Independent Verification & Validation Program	**Work Instruction for Making Purchases**	**IVV 06-4** **Version: B** **Effective Date: May 29, 2015**

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AUTHORITY		DATE
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REFERENCES	
Document ID/Link	Title
IVV QM	NASA IV&V Quality Manual
IVV 06	Procurement
IVV 10	Software and Hardware Configuration Management
IVV 11	Enterprise Architecture (IT Governance)
IVV 16	Control of Records
NPR 1441.1	NASA Records Management Program Requirements
https://nprop.nasa.gov	N-PROP
ECM…/DELIVER/ Program Financial Management/ 08. Working Procedures/ 03. Purchasing/	Internal Information Regarding Purchase Card (P-Card) Transactions

If any process in this document conflicts with any document in the NASA Online Directives Information System (NODIS), this document shall be superseded by the NODIS document. Any external reference shall be monitored by the Process Owner for current versioning.

1.0 Purpose

The purpose of this Work Instruction (WI) is to establish a consistent method for making both IT and non-IT related goods and services purchases within the NASA IV&V Program. The intent is to promote good communication and decision making.

2.0 Scope

This WI applies to the initiation, approval, execution, receipt, and tracking of all NASA IV&V purchases. Establishing a new contract vehicle or any contract modification is covered by IVV 06, *Procurement*.

3.0 Definitions and Acronyms

Official NASA IV&V roles and terms are defined in the Quality Manual. Specialized definitions identified in this WI are defined below.

3.1 P-card

The government P-card is a purchasing instrument issued through a commercial bank to a Government agency to facilitate small purchases.

3.2 N-PROP

N-PROP is a Web-based tool that NASA property holders use to manage their equipment.

3.3 Purchase Facilitator

Purchase Facilitator initiates the purchase and facilitates communication during the process. May or may not be the Purchase Requester.

3.4 Purchase Requester (Requester)

Purchase Requester is the individual who has the need for the purchase.

3.5 Acronyms

CO	Contracting Officer
COR	Contracting Officer Representative
EA	Enterprise Architecture
EAB	Enterprise Architecture Board
FAR	Federal Acquisition Regulation
GFE	Government Furnished Equipment
IMS	NASA IV&V Management System
IT	Information Technology
IVVO	IV&V Office
JSTAR	Jon McBride Software Testing and Research Lab
NODIS	NASA Online Directives Information System
NPR	NASA Procedural Requirements
PFM	Program Financial Management
QM	Quality Manual
RA	Resource Analyst
RM	Resource Manager
SCO	Strategic Communications Office
SL	Senior Leadership
SWAT	Software Assurance Tools
WI	Work Instruction

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4.0   Process Flow Diagram

The following diagram depicts processes described in this document, and the responsibilities and actions that shall be performed by process participants. Any information supplemental to the depicted process will appear after the diagram.
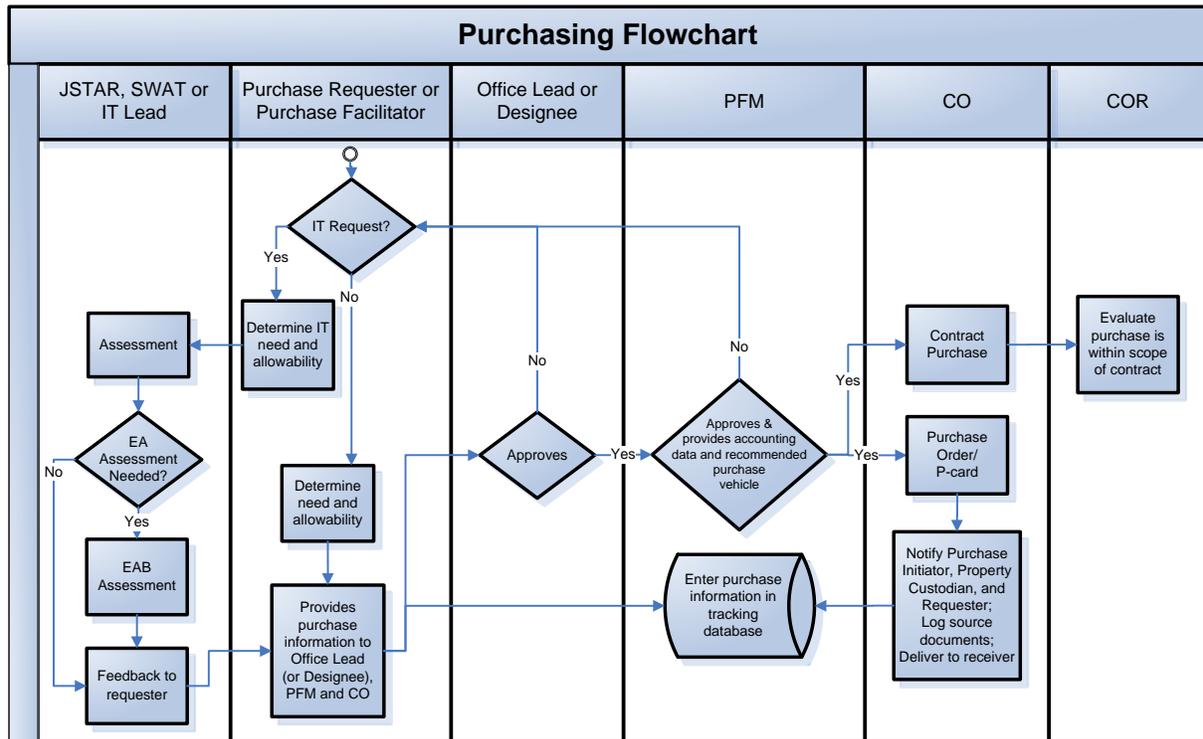
To start the purchasing process, the requester first must determine if the purchase is an IT (software and/or hardware) or a non-IT purchase request.

4.1   IT Purchase Requests

1. The requester must determine the following:
   - Does the IT capability already exist within the NASA IV&V Program?
     o For software – check with SWAT, JSTAR, or IT
     o For hardware – check with the IT IV&V Property Custodian
   - Is the purchase essential to the NASA mission?
   - Is the purchase 'allowable?' If not, please provide proof of Agency waiver in 'unallowable' instances.

- o A list of 'allowable' and 'unallowable' purchases is on ECM: \DELIVER\ Program Financial Management\ 08. Working Procedures\ (03. Purchasing)\ Internal process for Purchase card.docx
- The requester shall submit the request to IT, JSTAR, and SWAT via email to ivv-it-purchasing@lists.nasa.gov. Provide the following information about the purchase:
  - o Item description
  - o Quantity and Units
  - o Justification of why the purchases is needed/required

2. The request will then be assessed by IT, JSTAR, or SWAT who will determine the following. Only one of the three entities' assessments is required.
   - Pre-existing capability
   - Chinese parts investigation
   - Infrastructure fit – EA involvement

   IT, JSTAR, or SWAT will then provide feedback to the requester for the purchase. If required, the purchase will be assessed according to IVV 11, *Enterprise Architecture (IT Governance) Process*. Then, the purchase request will be forwarded to the Purchase Facilitator (if they are not already involved in this purchase process).

3. If the purchase is still necessary, then the Purchase Facilitator shall submit the following information to the Office Lead or Designee, PFM, and CO. PFM will track in database on ECM: \DELIVER\ Program Financial Management\ Procedures\ (03. Purchasing)\ Purchasing Tracker.xlsx (PFM is responsible for the tracking log).
   - Item Description
   - Quantity and Units
   - Unit Price
   - Total Estimated Price
   - Applicable shipping and handling based on suggested vendor option (if necessary)
   - Suggested vendor(s)
   - Required delivery date

- Market Research in the form of three (3) competitive quotes (if greater than $3,000) or a sole source justification – as an attachment.
- Recommended contract vehicle (with justification)

4. The office lead will reply with approval or disapproval. The lead will ensure the following:
   - Purchase is covered within the office execution plan and financial allocation
   - Agree that their office allocation shall pay for the purchase
   - Ensure that baselines are in place to cover the planned expenditure

5. PFM will then reply with approval or disapproval. PFM and CO will collaborate to accomplish the following:
   - Assure that the funds are approved and available for purchase
   - Provide accounting data to the CO
     - Contract purchase to be placed
     - For P-card purchase provide the following:
       - Fund
       - Fund center
       - Cost center
       - Internal order
       - WBS
       - Material group
       - Purchase Order information

6. PFM and CO will determine how to purchase the good/service.
   - If through a Purchase Order/P-card,
     The CO determines that the order is in compliance with the FAR and will approve the purchase, place the order, distribute purchasing information and attach official record of the order.

7. The CO must receive and accept all Purchase Order/P-card purchases and ensure the property is delivered to the appropriate person and the following shall be notified:
   - Purchase Facilitator
   - Requester
   - PFM

- Property Custodian – if hardware, the property shall be tagged, tracked in the N-PROP or GFE systems, and added to the NASA IV&V Program Property List.

8. If through a contract purchase, the COR will evaluate that the purchase is within the scope of the contract. The Purchasing contractor is responsible for following their contract purchasing procedure.

Additionally, the CO will ensure that all required source documents are retained on ECM here: \DELIVER\ Procurement & Contract Management\ CONTRACTS\ PURCHASE CARD ORDERS

4.2 Non-IT Purchase Requests

1. The requester must determine the following:
   - Does the good or service already exist within the NASA IV&V Program?
   - Is the purchase essential to the NASA mission?
   - Is the purchase 'allowable?' If not, please provide proof of Agency waiver in 'unallowable' instances.
     - A list of 'allowable' and 'unallowable' purchases is on ECM: \DELIVER\ Program Financial Management\ 08. Working Procedures\ (03. Purchasing)\ Internal process for Purchase card.docx

2. If the purchase is still necessary, The Purchase Facilitator shall submit the following information to the Office Lead or Designee, PFM, and CO. PFM will track in a database on ECM at: \DELIVER\ Program Financial Management\ Procedures\ (03. Purchasing)\ Purchasing Tracker.xlsx (PFM is responsible for the tracking log).
   - Item Description
   - Quantity and Units
   - Unit Price
   - Total Estimated Price
   - Applicable shipping and handling based on suggested vendor option (if necessary)
   - Suggested vendor(s)
   - Required Delivery Date

- Market Research in the form of three (3) competitive quotes (if greater than $3,000) or a sole source justification – as an attachment
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    - Assure that the funds are approved and available for purchase
    - Provide accounting data to the CO
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    - If through a Purchase Order/P-card,
        The CO determines that the order is in compliance with the FAR and will approve the purchase, place the order, distribute purchasing information and attach official record of the order.

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- Property Custodian – if hardware, the property shall be tagged, tracked in the N-PROP or GFE systems, and added to the NASA IV&V Program Property List.

7. If through a contract purchase, the COR will evaluate that the purchase is within the scope of the contract. The Purchasing contractor is responsible for following their contract purchasing procedure.

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5.0   Metrics

Any metrics associated with this WI are established and tracked within the NASA IV&V Metrics Program.

6.0   Records

The following records will be generated or updated and filed in accordance with this WI and IVV 16, *Control of Records*, and in reference to NPR 1441.1, *NASA Records Management Program Requirements*.

Record Name	Original	Vital	Responsible Person	Retention Requirement	Location
Purchasing Tracker Log	Y	N	PFM Lead	Retain indefinitely in agency space until no longer needed, or destroy when 75 years old, whichever is longer. (1/8B)	ECM
NASA IV&V Program Property List	Y	N	Property Custodian	Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable. (1/78C)	ECM

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VERSION HISTORY				
Version	Description of Change	Rationale for Change	Author	Effective Date
Basic	Initial Release		Kaci Reynolds	02/12/2015
A	Updated scope	Clarifying differences between making purchases and establishing a contract vehicle.	Raju Raymond	04/16/2015
B	Removed G&A (General & Administrative)	ADR. Updated to reflect current usage. Instead of G&A use AMO (Agency Management & Operations) if needed.	Tara Perdue	05/29/2015