

ANNEX 9.8

ACQUISITION SERVICES

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The Contractor shall provide acquisition services at John C. Stennis Space Center in support of NASA and other resident agencies. The Contractor shall procure all supplies and materials required for establishment and replenishment of stores stock and inventory items, as well as direct buys.

9.8.1 GENERAL REQUIREMENTS

The Contractor shall be knowledgeable of Federal Acquisition Regulations (FAR) and be experienced in the acquisition of supplies and services in support of the Government. The Contractor shall adhere to its Government approved purchasing system for John C. Stennis Space Center in accordance with the FAR and the NASA FAR Supplement, performing market surveys in accordance with FAR 7.101 and FAR 6.303.2(a)(8). In accordance with FAR Part 12, the Contractor and its subcontractors at all tiers shall incorporate, to the maximum extent practicable, commercial items or nondevelopmental items as components of items supplied to NASA and its resident agencies.

9.8.1.1 PROCESSING MATERIAL REQUESTS

The Material Request (MR), SSC Form No. 21, is used by the requestors to procure through the Contractor warehouse stocked material from supply (such as spares and expendables), as well as materials, services and equipment not available at SSC, including rental, lease or maintenance of equipment, software, software licenses, supplies and equipment. The Contractor is authorized to procure equipment, supplies, or services up to \$25,000.00 per the MR. If equipment is listed on SSC's approved annual equipment buy plan or is for inventory stock replenishment, the customer may forward the MR directly to the Contractor without additional approvals from the Government, provided the equipment is as specified and approved

on the equipment buy plan. MRs in excess of \$25,000.00 shall be approved by the Contracting Officer on an exception basis.

9.8.1.2 Government Supply Sources

The Contracting Officer upon request will authorize the Contractor to utilize Government supply sources, including General Services Administration (GSA) Federal Supply Schedules and other consolidated contracts as identified by NASA. The Contractor will not be allowed to use Government supply sources for its own personal use.

9.8.1.3 Direct Reimbursement for Acquisitions

The Contractor will be reimbursed for the actual cost of procured services, supplies, materials, and equipment (without the addition of any burden, handling, or other charges) in accordance with the cost principles and procedures set forth in FAR Part 31. Refer to Section B of the contract for special cost provisions.

9.8.1.4 Definitions

Completely Documented MR: All items on form completed; specifications or salient characteristics attached to MR; justifications for sole sourcing attached to MR

Delinquent Orders: Items or services not received or performed by the due date or completion date.

Direct Buy: Purchase in response to MRs for supplies and services other than replenishment of stock and inventory.

MR: Material Request (Form SSC 21)

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Store Stock: Material being held in inventory by the installation which is repetitively procured, stored, and used on the basis of receiving demand.

SWR: Stennis Work Request (Form SSC 704)

Transaction: Single purchase action of material/equipment to a single source (vendor) regardless of the number of line items on an order.

9.8.2 Acquisition of Materials, Equipment, and Services

**Table 1-2
Acronyms and Abbreviations**

The Contractor shall develop and execute documentation to support the procurement of services, supplies, materials, equipment, to which the Government retains title, including:

- Consumables
- Store Stock
- Parts and Spares
- Equipment Buys
- Service, leases, rental agreements, or maintenance agreements
- Critical material and equipment to meet short suspense or emergency needs of the Government

Nothing Additional

The Contractor is not authorized to procure services, equipment, or materials without available funding and completely documented Material Requests (MRs). No instances of splitting MRs to fall within a lower dollar level.

The different levels of acquisition activity are:

LEVEL I	Purchases Less Than \$2,500	16,000 Transactions
LEVEL II	Purchases Greater Than \$2,500 but Less Than \$25,000	1400 Transactions
LEVEL III	Purchases Greater Than \$25,000 but Less Than \$50,000	100 Transactions
LEVEL IV	Purchases Greater Than \$50,000 but Less Than \$100,000	40 Transactions

Order placed no later than 2 workdays after receipt of completely documented MR.

Order placed no later than 5 workdays after receipt of completely documented MR

Order placed no later than 10 workdays after receipt of completely documented MR

Order placed no later than 14 workdays after receipt of completely documented MR

Table 1-2
Acronyms and Abbreviations

LEVEL V	Purchase Greater Than \$100,000.00	10 Transactions	Order placed no later than 30 workdays after receipt of completely documented MR
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NOTE: The workload is reflected in the number of individual transactions or “buys”. A transaction equates to a single purchase action of material/equipment to a single source (vendor) regardless of the number of line items on the order.

The Contractor shall continually monitor, evaluate, and identify acquisition needs, including receiving request for material, equipment, or services identified by the Government and determining if requisition is complete for processing.	Nothing Additional	No instances of insufficient levels of stock or critical spare parts inventory required to accomplish services as a result of their procurement process. Notify customer within one day after receipt of MR if any problems exist. No instances of acquisition in excess of \$50,000.00 that have not been approved in advance by the Contracting Officer and have no documentation explaining why Contractor is procuring.
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The Contractor shall validate MR requestors against the NASA/SSC Automated Authorized Signature Listing. For reimbursable customers, the Contractor shall verify through the NASA/SSC Funds Availability System (FAS) that funds are available for	Nothing Additional	No instances of acquisitions initiated with unauthorized requestors.
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Table 1-2
Acronyms and Abbreviations

MR. Access to the FAS database will be made available to the Contractor. For non-reimbursable customers, the Contractor validates the budget owner's signature on the MR. The Government will provide the Contractor viewing access to its Authorized Signature List and names of cognizant program of resident agency.

The Contractor shall ascertain which qualified sources are capable of satisfying SSC's requirements of all items procured to add to stock, to replenish stock, or for direct buys.

Nothing Additional

No instances of vendors who are listed on GSA's List of Parties Excluded from Federal Acquisitions Programs, being awarded acquisitions.

The Contractor shall obtain a minimum of three (3) competitive bids for all material and equipment above the FAR specified micropurchase threshold. For all acquisitions estimated to cost less than the micropurchase threshold, obtain a "fair and reasonable" price.

Nothing Additional

Competitive prices are obtained for all acquisitions.

The Contractor shall procure all materials, equipment, and services, including all follow-up, delivery coordination, and other administrative actions necessary to obtain the requirements.

Nothing Additional

Follow-up of all delinquent orders shall be made within 3 workdays for routine requests and 1 workday of work stoppage requests.

The Contractor shall establish and keep updated a status and tracking system for all acquisitions. The system shall track from receipt of all work requests through close-out of acquisition document. Documentation in the tracking system shall consist of assigned work request number, date of receipt, date of

Nothing Additional

Input data within one workday after placing order or subcontract and update status of orders (if applicable) on a daily basis.

Table 1-2
Acronyms and Abbreviations

<p>order or subcontract placed, order delivery date or completion date, actual receipt date or completion date, actual delivery date to customer, vendor name and address, dollar amount, and assigned buyer.</p>		<p>No more than ½ hour response time to customer inquiries.</p>
<p>The tracking system must be accessible to customers. The Contractor shall advise the Contracting Officer in writing of the establishment of the tracking system and how customers can access system.</p>	<p>Nothing Additional</p>	<p>Establishment NLT 30 days after contract award.</p>
<p>The Contractor shall actively solicit available products containing recovered material that are reasonably priced, available within a reasonable period and meet the requirements in Annex 6, Affirmative Acquisition Program.</p>	<p>Nothing Additional</p>	<p>As required in Annex 6</p>
<p>The Contractor shall coordinate with customers to confirm requirements for any item with hazardous content, prior to ordering.</p>	<p>Nothing Additional</p>	<p>No incidents of hazardous material purchased unless clearly identified by customer on MR.</p>
<p>The Contractor shall establish a program to procure all materials, equipment and services identified by customers on an “EXPEDITE” demand basis.</p>		<p>Order place no later than 1 workday after receipt of “Expedite” demand work order.</p>