



GLENN PROCEDURAL REQUIREMENTS

Directive: GLPR 5100.1K

Effective Date: **06/13/2019**

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COMPLIANCE IS MANDATORY

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Responsible Office: Code P/Office of Procurement

**Subject: Procurement – Revalidated w/Change 3
(06/13/2024)**

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PREFACE

P.1 PURPOSE

Pursuant to the policy and procedural requirements specified in Glenn Policy Directive (GLPD) 1280.1 and Glenn Procedural Requirements (GLPR) 1280.1, this directive documents the responsibilities and processes for procurements of products and services at Glenn Research Center (GRC) Lewis Field and Neil A. Armstrong Test Facility that are subject to the requirements of the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement (NFS). It does not document the responsibilities and processes for procurements of products and services that are considered to be Interagency Reimbursable Work, which is not subject to FAR and NFS requirements. In accordance with NFS 1801.301, this GLPR does not have a significant effect beyond the internal operating procedures of the NASA GRC or a significant cost or administrative impact on contractors or offerors because this document is based on previously promulgated regulatory requirements.

P.2 APPLICABILITY

- a. This GLPR is applicable to all organizations at GRC Lewis Field and Neil A. Armstrong Test Facility.
- b. This directive is applicable to documents developed or revised after the effective date of this GLPR.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The term "may" denotes a discretionary privilege or permission, "can" denotes statements of possibility or capability, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- d. In this directive, all document citations are assumed to be the latest version, unless otherwise noted.

P.3 AUTHORITY

NASA Policy Directive (NPD) 1000.5, Policy for NASA Acquisition

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. Federal Acquisition Regulation (FAR)
- b. NASA Federal Acquisition Regulation Supplement (NFS)SAE Aerospace Standard (AS) 9100, Quality Management Systems-Aerospace-Requirements
- c. AS9003, Inspection and Test Quality System

- d. International Organization for Standardization (ISO) 9001, Quality Management Systems – Requirement
- e. NPD 9250.1, Capital Asset Identification and Treatment
- f. NASA Procedural Requirements (NPR) 2200.2, Requirements for Documentation, Approval, and Dissemination of Scientific and Technical Information (STI)
- g. NPR 8735.2, Hardware Quality Assurance Program Requirements for Programs and Projects
- h. GLPD 1280.1, NASA Glenn Quality Management System Policy
- i. NASA P-card Procedures and Instructions (PCPI)
- j. NASA Form NF 1707, Special Approvals and Affirmations of Requisitions
- k. NF 1739, Capitalization Determination Form
- l. GRC 8095, Statement of Work (SOW) Requirements Review and Concurrence
- m. NASA Statement of Work (SOW)-Guidance for Writing Work Statements

P.5 MEASUREMENT/VERIFICATION

The Officer of Procurement verifies compliance with presolicitation, solicitation, award, administration, and closeout requirements through required preaward contract (and contract modification) file reviews, and during annual self-assessment.

P.6 CANCELLATION

This document supersedes GLPR 5100.1J, Procurement, dated January 5, 2018.

Revalidated by:

LAURENCE SIVIC *Digitally signed by LAURENCE SIVIC*
Date: 2024.06.13 13:56:32 -04'00'

Laurence A. Sivic
Associate Director

CHAPTER 1. Responsibilities

1.1 Office of Procurement

The Office of Procurement is responsible for providing procurement support to GRC, other NASA installations, and other agencies. Functional directorates and major categories of products or services are directly supported by specific branches within the Office of Procurement. The branch chief of the appropriate branch will designate Contracting Officers (CO) and other personnel to support particular procurements or classes of procurements. Based on the type of procurement, purchases at or below the Simplified Acquisition Threshold (SAT) are intended to be directed to the NASA Shared Services Center (NSSC). However, there may be some cases where a purchase at or below the SAT is retained at GRC for processing.

1.1.1 Procurement Officer (PO)

The PO is the senior procurement official at GRC's Office of Procurement, appoints Contracting Officers and Source Selection Officials, and is the Head of Contracting Activity in accordance with NFS 1802.101.

1.1.2 Contracting Officer (CO)

The CO has authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The CO is the only official with authority to contractually bind the Government and has overall responsibility for the procurement process subsequent to the initial requirements determination and approval.

1.1.3 Small Business Specialist (SBS)

The SBS is responsible for ensuring that the small business contracting practices at GRC are in compliance with the spirit and intent of national policy. The SBS will coordinate with the CO and requisitioner to make determinations about setting aside particular procurements for small business, veteran-owned small business, service-disabled small business, historically underutilized business zone (referred as HUBZone) small business, small disadvantaged business, or women-owned small business firms. The SBS will assist the CO by evaluating contractors' small business subcontracting plans and performance, both prior and subsequent to contract award.

1.1.4 Price Analyst

The Price Analyst is responsible for providing price/cost analyses of contractor proposals to the CO for the purpose of negotiating contract awards and modifications. If requested by the CO, the price analyst will also evaluate the adequacy of contractors' various business systems in terms of Government contracting requirements.

1.1.5 Closeout Contractor (CC)

The CC is responsible for performing the administrative actions required for final contract closeout and disposition.

1.2 Functional Directorates

These organizations are responsible for determining their needs, and what is to be procured. Functional directorates shall designate requisitioners and recommend Contracting Officer's Representatives (CORs) from their organizations to support particular procurements or classes of procurements.

1.2.1 Requisitioner (i.e., End User)

a. The requisitioner is responsible for:

- (1) Identifying a particular requirement and developing a Statement of Work (SOW) or specification that is, to the greatest extent possible, performance based, and describes the requirement in terms of an end item (e.g., a piece (or pieces) of hardware, a service or services, a computer code, a report or publication, etc.).
- (2) Determining the applicability of AS9100 or, ISO9001, or the inspection and test quality system requirements of AS9003, per NPD 8730.5, Attachment A: Quality System Requirements for Organizations Responsible for Performance of Work.
- (3) Coordinating with GRC Office of Chief Information Officer (OCIO) in accordance with the Federal Information Technology Acquisition Reform Act (FITARA), Agency directives regarding the acquisition of Information Technology (IT), and IT security requirements.
- (4) Coordinating with the Protective Services Office (PSO) to obtain appropriate security requirements.
- (5) Coordinating with the Safety and Mission Assurance Directorate (SMAD), and Environmental Management Office (EMO) to obtain appropriate safety, occupational health, quality assurance, energy, and environmental requirements. This coordination will include:
 - (a) Processing a GRC 8095 SOW review in accordance with the following:
 - (i) Except as provided in ii below, a GRC 8095 SOW review is required for:
 - (1) Research and Development work (regardless of place of performance),
 - (2) Work subject to AS9100 (i.e., items to be used in (or services for) flight hardware and /or its ground support equipment), and
 - (3) Onsite services, including construction.
 - (ii) The requirement for GRC 8095 SOW review does not apply to:
 - (1) Preparation of documents, including design and feasibility studies, analytical supply and demand studies, reports and recommendations, master and strategic plans and other advisory documents.

- (2) Information gathering exercises such as inventories, audits, studies, modeling or simulations, and routine data collection activities.
- (3) Preparation and dissemination of information including document mailings, publications, classroom materials, speaking engagements and/or educational/informational activities.
- (4) Software development, data analysis and/or computer modeling.
- (5) Construction projects managed by the Project Management Branch within the Facilities Division, which follow a pre-existing design review process.
- (b) If the requirement is for critical and complex work, reviewing the Qualified Supplier List to identify potential suppliers.
- (c) Preparing a Quality Assurance Surveillance Plan (QASP) for onsite services.
- (6) Completing a NF 1707, Special Approvals and Affirmations of Requisitions for attachment to each purchase request (PR), regardless of dollar value, for: 1) a new award, 2) a modification to an existing award (unless the modification is for incremental funding or the exercise of an option), and 3) a task order or delivery order issued under an Indefinite Delivery, Indefinite Quantity (IDIQ) contract.
- (7) Conducting initial market research with CO assistance.
- (8) Preparing other supporting documentation as required, with CO assistance.
- (9) Ensuring the initiation of a PR with all required documents attached.
- b. The requisitioner shall also support the CO during the solicitation, evaluation, and contract award activities.
- c. If a COR is not appointed by the CO, the requisitioner is also responsible for:
 - (1) Monitoring the contractor's technical and schedule performance in accordance with the contract requirements. This includes reviewing and forwarding technical, cost, and other reports submitted by the contractor.
 - (2) Reporting compliance or noncompliance.
 - (3) Recommending corrective action, as needed.
 - (4) Formally evaluating the contractor's performance at regular intervals and/or at the conclusion of the contract.

1.2.2 The COR

- a. Appointed by the CO in accordance with NFS 1801.602-2, the COR is delegated specific authority and responsibility for the overall technical management of the contract.

b. The COR will support the CO by:

- (1) Monitoring the contractor's technical and schedule performance in accordance with the contract requirements. This includes reviewing and forwarding technical, cost, and other reports submitted by the contractor.
- (2) Reporting compliance or noncompliance.
- (3) Recommending corrective action, as needed.
- (4) Formally evaluating the contractor's performance at regular intervals and/or at the conclusion of the contract.

1.2.3 Task Manager (TM)

The TMs may be appointed by the COR when there are multiple tasks under a particular contract. Each TM shall support the COR by monitoring the contractor's technical and schedule performance on a specific task, reporting progress and problems, submitting written requests to the COR for any necessary changes to the task requirements, and inspecting work performed for acceptance purposes.

1.2.4 Bankcard User (BU)

The BU is:

- a. A civil servant who has attended a mandatory GRC bankcard training session and has been authorized to place bankcard orders.
- b. Responsible for placing bankcard orders, receiving the items ordered, reconciling the bankcard statement, and resolving order problems in compliance with the procedures set forth in the NASA P-card Procedures and Instructions (PCPI) at https://inside.nasa.gov/system/files/nasa_p-card_procedures_and_instructions.pdf.

1.3 The SMAD, OPS, and EMO

These organizations are responsible for assisting the functional directorates and requisitioners in ensuring that appropriate safety, occupational health, quality assurance, security, risk management, energy, and environmental requirements are included in their SOW and specifications. Also, these organizations will support each functional directorate, CO, and COR in monitoring contractors' compliance with the aforementioned requirements.

1.4 Office of the Chief Financial Officer (OCFO)

The OCFO is responsible for providing financial and budgetary resource assistance throughout the procurement process. The OCFO is responsible for generating PRs. The OCFO will review each PR to ensure that the procurement complies with FAR requirements concerning allowable

use of appropriated funds. Further, the OCFO will assist the CO and COR by performing program analysis and evaluation (including resource forecasting and cost, schedule, and technical content integration) and providing recommendations based on the results. The OCFO property accountant is responsible for ensuring requisitions comply with the requirements of NPD 9250.1.

1.5 Office of the Chief Counsel (OCC)

The OCC shall participate in all phases of the procurement process. Responsibilities include reviewing various contractual documents, supplying advice on matters arising out of the award and/or administration of contracts, assisting the CO in procurement-related submissions to Congress, the Justice Department, and others; and representing GRC in actions related to protests, contract claims, and disputes.

1.6 Office of Logistics and Property Management

The Office of Logistics and Property Management is responsible for providing numerous services to GRC, the following of which are most applicable to the procurement process: supply management, property management, vehicle management, scientific and technical information management, freight traffic, and metrology services.

1.7 Industrial Property Officer (IPO)

The IPO is responsible for the oversight of all Government-owned property in the possession of GRC contractors and grantees, including Government-furnished property and installation provided property. The IPO shall support the CO by reviewing solicitations to determine appropriate FAR/NFS property clauses. Also, the IPO is responsible for coordinating property matters among the COs, CORs/requisitioners, contractor officials, grantees, delegated property administrators, and plant clearance officers.

1.8 Manufacturing Division (MD)

The MD is responsible for monitoring the design, fabrication, and manufacturing of precision-machined prototypes, or special, unique hardware to be used primarily at GRC in research and experimentation.

CHAPTER 2. Procurement Procedures

Note 1: GRC conducts procurements in three major phases: Presolicitation (2.1), Solicitation and Award, and Administration and Closeout. The roles of the various organizations and personnel involved vary with the phase of the particular procurement, as identified in subsequent paragraphs. Procurements will be conducted in compliance with the regulations set forth in the FAR and the NFS. Pursuant to GLWI-CH-5101.3, the procurement staff is provided with detailed training on the proper interpretation and application of the various procurement regulations.

Note 2: The following policies focus solely on the presolicitation portion of the acquisition process; because the presolicitation process requires significant input from requesting organizations and programs in the form of drafting the Statement of Work and the completion of forms and review procedures that are not captured in formal Federal and Agency regulations.

2. Presolicitation Requirements

2.1 The Requisitioner:

- a. Identifies the need for a product or service, considering at all times the requirements, authorities for contracting, and prohibitions against unauthorized commitments at FAR 1.6 and NFS 1801.6.
 - b. Coordinates with the GRC OCIO if the product or service is IT.
 - c. Determines if the estimated value of procurement will exceed \$10,000. If “no,” with limited exceptions specified in the PCPI, the procurement will be processed in accordance with the procedures in the PCPI. If “yes,” continue with d. below.
 - d. Coordinates with and requests the approval of the GRC transportation officer if the requirement involves any type of vehicle acquisition (government-owned or -leased).
 - e. Coordinates with the Office of Procurement early in the acquisition process to permit the assigning of a CO to work with the requisitioner when the nature and complexity of the requirement necessitates early involvement of procurement personnel.
- 2.2 The requisitioner in coordination with the CO/ SMAD/PSO/EMO/transportation officer, develops the SOW, specification, or other appropriate description of the requirement, including all necessary safety, occupational health, quality assurance, security, risk management, and environmental requirements identified on the GRC 8095 in accordance with FAR 11, 17.2, 37.6; NFS 1811, 1817.2, 1837.6; the NASA SOW guidance document.

- 2.3 The requisitioner/CO (when assigned) determines a delivery/completion schedule and/or period of performance for the requirement.
- 2.4 The requisitioner/CO (when assigned) selects and defines the performance standards for determining whether the contract requirements outlined in the SOW, specification, or other appropriate description are met (quality and/or cost and/or schedule standards). Performance standards consist of metrics which can be used to determine whether or how well the requirements have been met (e.g., satellite is in orbit a specified altitude; test hardware provides required test data; shuttle bus is on schedule 95 percent of the time; steam is provided to all buildings without interruption).
- 2.5 The requisitioner in coordination with the CO (when assigned) conducts market research to determine the most suitable approach to satisfying the requirement, in accordance with FAR 10.
- 2.6 The requisitioner/OCFO/CO (when assigned) prepares any ancillary presolicitation documentation required by the FAR and NFS. Examples include, but are not limited to: NF 1707, NASA cost estimate, NF 1739, list of potential sources, sole source justification (JOFOC) (FAR 6.3, 13.106, NFS 1806.3, and GLPR 5106.1), Economy Act determination and findings (FAR 17.502 and NFS 1817502), list of Government- furnished property (FAR 45.3, NFS 1845.3), QASP (FAR 46.4, 37.6; NFS 1846.4, NPR 8735.2), Award Fee Plan (FAR 16.401), Award Term Plan (NFS 1816.405-277(i).
- 2.7 The requisitioner ensures the creation and routing of a funded PR in Systems, Applications, and Products (SAP R/3) in accordance with the online instructions. The OCFO will review each PR to ensure that the procurement complies with FAR requirements concerning allowable use of appropriated funds.
- a. If the requirement identified on the PR is obtainable from a General Services Administration (GSA) required source (i.e., it has a National Stock Number), the complete PR package will be directed in SAP R/3 to the correct GSA buying queue within the Office of Logistics and Property Management, and the requirement will be procured in accordance with FAR 8 and NFS 1808.
- b. If the requirement identified on the PR is such that the Office of Logistics and Property Management is not responsible for the procurement, the complete PR package will be directed in SAP R/3 to the Procurement Division.
- 2.8 If the procurement is initiated by the receipt of an unsolicited proposal submitted by a prospective contractor, the recipient shall forward the proposal to the Procurement Division immediately for processing in accordance with FAR 15.6 and NFS 1815.6.

CHAPTER 3. Records

3.1 Records in support of procurement actions are prepared as required by FAR, NFS, Agency and GRC directives, and GRC work instructions. The majority of the records are maintained in official contract files by the CO and other procurement professionals within the Office of Procurement. Some records, however, are more appropriately maintained by other responsible organizations and/or individuals at GRC. The official contract files will indicate which records are maintained at locations outside the Office of Procurement.

3.2 Listings of typical procurement records may be found at FAR 4.8, Government Contract Files.

APPENDIX A. Definitions

Acquisition Forecast. A document published by the Procurement Division identifying all known contracting opportunities above the Simplified Acquisition Threshold (SAT) for the coming year.

Contract. A mutually binding legal relationship obligating the seller to furnish supplies or services, and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. Contracts, for the purpose of this directive, include bilateral awards, task orders, purchase orders, delivery orders, letter contracts, grants, cooperative agreements, interagency agreements, and modifications to the above.

Contractor. The organization or individual required to provide supplies or services to the GRC under a contract.

Inherently Governmental Functions. Functions that are so intimately related to the public interest as to require performance by Federal Government employees. These functions include activities that require the exercise of discretion in applying Federal Government authority or the making of value judgments in making decisions for the Federal Government, including judgments relating to monetary transactions and entitlements.

Interagency Reimbursable Work (aka Interagency Agreement, Intragovernmental Transaction). An acquisition process that: 1) Is a simple monetary transaction between agencies that is not subject to the FAR and NFS, 2) Is processed by OFCO, and 3) Involves the servicing agency fulfilling the requesting agency's requirements through the use of its own (i.e. Federal) employees and/or Federal resources/systems/equipment. Contracting with private industry is usually not involved at all, or consists only of minor acquisitions that are purely incidental to the work being performed by the servicing agency.

Justification for Other than Full and Open Competition (JOFOC). A document required by FAR, Part 6, for procurements over the SAT whenever: (1) competition will be restricted to a single or limited number of sources, or (2) specific make and model specifications will be used.

Market Research. The process of collecting and analyzing information about capabilities within the market to determine the most suitable approach to acquiring, distributing, and supporting supplies and services.

Performance Based. Structured around the required results, as opposed to the manner in which the work is to be performed ("What" instead of "How"). The required results are described in clear, specific and objective terms with measurable outcomes.

Personal Services. A situation where an "employer-employee relationship" exists between Government personnel and contractor personnel. This situation occurs when: 1) Contractor employees are subject to the supervision, control, or continuous direction of Government employees, and/or 2) Government personnel place undue influence on contractors' hiring/firing decisions, promotion decisions, internal personnel policies and practices, and/or placement of personnel to various contracts.

Purchase Request (PR). An electronic document generated by the Systems, Applications, and Products (SAP R/3) used to initiate a procurement action, recommend changes thereto, and request modifications to an existing contract.

PR Package. A collection of documents, attached to or associated with the PR, that are required to meet the presolicitation requirements of the FAR and NFS (e.g., SOW specifications, JOFOC, sole source justification, list of potential sources, Government furnished property list, GRC 8095, NF 1707).

Scientific and Technical Information (STI). The results (the analyses of data and facts and resulting conclusions) of basic and applied scientific, technical, and related engineering research and development. The STI also includes management, industrial, and economic information relevant to this research.

Source Selection Information. Information which is prepared for use by a Federal agency for the purpose of evaluating offers to enter into a Federal agency procurement contract, if that information has not been previously made available to the public or disclosed publicly (e.g. proposed costs or prices, source selection plans, technical evaluations of offers, cost or price evaluations of offers, rankings of offerors).

Systems, Applications, and Products (SAP) R/3. An integrated electronic accounting and financial system, which is used to transmit a defined procurement requirement to the final person/organization ultimately responsible for accomplishing that acquisition. The SAP R/3 defines the correct PR routing and electronically obtains all necessary reviews, approvals, notifications, and fund certifications.

Sole Source Justification. A document required by FAR Part 13 for procurements under the SAT whenever: (1) competition will be restricted to a single or limited number of sources, or (2) specific make and model specifications will be used.

Solicitation. A document inviting the submission of offers (bids, proposals, or quotes) to the government.

Unauthorized Commitment. An agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government. Examples include placing an order with a vendor without a valid contractual instrument in place, directing a contractor to do additional work under a contract in excess of obligated funding, authorizing new work to a contract without having an appropriate contract modification in place, and directing a contractor in any way that could change the terms and conditions of the contractual instrument or be deemed outside of the scope of work.

Unsolicited Proposal. A proposal voluntarily submitted by an organization or individual outside GRC for which no solicitation has been issued.

APPENDIX B. Acronyms

AS	Aerospace
BMS	Business Management System
BU	Bankcard User
CC	Closeout Contractor
CO	Contracting Officer
COR	Contracting Officer Representative
EMO	Environmental Management Office
FAR	Federal Acquisition Regulation
GLM	Glenn Manual
GLPD	Glenn Policy Directive
GLPR	Glenn Procedural Requirement
GLWI	Glenn Work Instruction Supplement
GRC	Glenn Research Center
HUBZone	Historically Underutilized Business Zone
IDIQ	Indefinite Delivery, Indefinite Quantity
IPO	Industrial Property Officer
ISO	International Organization for Standardization
IT	Information Technology
JOFOC	Justification for Other than Full and Open Competition
MD	Manufacturing Division
NF	NASA Form
NFS	NASA FAR Supplement
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
OCC	Office of the Chief Counsel
OCFO	Office of the Chief Financial Officer
OCIO	Office of the Chief Information Officer
OPS	Office of Protective Services
PCPI	P-card Procedures and Instructions
PO	Procurement Officer
PR	Purchase Requisition
QASP	Quality Assurance Surveillance Plan
SAP	Systems, Applications, and Products
SAT	Simplified Acquisition Threshold
SBS	Small Business Specialist
SMAD	Safety and Mission Assurance Directorate
SOW	Statement of Work
STI	Scientific and Technical Information
TM	Task Manager

CHANGE HISTORY

Change	Date	Description/Comments
Basic	11/13/06	New directive
A	04/17/07	Compliance with AS9100 Requirements
B	9/24/07	Editorial Revisions to P.4, 2.1, 2.2, 2.3, and 3.1; change to AA
C	2/21/08	Revisions to P.4, 1.2.1, 2.1.9, 2.3.3, and 2.3.4 to update references, provide clarifications, and highlight a regulatory requirement not previously emphasized
D	1/27/09	Revisions to P.4, 1.2.1, 1.8, 2.1, 2.3, and Appendix A to remove references to SBIR/STTR procurement procedures, revise two work instruction titles, and add references to a new work instruction and a new Glenn directive.
E	11/3/09	Revisions to P.4, 1.2.1, 1.2.2, 1.4, 1.6, Chapter 2 “Note”, 2.1, 2.3.4.1, 2.3.6, and Appendix A to implement the requirements of FAC 2005-34 and PN 04-41, and add basic, high-level requirements specified in NPD 9250.1, NPR 2200.2 and NPD 1000.5
F	2/7/11	Revisions to P.1, P.2, P.4, 1.1.2, 1.2.1, 2.1.3, 2.1.4, 2.1.10, 2.2.4, 2.2.5, 2.3.4, 2.3.4.1, 2.3.4.4, and Appendix A to implement the requirements of FAC 2005-45, clarify requisitioner responsibilities, update terminology relative to “flight hardware”, and make several administrative changes per recommendations from ISO auditor and various GRC organizations.
G	12/2/11	Revisions to P.4, 1.2.1, 1.6, 2.1, 2.2.16, and 2.3.4.5 to remove references to cancelled work instructions, add/update references to and requirements of new/revised work instructions, relocate the requirement for requisitioner completion of NF 1707, and add language relative to requisitioner coordination with the GRC Transportation Officer.
Change 1	4/16/2012	Revisions to P.4, 1.2.1(a)(4), 2.1.1, 2.1.10, 2.2.4 through 2.2.6, 2.2.8, 2.2.11, 2.2.13, 2.2.14, 2.3.4(a)(6), and 2.3.4(d) to remove references to cancelled work instructions, and add references to and requirements of new Glenn directives.
Change 2	1/14/2013	Revisions to P.1, P.4, 1.2, 1.2.1, 1.2.1(a)(4) and (8), 1.2.2, 1.2.2(b), 1.2.3, 1.3, 1.4, 1.7, 2.1.8, 2.1.11, and 2.3.1 through 2.3.8 to: 1) Replace “Contracting Officer’s Technical Representative (COTR)” with “Contracting Officer’s Representative (COR)”, 2) Update various GRC office names, 3) Revise the title of the NASA-C-122 form, and 4) Clarify the role of the requisitioner (i.e. End User) relative to PR initiation.
Change 3	4/9/2013	Administrative changes to P.1, P.2, P.3, P.5, and 1.1.1 to: a) Make consistent the Purpose, Applicability, and Contracting Officer language, b) Reflect the change from semiannual to annual self-assessments, and c) Update reference documents.
Change 4	3/25/2014	Administrative changes are needed on pages 5, 8, 13, 14, 17, and 18 in order to: a) Reflect the transition of Glenn forms from the “NASA-C” prefix to the “GRC” prefix, b) update the title of one of a work instructions document – Sec. P4cc, and c) incorporate closeout-related language – Sec. 2.3.4a(2).
H	8/12/2016	Revisions to P.3, P.4, 1.1.1 (added responsibility/authority of Procurement Officer), 1.1.2, 1.2.1, 1.2.2, 1.2.4, 2.1.3, 2.1.8, 2.1.10, 2.2.2, 2.2.4, 2.2.11, 2.2.16, 2.3.4, 3.2, and Appendix B to make various editorial corrections,

		add and update applicable documents and forms, clarify requester coordination with OPS, implement the revised dollar thresholds in FAC 2005-83, and comply with the revised content in the 2015 Edition of the NFS.
I	1/27/2017	Revisions to Table of Contents, P.4, 1.2.1(a)(1) and (5), 1.3, 2.1.8 through 2.1.14, 2.2.4 through 2.2.17, 2.3.3, 2.3.4, and Appendix A to: 1) Incorporate pertinent performance-based acquisition language from GLPR 5137.1, 2) Change all references to GLPR 5117.1 to read GLWI-CH- 5117.1, 3) Change Energy and Environmental Management Office (EEMO) to Environmental Management Office (EMO), 4) Add “occupational health” to SMAD requirements, and 5) Add NF 1707 to the definition of “PR Package”
Change 1	2/22/2017	Administrative changes to P.4, 2.1.1(a), 2.2.10 through 2.2.18, 2.3.4, and Appendix A to: 1) Incorporate language from GLPR 5103.3 relative to safeguarding source selection information, 2) Incorporate language from GLPR 5101.1 relative to unauthorized commitments, and 3) Incorporate language from GLPD 5137.1 relative to personal services and inherently governmental functions. Updated section P.6 - Cancellation.
Change 2	4/14/2017	Administrative changes to P.4, 2.1.6, and 2.2.5 to remove references to canceled documents, and update the references for renumbered documents.
J	01/05/2018	Revisions to P.1, P.4, 1.1, 1.2.1, 1.2.2, 2.1.1, 2.1.2, 2.1.7, 2.1.8, 2.2.3, 2.2.5, 2.2.7, 2.2.16, 2.2.18, 2.3.3, 2.3.4, 2.3.5, and Appendix A to: 1) Clarify that this document does not cover procurement actions not subject to FAR and NFS requirements, 2) Reference Work Instruction GLWI-CH-5117.2 (Effective Date 6/20/2017), 3) Implement the requirements of PN 17-15, 4) Implement revised criteria for SMAD review of a statement of work or specification via a GRC 8095 form, and 5) Conform to the requirements of NPR 1400.1.
K	06/03/2019	<ol style="list-style-type: none"> 1. Revisions to sections 1.1, 2.1, and 2.3 to reflect changes in the Simplified Acquisition Threshold and Government Purchase Card Threshold. 2. Removed section 2.1.1(e), which created an exception from quality assurance reviews for simplified acquisitions. 3. Moved and amended language from 2.1.2 to 2.1.1(f) to instigate requisitioner-procurement outreach early in acquisition process. 4. Updated P4. to current documents and forms. 5. Replaced all references to GLM-CH-5113.1 with PCPI at P.4. 1.2.4, 2.1, and 2.3. 6. Replaced all references to the NF 1707 with GRC 1707 in 1.2.1, 2.1, and Appendix A. 7. Updated P.2.c to meet NPR 1400.1 8. Removed 2.1.7.b and renumbered the listings accordingly. 9. 2.2.18 Replaced NASA Acquisition Internet Service to Fedbizzopps. 10. Added “The OCFO is responsible for generating PRs.” To section 1.4. 11. 2.1.7.c removed “and MD”

Change 1	3/28/2023	<p>Administrative changes include:</p> <ol style="list-style-type: none"> 1. Changed references of the GRC 1707 to NF 1707 - Section 2.1.6 and P3.ss 2. Changed all references of the "Procurement Division" to "Office of Procurement" in accordance with name change directed by HQ. 3. Changed all references of "250k" to "Simplified Acquisition Threshold." 4. Pursuant to HQ Office of Procurement instructions, we have removed all requirements that duplicate the requirements set forth in the FAR, NFS, or other superseding policy. <ol style="list-style-type: none"> a. Updated portions of 1.1.1, b. Removed all of 2.2 and 2.3. 5. Update to 2.1.2. 6. Removed 2.1.1. e. because it doesn't reflect the requirements of the NFS and the process for posting to the forecast. 7. Updated to meet requirements of GLPR 1410.1
Change 2	4/15/2024	Administrative change from Code CH to Code P as responsible office.
Change 3	6/13/2024	<p>Revalidate for 5 years with minor administrative changes.</p> <p>Changed LTID to Office of Logistics and Property Management, and Procurement Division to Office of Procurement</p>