



Ames Procedural Requirements

APR 5100.1

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COMPLIANCE IS MANDATORY

Subject: Purchasing

Responsible Office: Code JA / NASA Office of Procurement at Ames Research Center

CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Revision	8	2/25/2019	Revised to align with the transition of the Purchase Card Program to the NASA Shared Services Center, including the removal of the roles and responsibilities of the Center Program Coordinator.
Revision	9	2/8/2021	Revised to remove references to canceled policy; update URLs; remove redundancy with higher-level policy; and include the roles and responsibilities of the Government Purchase Cardholder and the Cardholder's Approving Official/Alternate Approving Official.
Revision	10	8/31/2021	Revised to remove references to canceled policy, remove redundancy with higher-level policy, add responsibilities for ACE in section 1.2 and PQA Office support for QASP development in section 1.7f, update references to revised policy, update references to URLs driven by implementation of beta.SAM.gov, address ARC QASP process, and provide ARC points of contact for completion of the NF 1707.

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PREFACE

P.1 PURPOSE

- a. This requirement defines the process for the acquisition of products and services at Ames Research Center (ARC), including the use of a Government purchase card.
- b. This APR provides basic procedures and requirements for fulfilling the Center's obligation to comply with the policies and regulations for applicable purchases/acquisitions of products and services at ARC. It defines the responsibilities of key stakeholders in the acquisition process. All Ames civil servants are responsible for supporting these requirements.

P.2 APPLICABILITY

- a. This directive is applicable to ARC for purchases/acquisitions of products and services at ARC. This requirement does not cover contractor personnel (who are governed by the "Subcontracts" clause incorporated in their respective contracts).
- b. NPD 5104.1 and the NASA Purchase Card Procedures and Instructions (PCPI), available via the link from NFS 1813.301(g), contain official Agency Purchase Card Policy; this document supplements them for purchases made with Government Credit Cards (also known as Bankcards or Purchase Cards).
- c. This document does not cover Internal Service Orders (formerly referred to as Service Requests) and Stores Stock purchases, except as they pertain to purchasing items requiring quality standards compliance (e.g., ISO 9001, AS 9003, and AS 9100).
- d. This requirement does not cover grants or cooperative agreements issued in accordance with the National Aeronautics and Space Act or the Federal Grant and Cooperative Agreement Act (also known as the Chiles Act). For additional information regarding Grants and Cooperative Agreements, see the NASA Grant and Cooperative Agreement Manual and NPR 5810.1.
- e. This directive applies to contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.
- f. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denotes descriptive material.
- g. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

- a. Federal Acquisition Regulation (FAR)¹
- b. NASA FAR Supplement (NFS)²

¹ <https://www.acquisition.gov>

² <https://www.hq.nasa.gov/office/procurement/regs/NFS.pdf>

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. NPD 5000.2, Small Business Subcontracting Goals
- b. NPD 5104.1, Government Charge Cards
- c. NPD 8730.5, NASA Quality Assurance Program Policy
- d. NPR 7150.2, Software Engineering Requirements
- e. NPR 8530.1, NASA Sustainable Acquisition
- f. APD 5101.1, Requirements for Legal Review of Procurement Matters
- g. APR 8730.1, Metrology and Calibration
- h. NASA-STD-8739.8, Software Assurance and Software Safety Standard
- i. NASA-STD-8739.12, Metrology and Calibration
- j. NF 1707, Special Approvals and Affirmations of Requisitions
- k. NF 1739, NASA Projects – Capitalization Determination Form (CDF)
- l. NF 1787, Small Business Coordination
- m. NF 1787A, Market Research Report
- n. Form ARC 76, Receipt, Acceptance, Test, and Rejection Report
- o. NASA Purchase Card Procedures and Instructions (PCPI)³
- p. Subject Matter Experts for Sections of the NF 1707⁴

P.5 MEASUREMENT/VERIFICATION

- a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.
- b. Verification of compliance is measured through the internal audit process and management review and those results. Measuring effectiveness will at a minimum use customer satisfaction data. The Code JA will perform self-assessments at least annually in order to assess the effectiveness of the procedural requirements outlined in this document.

P.6 CANCELLATION

- a. APR 5100.1, Purchasing, dated February 25, 2019.

³ <https://www.nssc.nasa.gov/purchasecard>

⁴ <https://procure.arc.nasa.gov/>

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Director

DISTRIBUTION STATEMENT:

Internal and external distribution.

CHAPTER 1 ROLES AND RESPONSIBILITIES

1.1 The Purchase Requester shall:

- a. Conduct screening regarding existing available sources in accordance with NFS Subpart 1807.105(b)(1). If no existing sources can support the requirement, initiate contact with Code JA as soon as possible for purposes of acquisition planning and update the NASA Acquisition Forecast website [refer to NFS Subpart 1807.105(b)(1)(iii)] for planned acquisitions in excess of \$250,000.
- b. Complete and route NASA Form (NF) 1707, Special Approvals and Affirmations of Requisitions, as required by NFS Subpart 1804.7301, to document PR coordination and obtain any required special approvals before routing to Code JA or prior to a purchase with a Government Purchase Card, including the following special requirements:

Note: Refer to NF 1707 and included references, FAR Subpart 46.4, NFS Subpart 1846.4, NFS Subpart 1846.103, NPD 8730.5, the NASA PCP (see NFS Subpart 1813.301(g)), and other applicable regulations, policies, or guidance regarding special approvals. Refer to <https://procure.arc.nasa.gov/> for ARC points of contact for the various areas of the NF 1707.

- (1) When purchasing Electronic and Information Technology (EIT), assess the vulnerability to cyber-espionage and sabotage ("Section 515") and complete the NF 1707 to document the purchase of EIT, consulting the following resources:
 - (a) Purchasing approval and compliance with Section 515.⁵
 - (b) Assessed & Cleared List of EIT.⁶ [Procurement Class Deviation (PCD) 15-03A]
 - (c) Compliance with Section 508 of the Rehabilitation Act, which issued accessibility standards for EIT.⁷
- (2) Determine any available and appropriate environmentally preferable products ("Affirmative Procurement" or "Buying Green"). If necessary, prepare a waiver (ARC Form 813, Request for Waiver: Affirmative Procurement) and submit to the Environmental Management Division (Code JQ) for approval [FAR Subpart 23.4, NPR 8530.1, APD 8830.1, APR 8800.3, and JA AR 23].
- (3) Ensure that all requirements included in the PR package for calibration (metrology) services cite the appropriate calibration laboratory requirements, checking Section 9 of the NF 1707 to identify that special approvals are attached. [APR 8730.1 and NASA-STD-8739.12]
- c. Prepare and coordinate for review and approval a PR Package, including the following items, as appropriate: [NFS Subpart 1807.104]
 - (1) A requirements document [Statement of Work (SOW), Performance Work Statement (PWS), Statement of Objectives (SOO), or Specification [FAR Part 11 and NFS Part 1811], and any necessary drawings for industry use [FAR Part 11, FAR Subpart 39.2, and NFS Subpart 1839.203-70] that:

⁵ Section 515: https://intranet.share.nasa.gov/arc/it/Pages/Purchasing_Approvals.aspx

⁶ Accessed & Cleared List of EIT:

<https://ocio.ndc.nasa.gov/hq/ocio/security/itscommunity/grc/lists/assessed%20and%20cleared%20list%20acl/allitems.aspx>

⁷ Section 508: https://www.nasa.gov/accessibility/section508/sec508_overview.html#

- (a) Describes all minimum requirements of the purchase.
- (b) Includes required technical reference documents that have been assessed and cited by the preparer and are available to industry (i.e., not located behind a firewall) and provide a link to an e-Library, if necessary.
- (c) Has been reviewed prior to delivery of the PR Package to Code JA if information requires review by export control representatives for International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), or proprietary information prior to release.

(2) A written determination that none of the requirements are inherently governmental [NFS Subpart 1807.503]

(3) Drafts of programmatic and technical Contract Data Requirements Lists/Data Requirements Deliverables (CDRL/DRDs) items [FAR Part 11 and NFS Part 1811]

(4) Lists of anticipated Government-provided Installation Accountable Government Property (IAGP) and services or Government Furnished Property (GFP) [FAR Part 45 and NFS Part 1845]

(5) Health and Safety Requirements [FAR Subpart 7.105(a)(7) and NFS Subparts 1807.104(a), 1807.105(a)(7), and 1823.7001(d)(2)]

(6) Identification and description of risks, to include but not limited to, Technical, Schedule, Cost/Price, Funding, Safety & Health, Security, IT Security, Environmental, Export Control, Organizational Conflicts of Interest [NFS Subpart 1807.105(a)(7)]

(7) Initial draft Contract Line Item Number (CLIN) structure [FAR Subpart 4.10 and NFS Subpart 1804.10]

(8) Approved Independent Government Cost Estimate (IGCE) and associated estimating methodology, to include detailed cost estimates with sources of cost estimates, assumptions, and supporting rationale. The IGCE shall be:

- (a) aligned with the proposed CLIN structure;
- (b) adjusted to show the impact of inflation and innovation over the contract life and broken out by proposed contract structure (e.g. CLIN, period(s) of performance);
- (c) detailed and not merely a reflection of future budget assumptions, but of the requirements requested;
- (d) broken out by skill mix, showing direct labor hours and costs, assumed indirect costs, Other Direct Costs (ODCs)/material costs, and assumed fee/profit; and
- (e) include a basis of estimate explanation describing how the developer derived each cost element. [NFS Subpart 1807.105]

(9) Budget Estimate and Funding by Government fiscal year [NFS Subpart 1807.105]

(10) Draft Quality Assurance Surveillance Plan (QASP) (FAR Subpart 46.401 and NFS Subpart 1846.401], defining the type and extent of surveillance to be exercised by ARC over the contractor (see QASP Development Flow at <https://procure.arc.nasa.gov/>)

(11) Completed and approved NF 1739. [NPR 9250.1]

(12) Completed and approved NF 1707 [NFS Subpart 1804.73], with all sections addressed.

d. Support Code JA with the following actions, as appropriate:

- (1) Developing recommendations and definitions for evaluation criteria (which shall include cost/price and past performance) [FAR Part 15]
- (2) Completing the NF 1787, NF 1787A, and NPD 5000.2 Small Business Goals [FAR Part 19 and NFS Part 1819]
- (3) Selecting the contract type, including any applicable Determination & Findings [FAR Part 16 and NFS Part 1816]
- (4) Drafting and obtaining approval of any applicable Justification for Other than Full and Open Competition (JOFOC) (or other applicable justifications for limitations of competition), Determinations and Findings, and deviations supporting the proposed acquisition approach [FAR Part 13 and Subparts 1.7 and 6.3, NFS Parts 1806 and 1813 and Subparts 1807.104 and 1807.105, and JA AR 6.3].
- (5) Drafting Organizational Conflict of Interest and Limitation of Future Contracting documentation [FAR Subpart 9.5, NFS Part 1809, and JA AR 9.5] and other solicitation terms and conditions unique to the proposed acquisition.
- (6) For acquisitions requiring Source Evaluation Boards (SEBs), drafting the Procurement Strategy Meeting (PSM) Charts and completing all other pre-solicitation activities necessary to best position the SEB to successfully execute the acquisition through final award [FAR Subpart 7.105 and NFS Subparts 1807.104 and 1807.105]

e. Forward approved PR package documents to the Resources Management Division. [Note: The Resources Management Division will reject incomplete purchase requests (PRs) (e.g., missing documentation or required special approvals via the NF 1707). Code JA also reserves the right to reject a purchase request it deems incomplete upon receipt.]

f. Participate in the evaluation of offers, as required [FAR Parts 13, 14, and 15 and NFS Parts 1813, 1814, and 1815], using the evaluation criteria incorporated into the solicitation.

g. Receive and inspect deliverable item(s); provide the Contracting Officer (CO) or Contract Specialist (CS) with a copy of the Form ARC 76 (or equivalent).

1.2 The Ames Office of the Chief Engineer (ACE) shall:

a. Assist CSs and COs to ensure compliance with NPR 7150.2 when acquiring software developed by, or for, NASA and when incorporating open source, COTS, GOTS, or MOTS software in a NASA system.

1.3 The Purchase Request Initiator (Finance) shall:

a. Submit an approved PR via SAP (Core Financial) and all documentation required to define the requirements of the purchase [FAR Parts 7, 10, and 11 and NFS Parts 1804, 1807, 1810, and 1811] as outlined in Section 1.1c. Within SAP, select and route the PR according to the applicable commodity

b. Ensure the completion of the NF 1707 and the necessary PR routing to obtain all required special approvals

c. Classify all PR actions that require compliance with any quality standards (e.g., ISO 9001, AS 9003, and AS 9100) or special approvals (e.g., flight hardware and critical ground support equipment (GSE)) as “quality sensitive” and route them appropriately through SAP.

Note: SAP commodity routing does not include all "special approvals" required due to configuration limitations.

1.4 The Buyer (Contract Specialist) shall:

- a. Review the SOW or Specification to ensure that it adequately describes the requirements of the Government [FAR Parts 7, 10 and 11 and NFS Parts 1804, 1807, 1810, and 1811].
- b. Reject the PR package for incompleteness, as deemed appropriate and reasonable by the Buyer or the CO.
- c. Perform thorough Market Research [FAR Parts 10 and 19] with the assistance of the Purchase Requestor, Contracting Officer’s Representative (COR), and PQA Office and document the results on the NF 1787 and NF 1787A [NFS Subparts 1810.002 and 1819.202].
- d. Publicize the requirement on the Government-wide point of entry or through other means and in accordance with federal regulations [FAR Subpart 5.201 and NFS Part 1805].
- e. Develop an interested parties list based upon market research and responses to publicized documents (e.g., Request for Information and Sources Sought Notice) [FAR Parts 4, 10, and 14 and NFS Parts 1804, 1810, and 1814].
- f. Prepare and issue the solicitation [FAR Parts 13, 14, and 15 and NFS Parts 1813, 1814, and 1815]. Incorporate into the solicitation the requirements document and the evaluation criteria developed in conjunction with the Purchase Requestor. Include appropriate quality and inspection clauses in the solicitation [FAR Parts 46 and 52 and NFS Parts 1846 and 1852]. Coordinate unique clauses (e.g., recommendations from oversight organizations such as the Safety and Mission Assurance Directorate (Code Q)) with the Office of General Counsel at ARC (Code DL), in accordance with APD 5101.1.
 - (1) Incorporate quality assurance requirements, as identified in Attachment A (Quality System Requirements for Organizations Responsible for Performance of Work) of NPD 8730.5, into procurements utilizing input provided by the Purchase Requestor and the Center Safety and Mission Assurance Directorate.
 - (2) Consult with the Safety and Mission Assurance Directorate to ensure compliance with NASA-STD-8739.8 when acquiring software developed by, or for, NASA and when incorporating open source, commercial off-the-shelf (COTS), Government off-the-shelf (GOTS), or modified off-the-shelf (MOTS) software in a NASA system.
 - (3) Consult with the Ames Office of the Chief Engineer to ensure compliance with NPR 7150.2 when acquiring software developed by, or for, NASA and when incorporating open source, commercial off-the-shelf (COTS), Government off-the-shelf (GOTS), or modified off-the-shelf (MOTS) software in an NASA system.
- g. Receive and evaluate quotations when utilizing simplified purchasing methods, including micro-purchases. [FAR Part 13 and NFS Part 1813].
- h. Receive bids and hold the bid opening when utilizing sealed bidding [FAR Part 14 and NFS Part 1814].

- i. Conduct or participate in the evaluation of offers using the evaluation criteria incorporated into the solicitation when utilizing a contracting method other than sealed bidding [FAR Part 15 and NFS Part 1815].
 - (1) Ensure required items comply with all applicable quality standards utilizing input provided by the Purchase Requestor, the Center Safety and Mission Assurance Directorate, and other relevant stakeholders.
 - (2) Ensure that prospective contractors meet contract qualification requirements (e.g., quality system, safety, product, process, and personnel) utilizing input provided by the Purchase Requestor, the Center Safety and Mission Assurance Directorate, and other relevant stakeholders.
- j. Determine the responsibility of the potential contractor, including quality [FAR Part 9 and NFS Part 1809].
- k. Prepare the award documentation.
- l. Perform contract administration, including the collection of performance data (particularly addressing the quality of any deliverables) in the Contractor Performance Assessment Reporting System (CPARS) [FAR Parts 36 and 42 and NFS Parts 1836 and 1842].
- m. Maintain records in accordance with all regulatory and statutory requirements.

1.5 The Contracting Officer shall:

- a. Ensure the accomplishment of all required reviews, including all applicable special approvals.
- b. Execute the award document. [Pursuant to FAR Part 9, the CO's signature on an award document constitutes a determination of the vendor's responsibility with respect to the individual award.]
- c. Identify safety-critical attributes and associated Government Mandatory Inspection Points (GMIPs) and perform periodic monitoring to ensure that the COR or other identified technical monitor is conducting appropriate surveillance of the contractor in accordance with the QASP.
- d. Perform a timely close out of the contract upon completion [FAR Part 4 and NFS Part 1804].

1.6 The Environmental Management Division (Code JQ) shall:

- a. When required by SAP commodity or as requested by the Purchase Requestor or Code JA, review PRs and requirements documents to determine the availability and appropriateness of environmentally preferable products ("Affirmative Procurement" or "Buying Green") [FAR Subpart 23.4, NFS Part 1823, and NPR 8530.1].
- b. Review the annual Ames Acquisition Forecast and semi-annual updates issued by Code JA pursuant to NPR 8530.1, Chapter 3, in order to identify potential requirements of interest to Code JQ relative to environmental issues.
- c. Review, sign, and approve the NF 1707.

1.7 The Safety and Mission Assurance Directorate (Code Q) shall:

- a. When required by SAP commodity, or as requested by the Purchase Requestor or Code JA, review PRs and requirements documents to ensure compliance with quality and safety requirements. Participate in acquisition strategy activities as needed. [FAR Parts 9, 23, and 46 and NFS Parts 1809, 1823, and 1846]
- b. Review the annual Ames Acquisition Forecast and semi-annual updates issued by Code JA pursuant to NPR 8530.1, Chapter 3, in order to identify potential requirements of interest to Code Q relative to quality and safety.
- c. Review, sign, and approve the NF 1707.
- d. Support PR Requestors in the assessment of quality and safety requirements for purchases.
- e. Assist CSs and COs to ensure compliance with NASA-STD-8739.8 when acquiring software developed by, or for, NASA and when incorporating open source, COTS, GOTS, or MOTS software in a NASA system.
- f. If there's no surveillance plan managers or assigned SMA Rep to the project, then the PM along with the COR would provide resources for support from the PQA office. (See QASP Development Flow at <https://procure.arc.nasa.gov/>)

1.8 The Contracting Officer's Representative (COR) shall:

- a. In accordance with NFS 1801.670 and 1842.270, receive CO delegation for specific authority and responsibility for the overall technical management of the contract including, but not limited to, ensuring all requirements are flowed down to the Contractor performing under a Task Order (TO) and to any subcontractors performing at any tier under the contract.
- b. Review and recommend approval of the requirements document and other purchasing documentation for adequacy of specified requirements.
- c. Support the CO by performing the following actions.
 - (1) Perform contract administration within the scope of the COR delegation [NFS Part 1842].
 - (2) Monitor the contractor's technical and schedule performance in accordance with the contract requirements. [This includes reviewing and forwarding technical, cost, and other reports submitted by the contractor.]
 - (3) Report compliance or noncompliance.
 - (4) Recommend corrective action.
 - (5) Evaluate the contractor's performance at regular intervals and/or at the conclusion of the contract and provide input in the CPARS.
- d. Ensure the Task Manager completes the NF 1707 before the award of contract TO.

1.9 The Task Manager shall:

- a. Receive an appointment from the CO when there are multiple tasks under a particular contract. Support the COR by providing insight into the contractor's technical and schedule performance on a specific task and reporting progress and problems observed, submitting written requests to the COR for

any necessary changes to the task requirements, assisting with COR inspections of work performed for acceptance purposes, and providing input to the COR's identification of requirements requiring flow down and confirmation of the flow down of all such requirements to the Contractor performing under a TO and to subcontractors at any tier.

b. Serve as the Purchase Requestor for the TO and perform the roles and responsibilities listed in Section 1.1.

1.10 The Government Purchase Cardholder shall:

a. Review and abide by all the applicable policies, procedures, regulations, and guidance outlined in NPD 5104.1 and the NASA PCPI, as updated by the Headquarters Office of Procurement.

Note: The NSSC functions as the Lead Agency Program Coordinator (APC) for NASA's Purchase Card Program as well as develops best practices and procedures for the Purchase Card Program.

1.11 The Cardholder's Approving Official/Alternate Approving Official (AO/AAO) shall:

a. Review and abide by all the applicable policies, procedures, regulations, and guidance outlined in NPD 5104.1 and the NASA PCPI, as updated by the Headquarters Office of Procurement.

CHAPTER 2 COMPETITION AND LISTS OF ACCEPTABLE CONTRACTORS/SUPPLIERS

2.1 Acceptable Contractors

2.1.1 Except as provided by the FAR/NFS requirements regarding Qualifications Requirements, collection of Contractor Performance Information, and BPAs, ARC does not maintain lists of acceptable contractors [FAR Subparts 9.2, 42.15, and 13.2; and NFS Subparts 1809.2 and 1842.15].

2.1.2 Federal procurement promotes full and open competition to the maximum extent practicable [FAR Part 6 and NFS Part 1806]. Therefore, all vendors are initially considered acceptable unless they are excluded from competition or are removed from consideration through the evaluation process [FAR Subparts 6.2 and 9.4; and NFS Subparts 1806.2 and 1809.4].

APPENDIX A. ACRONYMS

AAO	Alternate Approving Official
AG	Acquisition Guidance
AO	Approving Official
APC	Agency Program Coordinator
AR	Acquisition Requirement
ARC	Ames Research Center
AS	Aerospace Standard
BPA	Blanket Purchase Agreement
CDRL	Contract Data Requirements List
CLIN	Contract Line Item Number
CO	Contracting Officer
COR	Contracting Officer's Representative
COTS	Commercial Off-The-Shelf
CPARS	Contractor Performance Assessment Reporting System
CS	Contract Specialist
DRD	Data Requirements Deliverable
EAR	Export Administration Regulations
EIT	Electronic and Information Technology
FAR	Federal Acquisition Regulations
GFP	Government Furnished Property
GIDEP	Government-Industry Data Exchange Program
GMIP	Government Mandatory Inspection Point
GOTS	Government Off-The-Shelf
GSE	Ground Support Equipment
IAGP	Installation Accountable Government Property
ISO	International Organization for Standardization
GICE	Independent Government Cost Estimate
ITAR	International Traffic in Arms Regulations
JOFOC	Justification for Other than Full and Open Competition
MOTS	Modified Off-The-Shelf

NF	NASA Form
NFS	NASA FAR Supplement
NPD	NASA Policy Document
NPR	NASA Procedural Requirement
ODC	Other Direct Cost
PCD	Procurement Class Deviation
PCPI	Purchase Card Procedures and Instructions
PR	Purchase Request
PSM	Procurement Strategy Meeting
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
SEB	Source Evaluation Board
SOO	Statement of Objectives
SOW	Statement of Work
TO	Task Order
UV	Ultraviolet

APPENDIX B. REFERENCES

- B.1 NPR 5810.1, Standard Format for NASA Research Announcement and other Announcements for Grants and Cooperative Agreements
- B.2 NPR 8735.2, Hardware Quality Assurance Program Requirements for Programs and Projects
- B.3 NASA Grant and Cooperative Agreement Manual⁸
- B.4 Code JA Acquisition Requirements (ARs) and Acquisition Guidance (AGs)⁹

⁸ https://www.nasa.gov/offices/ocfo/gpc/regulations_and_guidance

⁹ <https://teams.share.nasa.gov/arc/acquisition/default.aspx>