

ISO 9000 Meditations for Today

January 12 - 16, 1998

What is the purpose of GP-OWI-07?

GP-OWI-07 (Non-Competitive Procurement Documentation) identifies the documentation required to support noncompetitive procurement actions and establishes the responsibilities of contract specialists in preparing and processing such documentation.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-07

What forms for procurements in excess of the micro-purchase threshold that will be procured on a noncompetitive basis?

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-07

(1) For noncompetitive procurement actions resulting from an unsolicited proposal where a grant or a cooperative agreement will be the procuring instrument, a “Justification for Acceptance of an Unsolicited Proposal” (JAUP) is to be prepared and will be approved by a Grant Officer (all Contracting Officers are also Grant Officers). (See FAR Subpart 6.3 and NHB 5800.1)

(2) For noncompetitive procurement actions where a purchase order or contract valued at \$100,000 or less will be the procuring instrument, a Recommendation and Determination for Soliciting only one Source (RDSS) is to be prepared. (See FAR Subpart 13.1)

(3) For noncompetitive procurement actions where a contract with a value in excess of \$100,000 will be the procuring instrument, a “Justification for Other Than Full and Open Competition” (JOFOC) is to be prepared. (See FAR Subpart 6.3)

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-07

What is the purpose of GP-OWI-08?

GP-OWI-08 (Vendor Sources and Past Performance Data) establishes the procedure for identifying acceptable sources of supply for MSFC procurement actions and describes the process for collecting, maintaining and utilizing vendor past performance data.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-08

Once the offeror's eligibility has been established, what can Contracting Officers (CO's) use to establish that the offeror is responsible.

- (a) Their personal knowledge of the firm
- (b) Information provided by the GP16/SBS
- (c) Information provided by other individuals (Government or industry) knowledgeable of the offerors capabilities and reputation
- (d) Information available in the various past performance databases.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-08

What is the purpose of GP-OWI-09?

GP-OWI-09 (Preparation of Solicitations and Contracts) establishes the procedures for preparing solicitations and contracts and for proposing new Center-generated provisions or clauses.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-09

What Matrix is used to determine that appropriate procurement procedure?

The Procurement Matrix, serves as a reference in selecting the appropriate procurement procedure to be used.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-09 (Preparation of Solicitations and Contracts)
3. Then go to Appendix A.

What is the purpose of GP-OWI-10 (Negotiated Procurement Documentation)?

The purpose of GP-OWI-10 (Negotiated Procurement Documentation) is to establish procedures and responsibilities for Contracting Officers (COs) and contract specialists to obtain evaluations of contractor proposals and prepare the documentation required to support the negotiation process.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-10 (Negotiated Procurement Documentation)

What procedures should Contracting Officers (CO's) and Contract Specialists use when a proposal is received from a contractor?

Upon receipt of the contractor's proposal, COs/contract specialists shall determine whether cost or pricing data has been submitted in accordance with FAR and NFS requirements. COs/contract specialists will request technical evaluation, cost/price analysis, and field pricing support as appropriate for the particular procurement and ensure that a copy of the completed technical evaluation is incorporated in the cost/price report.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-10 (Negotiated Procurement Documentation)

Who is responsible for determining the reasonableness of documentation submitted by subcontractors?

The offeror or prime contractor is responsible for supporting the reasonableness of proposed subcontracts.

Written release or permission must be obtained from the subcontractor prior to the release of any audit information to a prime contractor or higher-tier subcontractor. If the subcontractor objects to the release of the audit report to a higher-tier contractor, then the higher-tier contractor should be provided with a range of unacceptable costs for each element in such a way as to prevent disclosure of subcontractor proprietary data.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-10 (Negotiated Procurement Documentation)

What evaluations/reports serve as the primary input for preparing the Government's position for negotiating the settlement of the effort in noncompetitive procurement actions?

The technical evaluation and cost/pricing report, as required, shall serve as the primary input for preparing the Government's position for negotiating the settlement of the effort in noncompetitive procurement actions.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-10 (Negotiated Procurement Documentation)

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What is the purpose of GP-OWI-11 (Precontract Cost)

The purpose of this instruction establishes procedures to be followed in authorizing precontract costs.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-11 (Precontract Cost)

Which GP-OWI should the review and approval of the precontract cost letter and supporting file documentation shall be in accordance with?

GP-OWI-05 (Review and Execution of Procurement Documents)

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-11 (Precontract Cost)

When the parties have reached an agreement upon all terms and conditions of a proposed contract, what is normal amount of precontract cost?

Normally not more than 10% of the total estimated cost of the contract, exclusive of fee.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-11 (Precontract Cost)

What is the purpose of GP-OWI-12 (Contract Delegations)

This instruction establishes the procedures and guidelines for delegations of contract administration functions, audit functions, security functions and Contracting Officer Technical Representatives (COTR) functions.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-12 (Contract Delegations)

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Who is responsible for processing delegations for contract administration functions in accordance with NFS 1842.202 on all contracts assigned for management within their respective organizational elements?

Contracting Officers (COs) are responsible. However, if functions listed in FAR 42.302(a) are withheld or modified for reasons other than those specified in NFS 1842.202(b) and 1842.203(c), such withholding shall be approved in writing at a level above the immediate CO. This written approval shall be made part of the official contract file .

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-12 (Contract Delegations)

What is the purpose of GP-OWI-13 (Transfer of Procurement Files to close-out)?

This instruction establishes internal policy and procedures for transferring certain physically completed award instruments to the Procurement Office Close-out Contractor (GP04-K) for administrative close-out.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-13 (Transfer of Procurement Files to close-out)

Who is responsible for reviewing and accepting official files that are compliant with the procedures set forth in this instruction (GP-OWI-13) and for notifying the responsible Division CO/Grant Officer of those files found to be non-compliant?

The MSFC GP16/Close-out Contracting Officer is responsible.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-13 (Transfer of Procurement Files to close-out)

What is the purpose of GP-OWI-14 (Procurement Process Reviews and Surveys)?

This instruction establishes and/or describes reviews and surveys to be performed at MSFC that will document the efficacy of the MSFC procurement process and identify vulnerable areas.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-14 (Procurement Process Reviews and Surveys)

Who is responsible for the reviews and approvals in GP-OWI-14 (Procurement Process Reviews and Surveys)?

The Procurement Officer will approve all review response and resolution reports except those responding to the Headquarters Survey and the annual Self-Assessment Reviews. The response to the Headquarters Survey and the Self-Assessment Reviews will be executed by the Procurement Officer and approved by the NASA Associate Administrator for Procurement.

You can reach this information in METRO by following these steps:

1. In METRO (under Programs) click on: OWI
2. Then click on: GP-OWI-14 (Procurement Process Reviews and Surveys)