



Dryden Flight Research Center
Edwards, California 93523-0273

DOP-A-003
Revision: C

Dryden Organizational Procedure

CODE A

REVIEW AND EXECUTION OF PROCUREMENT DOCUMENTS

Electronically Approved by
Chief, Acquisition Management Office

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY.

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 1 of 15

DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

DATE APPROVED	ISSUE	PAGE	AMENDMENT DETAILS
11/2/98	Baseline		
2/17/99	Revision A		Added signature block to cover page. Change heading of #7 on page 5 to MANAGEMENT SYSTEM RECORDS and deleted bldg and room numbers in following sentence.
5/15/00	Revision B	All	Updated Applicable Documents section. Subdivided Section 3 into two parts. Paragraph 3b is now Section 3.2. Added paragraph d to Section 3.1. Corrected numbering of Review & Approval section. Paragraphs e & f of old Section 3 were changed to paragraphs a & b of Section 4.1. Changed DFRC 25 form to Form A-7. Added paragraphs c, d & e to Section 4.1. Added Sections 4.2, 4.3 & 4.4. Deleted old Section 6.
See IDMS Document Master List	Revision C	All	Incorporated Policy Letter 97-1 as Appendix A. Updated PIC reference in Section 3.1(d). Changed dollar threshold and added requirement regarding certified cost or pricing data in Section 4.2

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 2 of 15

REVIEW AND EXECUTION OF PROCUREMENT DOCUMENTS

1. PURPOSE

This procedure provides the DFRC Acquisition Management Office (AMO) review structure, review cycle, and signature authority levels required for (i) contracts (as defined in FAR 2.101), (ii) grants, (iii) cooperative agreements, (iv) supplements or modifications to such documents, and (v) related documentation. This procedure does not apply to Other Transactions (e.g., joint sponsored research agreements).

2. APPLICABLE DOCUMENTS

CFR Title 48 Chapter I	<i>Federal Acquisition Regulation (FAR)</i>
NHB 5100.4B	<i>NASA Federal Acquisition Regulation Supplement (NFS)</i>
DCP-A-003	<i>Processing NASA Research Announcements (NRAs), Cooperative Agreement Notices (CANs), and Joint Sponsored Research Agreement (JSRAs)</i>
DCP-A-005	<i>Source Evaluation Board/Committee (SEB/SEC) Process</i>
DOP-A-004	<i>Socioeconomic Programs</i>
DOP-A-005	<i>Noncompetitive Procurement Documentation</i>
DOP-A-007	<i>Preparation of Solicitations and Contracts</i>
DOP-A-008	<i>Negotiated Procurement Documentation</i>
DPD 5000.1	<i>Delegations of Authority for Procurement Matters</i>
DPD 5101.1	<i>Legal Review of Acquisition Matters</i>

3. INSTRUCTIONS

3.1 General

- a. All contracts, grants, cooperative agreements, contract modifications, and contract-related correspondence obligating or potentially obligating the Government must be executed by a Contracting Officer (CO) acting within the limits of his/her Contracting Officer Certificate of Appointment. (“Contracting Officer” or “CO” is

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 3 of 15

synonymous with “Grant Officer” in this procedure). CO appointments (commonly known as warrants) are set forth in writing and must be prominently displayed in the CO’s work area.

b. In addition to processing contracts, contract modifications and contract-related correspondence, AMO personnel are periodically required to prepare and process a wide variety of documents supporting various procurement actions. Content requirements for preparation of these documents are set forth in the FAR/NFS.

(1) Documentation required to support noncompetitive procurements.

- Justification for Acceptance of Unsolicited Proposal (JAUP)
- Justification for Other than Full and Open competition (JOFOC)

See DOP-A-005 for instructions.

(2) Solicitations

See DOP-A-007 for instructions.

(3) Competitive Range Determinations/Source Selection Statements/Briefings

See DCP-A-005 for instructions.

(4) Pre-negotiation Position Memorandum

See DOP-A-008 for instructions.

(5) Price Negotiation Memorandum

See DOP-A-008 for instructions.

c. In addition to the documents listed above, there are many other procurement documents, correspondence and potentially sensitive issues that require execution/issuance or other action by COs acting within their appointment limitations. Whenever a potentially critical or controversial procurement matter arises, the responsible contract specialist shall inform the Procurement Officer in a timely manner and prior to taking any official action regarding such matters.

(1) Mistakes in bid/Determinations

(2) Personal Service/Consulting Service contracts

(3) Contracts and Modifications not covered by FAR

(4) Requests for Indemnification

(5) Claims

(6) Protests and resultant CO Statements

(7) Cure Notices and Show Cause Letters or other correspondence with contractors that have legal implication

(8) Past Performance referrals which are negative on a contractor’s performance

(9) Documentation pertaining to Contract Termination or potential Termination actions

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 4 of 15

- (10) Actions involving Intellectual Property issues (i.e. patents, copyrights, trade secret agreements etc.)
- (11) Notice of Costs Suspended or Disallowed
- (12) Findings of Fact and Decision by the CO under the Disputes Clause
- (13) Notices/Determinations regarding defective certified cost or pricing data
- (14) Waiver of requirement for Cost or Pricing Data
- (15) Debriefings of Contractors
- (16) Request for Deviations from FAR and NFS
- (17) Request for ratification

Any documentation pertaining to the above items will be coordinated with the DFRC Office of Chief Counsel, as deemed necessary by the AMO.

- d. The CO is responsible for preparing the Individual Procurement Action Reports (NASA Form 507 series) for each procurement action above \$25,000. The NF 507 forms are entered into the Acquisition Management System (AMS) in order to provide procurement records and statistics through a single uniform reporting program. This information is used by NASA to meet the requirements of FAR 4.601 (See also NFS 1804.601). The table below illustrates the applicable NF 507 required for the more common procurement actions (NF 1804.670). Detailed instructions for preparing the NF 507 series is found in Procurement Information Circular (PIC) 00-20 dated September 11, 2000.

Applicable Individual Procurement Action Report

Procurement Action	NF 507	NF 507A	NF 507B	NF 507G	NF 507M
Contract Awards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Purchase Orders over \$25K	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Grant Awards			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cooperative Agreements			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Funded Space Act Agreements			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Intragovernmental agreements over \$25K			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Orders against Federal Supply Schedules			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Modifications to a Procurement Action			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 5 of 15

3.2 Procurement Officer Actions

The FAR/NFS established the Director of the respective Installation as the Approval authority for some of the procurement documentation; however, re-delegation authority is also granted. Accordingly, the Center Director has formally delegated approval authority to the Procurement Officer for the following actions required by the FAR:

- a. 1.602-3(b)(2) and (3) – Ratify unauthorized commitments (See DCP-A-008).
- b. 3.104-6(b) – Receive written notice of disqualification from further participation in a procurement when discussing possible non-Federal employment with a bidder or offeror in that procurement (3.104-4(c)(2)(ii)).
- c. 3.104-6(c) – Authorize reinstatement of agency official to participation in the procurement (3.104-(c)(2)(ii)).
- d. 3.104-10 – Make determinations or recommendations and authorize/implement specified actions concerning actual or possible Procurement Integrity Act violations.
- e. 19.505(b) and (d) – Render written decisions and provide written justifications on SBA appeals of CO rejections of SBA set-aside recommendations.
- f. 25.102(b)(2) – Make Buy American Act non-availability determinations that cannot be made by the CO.
- g. 25.202(a)(2) – Make Buy American Act construction material non-availability determinations.
- h. 36.213-2 – Waive pre-solicitation notices for construction requirements.
- i. 36.609-1(c) - Provide written determinations on non-use of clause 52.236-22, Design Within funding Limitations, in fixed-price Architect-Engineer contracts.
- j. 52.203-10 – Make determinations on Procurement Integrity Act violations for application of price or fee reductions.
- k. 52.222-16 – Approve, for cost reimbursement construction contracts, straight time wage rates and overtime wage rates based thereon, for laborers and mechanics, if the straight time wages exceed the rates for corresponding classifications in the applicable Davis-Bacon Act minimum wage determination included in the contract.
- l. 1849.101 – Serve as DFRC Terminating Contracting Officer with further authority to re-delegate in writing to designated DFRC COs on an Ad Hoc basis.

4. REVIEW AND APPROVAL

4.1 General

- a. All files submitted for review action shall be accompanied with a Coordination/Approval Document (Form A-7). The Form A-7 shall be used as the official record of approval unless there is a designated format for the particular action. It is also to be used in conjunction with a designated format to show the complete review and approval process (e.g., JOFOCs). When using the A-7, pay careful attention to the form instructions in order to differentiate between obtaining concurrence or approval from coordinating offices.

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 6 of 15

- b. Acquisition packages submitted for formal review shall contain all documentation necessary to support the action being taken. A copy of the basic contractual document and all prior modifications considered pertinent to the immediate action shall accompany contractual modifications. All files should be made available to the reviewer at any given time.
- c. Contract Specialists shall return (i) all original review comments, (ii) responses to the review comments, and (iii) all original documents which were reviewed initially and changed in response to review comments made. This will facilitate quicker reviews on returned documents submitted for final approval.
- d. The FAR Review and Approval matrix is shown in Appendix A. The matrix is a summary compilation of the review and approval requirements for several acquisition processes. This guide is intended to be a desk reference to assist AMO personnel in their day-to-day work. It is not a substitute for the FAR, NFS, or other policy issuances.
- e. Within the delegated authority provided to the Procurement Officer (See DPD 5000.1, *Delegations of Authority for Procurement Matters*), the following review/approval authority is delegated in accordance with the Appendix A matrix and the following:
 - (1) Actions below \$500,000--Review and Approval delegated to the Contracting Officer.
 - (2) Actions above \$500,000 up to \$10,000,000--Review and Approval delegated to the Procurement Analyst.
 - (3) Actions over \$10,000,000--Review and Approval retained by the Procurement Officer.
 - (4) Code A contract review/approval of Midrange and Commercial Item actions are delegated to the CO.
 - (5) Commercial items acquired using the procedures of FAR Part 12.603 must be reviewed at the appropriate level before the combined synopsis/solicitation is issued.

4.2 Pricing Reviews

The AMO Analysis Section will perform a price/cost analysis on acquisition actions above \$550,000 if cost or pricing data is required. When cost or pricing data are required, the Certificate of Current Cost or Pricing Data shall be submitted to the Analysis Section. Other actions requiring pricing support may also be reviewed regardless of the dollar value.

4.3 Legal Reviews

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 7 of 15

Legal reviews will be performed on all actions above \$500,000. Determinations & Findings (D&Fs) shall be reviewed by counsel for form and legality before signature (See NFS 1801.770). Legal review and approval policy for acquisitions is in DPD 5101.1, *Legal Review of Acquisition Matters*.

4.4 Small Business Specialist (SBS) Review

The SBS will have three (3) working days to concur with the decision of the Contract Specialist and sign the Form A-24, *Small Business Review Sheet* (See DOP-A-004). The Contract Specialist may proceed after three (3) days if the SBS has not returned the Form A-24. The following actions require SBS review:

- a. All PRs over \$100,000.
- b. PRs under \$100,000 if not set aside for small business.
- c. All 8(a) solicitations, concurrent with solicitation release.
- d. All solicitations over \$500,000.
- e. All set-aside determinations, subcontracting plan goals, and subcontracting plan waivers.

5. MANAGEMENT SYSTEM RECORDS

Management System Records are maintained in the Acquisition Management Office.

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 8 of 15

APPENDIX A

DFRC REVIEW POLICY - ACQUISITION ACTIONS

Procurement Review Action	Review	Approval
<i>FAR PART 1</i>		
<u>Field Installation Regulatory Implementation</u> (NFS 1801.301)		PO
<u>FAR/NFS Deviation</u> (FAR 1.4; NFS 1801.4)	PO	HQ
<u>Ratification of Unauthorized Commitment</u> (FAR 1.602-3; NFS 1801.602-3) NOTE: Authority delegated to the Procurement Officer except when action involves a repeat offender, or appears to have been intentional; then the Center Director retains authority.	CO/L	PO or D
<u>Contracting Authority</u> (NPD 5101.32; NFS 1801.6)		
<u>Warrants</u> (NFS 1801.603) Warrants shall be reviewed at least yearly to ensure a valid organizational need exists. Actions issued by individuals with warrants outside procurement will be reviewed every six months.		
<u>Delegation to Contracting Officer's Technical Representative (COTR)</u> (NFS 1801.670)		CO
<u>Legal Review - D&Fs</u> (NFS 1801.770; DPD 5101.1) Legal reviews solicitations exceeding \$500,000 (DPD 5101.1).	L	
<i>FAR PART 3</i>		
<u>Contracting with Former or Current Government Employees</u> (Approvals as shown in FAR 3.6; NFS 1803.6, 1806.304-70; DPD 5103.2)	PO/L	
<i>FAR PART 4</i>		
REVIEW AND APPROVALS (NFS 1804.72; 1807.7102, 1815.406-171 & -172)		
Solicitations NOTE: Route to supply and equipment management officer (SEMO) for concurrent review on solicitations over \$1M (others per NFS 1845). NOTE: Review of combined synopsis/solicitation for commercial items (FAR 12.6) is required for the solicitation thresholds below.		
a. \$100,000 to \$500,000	CO/PA	CO
b. \$500,000 to \$10M	P/PA/L	
c. Above \$10M	P/PA/PO/L	PO
d. SEB (Authority at DFRC)	P/LS/L	PO
e. SEB (Authority retained at HQ)	P/LS/L/PO/ D	HQ
Contracts (Include options to determine dollar threshold) NOTE: CODE A REVIEW OF COMMERCIAL ITEMS AND MIDRANGE IS WAIVED BY OTHER THAN THE CO AT ALL DOLLAR THRESHOLDS.		
a. \$100,000 to \$500,000	CO/PA	CO
b. \$500,000 to \$10M	P/PA/L	
c. Above \$10M	P/PA/PO/L	PO
d. SEB (Authority at DFRC)	P/LS/L	PO
e. SEB (Authority retained at HQ)	P/LS/L/PO/ D	HQ
<u>Contract Review by Headquarters</u> (NFS 1804.72)	PO	HQ
<u>Processing an Unfunded PR</u> (NFS 1804.7301)		PO

LEGEND: CA=Competition Advocate; CO=Contracting Officer; D=Center Director; HQ=Headquarters; L=Legal;
LS=Line/Staff Mgt; P=Pricing; PA=Procurement Analyst; PO=Procurement Officer; SBS=Small Business Specialist
PCR=SBA's Procurement Center Representative

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY.

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 9 of 15

Procurement Review Action	Review	Approval
FAR PART 5		
<u>Synopses of Proposed Contract Actions</u> (FAR 5.2, 12.6; NFS 1805.2; 1871) All contract actions shall be publicized using the Electronic Posting System	CO	
<u>Non-commercial items:</u> Before posting any synopsis for a non-commercial item; must obtain approval (wait 1 working day before proceeding)		PA or PO
<u>Synopses of Contract Awards</u> (FAR 5.301) NOTE: Provide copy of award synopsis to DFRC PAO & HQ Code K	CO	
<u>Announcement of Contract Awards</u> (FAR 5.303; NFS 1805.303) NOTE: Provide copy of award synopsis to DFRC PAO.		
NASA HQ Public Announcement (NFS 1805.303-70)	PO/L	HQ
ANOSCAs (over \$25M) (NFS 1805.303-71)	PO/L	HQ
FAR PART 6		
JOFOC Approval (FAR 6.304, NFS 1806.304-70; DPD 5000.1) NOTE: When needed, the Chief Engineer shall verify that specifications cannot be restated to allow for competition		
a. Up to \$500,000		CO
b. \$500,000 to \$10M	PO	CA
c. \$10M to \$50M	PO/CA	D
d. Over \$50M (also includes class justifications regardless of amount)	PO/CA/D	HQ
<u>Full and Open Competition after Exclusion of Sources</u> (NFS 1806.2) Authority to sign D&F same as for JOFOC	PO	
<u>Limiting Competition in the Public Interest - D&F</u> (NFS 1806.302-7)	PO/L/CA/D	HQ
<u>Sealed Bidding & Competitive Proposals</u> (FAR 6.401)		CO
FAR PART 7		
<u>Acquisition Plan</u> (FAR 7.1; NFS 1807.1)		
a. Actions below \$1M (use standard format)	CO	
b. Actions \$1M to \$5M (use standard format)		PA
c. Actions \$5M to \$50M with SSA authority retained at DFRC; installation Acquisition Strategy Meeting (ASM) or acquisition plan	PA/LS	PO
d. Actions over \$50M with SSA authority retained at DFRC; installation Acquisition Strategy Meeting (ASM) or acquisition plan	PO/LS	D
e. Actions selected for HQ approval; ASM required	PO/LS/D	HQ
<u>Master Buy Plan</u> (NFS 1807.71)	PO/LS	HQ
FAR PART 8		
<u>Required Sources of Supplies/Services - Waiver</u> (FAR Part 8.404-3; NFS 1808.404-3)		PO
FAR PART 9		
<u>Preaward Survey Requests</u> (NFS 1809.106-1)		PO
<u>Qualification Requirements</u> (FAR 9.202; NFS 1809.202; NPD 8730.2)	PO/L	CA
<u>Waive a Qualification Requirements - D&F</u> (NFS 1809.206)		
a. Emergency (FAR 9.206-1(b)(i))	PO/L	CA
b. Non-emergency (FAR 9.206-1(b)(ii))	PO/L/CA	HQ

LEGEND: CA=Competition Advocate; CO=Contracting Officer; D=Center Director; HQ=Headquarters; L=Legal;
LS=Line/Staff Mgt; P=Pricing; PA=Procurement Analyst; PO=Procurement Officer; SBS=Small Business Specialist
PCR=SBA's Procurement Center Representative

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY.

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 10 of 15

Procurement Review Action	Review	Approval
<u>Awards to Contractors on Debarred List - D&F (NFS 1809.405)</u>	PO/L	HQ
<u>Procedures for Reporting Suspensions of Contractors (NFS 1809.407-3, 470)</u>	PO	HQ copy
<u>Organizational Conflict of Interest - Waiver (FAR 9.503; NFS 1809.503)</u>	PO/L	HQ
<u>Organizational Conflict of Interest (FAR 9.506; NFS 1809.506(b))</u>		
a. Source Selection at Installation Level	CO/L	PO
b. Source Selection at Headquarters Level	PO/L	HQ
<i>FAR PART 11</i>		
<u>Remission of Liquidated Damages (NFS 1811.502)</u>	PO	HQ
<i>FAR PART 12</i>		
<u>Tailoring Commercial Provisions & Clauses (NFS 1812.302)</u>	PO	HQ
<u>Streamlined Solicitation for Commercial Items (FAR 12.603)</u> NOTE: See solicitation review under FAR Part 4 for review thresholds.		
<i>FAR PART 13</i>		
<u>Simplified Acquisition Procedures (FAR 13.302-3) Use of bilateral signature for POs</u>	CO	
<u>Government-wide Commercial Purchase Card (FAR 3.301 & NFS 1813.301)</u>		
a. Designation of individual cardholders (NFS 1813.301(a))	Coordinator	PO
b. Limitations (NFS 1813.301)		
c. Designation of Approving Officials (NFS 1813.301-72)	Coordinator	PO
d. Designation of Center Program Coordinator (NFS 1813.301-73)		PO
<i>FAR PART 14</i>		
<u>Cancellation of Invitations After Opening (NFS 1814.404-1)</u>		
a. Canceled (NFS 1814.404-1(c))		CO
b. Canceled with Conversion to Negotiations (FAR 14.404-1(e)(1))	L	PO
<u>Mistakes in Bid, Correction/Withdrawal (FAR 14.407; NFS 1814.407)</u>		
a. Apparent clerical mistakes before award (FAR 14.407-2)	L	CO
b. Other mistakes disclosed before award (FAR 14.407-3; NFS 1814.407-3)	L	PO
c. Mistakes after award (FAR 14.407-4; NFS 1814.407-4)	L	PO
<i>FAR PART 15</i>		
<u>Draft Requests for Proposals - Waiver (NFS 1815.201(c)(6)(E))</u>		PO
<u>Blackout Notice (NFS 1815.201(c)(6)(f))</u>	CO	PO
<u>Release of Proposal Information (NFS 1815.207-70(b))</u>	L	PO
<u>Source Selection Authority (SSA) (FAR 15.303; NFS 1815.303(a); 1871.203(b))</u>		
a. Contract awards except procurements conducted IAW Master Buy. All Midrange.		CO
b. For DFRC delegated selections, the SSA is the Center Director unless delegated, usually to the PO		D
c. For procurements designated as HQs selections, the SSA is identified as part of the Master Buy process (NFS 1807.7102-3(a)).		HQ
<u>SEB Evaluation and Security Plan (1815.370)</u>	LS/D	PO

LEGEND: CA=Competition Advocate; CO=Contracting Officer; D=Center Director; HQ=Headquarters; L=Legal;
LS=Line/Staff Mgt; P=Pricing; PA=Procurement Analyst; PO=Procurement Officer; SBS=Small Business Specialist
PCR=SBA's Procurement Center Representative

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY.

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C Page 11 of 15

Procurement Review Action	Review	Approval
Proposal Evaluations (<i>FAR 15.305; NFS 1815.305; 1871</i>) NOTE: Pricing reviews if they provided support in the evaluation. NOTE: Legal reviews over \$500K (<i>See DPD 5101.1</i>)		
a. Less than \$500,000		CO
b. \$500,000 to \$10M	PA/P/L	PA
c. Above \$10M	PA/PO/P/L	PO
d. SEBs (Authority at DFRC)	P/LS/PO	D
e. SEBs (Authority retained at HQ)	P/LS/L/PO/ D	HQ
Competitive Range Determination (<i>FAR 15.306(c); NFS 1815.306; NFS 1871</i>)		
a. Less than \$500,000		CO
b. \$500,000 to \$10M	PA/P/L	CO
c. Above \$10M	PA/PO/P/L	CO
d. SEBs (Authority at DFRC) (*Approval as designated)	P/LS/PO	*
e. SEBs (Authority retained at HQ) (*Approval as designated)	P/LS/L/PO/ D	*
<u>Requirement for Cost or Pricing Data - Waiver</u> (<i>FAR 15.403-1(c)(4); NFS 1815.403-1</i>) NOTE: Copy of documentation to HQs	L	PO
<u>Field Pricing Support</u> (<i>FAR 15.404-2; NFS 1815.404-2</i>)	P	CO
<u>Exemption From Use of Structured Approach for Profit/Fee</u> (<i>NFS 1815.404-471</i>)		PO
Pre-Neg, Addendums, & Post-Neg Memoranda (<i>FAR 15.406; NFS 1815.406</i>) NOTE: SADBU reviews for subcontracting plan goals only. NOTE: Pricing reviews pre-neg and addendums only. (An addendum is required if limits of approval are exceeded).		
a. Up to \$500,000		CO
b. \$500,000 to \$10M	PA/P	PA
c. Above \$10M	PA/PO/P	PO
d. SEBs (Authority at DFRC)	P/PA	PO
e. SEBs (Authority retained at HQ)	P/PA/PO/ CA/D	HQ
Debriefings (<i>FAR 15.505, 506; NFS 1815.506</i>)		
a. Up to \$500,000		CO
b. \$500,000 to \$10M	PA/P/L	CO/PA
c. Above \$10M	PA/PO/P/L	CO/PO
d. SEBs (Authority at DFRC)	P/PA	CO/PO
e. SEBs (Authority retained at HQ)	P/PA/PO/ L/CA/D	HQ
FAR PART 16		
<u>Economic Price Adjustment Clauses</u> (<i>FAR 16.203; NFS 1816.203</i>) NOTE: The CO must coordinate with the Financial Management Officer (FMO) before exceeding the 10% limit in FAR 52.216.	FMO/PO/P/ L	HQ
<u>FFP LOE Contract over \$100,000 - Determination</u> (<i>FAR 16.207-3(d)</i>)		PO
<u>NASA Technical Performance Incentives</u> (<i>NFS 1816.402-270(a)</i>)	CO/PA/PO	D
<u>Use of Award Fee Incentive</u> (<i>NFS 1816.405-270(a)</i>)	CO/PA	PO

LEGEND: CA=Competition Advocate; CO=Contracting Officer; D=Center Director; HQ=Headquarters; L=Legal;
LS=Line/Staff Mgt; P=Pricing; PA=Procurement Analyst; PO=Procurement Officer; SBS=Small Business Specialist
PCR=SBA's Procurement Center Representative

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY.

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C Page 12 of 15

Procurement Review Action	Review	Approval
Letter Contracts (<i>FAR 16.603; NFS 1816.603, 1807.7101</i>)		
a. Less than Threshold @ <i>NFS 1807.7101</i>	PA/L	PO
b. More than Threshold @ <i>NFS 1807.7101</i>	PA/PO/L	HQ
FAR PART 17		
<u>Multi-Year Contracting</u> (<i>FAR 17.105-1; NFS 1817.105-1</i>)	PO/L	HQ
<u>Option Quantities in Excess of 50% of Initial Quantity</u> (<i>FAR 17.2; NFS 1817.203</i>)		PO
<u>Deviation from 5-Year Contract Limitation Policy</u> (<i>NFS 1817.204(e)(ii)</i>)	PO	HQ
<u>Determination not to Evaluate Offers for Option Qty/Periods</u> (<i>FAR 17.206; NFS 1817.206</i>)		PO
<u>Formula for Determining Price (FP) or Fee (CR) Options</u> (<i>NFS 1817.207(f)</i>)	PO	HQ
<u>Interagency Acquisition Under the Economy Act)- D&F</u> (<i>FAR 17.5; NFS 1817.5, NFS 1817.70</i>)		CO
FAR PART 19		
<u>Contract Consolidations – Small Business Impact Assessment for Actions exceeding \$5M</u> (<i>NFS 1819.202-170</i>)	CO/LS/ SBS/PO	HQ
<u>Set-Aside Determination</u> (<i>FAR Part 19.501</i>) NOTE: The SBA's PCR may request to review acquisitions not unilaterally set aside for small business.	SBS/PCR	CO
<u>Rejecting SBA Recommendations</u> (<i>FAR 19.505; NFS 1819.502-70</i>)	CO/SBS/ PCR	PO
<u>Small Business Subcontracting Plan</u> (<i>FAR 19.705</i>)	SBS/PCR	CO
<u>Small Business Subcontracting Plan - Waiver</u> (<i>FAR 19.705-2(c)</i>)	CO/SBS/ PCR	PO
<u>SBA Failure to Initial Negotiations</u> (<i>NFS 1819.804</i>) RE: Proceeding without regard to 8(a) procedure		PO
FAR PART 22		
<u>Overtime</u> (<i>FAR 22.103-4; NFS 1822.103-4</i>)		CO
FAR PART 25		
<u>Buy American Act - Waiver</u> <i>NFS 1825.102</i> (supplies) <i>1825.202</i> (construction)		
a. <i>1825.102(a)(3)</i> Determination	PO/L	HQ
b. <i>1825.102(b)(1)</i> Nonavailability Determination	L	CO
c. <i>1825.102(b)(2)</i> Nonavailability Determination	L/CO	PO
d. <i>1825.202(a)(1)</i> Cost Unreasonableness NOTE: Foreign Costs higher than 6% of Domestic Construction material must be approved by HQ.	L	CO
e. <i>1825.202(a)(2)</i> Nonavailability Determination	CO/L	PO
f. <i>1825.202(a)(3) & (4)</i> Nonavailability Determination	PO/L	HQ
FAR PART 30		
<u>Waiver of CAS - D&F</u> (<i>FAR 30.201-5; NFS 1830.201-5</i>)	PO/P/L	HQ
FAR PART 31		
<u>Precontract Costs</u> (<i>NFS 1831.205-32</i>) Authority to approve is delegated to the Contracting Officer		PO

LEGEND: CA=Competition Advocate; CO=Contracting Officer; D=Center Director; HQ=Headquarters; L=Legal;
 LS=Line/Staff Mgt; P=Pricing; PA=Procurement Analyst; PO=Procurement Officer; SBS=Small Business Specialist
 PCR=SBA's Procurement Center Representative

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
 VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.
 PRINTED DOCUMENTS ARE FOR REFERENCE ONLY.

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 13 of 15

Procurement Review Action	Review	Approval
<i>FAR PART 32</i>		
<u>Commercial Interim/Advance Payment Authorization (FAR 32.202-1(b))</u> NOTE: Requires coordination with Code C		CO
<u>Authorization for use of Advance Payments - D&F (FAR 32.402(e); NFS 1832.402(e))</u> special terms apply NOTE: Requires coordination with Code C		
a. Payments greater than \$25 million	PO/L	HQ
b. Payments not exceeding \$25 million (Requires FMO coordination)		PO
c. Increases to amounts previously approved		PO
d. SBIR, STTR Phase I; Expendable Launch Vehicle (ELV) Service Contracts		CO
<u>Incrementally Funded Contract - Waiver (NFS 1832.702-70(d))</u> - Requires Comptroller concurrence		PO
<u>Performance-Based Payments (FAR 32.1006; NFS 1832.1006)</u>	CO	PO
<i>FAR PART 33</i>		
<u>Protests, Disputes, and Appeals (FAR Part 33; NFS Part 1833)</u>	L/PO	
<i>FAR PART 35</i>		
<u>Broad Agency Announcements (FAR 35.016; NFS 1835.016)</u>		
a. Announcements of Opportunity (AOs) NFS 1872	PO/L	HQ
b. NASA Research Announcements (NRAs) NFS 1835.016-71	PO/L	D
<i>FAR PART 37</i>		
<u>Pension Portability (NFS 1837.170(a))</u>		PO
<u>Advisory and Assistance Services (FAR 37.2; NFS 1837.2)</u>	LS/CO/PO/L	HQ
<i>FAR PART 41</i>		
<u>Acquiring Utility Services (FAR 41.203; NFS 1841.203)</u>	PO/L	HQ
<i>FAR PART 42</i>		
<u>Delegation of Administration (NFS 1842.2)</u>	LS	CO
<u>Post Award Planning Conference - Waiver (NFS 1842.503)</u>		PO
<u>Novation and Change of Name Agreements (NFS 1842.12)</u>	L	HQ copy
<i>FAR PART 43</i>		
<u>Modifications to Contracts (FAR 43, NFS 1843)</u>		
a. Admin/Funding		CO
b. Supplemental Agreement		
(1) Less than \$500,000		CO
(2) \$500,000 to \$10M	PA/L	PA
(3) Above \$10M	PA/PO/L	PO
c. Undefined Contract Actions (NFS 1843.70) (must show a NTE amount or ceiling setting verbiage)		
(1) Up to \$100,000	CO	PO
(2) Above \$100,000	PA/PO/L	D

LEGEND: CA=Competition Advocate; CO=Contracting Officer; D=Center Director; HQ=Headquarters; L=Legal;
LS=Line/Staff Mgt; P=Pricing; PA=Procurement Analyst; PO=Procurement Officer; SBS=Small Business Specialist
PCR=SBA's Procurement Center Representative

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY.

Dryden Organizational Procedure Code A		
Review And Execution Of Procurement Documents	DOP-A-003	Revision: C
		Page 14 of 15

Procurement Review Action	Review	Approval
<i>FAR PART 44</i>		
<u>Delegation of Consent to Subcontract Authority (NFS 1844.202-1)</u> (Authority delegated to Procurement Analyst)	PA	PO
<i>FAR PART 45</i>		
<u>Providing Facilities – D&F (NFS 1845.302-1)</u>	LS	PO
<i>FAR PART 46</i>		
<u>Warranties (NFS 1846.704(2))</u> Authorization may be made for individual or class actions		PO
<i>FAR PART 49</i>		
<u>Contract Terminations (Default or Convenience) (DPD 5000.1; NFS 1849.101-70)</u> NOTE: Procurement Analyst is TCO. NF1413 required (NFS 1849.105-70).	L	PA
<i>NFS PART 71</i>		
Review/approval of Midrange documents are the same as other documents unless otherwise stated. Refer to the appropriate FAR Part.		

LEGEND: CA=Competition Advocate; CO=Contracting Officer; D=Center Director; HQ=Headquarters; L=Legal;
 LS=Line/Staff Mgt; P=Pricing; PA=Procurement Analyst; PO=Procurement Officer; SBS=Small Business Specialist
 PCR=SBA's Procurement Center Representative

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
 VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.
 PRINTED DOCUMENTS ARE FOR REFERENCE ONLY.