

# Office Work Instruction (OWI)

HOWI5135-S009

02/01/1999

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]  
 NASA Management Office (Code SJ)

**Subject: Competing, Awarding, and Administering Prime Contract for JPL Operations**

## DOCUMENT HISTORY LOG

| STATUS<br>(BASELINE/<br>REVISION/<br>CANCELED) | DOCUMENT<br>T<br>REVISION | EFFECTIVE<br>DATE | DESCRIPTION  |
|--|---------------------------|-------------------|--|
| Baseline                                       |                           | 02/01/1999        | This is the initial "baseline" version of the OWI. |
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**1. PURPOSE** The purpose of this Office Work Instruction (OWI) is to define the process by which the Office of Space Science (OSS) competes, awards, and administers the prime contract for operation of the Jet Propulsion Laboratory (JPL).

### **2. SCOPE AND APPLICABILITY**

2.1 This OWI for competing, awarding, and administering the prime contract for operation of the Jet Propulsion Laboratory is the primary responsibility of the NASA Management Office for JPL (NMO) Contracts Management Section. Historically, the contract is awarded for a five-year period of performance.

2.2 This OWI describes the process from release of the Request for Proposal (RFP) outlining NASA's requirements for JPL operations through completion of the five-year performance term. It encompasses negotiation, award, and administration of the contract and describes the sequence of events that must occur to ensure timely placement of a contract to support critical NASA missions managed by JPL.

2.3 Every five years, as the extant contract for operation of JPL nears the end of its performance period, the NMO begins the process necessary to award a new contract, thereby ensuring critical NASA programs managed by JPL continue without interruption. The process documented in this OWI identifies the activities required to complete the process of recompeting the prime JPL contract.

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#### **3. DEFINITIONS**

- 3.1 Code H. The NASA Headquarters Office of Procurement.
- 3.2 Commerce Business Daily (CBD). A listing of United States Government notices of proposed procurement actions and government awards, published each business day.
- 3.3 Jet Propulsion Laboratory (JPL). NASA's only Federally Funded Research and Development Center (FFRDC) that conducts solar system exploration for NASA.
- 3.4 Key process. A process that has a direct impact on the quality of a product or service being provided by the NMO.
- 3.5 NASA Management Office (NMO). The local NASA contracting authority for matters pertaining to operation of the Jet Propulsion Laboratory.
- 3.6 Process. A set of inter-related resources and activities that transform inputs into outputs. Resources may include personnel, finance, facilities, equipment, techniques, and methods.
- 3.7 Product. The result of activities or processes.
- 3.8 Request for Proposal (RFP). The release of a proposed procurement action to sources believed to possess the capacity, competence, and experience necessary to support the proposed requirement.
- 3.9 Service. The results generated by activities at the interface between the supplier and the customer and by supplier-internal activities calculated to meet customer needs.

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#### 4. REFERENCES

- |      |                          |  |
|------|--------------------------|--|
| 4.1  | ANSI/ISO/ASQC Q9001-1994 | American National Standard, Quality Systems -- Model for Quality Assurance in Design, Development, Production, Installation, and Servicing |
| 4.2  | HCP1280-2                | Corrective and Preventive Action   |
| 4.3  | HCP1280-3                | Internal Quality Audits  |
| 4.4  | HCP1400-1                | Document and Data Control  |
| 4.5  | HCP3410-4                | Employee Training  |
| 4.6  | HQPC1150.1               | NASA Headquarters Quality Council Policy Charter   |
| 4.7  | HQSM1200-1               | NASA Headquarters Quality System Manual  |
| 4.8  | NHB 1101.3               | NASA Organization Handbook   |
| 4.9  | NPD 1000.1               | NASA Strategic Plan  |
| 4.10 | NPD 8730.3               | NASA Quality Management System Policy (ISO 9000)   |
| 4.11 | NPG 1000.2               | NASA Strategic Management Handbook   |
| 4.12 |                          | NASA Prime Contract NAS7-1407  |
| 4.13 |                          | Space Science Enterprise Management Handbook   |

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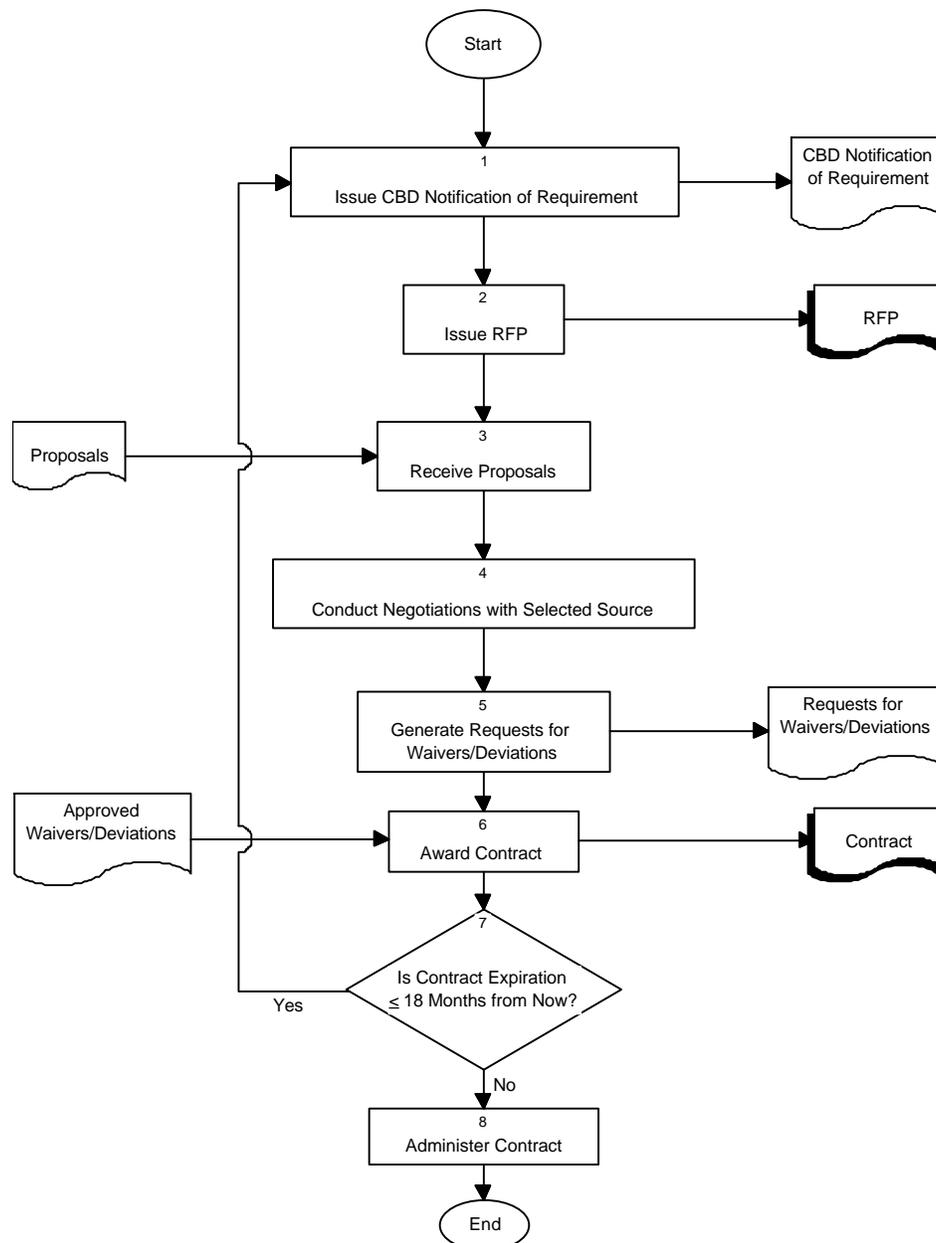
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### 5. FLOWCHART

[NOTE: "Quality record" output products are identified via shadowing of the standard ANSI document symbol.]



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#### 6. PROCEDURE

[NOTE: The following sequence of process steps is numbered in accordance with the number assigned to each corresponding function block in the flowchart in Section 5.]

| <u>STEP #</u> | <u>AGENTS</u>                 | <u>DESCRIPTION</u>   |
|---------------|-------------------------------|--|
| 1             | NMO<br>Procurement<br>Officer | Approximately eighteen months prior to expiration of the existing JPL Operations contract, the NMO Procurement Officer validates the requirement for a successor contract, considers whether such successor contract should be obtained through competition, and prepares appropriate documentation supporting the decision for NASA Headquarters approval. The Procurement Officer then authorizes issuance of notification to appear in the Commerce Business Daily (CBD) of NASA's intent to award a contract for the operation of the Jet Propulsion Laboratory. |
| 2             | NMO<br>Procurement<br>Officer | The NMO Procurement Officer authorizes release of a Request for Proposal (RFP) to potential interested parties. Once the RFP is released, interested parties have a specified period of time to review the document, clarify its content, and (if interested) submit a proposal responsive to the criteria contained in the RFP. In this way, NASA ensures its programs managed by JPL may proceed without interruption.   |
| 3             | NMO<br>Procurement<br>Officer | The NMO receives proposals submitted by offerers and reviews the proposals for conformity with the requirements identified in the RFP.   |
| 4             | NMO<br>Procurement<br>Officer | The NMO Procurement Officer coordinates evaluation of the submitted proposals, selects the winning proposal, and develops a negotiation position. Negotiations with the selected source commence and continue until final  |

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- agreement is reached on all essential terms and conditions of the new contract.
- 5 NMO Procurement Officer The NMO generates requests for waivers/deviations from NASA regulations and/or the Federal Acquisition Regulation (FAR) provisions and submits them to Code H for approval.
  - 6 NMO Procurement Officer The NMO obtains Code H's approval of any waiver or deviation requests from NASA regulations and/or FAR provisions occasioned by the terms of the negotiated agreement. The NMO then awards the new contract for managing JPL operations. The contract is a bi-lateral instrument, requiring the signatures of both the NASA contracting official and a representative of the recipient.
  - 7 NMO Procurement Officer Approximately eighteen months prior to contract expiration, the sequence of events in Step #1 through Step #6 is repeated.
  - 8 NMO Procurement Officer The NMO administers the JPL operations contract for the stated period of performance. Following contract award, the NMO is fully responsible for all administrative aspects of managing the prime contract throughout its period of performance.

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#### 7. QUALITY RECORDS

| RECORD IDENTIFICATION                | OWNER                   | LOCATION  | MEDIA (ELECTRONIC/HARDCOPY) | RETENTION | DISPOSITION  |
|--------------------------------------|-------------------------|---|-----------------------------|-----------|--|
| Request for Proposal (RFP)           | NMO Procurement Officer | NMO Central File System: 5115 (Contract Negotiations) | Hardcopy                    | Permanent | Archive to FRC when all outstanding actions are completed. |
| Contract for managing JPL operations | NMO Procurement Officer | NMO Central File System: 5115 (Contract Negotiations) | Hardcopy                    | Permanent | Archive to FRC when all outstanding actions are completed. |

[NOTE #1: These "quality record" output products are identified in Section 5 ("Flowchart") of this OWI via shadowing of the standard ANSI document symbol.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]