



National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS
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NASA Shared Services Process Work Instruction

NSPWI-5100-0001 Revision 17.0

Effective Date: June 30, 2022

Expiration Date: June 29, 2023

Award File Content Structure

- FOR NSSC INTERNAL USE ONLY -

Responsible Office: NSSC Procurement

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DOCUMENT HISTORY LOG

Status (Basic/ Revision/ Cancelled)	Docume nt Version	Effective Date	Description of Change
<i>Revisions</i>	<i>Basic – 15.0</i>	<i>Various Dates</i>	<i>See Revisions (Basic – 15.0) for prior log entries</i>
Revision	16.0	8/17/21	<ol style="list-style-type: none"> 1. Appendix A: [Updated in its entirety] Changed from “Award File Checklist for Contracts and Purchase Orders awarded using Simplified Procedures for Certain Commercial Items (FAR 13.5)” to “Award File Checklist for Contracts and Orders using Simplified Procedures for Certain Commercial Items (FAR Subpart 13.5) & FSS Orders over SAT (FAR Subpart 8)” 2. Appendix C: <ul style="list-style-type: none"> • Updated NF 1707 row applicable to RAB Branch: “Does Section 5 match what is in the proposal?” • Deleted “NF 1687” row since there is a separate Grants Data Integrity Checklist. • Added a row “JOFOC: Was this synopsisized in accordance with FAR 6.3 and NFS 1806.3? Is the JOFOC notification posted in the file? Does the file address the results of the synopsis?” <i>This was added as part of the PMR CAP.</i> 3. Appendix E: <ul style="list-style-type: none"> • Added a table to the beginning of the checklist • Changed the order of some of the rows & Changed “MFR” to “Memo for Record (MFR)/Other” • Added “Data Integrity Checklist” • Removed “NF 523” per 6/14/21 Final OP & OCFO 7600 Forms Guidance • Updated Row #7, FS Forms 7600 A / B to add where the forms are posted. 4. Appendix F: Changed from “Award File Checklist for Orders and BPAs Awarded

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			<p>Using FSS” to “RESERVED”</p> <p>5. Appendix G: [Updated in its entirety] Changed from “Award File Checklist for SEWP Catalogs and Standalone Orders” to “Checklist for SEWP Catalogs and SEWP Standalone Orders”</p> <p>6. Appendix H: [Updated in its entirety] Changed from “Checklist for SAT Award Files” to “Award File Checklist for Contracts under the Simplified Acquisition Threshold”</p>
Revision	17.0	06/30/2022	<p>1. Applicable Docs: Removed “14 CFR 1274” since it has been rescinded.</p> <p>2. #4 d: Added “Appendix K is to be used for Grants”</p> <p>3. Added language regarding SAP ECC system.</p> <p>4. Appendix H: Updated link.</p>

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Award File Content Structure

1. Purpose

This instruction provides the NSSC Procurement Division file content structure for executing contracts (including other types of award documents, such as purchase orders, as defined at FAR 2.101), grants, cooperative agreements, supplements or modifications to award documents, and related supporting documentation. The NSSC Procurement Division is required to have standardized and consistent contract files for organizational and audit purposes.

2. Applicable Documents

Federal Acquisition Regulation (FAR) Parts and Subparts: 2, 4, 5, 6, 7, 8, 9, 11, 13, 14, 15, 17, 19, 22, 42.15, 45, 52.204-7, 52.204-8(d), 52.212-3(b) and 52.212-4(t)

NASA FAR Supplement (NFS) Parts: 1802, 1804, 1805, 1806, 1807, 1808, 1809, 1811, 1813, 1814, 1815, 1817, 1819, 1822, 1842 and 1845

2 CFR Part 200, 2 CFR Part 1800, and the Grant and Cooperative Agreement Manual (GCAM)

3. Instructions

All contracts, contract modifications, and contract-related correspondence obligating or potentially obligating the Government (including other types of award documents, such as purchase orders, as defined at FAR 2.101), grants, cooperative agreements, supplements, and related supporting documentation shall be executed using the appropriate file content structure checklist. Award File Checklists can be found on the Procurement Sharepoint:

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

All award files are electronic.

- i. NASA's contract management system implementation of SAP's Procurement for Public Sector (PPS) was on 6/19/17. PPS is NASA's contract management solution tool integrated with SAP- Enterprise Central Component (ECC) system. SAP's solution for supporting public sector organization "simple" to "complex" procurement requirements. The system provides improvements and capabilities in the following areas: contract writing and administration, data management and procurement workload management. NASA HQ Office of Procurement was notified by SAP of their decision to end support of the PPS system within the next few years. In an effort to reduce NASA's footprint long-

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term reliance on PPS, a decision was made to issue new awards and their subsequent modifications directly in the SAP ECC system, effective for the NSSC on 1/1/2022. Awards issued from 6/19/17 through 12/31/2021 would remain in PPS throughout the awards life. Modifications against PPS-issued awards, as well orders such as Task/Delivery Orders, Funding, Orders, or BPA Calls where the Parent Contract Vehicle was issued in PPS, will continue to be issued and administered in PPS throughout the life of the order.

- ii. The official contract file repository for awards issued in PPS between 6/19/17 through 12/31/2021 is PPS Folders Management.

For new SAP ECC system issued awards beginning 1/1/2022 the official contract file repository is SAP ECC Folders Management.

NASA's previous contract writing system CMM's PRISM Legacy Storage (PLS) system is a web application that was developed to retain the data previously created or uploaded to PRISM. So, legacy awards can be found in CMM until these awards are closed out. (Example: Previously awarded Enterprise IT Services contracts.) PLS will continue to be available for searching and viewing PRISM content.

- iii. PPS' Procurement Instrument Identifier (PIID) is comprised of 13 characters per FAR 4.1603(a)(5):
1. 6-digit Activity Address Codes (AAC) – 80NSSC; 80= NASA
 2. 2-digit Fiscal year – 21
 3. 1-character instrument identifier – C = contract
 4. 4-characters automatically sequentially numbered (the serial number) – example...0001

PPS Module	Award Type	PPS Transaction Type	PIID Letter (position 9)
Contract	Blanket purchase Agreement	ZBPA	A
Contract	Basic Ordering Agreement	ZBOA	G
Contract	Indefinite Delivery Contract	ZIDC	D
Contract	Contract	ZCON	C
Purchase Order	Purchase Order	ZPO	P
Purchase Order	Interagency Acquisition	ZIAA	T
Purchase Order	Grant	ZGRN	K
Purchase Order	Cooperative Agreement	ZCOZ	M
Purchase Order	Task/Deliver Order	ZTDO	F
Purchase Order	Blanket Purchase Agreement Call	ZBPC	F
Purchase Order	Funding Order	ZFO	I
Purchase Order	Fully Funded Contract	ZFFC	C
Purchase Order	Legacy Task/Delivery Order	ZLTD	F
Request for Information (RFI)	80NSSC(FY)(procurement acronym/word title)		

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- iv. SAP ECC Procurement Instrument Identifier (PIID) is comprised of 13 characters per NFS 1804.1603(a)(5):
1. 6-digit Activity Address Codes (AAC) – 80NSSC; 80= NASA
 2. 2-digit Fiscal year – 22
 3. 1-character instrument identifier – C = contract
 4. 4-alphanumeric characters automatically assigned sequentially where the PIID 10th character is alphabetical letter starting at letter A and 3 subsequent numbers are auto-assigned in ascending numbers beginning at 001 up to 999 – example =A001. Upon reaching A999, the system will then begin at B001.

Note: In accordance with the NFS 1804.1603(a)(4), SAP ECC PIID Generation will **not** include the following letters as possible 10th characters “E, H, W” – these are reserved for Emergency Acquisitions (E), Training expenditures (H), and Procurement actions using a Purchase Card as method of payment (W), respectively. (Example, if you are on PO 80NSSC22PD999 the next generated PIID for a PO-type document would be 80NSSC22PF0001.)

*Grants, Cooperative Agreements, and Requests for Information (RFIs) remain at present in PPS.

More specific information can be seen below:

SAP ECC Module	Award Type	SAP ECC Transaction Type	PIID Letter (Position 9)
Contract	Blanket purchase Agreement	ZZBP	A
Contract	Basic Ordering Agreement	ZZBO	G
Contract	Indefinite Delivery Contract	ZZIC	D
Contract	Funded Contract	ZZFC	C
Purchase Order	Purchase Order	ZZPO	P
Purchase Order	Interagency Acquisition	ZZIA	T
Purchase Order	Task/Deliver Order against NASA-issued Contract	ZZTD	F
Purchase Order	Task/Deliver Order against Other Federal Agency Contract	ZZET	F
Purchase Order	Blanket Purchase Agreement Call	ZZBC	F
Purchase Order	Funding Order	ZZFO	I

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4. Implementation

- a. All files will be tabbed in accordance with this work instruction's applicable checklist, as well as maintained in a neat and orderly fashion. Appendices A, B, C, D, E, G, H and K to this instruction provide the Award File Checklist forms used on various types of contracts and grants awarded at the NSSC.
- b. The successful offer's NAICS code shall be included in the electronic file as part of the "Successful Offer" or "Successful Bid(s)/Quote(s)/Proposal(s)" tab. Previously, HQ has requested information regarding the offer's NAICS codes at the time of award. This information can't be obtained from only printing out the 1st page of the SAM Reps and Certs.
- c. COs should follow the guidance in FAR 42.15, NFS 1842.15 and the CPARS Guide <https://www.cpars.gov/>

A CPAR shall be completed for contracts that exceed the SAT and for each order that exceeds the SAT. (Reference FAR Subpart 42.1502(b))

For Delivery and Task Orders, a CPAR shall be completed for:

- Orders/calls placed against a multi-Agency (e.g., GWAC) task/delivery order contract
- Orders under NASA multiple-agency contracts (e.g., SEWP), in accordance with FAR 42.1502(c)
- Orders/calls placed against both multi-Agency and single-Agency BOAs/BPAs
 - The assessment needs to be completed on each order/call that exceeds the SAT
 - The assessment will not be completed at the BOA/BPA level
- SBIR/STTR Phase IIs and Phase IIIs

A CPAR is *not* required for individual orders placed against a single-Agency (e.g., issued by NASA for NASA) task/delivery order contract.

- d. Appendix C is a Data Integrity Checklist to be used by COs prior to award to ensure their files are accurate. (Appendix K is to be used for Grants.) COs need to ensure the Data Integrity Checklist is filled out and placed in the electronic file prior to the execution of an award (purchase order, grant, contract, etc.), as well as for modifications and supplements. Appendix C will also be used as a tool for future self-assessment reviews. In addition to this, COs are required to conduct a quality review (quality control check) of their electronic files (i.e. Tech Doc, PPS, and SAP ECC).

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Appendices

- a. Appendix A – Award File Checklist for Contracts and Orders using Simplified Procedures for Certain Commercial Items (FAR Subpart 13.5) & FSS Orders over SAT (FAR Subpart 8)
- b. Appendix B – Award File Checklist and Structure for Large Contracts and SBIR/STTR Phase III Awards
- c. Appendix C – Data Integrity Checklist
- d. Appendix D – Grants and Cooperative Agreements Bookmarks
- e. Appendix E – Checklist for Interagency Acquisitions
- f. Appendix F – RESERVED
- g. Appendix G – Checklist for SEWP Catalogs and SEWP Standalone Orders
- h. Appendix H – Award File Checklist for Contracts under the Simplified Acquisition Threshold
- i. Appendix I – RESERVED
- j. Appendix J – Acronym Listing
- k. Appendix K – Grants Data Integrity Checklist

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Appendix A – Award File Checklist for Contracts and Orders using Simplified Procedures for Certain Commercial Items (FAR Subpart 13.5) & FSS Orders over SAT (FAR Subpart 8)

The latest version can be found on the Procurement Sharepoint in the following location:

[https://nssc.groups.nasa.gov/sd/psd/General%20Templates/Award%20File%20Checklists/Appendix%20A%20\(FAR%2013.5%20and%20FAR%20Part%208\).pdf](https://nssc.groups.nasa.gov/sd/psd/General%20Templates/Award%20File%20Checklists/Appendix%20A%20(FAR%2013.5%20and%20FAR%20Part%208).pdf)

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**Appendix B - Award File Checklist and Structure for Large Contracts and
SBIR/STTR Phase III Awards**

NOTE: The NASA Form 1098 shall be used for Large Contract Awards that do not use Simplified Acquisition Procedures.

The latest version can be found on the NASA Electronic Forms Web site and searching on NF 1098. <https://nef.nasa.gov/>

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Appendix C – Data Integrity Checklist

The latest version can be found on the Procurement Sharepoint in the following location:

<https://nssc.groups.nasa.gov/sd/psd/General%20Templates/Award%20File%20Checklists/Appendix%20C%20Data%20Integrity%20Checklist%20Editable%20form.pdf>

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Appendix D - Grants and Cooperative Agreements Bookmarks

The latest version can be found on the Procurement Sharepoint in the following location:

<https://nssc.groups.nasa.gov/sd/psd/General%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsd%2Fpsd%2FGeneral%20Templates%2FGrants&FolderCTID=0x0120000EC268EBD9623041BAAA2A85DE838455&View=%7BF1A136BF%2DFABC%2D4B91%2D9EA6%2D5102D90B7B88%7D>

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Appendix E - Checklist for Interagency Acquisitions

The latest version can be found on the Procurement Sharepoint in the following location:

<https://nssc.groups.nasa.gov/sd/psd/General%20Templates/Award%20File%20Checklists/Appendix%20E,%20Checklist%20for%20Interagency%20Acquisitions.pdf>

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Appendix F - RESERVED

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Appendix G - Checklist for SEWP Catalogs and SEWP Standalone Orders

The latest version can be found on the Procurement Sharepoint in the following location:

<https://nssc.groups.nasa.gov/sd/psd/General%20Templates/Award%20File%20Checklists/Appendix%20G%20-%20Award%20File%20Checklist%20for%20SEWP%20Catalogs%20and%20Standalones.pdf>

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Appendix H – Award File Checklist for Contracts under the Simplified Acquisition Threshold

The latest version can be found on the Procurement Sharepoint in the following location:

[https://nasa.sharepoint.com/sites/NSSC_PR/Procurement Policy Templates and Checklists/Forms/AllItems.aspx?id=%2Fsites%2FNSSC_PR%2FProcurement Policy Templates and Checklists%2FAward File Checklists%2FAppendix H%2C Checklist for SAT Award Files%2Epdf&parent=%2Fsites%2FNSSC_PR%2FProcurement Policy Templates and Checklists%2FAward File Checklists](https://nasa.sharepoint.com/sites/NSSC_PR/Procurement%20Policy%20Templates%20and%20Checklists/Forms/AllItems.aspx?id=%2Fsites%2FNSSC_PR%2FProcurement%20Policy%20Templates%20and%20Checklists%2FAward%20File%20Checklists%2FAppendix%20H%2C%20Checklist%20for%20SAT%20Award%20Files%2Epdf&parent=%2Fsites%2FNSSC_PR%2FProcurement%20Policy%20Templates%20and%20Checklists%2FAward%20File%20Checklists)

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Appendix I - RESERVED

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Appendix J – Acronym Listing

The latest version can be found on the Procurement Sharepoint in the following location:

<https://nssc.groups.nasa.gov/sd/psd/General%20Templates/Award%20File%20Checklists/Appendix%20J,%20Acronym%20Listing.pdf>

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Appendix K – Grants Data Integrity Checklist

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<https://nssc.groups.nasa.gov/sd/psd/Templates/Award%20File%20Checklists/Appendix%20K,%20Grants%20Data%20Integrity%20Checklist.pdf>