counsel	Branch Chief

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## 7. NF 1787, Small Business Coordination (NFS 1819.202)

Threshold	Review	Approval	Concurrence
Purchases between \$10K and \$250K (Sole Source to Large Business)	Contracting Officer	NSSC Small Business Specialist	None
All other Actions (other than those under the SAT already reserved for small business)	Contracting Officer	NSSC Small Business Specialist	SBA Procurement Center Representative (PCR)

### Notes:

- a. *Approval of the NF1787 and NF1787A, Market Research Template, is required prior to release of any solicitation. The NF1787A is not required for Simplified Acquisition purchases (purchases less than \$250,000). The SBS shall complete his/her review of the NF1787 and NF1787A within 48 hours of receipt and forward it to the Procurement Center Representative (PCR) for review and approval.*
- b. *If it is determined that there are no subcontracting possibilities, the determination shall include a detailed rationale, be approved at a level above the contracting officer, and placed in the contract file. (FAR 19.705-2(c))*
- c. *For contracts that require a subcontracting plan in accordance with FAR 19.702, a statement shall be attached to the NF1787 and NF1787A regarding the rationale for the recommended subcontracting goals. Small business subcontracting goals shall be established in accordance with NPD 5000.2.*
- d. *See FAR 19.505 and NFS 1819.502-70 if a CO wishes to reject a recommendation of the SBA PCR. Prior to rejecting the PCR recommendation, the CO shall coordinate with the cognizant Branch Chief and ensure concurrence from the Procurement Officer.*

## 8. Unauthorized Commitments

Threshold	Review	Approval
ALL	1) Contracting Officer 2) NSSC Counsel 3) Branch Chief 4) Procurement Officer	HCA

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**9. Actions requiring NASA Headquarters Public Announcement (PA) or Administrator Notification of a Significant Contract Action (ANOSCA)**

COs shall submit a NASA Headquarters PA or ANOSCA in accordance with the procedures outlined in NFS 1805.3. Procurement Officer review / approval is not required, however the Procurement Officer needs to be copied on the email when it is routed to the NSSC Executive Director for review.

Review
1) Team Lead 2) Branch Chief 3) NSSC Counsel 4) NSSC Service Delivery Director and NSSC Executive Director (concurrently), for informational purposes only 5) HCA

Public Announcements as defined in NFS 1805.303-71(a) and ANOSCAs as defined in NFS 1805.303-71(b) both require internal coordination with CRM via encrypted email. Press releases should include an informational copy to HQ's OP Analyst for the NSSC. ANOSCAs need to be directly coordinated with HQ's OP Analyst for the NSSC.

**10. Documentation of a substantive nature submitted to NASA HQ, unless elsewhere required to be approved by the HCA**

Threshold	Review	Approval
Any dollar value	1) Technical / Requirements Personnel, as appropriate. 2) Team Lead 3) Branch Chief 4) NSSC Counsel	Procurement Officer

*Note: Documents that will require NASA Headquarters approval, regardless of thresholds established, shall be routed for review to the Procurement Officer.*



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## Appendix B – Legal Review of Procurement Documents

In addition to legal review or consultation requirements contained within other provisions of the FAR, NFS and NPD 5101.1E, contracting personnel must obtain legal review, or consultation as appropriate, for the following:

- 1) Solicitations, basic ordering agreements (BOAs) and blanket purchase agreements (BPAs) estimated to be in excess of \$1M. This includes amendments to a solicitation that make substantive changes.
- 2) Procurement Strategy Meeting Briefs / Written Acquisition Plans (AP);
- 3) Evaluation Plans and evaluation criteria that involve the use of a tradeoff analysis;
- 4) JOFOCs for other than full and open competition pursuant to FAR Part 6; LSJs, Exceptions to Fair Opportunity and JAUPs over the SAT;
- 5) Competitive Range Determinations and Source Selection Statements developed in accordance with FAR Part 15 / NFS Pat 1815;
- 6) Pre-Negotiation Position Memoranda (PPM) and Price Negotiation Memoranda over \$10M;
- 7) All determinations and findings (D&Fs), which does not include options determinations;
- 8) Proposed deviations from FAR, NFS, or other applicable regulations or directives including waiver requests;
- 9) Matters relating to late bids/offers;
- 10) Matters relating to mistakes in bids/offers;
- 11) Proposed rejections of bids/offers;
- 12) Protests (prior to and after contract award);
- 13) Contract modifications (for contracts over the SAT) affecting price or estimated cost, delivery schedules, specifications, performance obligations, Government-furnished property, inspection and acceptance, special provisions, and any other material change to the terms and conditions of the contract;
- 14) Questions relating to contract interpretation;
- 15) Termination actions;
- 16) Contract claims, disputes, and appeals;

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- 17) Freedom of Information Act (FOIA) responses involving denials (in whole or partial); releases when some or all of the information is disputed by a party; and any other questionable or controversial FOIA issues;
- 18) Questionable or controversial determinations of non-personal services (FAR Part 37);
- 19) Ratifications of unauthorized commitment (UACs);
- 20) Matters relating to organizational conflicts of interest (OCIs) (FAR Subpart 9.5); and
- 21) Matters relating to patents, rights in data, and copyrights (FAR Part 27).

In any case where Procurement Division personnel believe legal advice should be sought, regardless of dollar thresholds, they are encouraged to seek legal review and consultation.

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## Appendix C - Concurrence Sheet

This can be found on the Procurement SharePoint in the following location:

<https://nssc.groups.nasa.gov/sd/psd/Work%20Instructions%20WIs/Concurrence%20Route%20Sheet.pdf>

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## Appendix D - NSSC Contract Review/Response Record

This can be found on the Procurement SharePoint in the following location:

<https://nssc.groups.nasa.gov/sd/psd/General%20Templates/Forms/AllItems.aspx>

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### Appendix E - Acronym Listing

AA	Assistant Administrator
ANOSCA	Administrator Notification of a Significant Contract Action
ASM	Acquisition Strategy Meeting
CA	Competition Advocate
CFR	Code of Federal Regulations
CO	Contracting Officer
COR	Contracting Officer's Representative
FAR	Federal Acquisition Regulation
FY	Fiscal Year
D&F	Determination and Finding
GSA	General Services Administration
GWAC	Government-Wide Acquisition Contract
HCA	Head of Contracting Activity
HQ	Headquarters
IPO	Industrial Property Officer
IUP	Infrastructure Upgrade Proposal
JAUP	Justification for Acceptance of an Unsolicited Proposal
JOFOC	Justification for Other Than Full and Open Competition
LSJ	Limited Source Justification
MAC	Multiple Award Contract
NASA	National Aeronautics and Space Administration
NF	NASA Form
NFS	NASA FAR Supplement

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NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NRA	NASA Research Announcement
NSSC	NASA Shared Services Center
OP	Office of Procurement
PA	Public Announcement
PCR	Procurement Center Representative
PO	Procurement Officer
PPM	Prenegotiation Position Memorandum
PSM	Procurement Strategy Meeting
PNM	Price Negotiation Memorandum
RDSS	Recommendation and Determination for Soliciting only one Source
RFP	Request for Proposal
S&MA	Safety & Mission Assurance
SBA	Small Business Administration
SBIR	Small Business Innovative Research
SP	Service Provider
SSA	Source Selection Authority
STTR	Small Business Technology Transfer