

**HUMAN RESOURCES AND PROCUREMENT OFFICES**
(HRPO) SUPPORT SERVICES
NNJ05JA01B
HRPO-HR-03-YR5-Extension

Task Order Number/Title

HRPO-HR-03 – Procurement Office, Space Station Procurement Office, and General Procurement Activities

1. Narrative Task Descriptions

A. Office of Procurement Support

The Contractor shall provide the skills necessary to support the JSC Office of Procurement's contracting, procurement, financial instrument, and related activities. (SOW 5.3 – 5.5; 6.0 and 7.0).

The Contractor shall:

- Perform the full-range of acquisition and contract administration and records management for the support activities, in accordance with, Federal Acquisition Regulation (FAR) guidelines and all other established Procurement Office procedures and guidelines.
- Maintain a configuration management system maintaining contract values, funding values, de-obligating funds, invoicing records, task orders and delivery orders
- Process invoices for payment and research invoice discrepancies within internal and external organizations
- Prepare grants, intergovernmental orders, purchase orders, task and delivery orders, change orders, and contract modifications for the Contracting Officer's review and approval
- Maintain and administer assigned contract files
- Contractor shall closeout completed orders and contracts
- Process Freedom of Information Act (FOIA) requests
- Create and maintain files of the file index system
- Receive and maintain correspondence
- Maintain and update conformed contracts
- Prepare correspondence
- Administer larger dollar, complex contracts after award
- Conduct price analysis on assigned contract actions
- Analyze 533 data
- Perform data entry into the various procurement databases and systems, as applicable

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B. Office of Procurement – Data Entry

The Contractor shall provide the skills necessary to support the JSC Office of Procurement's contracts, purchasing, and financial instruments data entry activities. (SOW 5.1 and 5.2).

The Contractor shall:

- Provide synopsis and solicitation analysis, verification, posting and archiving support for the Office of Procurement
- Perform analysis and editorial updates of pre-award synopses and solicitations (including amendments) and post these documents to the JSC Business Opportunities web page (JBO). The Contractor shall return those requiring major corrections to the originator along with a request for specific corrective action
- Archive JSC solicitations and synopses posted on the JBO
- Participate in NASA Acquisition Internet Service (NAIS) activities, that include weekly teleconferences and monthly video teleconferences, to maintain current summary-level knowledge of NAIS systems. Serve as a NAIS team member and super user
- Interface with the local systems maintenance Contractor and with procurement systems personnel as necessary, concerning implementation of new software releases and review of proposed changes
- Provide data entry support, including inputting into the Federal Procurement Data System-NG (FPDS-NG), Contract Management Module (CMM), and other JSC-NASA procurement and financial related systems, editing, verifying, reporting/ reconciling data discrepancies for certification.
- The contractor shall provide data entry support to include:
 - Input procurement data into JSC Procurement record-keeping and data management systems such as, the Integrated Enterprise Management (IEM) system and SAP, and the Federal Procurement Data System-NG (FPDS-NG).
 - Edit, verify, reconcile, and correct data in these systems
 - Issue contract identification numbers and maintain a log identifying the organization each number was issued to
 - Issue buyer code numbers, maintain buyer code records, and interface with the IFM support Contractor regarding issuance of and changes to buyer numbers

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- Maintain a Standard Operating Procedures (SOP) manual to document the processes that comprise the “Procurement Data Entry Support” function
- Respond to data requests and actions within the Office of Procurement, from NASA Headquarters and other external entities

2. Period of Performance

The services in this task order shall be performed from 07/01/10– 12/31/10.

3. Deliverables Required

A. Subtask 5.0 – Procurement Data Entry

Procurement Data Entry Support Manual

Distribution (Electronic):

COTR/BD (1 Copy)

CO (1 Copy)

Deliver Annually in
Electronic Format

B. Subtask 6.0 – Space Station Procurement

Report of SPICE

Distribution (Electronic):

COTR/BD (1 Copy)

CO (1 Copy)

1 per Month –
Delivered to SPICE
Database Manager

4. Special Requirements

5. Metrics

N/A