

 Independent Verification & Validation Facility	Purchasing	IVV 06 Revision: K Effective Date: April 1, 2004
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APPROVAL SIGNATURES		DATE
Greg Blaney (original signature on file)	QMS Management Representative	03/31/04

REVISION HISTORY			
Rev No.	Description of Change	Author	Effective Date
Initial	Initial Release	Donna Ozburn IT/234	05/12/98
A	Content change in section 6.8	Donna Ozburn IT/234	07/24/98
B	Quality Records - format changes	Donna Ozburn IT/234	08/26/98
C	Reference document number corrections	Donna Ozburn IT/234	09/15/98
D	Quality Records Update	Donna Ozburn IT/234	01/28/99
E	Change to SLP due to IV&V receiving independent certification	Donna Ozburn IT/234	09/24/99
F	Due to reorg change approving titles. Add IVV Request for Purchase	Donna Ozburn IT/234	02/29/00
G	Format and Number changes; Delete Reference to Ames Research Center	Griggs	11/08/00
H	Delete References to Ames Research Center-Aligned with GPG 5100.1C and include Grants and Cooperative Agreements	Donna Ozburn	05/07/01
I	Clarify purchase request approval requirements, purchase for all goods & services	Donna Ozburn	09/24/02
J	Update to include metrics	Mike Powers	09/03/03
K	Update to change BO to RMO	Mike Powers	04/01/04

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REFERENCE DOCUMENTS

Document Number	Document Title
NPR 1441.1	NASA Records Retention Schedules Flowchart, (http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Procedures/Organization_and_Administration/N_PG_1441_1C.html)
NPR 5800	NASA Grant and Cooperative Agreement Handbook (http://ec.msfc.nasa.gov/hq/grcover.htm)
NPR 5600.2	NASA Guidance for Writing Statements of Work, (http://www.hq.nasa.gov/office/procurement/newreq1.htm)
	Federal Acquisition Regulations (FAR), (http://www.arnet.gov/far)
	NASA Federal Acquisition Regulation Supplement (NFS), (http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm)
IVV 08	COTR Procedure
IVV 16	Control of Quality Records
IVV 06-1	Procurement Request

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1.0 Purpose

The purpose of this System Level Procedure (SLP) is to establish a consistent and documented method for ensuring acquired products and services conform to specified requirements at the NASA IV&V Facility.

2.0 Scope

This SLP applies to all purchases/acquisitions of products and services required at the NASA IV&V Facility by NASA personnel subject to the Federal Acquisition Regulation (FAR) and NASA Grant and Cooperative Agreement Handbook (NPR 5800).

3.0 Definitions

3.1 Contract Specialist

Government acquisition personnel designated by job series to perform contracting actions.

3.2 Contracting

Per FAR 2.101, contracting is defined as purchasing, renting, leasing, or otherwise obtaining products or services from nonfederal sources. Contracting includes description (but not determination) of products and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. It does not include grants or cooperative agreements.

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)

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3.4 Contracting Officer's Technical Representative (COTR)

A qualified government employee appointed by the Contracting Officer (CO) to act as technical representative in managing the technical aspects of a particular contract. If necessary, the CO may appoint an alternate COTR to act during short 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 Federal Acquisition Regulation (FAR) 1842.270).

3.5 Contractor

Anyone providing products or services to the NASA IV&V Facility under a contract.

3.6 Initiator

The person at the NASA IV&V Facility who prepares or is otherwise responsible for initiating a requirement.

3.7 Resource Management Office (RMO)

The personnel at the NASA IV&V Facility who are responsible for financial management of the NASA IV&V Facility.

3.8 Credit Card (also known as "Bankcard" or "Government-wide commercial purchase card")

A purchase card issued to authorized agency personnel to use for acquisition and payment for products and services. (See FAR 13.101)

3.9 Contract

The term "contract" as used in this document refers to any purchase conducted under the FAR (See FAR 2.101(h)). This term does not include grants or cooperative agreements.

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3.10 Grants or Cooperative Agreements

Per the NASA Grant and Cooperative Agreement Handbook (NPR 5800), section 1260.12, a cooperative agreement shall be used as the legal instrument reflecting a relationship between NASA and a recipient whenever the principal purpose is the transfer of anything of value to the recipient to accomplish a public purpose of support or stimulation authorized by Federal statute. Grants are distinguished from contracts in that grants provide financial or other tangible assistance to the recipient to carry on a fairly autonomous research program. The difference between a cooperative agreement and a grant is that a cooperative agreement anticipates substantial involvement between NASA and the recipient during performance of the contemplated activity.

3.11 Purchase Request

The document initiating a procurement of products or services. (See IVV 06-1)

3.12 Market Research

The collection and analysis of information capabilities within the market to satisfy agency needs per FAR 2.101.

3.13 Statement of Work (SOW) or Specification

Description of Agency needs (See FAR/NFS Part 11).

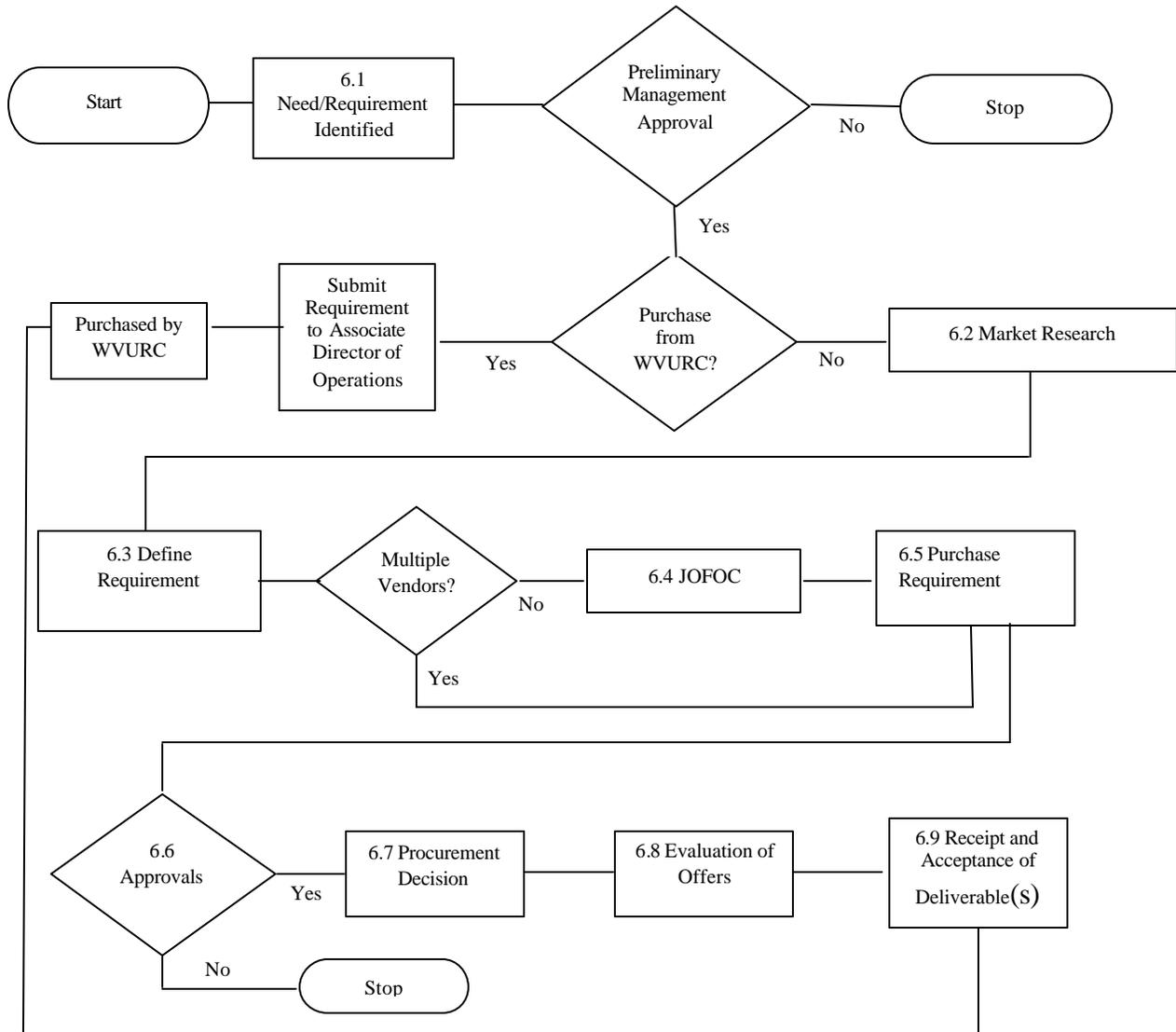
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3.14 Acronyms

RMO	Resource Management Office
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
FAR	Federal Acquisition Regulation
IV&V	Independent Verification and Validation
JOFOC	Justification for Other than Full and Open Competition
NFS	NASA FAR Supplement
NPR	NASA Procedures and Requirement
PR	Purchase Request
SLP	System Level Procedure
SOW	Statement of Work
WVURC	West Virginia University Research Corporation



4.0 Flowchart



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5.0 Responsibilities

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

6.0 Procedure

6.1 Need/Requirement Identified

A need to procure products or services can be identified by anyone at the NASA IV&V Facility. A need may be initiated by an unsolicited proposal. The person identifying the need or supporting the unsolicited proposal will be referred to in this procedure as the Initiator.

The Initiator shall obtain a general approval from Facility Management to pursue the procurement of the products or services before proceeding with this process.

The West Virginia University Research Corporation (WVURC) has a contract with NASA to provide, operate, and maintain the IV&V Facility for NASA's use. Within that contract, the WVURC provides various products and services to NASA. If the Initiator's need is generally approved to be pursued by Facility Management and the product or service can be satisfied by WVURC under their contract with NASA, the Initiator will work with the Associate Director of Operations to have the product or service procured by WVURC. WVURC will procure the product or service utilizing the contractually established and approved processes. Sections 6.2 through 6.8 of this procedure shall not be applicable (the WVURC processes accommodate these steps). If the Initiator's need can not be satisfied using the WVURC contract, the Initiator shall proceed with this procedure.

6.2 Market Research

With the assistance of the CO, Contract Specialist, Facility Management, and RMO, the Initiator shall conduct market research to arrive at the most suitable approach to acquiring, distributing, and supporting supplies and services, per FAR Part 10 and related provisions in the NASA Federal Acquisition Regulations Supplement (NFS).

Unsolicited proposals shall use (NPR 5800), Grant and Cooperative Agreement Handbook, for instructions.

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6.3 Define Requirement

The Initiator shall prepare an initial Statement of Work (SOW) (NPR 5600.2) or Specification (FAR/NFS 11) and define evaluation criteria (FAR 15.605) as required. The SOW/Specification shall describe all minimum requirements of the purchase. Such requirements shall include any specific quality assurance or inspection provisions and define the type and extent of control to be exercised by the IV&V Facility over the product or service. Evaluation criteria for service contracts shall include past performance. For grants and cooperative agreements, see the NPR 5800.1, Grant and Cooperative Agreement Handbook for instructions.

6.4 Justification for Other than Full and Open Competition (JOFOC)

The Initiator shall prepare a JOFOC if there is only one known source for the products or services (Reference FAR 6.302-1).

6.5 Purchase Requirement

The Initiator shall submit the documentation, as required, a SOW, specifications, JOFOC, government cost estimate, or other descriptions of the requirement to the NASA IV&V Facility's Resource Management Office (RMO). The Initiator is encouraged to seek guidance from procurement professionals in GSFC Code 210 during acquisition planning. Before submitting the purchase request package to the RMO, the Initiator shall make sure all required documentation is included. The RMO will review and must approve all documentation.

6.6 Approvals

The Initiator and RMO will obtain Facility Management approval to proceed with the procurement of the product or service.

6.7 Procurement Decision

If the requirement is \$2,500 or less, the RMO may procure the product or service via the government credit card issued to the RMO.

Otherwise, the RMO shall prepare and submit a Purchase Request (PR) and Request Package which includes all related documentation as required, a SOW, specifications, JOFOC, government cost estimate, or other descriptions of the requirement to the Goddard Space Flight Center.

6.8 Evaluation of Offers

The COTR or Initiator shall assist the Contract Specialist in the evaluation of product or service offers (See FAR/NFS Parts 13, 14, 15, NFS Part 1871). As

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indicated in the FAR, evaluation and selection of offers varies upon the dollar amount of the contract. Cost and technical merit are evaluated to assure that the most qualified proposal is selected.

6.9 Receipt and Acceptance of Deliverable(s)

For products procured, the Initiator shall validate the product received was the product requested and notify Facility Management of acceptance or rejection.

For service contracts, the COTR or Initiator shall perform contract administration within the scope of the COTR delegation (NFS 1842.70). Contract administration shall include but not be limited to the acceptance of all deliverables and ensuring that they are on time, in the correct format, and contain valid technical content (see IVV 08).

7.0 Metrics

- The average time it takes to PR services and/or products.
- The average time it takes to obligate contracts.
- Facility Management, the RMO, and the COTRs will discuss acceptance issues at staff meetings and at the Quarterly Management Reviews as a way to monitor and evaluate this process and direct action to continually improve if applicable. Actions will be tracked in the Facility action tracking systems.

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
Request Package	Initiator	NPR 1441.1	GSFC/Procurement Office
Procurement Request	Program Analyst	NPR 1441.1	Folder in ROM Office