

Instructions for Submitting Requests for Task Requirements Related To Project Performance Enhancement

BLANKET PURCHASE AGREEMENTS (BPA)

The Office of Procurement at NASA Langley Research Center herein provides instructions for requesting task requirements pertinent to Project Performance Enhancement activities. Accordingly, to ensure prompt and efficient processing of task requests, the following instructions must be followed:

1. LaRC awarded three (3) BPAs, one to each of the following contractors:

Contractor Name	BPA #	Task Order #
Booz Allen Hamilton (BAH)	NNL06AA00Z	Not applicable.
Center For Systems Management (CSM)	NNL06AA01Z	NNL06AC20T
Four Dimensional Leadership (4-D)	NNL06AA02Z	NNL06AA37T NNL06AC21T

2. Once a requirement is identified, prepare a Statement of Work (SOW) using the attached SOW template. The template includes “comments” which provide guidance to complete the SOW. Comments may be read by positioning the cursor over the highlighted text.
3. Once the SOW template is completed, submit to Mr. Roger Forsgren for review. Mr. Forsgren is the authorized Contracting Officer’s Technical Representative (COTR) for the BPAs / task orders and as such is authorized to determine whether or not a specific task requirement is within scope of the applicable BPA task order. Additionally, Mr. Forsgren will determine whether or not NASA HQ’s funding will be used to fund the task requirement. Mr. Forsgren will determine and assign the appropriate BPA # and Task Order # based on the nature of the requirement.

If Mr. Forsgren determines that NASA HQs will **not** be used to fund the task requirement, the task requestor must provide their own source of funds.

NOTE: the contractor is not authorized to begin work on a task order unless the task is fully funded and is authorized by the contracting officer. Any unauthorized commitment to the contractor may require a *ratification* of the unauthorized commitment and the person committing the unauthorized commitment may be held financially liable in addition to other penalties.

4. When the task is completed, the Task Monitor (TM) shall complete and submit to the COTR a Past Performance Questionnaire to document the contractor's performance.
5. **Funding a task:** If Mr. Forsgren determines that NASA HQ funds will not fund the task, the task requestor must follow the procedures below to provide his/her own organization's funds:

- a. Prepare a purchase request in SAP which identifies the following information:

- i. In the "**Header Text**" include:

BPA # [enter applicable BPA #];
Task Order # [enter applicable task order #].
Project title: [enter project title]
Task Monitor: [enter name and phone #];
Contracting Officer: Lee Nadeau

- ii. For each PLI line, identify the applicable BPA # in the column titled "Agreement"

- iii. In the "Item" column (adjacent to the "Agreement" column) enter a '1' if BPA NNL06AA00Z (Booz Allen) or NNL06AA02Z (4-D) is used; enter a '2' if BPA NNL06AA01Z (CSM) is used.

A sample PR is provided as an attachment containing the above information.

Once the PR is completed, request your "Agency Contracting Officer" re-assign the PR to "**LARC**" in the "Purchasing Group" column of the PR (see attached Sample) and also change the "PGRP" code to "**LCT**". These actions will correctly assign the PR to LaRC and Lee Nadeau (the LaRC cognizant contracting officer) to expedite the PR. Note: only a designated "Agency Contracting Officer" at your Center is authorized to make these changes to the PR in SAP. Each Center typically has 3 or 4 "Agency Contracting Officers" that have authority to re-assign PRs to another Center (in this case to LaRC). These individuals are located in the Office of Procurement at your Center.

Failure to follow the above instructions may delay processing of your requirement.

Allow 3 to 4 weeks for processing each task request before contractor is approved to begin work.

Questions pertaining to these instructions may be emailed to:
lionel.e.nadeau@nasa.gov or telephone Lee Nadeau at: (757) 864-2434.

Questions pertaining to funding or SOW's may be sent to Mr. Roger Forsgren at:
roger.forsgren@nasa.gov or telephone (202) 358-0859.

