

 Independent Verification & Validation Facility	Work Instruction for Procurement Request Procedure	IVV 06-1 Revision: Basic Effective Date: April 1, 2004
--	---	---

DOWNLOADED AND/OR HARD COPY UNCONTROLLED

Verify that this is the correct version before use.

APPROVAL SIGNATURES		DATE
Gregory Blaney (original signature on file)	Management System Representative	03/31/2004

REVISION HISTORY			
Rev. No.	Description of Change	Author	Effective Date
Basic	Initial Release	Kaci Reynolds	04/01/2004

REFERENCE DOCUMENTS	
Document Number	Document Title
SLP IVV 06	Purchasing
SLP IVV 08	COTR Procedure
SLP IVV 09-4	Project Management
SLP IVV 16	Control of Quality Records

CHECK THE MASTER LIST at <http://ims.ivv.nasa.gov/>
VERIFY THAT THIS IS THE CORRECT REVISION BEFORE USE

 Independent Verification & Validation Facility	<p align="center">Work Instruction for Procurement Request Procedure</p>	IVV 06-1 Revision: Basic Effective Date: April 1, 2004
--	---	---

1.0 Purpose

The purpose of this procedure is to establish a consistent and documented method for initiating and processing a Procurement Request (PR) at the NASA IV&V Facility.

2.0 Scope

This procedure applies to initiating and processing all Procurement Requests at the NASA IV&V Facility with regards to assumed knowledge. Assumed knowledge, for the consideration of this document, is that the user has been trained on the Integrated Financial Management system and that the user has considerable background knowledge in the accounting aspects used by the IV&V Facility.

3.0 Definitions and Acronyms

3.1 Resource Manager (RM)

The RM is a government employee responsible for managing the IV&V Facility's Resource Management Office. The RM is responsible for ensuring the overall integrity of the financial dollars for the IV&V Facility. The RM will implement financial controls through various systems.

3.2 Customer Point of Contact (POC)

An identified customer's employee from an organization that the IV&V Facility is providing services to (customers) that has the authority and responsibility to prepare, implement, direct and distribute funding to the NASA IV&V Facility for services performed under a contract.

3.3 Contracting Officer (CO)

A government contract specialist with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings (see FAR 2.101).

 Independent Verification & Validation Facility	<p align="center">Work Instruction for Procurement Request Procedure</p>	IVV 06-1 Revision: Basic Effective Date: April 1, 2004
--	---	---

3.4 Contracting Officer's Technical Representative (COTR)

A qualified government employee appointed by the (CO) to act as a technical representative in managing the technical needs of a particular contract. If necessary, the CO may appoint an alternate COTR to act during absences of the COTR. Technical organizations are responsible for ensuring that the individual they recommend to the CO possesses training, qualifications and experience commensurate with the duties and responsibilities to be delegated and the nature of the contract (see SLP 08).

3.5 Contractor

Any entity providing goods or services to the NASA IV&V Facility under a contract.

3.6 Project Manager (PM)

An IV&V Facility government employee appointed by Facility management who performs a project management function. PMs are responsible for the project's financial plan: Corporate G&A and direct project dollars, Reserve funds, phasing (spend) plans and carryovers. PMs are also responsible for obtaining approval of the usage of Operations and Maintenance (O&M) funds and/or Director's Discretionary Funds (DDF) for the project(s) if necessary. PMs must verify monthly 533M and quarterly 533Q data from the contractor. PMs are responsible for out-year project financial projections (see SLP 9-4). For the context of this Work Instruction, a project is any IV&V, Research Analysis, IA, System/Software-Engineering or other task being performed by the IV&V Facility.

3.7 Procurement Request

The document initiating a procurement of products or services created in IFM.

 Independent Verification & Validation Facility	<p align="center">Work Instruction for Procurement Request Procedure</p>	IVV 06-1 Revision: Basic Effective Date: April 1, 2004
--	---	---

3.8 Program Analyst (PA)

An IV&V Facility government employee who performs Program, Project, and Facility financial analysis. The PAs are responsible for entering monthly 533M cost data into the IFM system and into the IV&V Facility Financial System. PAs are responsible for recording funding received and generating Procurement Requests via the Integrated Financial Management Program (IFMP). PAs validate, analyze, and/or review financial reports.

3.9 Corporate G&A Dollars

Corporate G&A dollars are those funds allocated to the IV&V Facility from Headquarters. These funds belong to fund centers 51-103 and 51-104.

3.10 Direct Project Dollars

Direct project dollars are funds allocated to the IV&V Facility from other projects at other NASA Center, government agency, Congress or a partnering corporation.

3.11 Operations & Maintenance Fund (O&M)

O&M funding is monitored and distributed by the Associate for Operations. O&M funding supports, but is not limited to, all services provided by the West Virginia University Research Corporation (i.e., IT services, utilities, security, janitorial services, etc.).

3.12 Director's Discretionary Fund (DDF)

DDF funding is monitored and distributed by the Director of the NASA IV&V Facility. DDF is used for but not limited to augmenting research, forward funding projects, and to enhance the IV&V Facility's infrastructure.

3.13 Reserve Fund

Reserve funds are obtained by assessing a tax to each customer of the IV&V Facility who provides us extra direct funding. All direct funds – that is, funds provided to the IV&V Facility by the customer itself, such as

 Independent Verification & Validation Facility	<p align="center">Work Instruction for Procurement Request Procedure</p>	IVV 06-1 Revision: Basic Effective Date: April 1, 2004
--	---	---

another NASA center – are subject to this tax. Reserve funding is monitored and distributed by the Director of the IV&V Facility. Reserve funding is used for but not limited to the support of IV&V projects and Facility functions.

3.14 Acronyms

CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
DDF	Director's Discretionary Fund
FAR	Federal Acquisition Regulation
G&A	General and Administrative
IA	Independent Assessment
IFMP	Integrated Financial Management Program
IFM	Integrated Financial Management
IV&V	Independent Verification and Validation
O&M	Operations & Management
PA	Program Analyst
PCN	Procurement Control Number
PM	Project Manager
PR	Procurement Request
POC	Point of Contact
RM	Resource Manager
SLP	System Level Procedure
SAP	Systems, Applications and Products
UPN	Unique Project Number
WBS	Work Breakdown Structure

4.0 Flow Chart

N/A.

5.0 Responsibilities

Responsibilities for this WI are defined in Section 3.0 Definitions and Section 6.0 Procedures of this WI.

 Independent Verification & Validation Facility	<p align="center">Work Instruction for Procurement Request Procedure</p>	IVV 06-1 Revision: Basic Effective Date: April 1, 2004
--	---	---

6.0 Procedure

This section defines the procedures for determining the need for a Procurement Request and where funding is to be committed.

6.1 Notification of Funding Received

The funding allocation notification to the IV&V Facility will arrive in house via phone, e-mail or other supporting documentation, such as, but not limited to, 506 Resource Authority Warrant, Guideline Change or Sub Authorization. The Program Analyst (PA) will provide notification to the COTR and Project Manager (PM) that project funding has been received and allocated.

6.2 Determining Where Funding is to be Committed

The PA will coordinate with the PM as to where the funding will be committed through verbal or e-mail notification. This notification will require the PM to respond to the PA with a confirmation before the PR will be initiated. Once the Program Analyst receives allocation confirmation from the PM, a Procurement Request will be prepared for the task. If not completed prior to the allocation, the PM should generate a Baseline Revision Form for the additional funding so that the project plan is updated in the Facility Financials.

6.3 Gathering Necessary Data

Each PR will be created and processed twice. Due to the limited number of approvers allowed in the IFM system, a hard copy must be completed and signed by necessary approvers before the digital copy is to be initiated and entered into the IFM system.

Once the notification of funds allocated is received via email, phone call, fax, etc. and the PM has confirmed the funding amount and destination, the PA shall gather the following relevant data:

- Responsible PM
- Responsible COTR
- Contract Name to which the funds will be applied

 Independent Verification & Validation Facility	<p align="center">Work Instruction for Procurement Request Procedure</p>	IVV 06-1 Revision: Basic Effective Date: April 1, 2004
--	---	---

- Contract Number to which the funds will be applied
- Contractor Name
- UPN and associated WBS for the funds
- Dollar amount to PR
- Material Group
- Object Class
- Internal Order
- Program Year of funds to be committed
- Fund
- Cost Center
- Project Title to which the funds will be applied
- Project Task Order Number to which the funds will be applied

Once the above mentioned data is gathered, the PA will enter the requested data into the Facility PR Log. Not all of the above mentioned data will be entered in the Facility PR Log. The PR log requests the following information:

- PCN
- Tracking Number
- Date of PR initiation
- Contract Number
- WBS
- Dollar amount of PR
- Program Year of funds to be committed
- Description of the transaction

The PA will not be able to enter the PCN until the digital copy of the PR is created in the IFM system. The Tracking Number is a three digit numerical value assigned to each in-process PR. This number is pre-populated in the Facility PR Log.

6.4 Creation of a Hard-copy Procurement Request

The blank PR form is located <N:\Resource Management Office\13.Resource Management\PRs\IFMP PR Form.xls>. The PA shall enter the relevant data into the form. The fields highlighted in yellow require entries. Please refer to the example PR at <N:\Resource Management Office\13>.

 Independent Verification & Validation Facility	<p align="center">Work Instruction for Procurement Request Procedure</p>	IVV 06-1 Revision: Basic Effective Date: April 1, 2004
--	---	---

[Resource Management\PRs\Example of IFMP PR Form.xls](#) if more clarification is needed. Once the hardcopy is completed, the PA will have necessary approvers sign off on the original PR. Please see the “Procurement Request Approval Process” at the end of this document for further detail.

6.5 Creation of a Digital Copy Procurement Request in the IFM System

Once the required approvals have been obtained on the hard copy, the PA will enter the PR into the IFM system to create the digital copy. The following steps will define this process:

Enter PR into SAP using transaction code **ME5IN**.

Enter Header information:

COTR: “COTR Name” i.e., Joseph Smith

Phone: “COTR phone number” i.e., 304-555-1234

Suggested Source: “Contractor Name” i.e., Titan/Averstar

Contract Number: “Contract Number”__ “Name of Contract”
i.e., NAS2-96024 OMNI

Short Description: i.e., Corporate G&A for Moon Lander CTO #2

Complete Item Overview information:

The items listed below are the only fields that require entries.

Account Assignment – “A” – choose option **P** (project/WBS)

Item category – “I” – choose option **D** (Services)

Material Group – choose from one of the following options (included on the hard copy):

- **A** (Research & Development)
- **IC** (Grants, Subsidies, Contributions)
- **D** (ADP & Telecom. Services)
- **R67** (Admin., Mgt. & Other Support Services)
- **IB** (Other Goods and Services from Gov. Accounts)

Short Text – Description of the transaction (i.e., “Corporate G&A for Moon Lander CTO #2”)

 Independent Verification & Validation Facility	Work Instruction for Procurement Request Procedure	IVV 06-1 Revision: Basic Effective Date: April 1, 2004
--	---	---

Delivery Date – choose an expected date of obligation

Requisitioner Number – enter three digit NASA Organizational Code (i.e. 180); if the PR is for a Grant, follow the three digit code with a dash and the letter G (i.e. 180-G)

Note: This number also defines the Release Strategy for the PR.

Tracking Number – enter the 3-digit number (i.e., 031) assigned on Facility PR Log

Plant – choose option **GSFC**

Storage Location – choose option **IV&V** (this option may not be immediately available)

Purchasing Organization – choose option **GSFC**; if the PR is for a Grant, choose option **NASA**

Purchasing Group – choose the appropriate Contracting Officer from the list: currently, this would be one of the following options: **GEB** (Cathy Pierson) or, if the PR is for a Grant **GCF** (Adriane Jefferson)

Enter Item Detail information:

This will include the information listed on the hard copy PR. The required sections/tabs are: Services, Account Assignment, Valuation and NASA Data. Only complete the first line of the Services and Account Assignment Tab.

NOTES: On the Services Tab:

- Dollar amount of the PR will be entered into the “Quantity” field
- **EA** (indicating “each”) will be entered into the “Unit” field
- **\$1.00** will be entered into the “Gross Price” field

Once the PR has been successfully completed in the IFM system, the system will assign a PCN to the transaction. This PCN needs to be manually entered on the hard copy PR.

 Independent Verification & Validation Facility	<p align="center">Work Instruction for Procurement Request Procedure</p>	IVV 06-1 Revision: Basic Effective Date: April 1, 2004
--	---	---

6.6 Completion of the Commitment of a Procurement Request

Once all of the above steps have been completed, the PA will update the Project tab within the Facility financials with the transactional data. Also, the PA will update the Facility PR Log with the PCN that was assigned by the IFM system and change the line item font color (indicating that the Project tab has been updated). The PA will then provide the PM and COTR with a photo copy of the document (including PCN). The PA will file the original hard copy for future reference.

6.7 Procurement Request Approval Process

After the Procurement Request has been created, it shall be submitted, in this order, to the following NASA civil servants for signature approval:

Program Analyst – The PA’s signature validates that the project funding is available for commitment. (hard copy)

Project Manager – The PM’s signature insures that the PR funding amount is correct and it does not exceed the current fiscal year Task Order contract amount. (hard copy)

COTR – The COTR’s signature verifies that the current fiscal year Task Order value is not exceeded and insures that a Project cost/financial Plan is in place. (hard copy)

Resource Manager – The RM’s signature insures the following: there is a project financial plan in place, funding included on the PR correlates to the Facility financials and insures that the PA, PM, and COTR have reviewed and signed off on the PR. (digital copy in IFM system)

Facility Director – The Director’s signature is the final approval of the funding allocation and is required for GSFC processing. (digital copy in IFM system)

Note: The version of the PR to be approved by each.

 Independent Verification & Validation Facility	<p align="center">Work Instruction for Procurement Request Procedure</p>	IVV 06-1 Revision: Basic Effective Date: April 1, 2004
--	---	---

6.8 Completion of the Commitment of a Procurement Request

Once all of the above steps have been completed, the PA will update the Project tab within the Facility financials with the transactional data. Also, the PA will update the Facility PR Log with the PCN that was assigned by the IFM system and change the line item font color (indicating that the Project tab has been updated). The PA will then provide the PM and COTR with a photo copy of the document (including PCN). The PA will file the original hard copy for future reference.

6.9 Location of Specific Documents and Files Referenced in this Document

Facility PR Log and Facility Financials: <N:\Resource Management Office\1. Financial Plans\2004\2004.xls>. A new location and file (spreadsheet) will be created each fiscal year.

IFMP Core Financial Crosswalks (used to find general ledger to material group comparisons and to locate function code listings): <http://corefinancial.gsfc.nasa.gov/CrossWalks/>

7.0 Metrics

There are no metrics for the IVV 06-1 work instruction.

8.0 Records

The following records will be generated and managed in accordance with IVV 16 and reference to NPR 1441.1 : NASA Records Retention Schedules.

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
Procurement Request	Program Analyst	NPR 1441.1	Folder in ROM Office