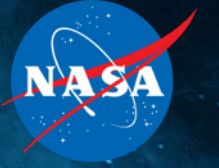


National Aeronautics and
Space Administration



EXPLORE PROCUREMENT

The cornerstone of NASA's current and
future missions

Craig Keish

Contracts Overview – Earth Systems Explorers

June 20, 2024

www.nasa.gov



Meet the Procurement Team



- Craig Keish, Procurement Manager (PM), Earth Sciences Procurement Office
 - Craig.F.Keish@nasa.gov, 240-285-0839 (M)
- **Principal Investigator Lead Contracting Officer (CO) (University Contracts)** – Andres Castro, andres.c.castro@nasa.gov, 301-286-0566



Phase A Contract Award Process

- PI Contract award steps
 - **Selection** of investigations
 - **Authorization to Proceed (ATP)** letters
 - No funding until actual award of contract by both parties.
 - Institutions will be able to invoice for costs incurred as of the date of the ATP letter.
 - CO issues a **Request for Proposal (RFP)**. Response due NLT 30 days. Our office will be providing a Cost Exhibit to fill out but it's important to keep in mind we will need a full cost breakdown of labor categories, hours, rates, Other Direct Costs (ODCs), indirect rates, and profit if applicable
 - **Proposal received and evaluated**
 - Technical and Cost evaluation completed and sent to CO for review
 - At times, the Government may need clarification and/or additional supporting data
 - CO prepares a **Pre-negotiation Position Memorandum (PPM)** for review and approval
 - **Negotiations**, including final cost, terms and conditions, etc., are held with CO/COR/Contractor
 - **Price Negotiation Memorandum (PNM)** is prepared for review and approval by the CO and routed
 - **Contract award** document prepared, submitted, reviewed, approved and released to contractor for review and signature (CO)

Phase A RFP



- Request for Proposal
 - RFP will be a model contract or letter contract with terms and conditions and several attachments depending on the path discussion with your organization
 - Covers both the **Phase A period of performance** plus a **Phase B Bridge option** that will cover the first 5 months of Phase B if selected
 - Plan is to have **fixed-price contracts** with each PI institution and industry partner organizations
 - Any proposal >\$750K requires a small business subcontracting plan
 - Any proposal >\$2m requires “Certified Cost and Pricing” data
 - The Truth in Negotiations Act (TINA) requires cost and pricing data be certified as “accurate, complete, and current” by contractors upon conclusion of negotiations. Cost or pricing data are defined broadly as facts that prudent negotiators would expect to significantly affect price negotiations.
- Tip - **Review the terms and conditions** as soon as possible and let us know ASAP if there are any issues so we can work them real time versus waiting for the full proposal to be submitted.
- Tip – Proposal **backup and supporting documentation** for proposal costs is key for the government’s need to determine a “fair and reasonable” price. For example for ODCs if there are travel costs please break out the number of trips, people traveling, destination, and approximate date on when the travel will occur.
- Tip - **Proposal format**
 - The preferred format for any narrative section(s) is a **searchable PDF**
 - The preferred format for the cost volume is an **editable excel sheet** containing the formulas utilized to arrive at the proposed costs



What's Next and Questions

- All ATP letters for PI contracts have been sent
- NASA is having regular internal and external meeting for those that were interested in having them to ensure everyone is on the same page with schedule, outstanding actions, and process flow.
- Your assigned contracts person will:
 - Send a **Draft Model Contract or Letter Contract with Terms and Conditions**, including a highlight of a few unique clauses related to AO Mission awards. The goal is to get these out possibly this week but no later than the end of next week (i.e. June 28).
 - Go over the general process and timeline to get to a contract award during regularly schedule meetings.
- **Questions**