



Dryden Flight Research Center  
Edwards, California 93523-0273

**DOP-A-010**  
**Revision: B**

---

# **Dryden Organizational Procedure**

**CODE A**

# **PROCUREMENT PROCESS REVIEWS AND SURVEYS**

Electronically Approved by:  
Chief, Acquisition Management Office

ALL DOCUMENTS ON THIS SITE  
<http://www.dfrc.nasa.gov/DMS/dms.html>  
ARE FOR REFERENCE ONLY  
THIS SITE IS UPDATED EVERY 30 DAYS

<b>Dryden Organizational Procedure Code A</b>		
<b>Procurement Process Reviews And Surveys</b>	<b>DOP-A-010</b>	<b>Revision: B</b>
		<b>Page 1 of 3</b>

**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
11-3-98	Baseline		
2-23-99	Revision A		Added signature block to cover page. Changed #6 heading to <b>MAMAGEMENT SYSTEM RECORDS</b> and reworded the sentence that follows.
See IDMS Document Master List	Revision B	All	Deleted cancelled document NMI 1200.7D. Reformatted text and clarified some of the instructions. Modified this Document History Page.

Dryden Organizational Procedure Code A		
Procurement Process Reviews And Surveys	DOP-A-010	Revision: B
		Page 2 of 3

## PROCUREMENT PROCESS REVIEWS AND SURVEYS

### 1. PURPOSE

This procedure establishes and describes the reviews and surveys to be performed at the NASA Dryden Flight Research Center (DFRC). These reviews and surveys will document the adequacy and efficacy of the DFRC procurement system and identify areas for improvement.

### 2. APPLICABLE DOCUMENTS

CFR Title 48                      *Federal Acquisition Regulation (FAR)*  
Chapter I

NHB 5100.4B                      *NASA Federal Acquisition Regulation Supplement (NFS)*

[DCP-A-001](#)                      *Using the Procurement System*

[DOP-A-003](#)                      *Review and Execution of Procurement Documents*

### 3. INSTRUCTIONS

- a. Reviews shall be conducted to monitor DFRC's procurement process and identify vulnerabilities within the system. The objective of the reviews will be to (i) assess the compliance of the procurement process to the requirements of all applicable regulations, policies, and procedures and (ii) determine the effectiveness of the acquisition process in procuring quality goods and services for its customers.
- b. The "in process" reviews established in [DOP-A-003](#) are the cornerstone of the procurement review system. Most system reviews will evaluate, directly or indirectly, the adequacy of the "in process" review system.
- c. A series of different reviews will be conducted on a regular basis to assess the entire procurement process and identify any systemic weaknesses or deficiencies. Examples of internal self assessment reviews include:
  - Credit Card Audit,
  - Self-Assessment Review (Procurement), and
  - Small and Disadvantaged Business Utilization.

Other system reviews are conducted by external sources. Such reviews include the NASA Headquarters Procurement survey and the ISO 9000 Audits. In addition to the

ALL DOCUMENTS ON THIS SITE  
<http://www.dfrc.nasa.gov/DMS/dms.html>  
ARE FOR REFERENCE ONLY  
THIS SITE IS UPDATED EVERY 30 DAYS

<b>Dryden Organizational Procedure Code A</b>		
<b>Procurement Process Reviews And Surveys</b>	<b>DOP-A-010</b>	<b>Revision: B</b>
		<b>Page 3 of 3</b>

previously mentioned reviews, the Procurement Office also conducts periodic customer surveys. These surveys, conducted by each Contracting Officer (CO), gauge internal customer (e.g., programs, projects) satisfaction and identify areas where improvement is needed.

- d. All reviews will be documented. Findings from any “in process” reviews will be resolved by the CO and the contract file documented accordingly. The findings and results of each of the system reviews and surveys will be documented in a final report. Resolution of the system review findings will also be documented and included with the final report to be submitted to the Procurement Officer for review.

#### 4. REVIEW AND APPROVAL

The cognizant COs will respond to all applicable review findings. The Procurement Officer will execute responses to the Headquarters Survey and the annual Self-Assessment Reviews.

#### 5. MANAGEMENT SYSTEM RECORDS

Management System Records are maintained in the Acquisition Management Office.