

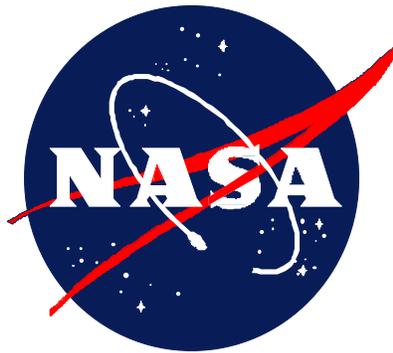
Office Work Instruction

HOWI 5100-Y014 Baseline

Effective Date: November 30, 1998

Responsible Office: YB/Business Management Division

Subject: Obtain Approval for Release of Solicitation Instrument



OFFICE WORK INSTRUCTION

**OBTAIN APPROVAL
FOR RELEASE OF
SOLICITATION INSTRUMENT**

(Conforming to ISO 9001 Quality System Requirements)

Earth Science Enterprise Office Work Instruction		
Obtain Approval for Release of Solicitation Instrument	HOWI 5100-Y014	Revision: baseline
	Date: November 30, 1998	Page 2 of 12

DOCUMENT HISTORY LOG

<u>Status</u> (<u>Draft/</u> <u>Baseline/</u> <u>Revision/</u> <u>Canceled</u>)	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		11/30/98	

Earth Science Enterprise Office Work Instruction		
Obtain Approval for Release of Solicitation Instrument	HOWI 5100-Y014	Revision: baseline
	Date: November 30, 1998	Page 3 of 12

PREFACE

The NASA Office Work Instruction (OWI) for Obtain Approval for Release of Solicitation Instrument documents the tasks and activities in conformance with the International Organization for Standardization's (ISO) 9001 requirements for quality systems. The manual supplements the NASA Strategic Plan, Strategic Management Handbook, and other higher level NASA directives, which form the basis for how NASA conducts business.

This OWI is not intended to duplicate or contradict any other NASA policy, procedures or guidelines, which currently exist. As such, the OWI will reference prevailing documents where a topic is addressed and existing coverage is deemed adequate. Additional information provided within is intended to supplement existing documentation regarding Headquarters (HQ) implementation of strategic and program/project management, as well as HQ conformance with the ISO 9001 Quality Management System (QMS) requirements.

Earth Science Enterprise Office Work Instruction		
Obtain Approval for Release of Solicitation Instrument	HOWI 5100-Y014	Revision: baseline
	Date: November 30, 1998	Page 4 of 12

TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>PAGE</u>
1.0 PURPOSE	4
2.0 SCOPE	4
3.0 DEFINITIONS	5
4.0 REFERENCES	5
5.0 FLOW DIAGRAM	6
6.0 PROCESS DESCRIPTION	9
7.0 QUALITY RECORDS	12

1.0 PURPOSE

This OWI provides instructions on what must be done when releasing solicitation instruments. The OWI describes what is to be accomplished by the process, not how the work is to be performed. Solicitation initiators and the Research Opportunity Administrator are expected to apply their experience, expertise, professional contacts, and knowledge in executing the activities described.

2.0 SCOPE

2.1 Scope. This work instruction describes activities typically performed by the NASA Earth Science Enterprise (ESE) when obtaining approval for public release of a solicitation. The process includes receiving the draft solicitation package and checking it for completeness, obtaining required concurrence and revising as necessary, obtaining the ESE Associate Administrator's (AA's) approval, printing and distributing the solicitation, posting the solicitation announcement in the Commerce Business Daily (CBD), and posting the solicitation itself on the ESE Home Page. This process applies to the release of NASA Research Announcements (NRAs), Announcements of Opportunity (AOs), and Cooperative Agreement Notifications (CANs).

The solicitation initiator is usually a science, applications, education, or technology program manager, but could be a division director, deputy division director, or someone such as a discipline scientist who is not a program manager. The Research Opportunity Administrator from the Business Management

Earth Science Enterprise Office Work Instruction		
Obtain Approval for Release of Solicitation Instrument	HOWI 5100-Y014	Revision: baseline
	Date: November 30, 1998	Page 5 of 12

Division (Code YB) provides administrative support.

2.2 Applicability. This work instruction for Obtain Approval for Release of Solicitation Instrument applies to the NASA Office of Earth Science (OES, Code Y) offices and divisions. The Associate Administrator for Earth Science is responsible for maintaining this document. The controlled version of the manual is available on the World Wide Web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://hqiso9000.hq.nasa.gov>. Any printed version of this OWI is uncontrolled (reference: HCP 1400.1, Document and Data Control). Proposed revisions of this manual will be accomplished by following HOWI 1410-Y015 (Approval of Quality Documents).

3.0 DEFINITIONS

In general, the definitions given in ISO 8402 apply. Appendix B of the *Earth Science Enterprise Management Handbook* provides additional ESE-specific terms and definitions.

4.0 REFERENCES

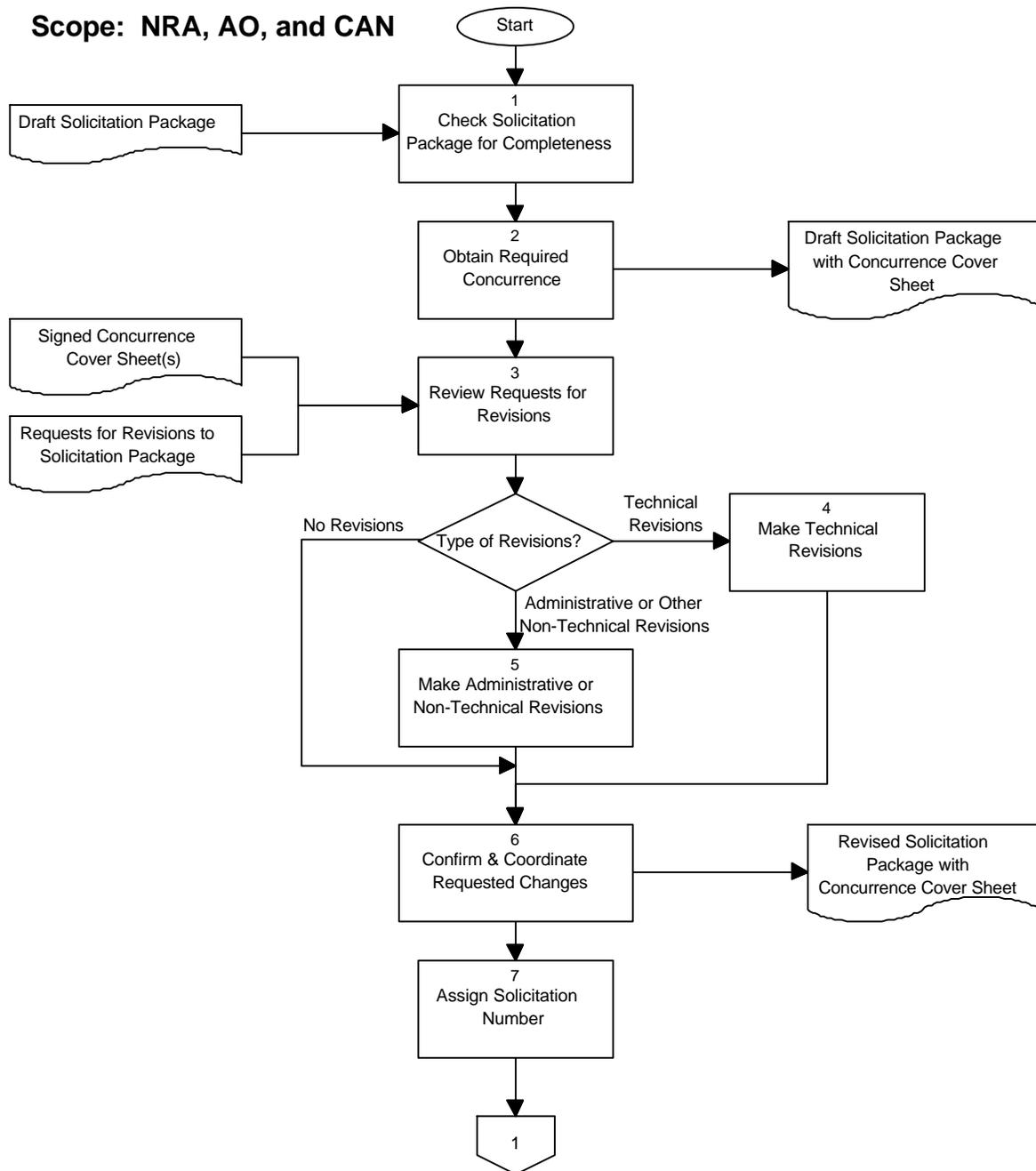
The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

NFS Part 1835	NASA FAR Supplement, Part 1835, Research and Development Contracting
NFS Part 1871	NASA FAR Supplement, Part 1871, MidRange Procurement Procedures
NFS Part 1872	NASA FAR Supplement, Part 1872, Acquisition of Investigations
NPD 1000.1	NASA Strategic Plan
NPG 1000.2	NASA Strategic Management Handbook
NPG 5800.1D	Grant and Cooperative Agreement Handbook
NPD 7120.4A	Program/Project Management
NPG 7120.5A	NASA Program and Project Management Processes and Requirements
ANSI/ASQC Q9001-1994	American National Standard, Quality Systems-Model for Quality Assurance in Design, Development, Production, Installation, and Servicing
ANSI/ASQC 8402:1994	Quality Management and Quality Assurance - Vocabulary
NPD 8730.3	NASA Quality Management System Policy (ISO 9000)
NHB 1101.3	NASA Organization Handbook

Earth Science Enterprise Office Work Instruction		
Obtain Approval for Release of Solicitation Instrument	HOWI 5100-Y014	Revision: baseline
	Date: November 30, 1998	Page 6 of 12

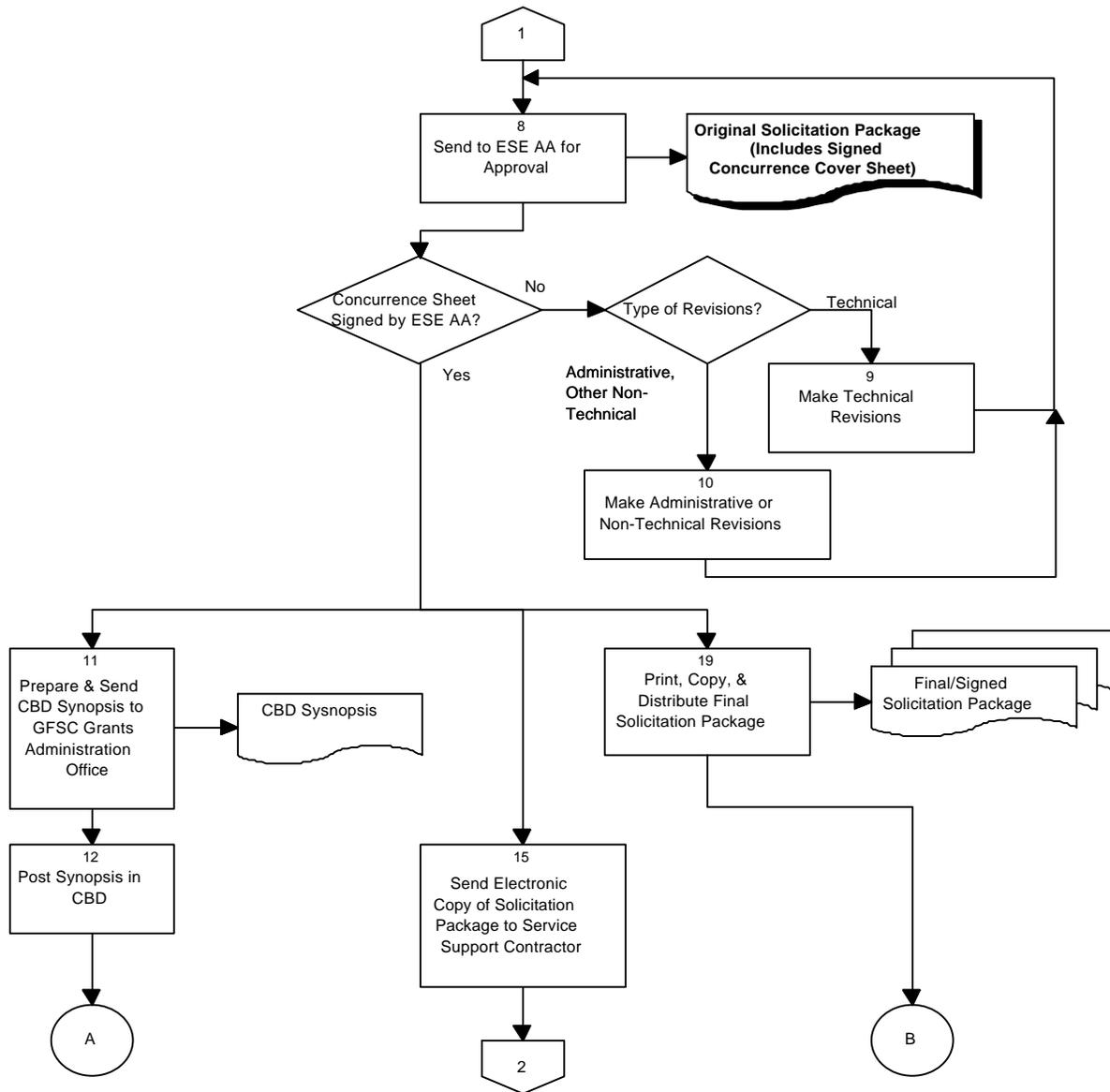
5.0 FLOW DIAGRAM

The following diagram depicts the process described in Section 6. The output in boldface type represents the quality record listed in Section 7.



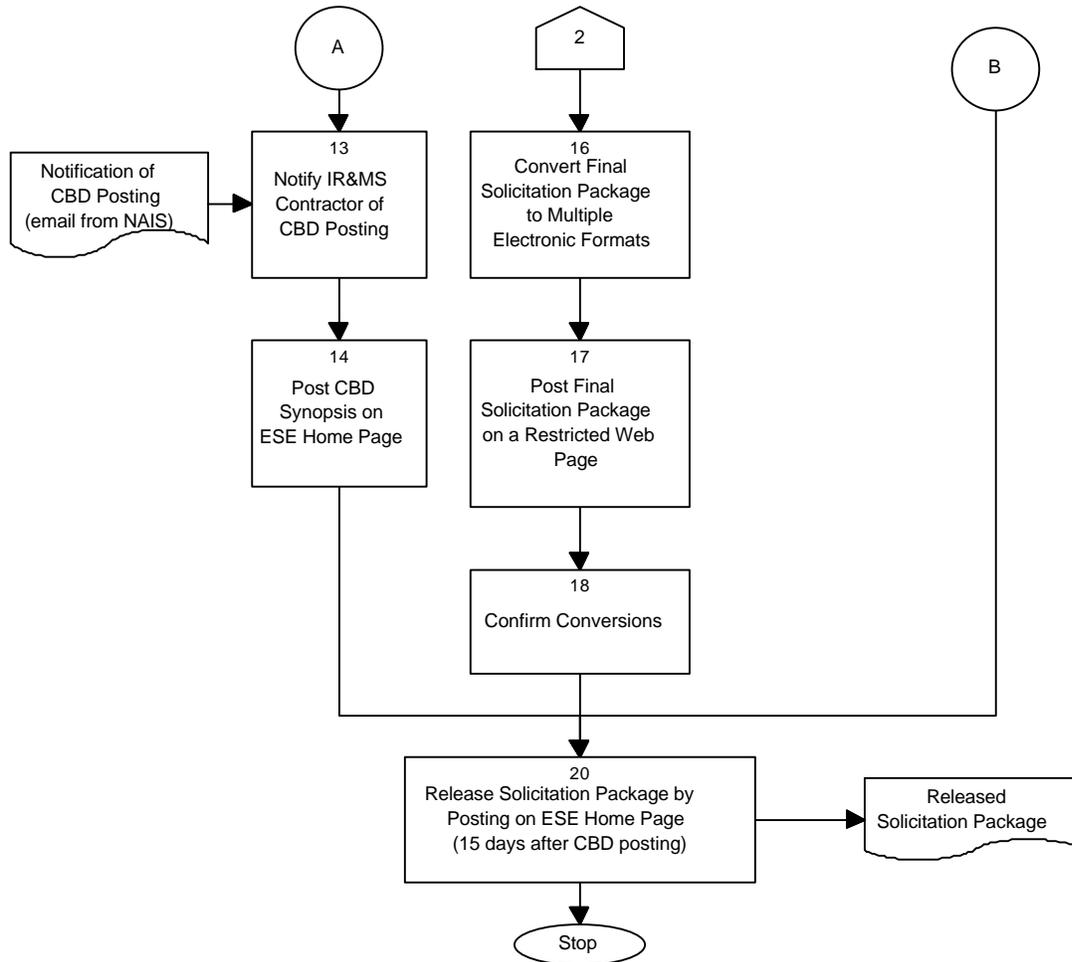
Earth Science Enterprise Office Work Instruction		
Obtain Approval for Release of Solicitation Instrument	HOWI 5100-Y014	Revision: baseline
	Date: November 30, 1998	Page 7 of 12

5.0 FLOW DIAGRAM (CONTINUED)



Earth Science Enterprise Office Work Instruction		
Obtain Approval for Release of Solicitation Instrument	HOWI 5100-Y014	Revision: baseline
	Date: November 30, 1998	Page 8 of 12

5.0 FLOW DIAGRAM (CONTINUED)



Earth Science Enterprise Office Work Instruction		
Obtain Approval for Release of Solicitation Instrument	HOWI 5100-Y014	Revision: baseline
	Date: November 30, 1998	Page 9 of 12

6.0 PROCESS DESCRIPTION

The following table describes the process flow diagram of Section 5.

<u>Actionee</u>		<u>Action</u>
Research Opportunity Administrator	1	<p><u>Check Solicitation Package for Completeness.</u> The Research Opportunity Administrator receives a draft solicitation package from the solicitation initiator and reviews the package for completeness. In particular, the Research Opportunity Administrator checks for the following:</p> <ul style="list-style-type: none"> • Solicitation cover page, • Instructions for responding to the solicitation, • Investigation requirements, • Proposal cover sheet, • Certification templates, • Budget summary template and instructions for completing the budget summary, • Concurrence sheet, • Request for electronic letter of intent, • Guidelines for foreign participation, and • Sample CBD synopsis text and format. <p>If the solicitation package is incomplete, the Research Opportunity Administrator provides guidance and works with the solicitation initiator to produce a complete solicitation package.</p>
Research Opportunity Administrator	2	<p><u>Obtain Required Concurrence.</u> Once the solicitation package is complete, the Research Opportunity Administrator distributes the solicitation package to the individuals and offices indicated on the concurrence sheet. Some concurrences may be obtained in parallel using duplicate packages, but others must be obtained in series. It is usual to obtain all but the final Code Y concurrence before seeking concurrence from Codes I, H and G (External Relations, Business Office, and General Counsel respectively). At a minimum, the concurring individuals within the originating division should include the solicitation initiator and the appropriate division director.</p>
Research Opportunity Administrator	3	<p><u>Review Requests for Revisions.</u> The Research Opportunity Administrator receives the signed concurrence cover sheets and reviews any requests for revisions. If the revisions are administrative in nature, the Research Opportunity Administrator will make the necessary changes (see Activity 5). If the revisions are for technical changes, the Research Opportunity Administrator will pass the</p>

Earth Science Enterprise Office Work Instruction		
Obtain Approval for Release of Solicitation Instrument	HOWI 5100-Y014	Revision: baseline
	Date: November 30, 1998	Page 10 of 12

requests to the solicitation initiator who will make the appropriate changes (see Activity 4). If there are no revisions, the process proceeds directly to Activity 7, Assign Solicitation Number.

- | | | |
|--|----|--|
| Solicitation Initiator | 4 | <u>Make Technical Revisions.</u> In the event that the concurrence process resulted in requests for technical revisions to the solicitation package, the solicitation initiator reviews the requests and, based on his or her professional judgment, makes changes. In some cases, this will require additional analysis and coordination. |
| Research Opportunity Administrator | 5 | <u>Make Administrative or Non-Technical Revisions.</u> If the requests for revisions are administrative or non-technical in nature, the Research Opportunity Administrator reviews the requests and, based on his or her professional judgment, makes the changes to the solicitation package. In some cases, this will require additional analysis and coordination. |
| Research Opportunity Administrator
Solicitation Initiator | 6 | <u>Confirm and Coordinate Requested Changes.</u> Together, the Research Opportunity Administrator and the solicitation initiator review the resulting changes, confirm they were made and are appropriate, and engage in any additional coordination or follow-up activities necessary to complete the solicitation package prior to review by the ESE AA. |
| Research Opportunity Administrator | 7 | <u>Assign Solicitation Number.</u> Once the solicitation package is completed and coordinated, the Research Opportunity Administrator assigns a solicitation number. The solicitation numbers are sequential by year and type of solicitation instrument. |
| Research Opportunity Administrator | 8 | <u>Send to ESE AA for Approval.</u> The Research Opportunity Administrator sends the completed solicitation package to the ESE AA for review and approval. If the ESE AA signs the concurrence cover sheet then the process proceeds to the steps associated with releasing the solicitation (see Activities 11, 15, and 19). If the ESE AA requests revisions, then the Research Opportunity Administrator makes administrative or non-technical changes to the solicitation package, while the solicitation initiator makes technical changes. After the changes are made the solicitation package is sent back to the ESE AA. |
| Solicitation Initiator | 9 | <u>Make Technical Revisions.</u> In the event that the ESE AA requests technical revisions to the solicitation package, the solicitation initiator reviews the requests makes the requested changes. In some cases, this will require additional analysis and coordination. |
| Research Opportunity Administrator | 10 | <u>Make Administrative or Non-Technical Revisions.</u> If the requests for revisions are administrative or non-technical in nature, the Research Opportunity Administrator reviews the requests and makes the requested changes. In some cases, this will require additional analysis and coordination. |
| Research Opportunity Administrator | 11 | <u>Prepare and Send CBD Synopsis to GFSC Grants Administration Office.</u> Together, the Research Opportunity Administrator and solicitation initiator prepare a synopsis of the solicitation for inclusion in the CBD. This synopsis is sent to Goddard Space Flight Center |

Earth Science Enterprise Office Work Instruction		
Obtain Approval for Release of Solicitation Instrument	HOWI 5100-Y014	Revision: baseline
	Date: November 30, 1998	Page 11 of 12

Solicitation Initiator		(GSFC) Grants Administration Office electronically. This office is responsible for ensuring the synopsis gets posted in the CBD.
Goddard Space Flight Center Grants Administration Office	12	<u>Post Synopsis in CBD.</u> GSFC Grants Administration Office posts the solicitation synopsis in the CBD 15 days prior to release of the solicitation.
Research Opportunity Administrator	13	<u>Notify IR&MS Contractor of CBD Posting.</u> The Research Opportunity Administrator receives an email via the NASA Automated Information System (NAIS) that indicates the solicitation synopsis has been posted in the CBD. At that time, the Research Opportunity Administrator sends the CBD synopsis to the NASA HQ Information Resources and Management Support (IR&MS) contractor.
IR&MS Contractor	14	<u>Post CBD Synopsis on ESE Home Page.</u> Upon notification from the Research Opportunity Administrator that the solicitation synopsis has been posted in the CBD, the NASA HQ IR&MS contractor posts the synopsis on the ESE Home Page.
Research Opportunity Administrator	15	<u>Send Electronic Copy of Solicitation Package to Service Support Contractor.</u> After the ESE AA approves the solicitation package by signing the concurrence cover sheet (see Activity 8), the Research Opportunity Administrator sends an electronic copy of the solicitation package to ESE's Service Support Contractor for conversion into multiple electronic formats.
Service Support Contractor	16	<u>Convert Final Solicitation Package to Multiple Electronic Formats.</u> The Service Support Contractor, upon receipt of an electronic version of the approved solicitation package, converts the solicitation package into multiple formats. These formats include postscript, HTML, PDF, MS Word, and ASCII Text. These multiple representations of the solicitation package are then sent to the IR&MS contractor.
IR&MS Contractor	17	<u>Post Final Solicitation Package on a Restricted Web Page.</u> The IR&MS contractor posts the final solicitation package in its many formats on a restricted web page that can be accessed only by the IR&MS contractor and the Research Opportunity Administrator.
Research Opportunity Administrator Solicitation Initiator	18	<u>Confirm Conversions.</u> The Research Opportunity Administrator and solicitation initiator review the format conversions for accuracy. At the appropriate time, the Research Opportunity Administrator forwards the multiple formats to the IR&MS contractor for posting on the ESE Home Page (no sooner than 15 days after the CBD announcement).
Research Opportunity Administrator	19	<u>Print, Copy, and Distribute Final Solicitation Package.</u> After the ESE AA approves the solicitation package by signing the concurrence cover sheet (see Activity 8), the Research Opportunity Administrator prints a copy of the final solicitation package and has hard copies made using the NASA HQ internal printing capabilities. Typically, the Research Opportunity Administrator makes and distributes 10 copies for the solicitation initiator, 15 copies for the Research Opportunity Administrator's files, and 50 copies for the Service Support Contractor.

Earth Science Enterprise Office Work Instruction		
Obtain Approval for Release of Solicitation Instrument	HOWI 5100-Y014	Revision: baseline
	Date: November 30, 1998	Page 12 of 12

IR&MS Contractor 20 Release Solicitation Package by Posting on ESE Home Page (15 days after CBD posting). The IR&MS contractor posts the solicitation package on the ESE Home Page on the date specified by the Research Opportunity Administrator. This date is no less than 15 days after the solicitation announcement in the CBD.

7.0 QUALITY RECORDS

Record	Owner	Location	Media	Retention	Disposition
Original Solicitation Package (Includes Signed Concurrence Cover Sheet)	Research Opportunity Administrator	Kept by Research Opportunity Administrator	Hardcopy	Retains for the life of the award, plus one (1) year	Retire to Federal Records Center – destroy life of contract+6