

MPR 5000.1  
REVISION K-1  
EFFECTIVE DATE: April 6, 2016  
EXPIRATION DATE: April 6, 2021

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# MARSHALL PROCEDURAL REQUIREMENTS

PS01

## PURCHASING *With Change 1 (2/22/2018)*

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P06.1 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/16/99	Organization titles and codes updated. Appendix D revised for expanded ISO scope to show MOU for credit card purchases is required only for flight hardware/software and associated ground support equipment, not for all items within scope. Applicable document numbers updated at P.4 (items x and y), 3.1.3, 3.2.2, 3.3.a, and 3.3.3.
Revision	B	3/6/00	Revised to change MPG 1441.1 "Control of Quality Records" at P.4, Item j. and 4.1, to MPG 1440.2 "MSFC Records Management Program".
Revision	C	6/4/01	Updated title of MWI 4530.1 in P.4 and 3.1.1. Update title of MWI 5330.1 in P.4, 3.2.4, and 3.3.3. Deleted QS01-QE-002 in P.4, 3.1.3 and 3.2.2. Deleted QS01-QE-006 in p.4, 3.3.a. and 3.3.3. Added QS01-QE-001, "Project Quality Instructions," in P.4, 3.1.4, 3.2.3, 3.3.1.1 and 3.3.4. Added titles to 3 procedures in 3.1, 3.2 and 3.3 and renumbered paragraphs accordingly. Revised Appendix A Flow Diagram. Changed "Vendor" to "Source" at Appendix A, Flow Diagram, Block B. Added to list of acronyms at Appendix C. Added "Weekly" to Annual Credit Card Audit at Appendix D. Deleted Memorandum of understanding to use credit card Procedures at Appendix D. Deleted Contractor Performance Assessment Program at Appendix D.
Revision	D	7/18/2003	Corrected URL in footer, and corrected grammatical errors. Changes made to comply with implementation of Integrated Financial Management Program (IFMP); throughout the document, deleted "Procurement Request" and substituted "Purchase request"; deleted "Initiator" and substituted "Requisitioner"; deleted "APRS"; deleted "PROMIS"; added "SAP". Deleted "Credit" and substituted "Governmentwide Commercial Purchase"; 1.2 reworded contract specialist; 1.4 reworded Contracting Officer's Technical Representative; Added definition in 1.6 for Data Procurement Document (DPD) and renumbered accordingly; 1.8 added definition for Purchase request; 1.10 deleted 1.10 definition for subcontractor; 1.11 added definition for SAP; Added 2.5 Center Data Requirements Manager Definition (CDRM; Paragraph 3, delete last sentence; 3.1.3, Added Data Procurement Document Requirements; 3.1.6 reworded paragraph; deleted all reference to MSFC Forms 55 and 404; 3.2.2 reworded paragraph; Appendix A deleted and substituted "See MWI 5100.1 Procurement Requisitioners Guide, Appendix A"; throughout the document, deleted "quality records" and substituted "records"; deleted "QS01..." and substituted "QS...". Appendix C Acronym, added DPD Data Procurement Document. Appendix D, Typical Procurement Records, added Schedule 5 to 1441.1 as appropriate; Added COTR Correspondence Files; Notes 2 and 3 were moved to the beginning of Appendix D, and Note 1 was changed to a footnote and revised to include the Record Custodian role; changed Annual to Semi-Annual Self-Assessment Review (Procurement); changed name of Procurement Support Contractor.
Revision	E	6/28/2004	Throughout the document, revised NPG to reflect NASA Procedural Requirements (NPR). Throughout the document, made renumbering revisions as needed. Throughout the document, revised references to Safety & Mission Assurance Office to Safety & Mission Assurance Directorate. Paragraph P.4 Applicable Documents, added NPR 5900.1, "NASA Spare Parts Acquisition". Paragraph P.6 CANCELLATION MPG 5000.1C dated June 4, 2001 revised to MPG 5000.1d dated July 18, 2003 and Director revised from A.G. Stephens to David King. Paragraph 3.1.3, revised to

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			provide guidance on spare parts for a nonexpendable major system and replaced "five or more data requirements" with "all R&D services and non-commercial items contracts". Paragraph 3.2.2 replaced reference to quality provisions to S & MA provisions. Paragraph 3.2.2 replaced reference to quality organization to S&MA Directorate. Paragraph 3.2.4 added reference to MWI 5330.1. Paragraph 3.3.2 revised to meeting all safety requirements. Paragraph 3.3.4 revised to from quality plan to "and safety and health plans...
Revision	F	10/15/2004	Revised the title "Marshall Procedures and Guidelines" to "Marshall Procedural Requirements". Throughout the document, deleted references to QS and replaced with QD and deleted references to ISO 9000. Throughout the document, denoted requirements with the verb "shall". Throughout the document, replaced references to purchase request with procurement requisition and replaced S&MA Office with Directorate. Throughout the document, revised references from MWI 5100.1 PRG to IPR and MPG to MPR. Throughout the document, made grammatical, formatting and renumbering revisions as appropriate. Paragraph 1.12 SAP, revised to reference Section 52 and Appendix Z. Paragraph 6 Cancellation revised MPG 5000.1d dated July 18, 2003 to MPR 5000.1E dated June 28, 2004 and revised the Ombudsman from Alex Roth to Robin N. Henderson. Paragraph 3.2.6.1, deleted CO/CS responsibility for the receipt and safeguarding of procurement sensitive documentation. Deleted guidance in 1.12, 2.2.1, 3.2.1 and 3.3.2 to Appendix Z for material removed due to Headquarters Rule Review Initiative. Revised 3.2.7 to include conducting requested debriefings. Revised 3.3.4 to include S&MA requirement to perform receiving inspection. Added Appendix Z Guidance for material moved due to Headquarters Rule Review Initiative.
Revision	G	10/17/2005	Changed Revision F to Revision G. Throughout the document, revised references from Procurement Office to Office of Procurement. Throughout the document, revised references from departments to offices. Section P.4, revised name of MPR 1050.1 to "Agreement Selection Process". Section P.6, revised MPR 5000.1 revision number and date. Section 3.2.4 revised to provide guidance on appropriate use of a QBL, QML or QPL. Section 3.2.5.2 revised to delete reference to pre-award quality audits. Appendix B revised all references of PS Departments to Offices. Paragraph 1.1, replaced MPR 1050.1 with MWI 5143.1 "Contract Change Process." Revised title of MWI 5330.1 to read "Evaluation/Audits of Contractors, Suppliers, and Vendors." Throughout document revised Integrated Financial Management Program (IFMP) to Integrated Enterprise Management Program (IEMP). Deleted last sentence in 1.9 that referenced a DCN which is no longer used. Revised 2.2.2 to indicate responsibilities of Program Control Personnel/Program Analyst. Revised 3.1.1 to include "program/project control/resources management personnel and/or appropriate procurement office personnel." Revised 3.1.6, 3.2.1, 3.2.2, and 3.3.8 to include "program/project control personnel." Appendix D, revised Procurement Support Contractor from Eagle Systems to Digital Fusion.
Revision	H	11/26/2007	Made editorial, grammatical, numerical and formatting corrections as needed. Revised Procurement Office to Office of Procurement, and organization to department. Added titles to identify directives and forms. Revised references and url from OLQR to EPSS. In P.4, Applicable Documents, revised title of MPD 1280.1, "Marshall Quality Management System Manual," added reference to NPD 8730.5, and deleted references to MPR 1050.1. In P.6. Cancellation, revised revision number and date. In 1 Definitions, revised definitions of CO, COTR, and Requisitioner, and identified SAP acronym. In 2.3, revised to include subsequent purchasing change requests (including task agreement processes), and added reference NPD 8730.5 to S&MA responsibilities. In 3.1.1, revised micro-purchase limit from \$2500 to \$3000. In 3.2.3, added location to access NASA Acquisition Forecast. In 3.2.7, in response to NCR 891, revised to include compliance with FAR 9.2 and NFS 1809.2, and added the url address to the Qualified Products Database for QPL, QML, or QBL. In 4.1, added Retention Records requirements. In

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			Appendix C, deleted references to CPAF and JOFOC. In Appendix D, revised Retention statement and revised records in Typical Records table.
Revision	I	04/01/2008	Revised 2. Applicability statement to reflect transition of the MAF from GOCO to GOGO.
Revision	J	9/27/2010	Made editorial, grammatical, numerical and formatting corrections as needed. Revised references from IEM to NEACC. In Table of Contents, added Appendix E. At P.2, revised Applicability Statement. At P.4, moved MPR 1440.2 and MPR 8715.1 from Applicable Documents to Reference Documents and added NPR 8000.4 and MWI 7120.6 to the Applicable Documents. At P.6, revised Cancellation section. At 1. Definitions, revised definitions of Contract, CO, COTR, Contractor, PR, Qualifies Purchase, Requisitioner, and SAP. At 2.2.3.1, removed PS01 as Record Custodian. At 3.2.6, clarified that the Requisitioner submits work descriptions to S&MA. At 3.2.6.1, added safety and quality assurance as requirements. At 3.2.8, clarified the Initiator as the preparer of the PR. At 3.2.8.1, added risk assessment (per MWI 7120.6 and NPR 8000.4) to documentation in a complete PR. At 3.4.4.2, added reliability, quality assurance or maintainability requirements, or a technical change. At Appendix A, deleted "Reference" and revised to "Reserved." At Appendix B, revised PS Org. Chart to include PS43 and revised PS41 from Space Exploration to Solid Propulsion, and revised PS42 from Space Shuttle to Liquid Propulsion. At Appendix C, updated Acronyms list. At Appendix E, added Reference list. At Appendix Z, arranged in alphabetic order.
Revision	K	4/6/2016	Made numerical and editorial revisions as appropriate. Revised to address FAPIIS, PPIRS and CPAR. Revised increase in SAT to \$150k. Revised to include EEOH responsibilities in order to facilitate requirements covered in the canceled MWI 8715.9.
Change	1	2/22/2018	On 2/22/18, at the request of the OPRD, administrative changes were made to correct wording in Appendix D., Records and revise the title of MWI 5115.2.

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## PREFACE

### P.1 PURPOSE

To document Center purchasing procedures and responsibilities for compliance with the requirements established by NPD 5101.32.

### P.2 APPLICABILITY

- a. This MPR applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. This MPR applies to MAF.
- c. This MPR applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.
- d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.

### P.3 AUTHORITY

NPD 5101.32, “Procurement, Grants, and Cooperative Agreements”

### P.4 APPLICABLE DOCUMENTS AND FORMS

- a. “Using Procurement Contracts and Grant and Cooperative Agreements,” [31 U.S.C.](#) Chapter 63
- b. [Federal Acquisition Regulations \(FAR\)](#)
- c. [NASA Federal Acquisition Regulation Supplement \(NFS\)](#)
- d. [NPD 7500.1, “Program and Project Life-Cycle Logistics Support Policy”](#)
- e. [NPD 8500.1, “NASA Environmental Management”](#)
- f. [NPD 8730.5, “NASA Quality Assurance Program Policy”](#)
- g. [NPR 1800.1, “NASA Occupational Health Program Procedures”](#)

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- h. [NPR 8000.4, “Agency Risk Management Procedural Requirements”](#)
- i. [NRRS 1441.1, “NASA Records Retention Schedules”](#)
- j. [“NASA Grant and Cooperative Agreement Manual \(GCAM\)”](#)
- k. [MPR 1280.4, “MSFC Corrective Action System”](#)
- l. [MPR 3410.1, “Training”](#)
- m. [MPR 7123.1, “MSFC Systems Engineering Processes and Requirements”](#)
- n. [MPR 8500.1, “MSFC Environmental Engineering and Occupational Health Program”](#)
- o. [MPR 8730.1, “Inspection and Testing”](#)
- p. [MPR 8730.3, “Control of Nonconforming Product”](#)
- q. [MWI 4530.1, “Flight Hardware Support Operations \(FHSO\) Component Acquisition, Inventory Control, and Kitting Services”](#)
- r. [MWI 5000.1, “Processing NASA Research Announcements \(NRAs\) and Cooperative Agreement Notices \(CANs\)”](#)
- s. [MWI 5100.1, “Initiating Procurement Requisitions”](#)
- t. [MWI 5113.1, “Government-wide Commercial Purchase Card Operating Procedures”](#)
- u. [MWI 5115.1, “Processing Unsolicited Proposals”](#)
- v. [MWI 5115.2, “Procurement Development Team \(PDT\) and Source Evaluation Board/Committee \(SEB/C\) Process”](#)
- w. [MWI 5143.1, “Contract Change Process”](#)
- x. [MWI 7120.6, “Program, Project and Institutional Risk Management”](#)
- y. [MWI 8550.5, “Hazardous Material Management”](#)
- z. [MWI 8715.15, “Ground Operations Safety Assessment Program”](#)
- aa. [PS-OWI-02, “Training”](#)
- bb. [PS-OWI-03, “Procurement Systems and Data Management”](#)

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- cc. [PS-OWI-04, “Acquisition Leadtimes and Planning”](#)
- dd. [PS-OWI-05, “Review and Execution of Procurement Documents”](#)
- ee. [PS-OWI-06, “Socioeconomic Programs”](#)
- ff. [PS-OWI-07, “Noncompetitive Procurement Documentation”](#)
- gg. [PS-OWI-08, “Vendor Sources and Past Performance Data”](#)
- hh. [PS-OWI-09, “Preparation of Solicitations and Contracts”](#)
- ii. [PS-OWI-10, “Negotiated Procurement Documentation”](#)
- jj. [PS-OWI-11, “Precontract Cost”](#)
- kk. [PS-OWI-12, “Contract Delegations”](#)
- ll. [PS-OWI-13, “Procurement Documents CloseOut”](#)
- mm. [PS-OWI-14, “Procurement Process Reviews and Surveys”](#)
- nn. [PS-OWI-15, “Simplified Acquisition Threshold \(SAT\) Procurement Process”](#)
- oo. [QD-QE-001, “Project Quality Instruction”](#)
- pp. [QD-QA-031, “Evaluation/Audits of Contractors, Vendors, Distributors, and Other Suppliers”](#)
- qq. [NASA Form 1098, “Checklist for Contract Award File Form”](#)
- rr. [NASA Form 1611, “Certificates of Contract Completion Statement”](#)
- ss. [NASA Form 1634, “Contracting Officer Representative \(COR\)/Alternate COR Delegation”](#)
- tt. [NASA Form 1707, “Special Approvals and Affirmations of Requisitions”](#)

## **P.5 MEASUREMENT/VERIFICATION**

None.

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## **P.6 CANCELLATION**

MPR 5000.1J “Purchasing,” dated September 27, 2010.

*Original signed by*

Todd A. May  
Director

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## **CHAPTER 1**

### **RESPONSIBILITIES**

1.1 Office of Procurement (PS01). PS01 is staffed with procurement professionals with specialized training in interpreting and applying the regulations set forth in the FAR, NFS, and GCAM, and shall provide acquisition support to MSFC having overall responsibility and authority for the purchasing process. Refer to Appendix E for Procurement Organization Chart.

1.1.1 Contracting Officer (CO). COs are the only officials with authority to contractually bind the Government and shall have overall responsibility for the entire process subsequent to the initial requirement determination. The specific authority of each CO is established in the appointment, and the signature authority for each level of CO is set forth in PS-OWI-05.

1.1.2 Contract Specialist. The Contract Specialist shall be responsible to the CO for performing assigned work and actions in accordance with applicable regulations, policies, procedures, and instructions. Key duties include acquisition planning and coordination, preparation of procurement packages, and monitoring/providing status of procurements to management.

1.2 All Directorates and Offices. Each organization shall be responsible for determining its needs and what is to be acquired by purchase.

1.2.1 In conjunction with the Safety and Mission Assurance (SMA) Directorate the requiring organization is also responsible for specifying the safety, reliability, maintainability, and Quality Assurance (QA) requirements of the procurement, including initiating requests to impose qualification requirements and obtaining necessary approvals. (Ref. MPR 8715.1).

1.2.2 Requisitioner. The requisitioner shall be responsible for identifying and initiating a particular purchase, conducting market research in preparation of developing a statement of work or specification, preparing the statement of work or specification, preparing the Government estimate, preparing the procurement requisition and supporting justifications, and processing the procurement requisition through appropriate channels. The requisitioner supports the solicitation preparation and the evaluation/award process.

1.2.3 Program Control Personnel/Program Analyst. The Program Control Personnel/Program Analyst is assigned to a program/project and shall have the primary responsibility for contract administration, analysis of program control data, and funds control for that program/project.

1.2.4 Contracting Officer Representative (COR). The COR is appointed by the CO, normally from within the requisitioner's organization, and may be the requisitioner. (See MWI 5100.1, and PS-OWI-12.) The COR shall provide support to the CO through monitoring of contractor performance, reporting, and recommending corrective action. Reference the NASA Form 1634 for specific responsibilities.

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a. The COR shall be responsible for ensuring that Record Custodians are assigned to maintain and retire all contract technical documentation/data deliverables. The Record Custodian may be the COR, COR designee, or the MSFC Repository.

1.3 SMA Directorate. The SMA Directorate shall be responsible for:

1.3.1 Determining the proper levels of safety, reliability, maintainability, and QA that are to be imposed in purchases and any subsequent purchasing change requests (including task agreement processes);

1.3.2 Monitoring compliance to the SMA requirements, and providing assistance in determining whether provided products or services are ultimately acceptable. (Reference NPD 8730.5, and MPR 8715.1.)

1.4 Office of Center Operations (Environmental Engineering and Occupational Health (EEOH) Office). The EEOH Office shall be responsible for:

a. Determining the proper levels of environmental, occupational health, and health physics requirements that are to be imposed in purchases and any subsequent purchasing change requests (including task agreement processes) as specified in MWI 8550.5;

b. Monitoring compliance to the EEOH requirements, and providing assistance in determining whether provided products or services are ultimately acceptable. (Reference NPR 1800.1, NPD 8500.1, MPR 8500.1, and MWI 8550.5).

1.4.1 Accounting Operations Office (AOO). The AOO shall be responsible for reviewing procurement requisitions to ensure that each request has the proper authorizations and approvals, and that funding is available for the procurement. The AOO is the sole authority for certifying availability of funds.

1.4.2 Center Data Requirements Manager (CDRM). The CDRM shall provide guidance to requisitioners to ensure that all data requirements are included in the procurement action to support FAR/NFS requirements, and that DPDs are prepared in accordance with the requirements of MPR 7123.1.

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## **CHAPTER 2 PROCEDURES**

2.1 MSFC accomplishes purchasing in three major phases: Presolicitation (2.2), Solicitation and Award (2.3), and Administration (2.4). Roles of the various organizations and personnel involved vary with the phase of the particular purchase as identified in subsequent paragraphs. All purchases shall be made in strict compliance with the regulations set forth in GCAM, and/or the FAR and NFS.

2.1.1 Pursuant to PS-OWI-02 and MPR 3410.1, all PS01 personnel shall be provided with detailed training on the proper interpretation and application of the various procurement regulations. PS01 has overall responsibility for the purchasing process and periodically conducts reviews or audits of the overall process for efficacy per PS-OWI-14.

### **2.2 PRESOLICITATION**

2.2.1 Requisitioner identifies the need for a product or service. With limited exceptions, actions less than \$3,500 shall be processed in a simplified manner as a “micro-purchase,” or purchase-card action pursuant to the procedures outlined in MWI 5113.1.

2.2.2 If the estimated cost of an action is expected to exceed \$3,500, the action shall immediately be coordinated with the responsible program/project, control/resources management personnel, and/or appropriate procurement office personnel.

2.2.3 If the action is greater than \$150,000 and has not previously been placed on the MSFC Acquisition Forecast (located on Marshall’s Electronic Office Web page under the MSFC Procurement Office Web page), or on the Consolidated Contracting Initiative list, it shall be placed on these lists immediately.

2.2.4 Requisitioner, with assistance from the responsible procurement office personnel shall:

2.2.4.1 Initiate appropriate market research to determine if commercial products are available;

2.2.4.2 Determine if commercial financing should be utilized. (See MWI 5100.1.)

2.2.5 Requisitioner shall develop the description of the requirement including (as required) a statement of work, specifications, Data Procurement Document (DPD), delivery schedule, or other appropriate descriptions of the work. (See MWI 5100.1, and MPR 7123.1.)

2.2.5.1 When the requirement is for spare parts for a nonexpendable major system or other systems at the discretion of the project manager, the requisitioner and responsible procurement personnel consults NPD 7500.1. The requirement is to be coordinated with the responsible procurement personnel who shall:

a. Review the requirement;

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b. Advise the requisitioner regarding availability of an existing contract against which the action is most expeditiously procured, or whether a separate procurement action is required, and finalize required documents as necessary. Maximum use of existing contracts is strongly encouraged (see MWI 4530.1).

2.2.6 Requisitioner shall submit work descriptions per MWI 5100.1, MWI 8715.15, and QD-QE-001 to SMA and EEOH for review.

2.2.6.1 SMA and EEOH shall, considering the type of product or service being procured, assist the requisitioner in determining and specifying the appropriate SMA requirements to be imposed on the action, including requirements for safety, quality assurance, reliability and maintainability.

2.2.7 Requisitioner and SMA, in consultation with the CO and in accordance with FAR 9.2, and NFS 1809.2, shall determine whether to impose formal qualification requirements.

2.2.8 Initiator shall prepare the procurement requisition using Systems, Applications and Products (SAP) for all acquisitions in accordance with MWI 5100.1.

2.2.8.1 Before initiating the formal review/approval process, which will eventually result in the submittal of the procurement requisition to the procurement organization, requisitioners, and program/project control personnel shall ensure that the PR is complete and contains all ancillary documentation (such as the Procurement Requisition (PR) form, NASA Form 1707, SMA and EEOH and other necessary approvals, funding, risk assessment (per MWI 7120.6 and NPR 8000.4), market research results, statements of work, specifications, and, if applicable, documentation supporting a noncompetitive procurement).

2.2.9 If a prospective contractor submits an unsolicited proposal, the proposal shall be forwarded to PS01 immediately upon receipt for processing in accordance with MWI 5115.1.

### 2.3 SOLICITATION AND AWARD

2.3.1 For actions in excess of \$25,000, the requisitioner or program/project control personnel shall forward, by electronic means, a “preliminary” procurement requisition package to the appropriate procurement office.

2.3.1.1 Upon receipt of the procurement requisition, procurement personnel shall initiate a review of accompanying documentation.

2.3.1.2 During this review phase, PS01 personnel shall ensure the completion of all market research activity and document the results of such research by identifying potential sources (see PS-OWI-07, PS-OWI-08, PS-OWI-15, MWI 5100.1, and any unusual or industry-unique provisions that may be encountered).

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2.3.2 Requisitioner or program/project control personnel, with support and assistance from procurement personnel and AOO, shall route PR through the release cycle per SAP and the purchasing standard procedure flow diagram set forth in MWI 5100.1. (Detailed instructions (which include process flow diagrams) on how to perform SAP transactions are located at the Enterprise Performance Support System (EPSS) <https://epss.nasa.gov>.)

2.3.2.1 Individuals identified in SAP shall review and approve procurement requisitions and supporting documents for validity of the requirement and completeness of the accompanying documentation (e.g., the incorporation of appropriate SMA provisions, reasonableness of estimated costs, availability of funds, compliance with applicable regulations, policies, and sound business practices).

2.3.3 PS01 office level CO, or designee, shall ensure that all procurement requisitions are complete, clearly define the requirements, and have been processed through the SMA Directorate, as appropriate, per MWI 5100.1 and QD-QE-001, before accepting the action and beginning the solicitation process.

2.3.3.1 If necessary, PS01 Office CO or designee shall contact the requisitioner for any additional information required to complete the procurement requisition, or reject the PR in SAP and return it to the requisitioner.

2.3.3.2 On receipt of a properly-prepared procurement requisition, the PS01 Office Chief or designee, shall formally accept and assign a Contract Specialist and/or CO.

2.3.4 CO shall consider the complexity, dollar value, commercial availability, and competitive aspects of the requirement, and select an appropriate procurement methodology and contract type.

2.3.4.1 CO and/or CS shall prepare documentation associated with the procurement approach selected (as mandated by the FAR/NFS) and coordinate required reviews. (See PS-OWI-03, PS-OWI-04, PS-OWI-05, PS-OWI-09, PS-OWI-15, and MWI 5000.1.)

2.3.4.2 If a qualified purchase is appropriate, the CO shall comply with all requirements of FAR Subpart 9.2 before proceeding and NFS 1809.2.

2.3.5 CO shall prepare, process, and issue an appropriate solicitation as determined by the procurement method selected. (See PS-OWI-05, PS-OWI-09, PS-OWI-15, and MWI 5000.1.) Once the solicitation is issued, the CO or designated Contract Specialist becomes the sole point of contact for any questions related to the procurement.

2.3.5.1 The CO and/or Contract Specialist shall be responsible for coordinating and leading the establishment of a formal proposal-evaluation team when required. (See PS-OWI-10 and MWI 5115.2.)

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2.3.5.2 Issuance of any amendment (or any subsequent decision) to cancel a solicitation shall be the responsibility of the CO.

2.3.5.3 The CO and/or Contract Specialist shall ensure the solicitation appropriately reflects all key elements of the requirement (as defined by the requisitioner and others in 2.2.6), and that the evaluation criteria considers all such elements.

2.3.5.4 Based on the complexity, criticality, and dollar value of the acquisition, the CO and/or Contract Specialist shall ensure appropriate qualifications and responsibility information are collected as part of the offeror, past-performance assessment from Federal Awardee Performance and Integrity Info System (FAPIIS) and Past Performance Information Retrieval System (PPIRS)..

2.3.5.5 The CO and/or Contract Specialist shall conduct or lead any formal briefings regarding a procurement requisition during the solicitation phase. (See MWI 5115.2.)

2.3.6 The CO and/or Contract Specialist shall coordinate and lead all activities associated with the evaluation and pre-award phase of a procurement. (See PS-OWI-06, PS-OWI-10, PS-OWI-15, MWI 5100.1 and MWI 5115.2.)

2.3.6.1 The CO and/or Contract Specialist shall verify contractor responsibility. If a contractor is found to be irresponsible, award may not be made to that contractor. This determination of responsibility (which requires reviewing the company's System for Award Management (SAM) registration, FAPIIS, PPIRS and as appropriate, coordination with the Small Business Specialist) represents an evaluation of past performance and adherence to quality standards, and is a significant part of the overall determination of an acceptable contractor.

2.3.6.2 The CO and/or Contract Specialist shall prepare and maintain, as part of the official contract file, the records of the evaluation of offers. (See PS-OWI-10, PS-OWI-15, and MWI 5115.2.)

2.3.6.3 The CO shall document the procurement, provide any source selection reviews/approvals and award the contract. (See PS-OWI-05, PS-OWI-10, PS-OWI-11, PS-OWI-15, MWI 5000.1 and MWI 5115.2.)

2.3.6.4 The CO shall coordinate and conduct any requested debriefings, coordinating reviews and responses to any protests.

## 2.4 ADMINISTRATION

2.4.1 The CO shall have overall responsibility for managing and monitoring contractor performance.

2.4.2 When warranted based upon the complexity and requirements of the contract, the CO shall delegate authority to others as described below and in PS-OWI-12.

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2.4.3 The CO shall ensure that contract terms and conditions are satisfied. A delegation of limited responsibility to a COR for assistance in performing specific tasks is permitted.

2.4.3.1 Department of Defense field support services shall be utilized as needed in this regard, including delegation for Government source inspection. (See PS-OWI-12, QD-QE-001, and MWI 5100.1.)

2.4.4 Modifying the contract shall be the sole responsibility of the CO.

2.4.4.1 NASA's policy (See MWI 5143.1) is that changes shall be held to a minimum, that the impact of a change on technical schedule and costs/prices be negotiated in advance of issuance of the change to the maximum extent possible, and that unnegotiated changes be definitized on strict, short deadlines.

2.4.4.2 In the event of a contract change to safety, reliability, quality assurance or maintainability requirements, or a technical change which affects these requirements, SMA shall review the contract changes (modifications, change orders, amendments, task agreement initiation/updates, waivers/deviations, or any other contract change process used and defined in the purchasing process). (Reference NPD 8730.5.)

2.4.4.3 With assistance of program/technical personnel, the CO shall ensure that all deliverables are received and accepted in accordance with the contract terms and conditions, and MPR 8730.1.

2.4.4.4 If the deliverable is a service, the CO obtains a memorandum from the requisitioner and/or COR accepting the service. This acceptance memo shall not be delegated.

2.4.5 The CO, COR and SMA, if applicable, shall monitor (or delegate authority to monitor) contractor performance, document deliveries, and accept a quality product or service meeting all safety requirements.

2.4.5.1 The COR and SMA functions are of particular importance during this monitoring phase.

2.4.5.2 The CO, with input from the COR and SMA Directorate, shall identify the need for and (if appropriate) conduct a post-award orientation to ensure that all involved in the process understand their responsibilities.

2.4.5.3 The COR, if required by the COR delegation, shall prepare a surveillance plan which is provided to the CO. (See MWI 5100.1.)

2.4.5.4 If specified in a customer agreement, customer inspection of a contractor-supplied product shall be defined in the contract and administered/coordinated by SMA. Such customer inspection is in addition to other contract inspection requirements and not used as a substitute for MSFC product inspection.

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2.4.6 In those instances where the solicitation document noted that source inspection could/would be required, the SMA Directorate shall review the contract (including the final statement of work and product/service specification) to verify whether the prescribed products or services still require Government source inspection.

2.4.7 SMA shall monitor and provide management oversight of those delegated QA functions that are performed at the contractors' facilities.

2.4.7.1 SMA shall monitor and conduct periodic safety and quality audits in accordance with QD-QA-031.

2.4.7.2 SMA shall perform receiving inspection at MSFC in accordance with MPR 8730.1.

2.4.7.3 In those instances where MSFC retains all quality functions, SMA shall perform the duties outlined in the approved program/project quality, safety, and health plans, and as set forth in QD-QA-031 and QD-QE-001.

2.4.8 All those involved in monitoring contractor performance shall be responsible for reporting to the CO any performance discrepancies or problems.

2.4.8.1 Where corrective action is needed, the COR or SMA shall provide the CO with a recommendation as to the action required.

2.4.9 Only the CO can direct a contractor to take corrective action.

2.4.9.1 When a nonconforming product is received from a contractor, the nonconforming product shall be dispositioned in accordance with MPR 8730.3, MPR 1280.4, and pertinent contract clauses. (See MWI 5100.1.)

2.4.10 The CO and the contract close-out office shall be responsible for contract close-out and records disposition. (See PS-OWI-08 and PS-OWI-13.)

2.4.11 The Program/Project Control personnel shall be responsible for preparing the program/project/portfolio actions required to support the administration of a contract.

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## **APPENDIX A DEFINITIONS**

Contract. Under FAR 2.101, a contract is a mutually-binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. Procurement contracts include all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Procurement contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, et seq.

Contract Officer (CO). A person, appointed in accordance with the FAR/NFS, with the authority to enter into, administer, change, and/or terminate Government contracts and make related determinations and findings within the limits of their certificates of appointment.

Contract Specialist. A person with specialized training in procurement and knowledgeable of the FAR/NFS, who assists the CO in performing their responsibilities.

Contracting Officer Representative (COR). A certified Government employee appointed by the CO to act as their technical representative in managing the technical aspects of a particular contract. These individuals are recommended for appointment based on their training, qualifications, and experience commensurate with the duties and responsibilities to be delegated and the nature of the contract (see PS-OWI-12).

Contractor. A business vendor that provides a product or service to MSFC through a contractual instrument.

Data Procurement Document (DPD). A compilation of all documents that describe the data requirements of a particular task or project for contractual efforts.

Initiator. The person who enters the PR in SAP. They are responsible for entering the correct PR data (e.g., item category, material group) into the system.

Procurement Requisition (PR). An electronic form generated by SAP used to initiate the procurement of supplies and services, recommend changes thereto, and request modifications of existing contracts and purchase orders. (See EPSS SAP Core Financials Web site.)

Purchase. An acquisition of supplies or services, including research and development.

Qualified Purchase. A qualified purchase is one that meets a “qualification requirement.” A qualification requirement means a government requirement for testing or other QA

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demonstration that is completed before award of a contract for that requirement. Refer to FAR Part 9 for additional information.

Requisitioner. The person who prepares or is otherwise responsible for initiating the PR for supplies or services required by their respective organizations, including the furnishing of appropriate Specifications or Statement of Work (SOW), recommended sources, market research, Data Requirements, special approvals as required, evaluation criteria and any other required documentation in accordance with this MPR.

SAP. A financial software package supported by the NASA Enterprise Applications Competency Center (NEACC). SAP is part of the Core Financial Module of NEACC. It is the official record for all commitments and obligations. Core Financial is the backbone providing management and technical leadership for Agency-wide implementation of standard systems and processes necessary to support NASA's financial management activities. Detailed instructions on how to perform SAP transactions are found at the EPSS <https://epss.nasa.gov>. (See Section 2.3.2.)

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## **APPENDIX B ACRONYMS**

AOO - Accounting Operations Office

CAN - Cooperative Agreement Notice

CDRM - Center Data Requirements Manager

CO - Contracting Officer

COR - Contracting Officer Representative

CPAR - Contractor Performance Assessment Report

DPD - Data Procurement Document

EEOH - Environmental Engineering and Occupational Health

EPSS - Enterprise Performance Support System

FAPIIS - Federal Awardee Performance and Integrity Information System

FAR - Federal Acquisition Regulations

FHSO - Flight Hardware Support Operations

GCAM - Grant and Cooperative Agreement Manual

IT - Information Technology

NEACC - NASA Enterprise Applications Competency Center

NFS - NASA FAR Supplement

NRA - NASA Research Announcements

NRRS - NASA Records Retention Schedules

PEB - Performance Evaluation Board

PPIRS - Past Performance Information Retrieval System

PR - Procurement Requisition

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QA - Quality Assurance

SMA - Safety and Mission Assurance

SAM - System for Award Management

SAP - Systems, Applications and Products

SAT - Simplified Acquisition Threshold

SEB/C - Source Evaluation Board/Committee

SHE - Safety, Health, and Environmental

SOW - Statement of Work

U.S.C. - United States Code

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**APPENDIX C**

**VERIFICATION MATRIX**

**None.**

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## **APPENDIX D RECORDS**

D.1 Records. The CO has the prerogative to maintain records in other locations on a case-by-case basis. (Refer to Appendix D.3 for the typical location of procurement records).

D.2 Retention Schedule.

D.2.1 Office of Procurement records retention requirements are set forth in accordance with FAR Subpart 4.8, Storage, handling, and disposal of contract files, NFS 1804.8, Government Contract Files, and NRRS 1441.1, Schedule 5.

D.2.1.1 The retention period for the disposal of contract files (including acquisitions below the SAT) is 6 years after final payment or cancellation, NRRS 5/1/A.

D.2.2 Grants and Cooperative Agreement records are retained in accordance with the NASA GCAM and NRRS 1441.1, Schedule 5.

D.2.2.1 The records retention for the disposal of Grants and Cooperative Agreement files is 10 years after final payment, NRRS 5/37/A.

***Note 1:***

*Programs/Projects may have other retention requirements with respect to CANs or NRAs. (Reference NRRS 1441.1.).*

***Note 2:***

*Training records are maintained by the OHC in SATERN in accordance with NRRS 3.*

***Note 3:***

*See NRRS 5/1/A/3 if contract has been selected by the Associate Administrator for Procurement as precedent setting or unique.*

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**TYPICAL PROCUREMENT RECORDS**

D.3 The table below indicates the typical location of records.

	<b>RECORD</b>	<b>CUSTODIAN</b>	<b>LOCATION</b>	<b>RETENTION GUIDE</b>
D.3.1	Procurement Requisition	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.2	Acquisition Planning Documentation	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.3	Noncompetitive Procurement Documentation	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.4	Solicitation Document (including any amendments thereto)	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.5	Copies of all Offers Received	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.6	Prenegotiation Position Memorandums/Briefing Charts	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.7	Competitive Range/Determination of Finalists Memorandum/Briefing Charts	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.8	Price Negotiation Memorandum/Briefing	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.9	Source Selection Statement	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.10	Award Document	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.11	Modifications to the Original Award Document	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.12	Copies of Letters of Delegation including COR Appointments	PS01	Official Contract File	NRRS 1441.1, Schedule 5

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**TYPICAL PROCUREMENT RECORDS**

	<b>RECORD</b>	<b>CUSTODIAN</b>	<b>LOCATION</b>	<b>RETENTION GUIDE</b>
D.3.13	Contract Award Fee Files	PS01	PS10/ Performance Evaluation Board (PEB) Executive Coordinator	NRRS 1441.1, Schedule 5
D.3.14	Certificate of Conformance (if applicable)	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.15	Copies of Receiving and Inspection Reports	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.16	COR Correspondence Files (provided to the Official Contract File at contract closeout)	COR/PS01	COR Location/Official Contract File	NRRS 1441.1, Schedule 5
D.3.17	Essential Technical Documentation as determined by the COR	Various Offices*	Various Locations*	NRRS 1441.1, Schedule 5
D.3.18	Certificates of Contract Completion Statement, NASA Form 1611 (if applicable)	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.19	Copy of Proof of Final Payment	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.20	Copies of Any Other Key Correspondence and/or Documents the CO Deems Essential to the File and Elects to Keep with Official Procurement File	PS01	Official Contract File	NRRS 1441.1, Schedule 5
D.3.21	Records Documenting Appointment of COs	PS10 Office Manager	PS10 Office Manager	NRRS 1441.1, Schedule 5

\*The COR is responsible for ensuring that Record Custodians are assigned to maintain and retire all contract technical documentation/data deliverables. The Record Custodian may be the COR, Office of Procurement, COR designee, or the MSFC Repository. The Official Contract File is not required to contain a copy of all technical documentation/data deliverables received on the contract, but contain all correspondence related to technical documentation/data deliverables receipt and approval/disapproval.

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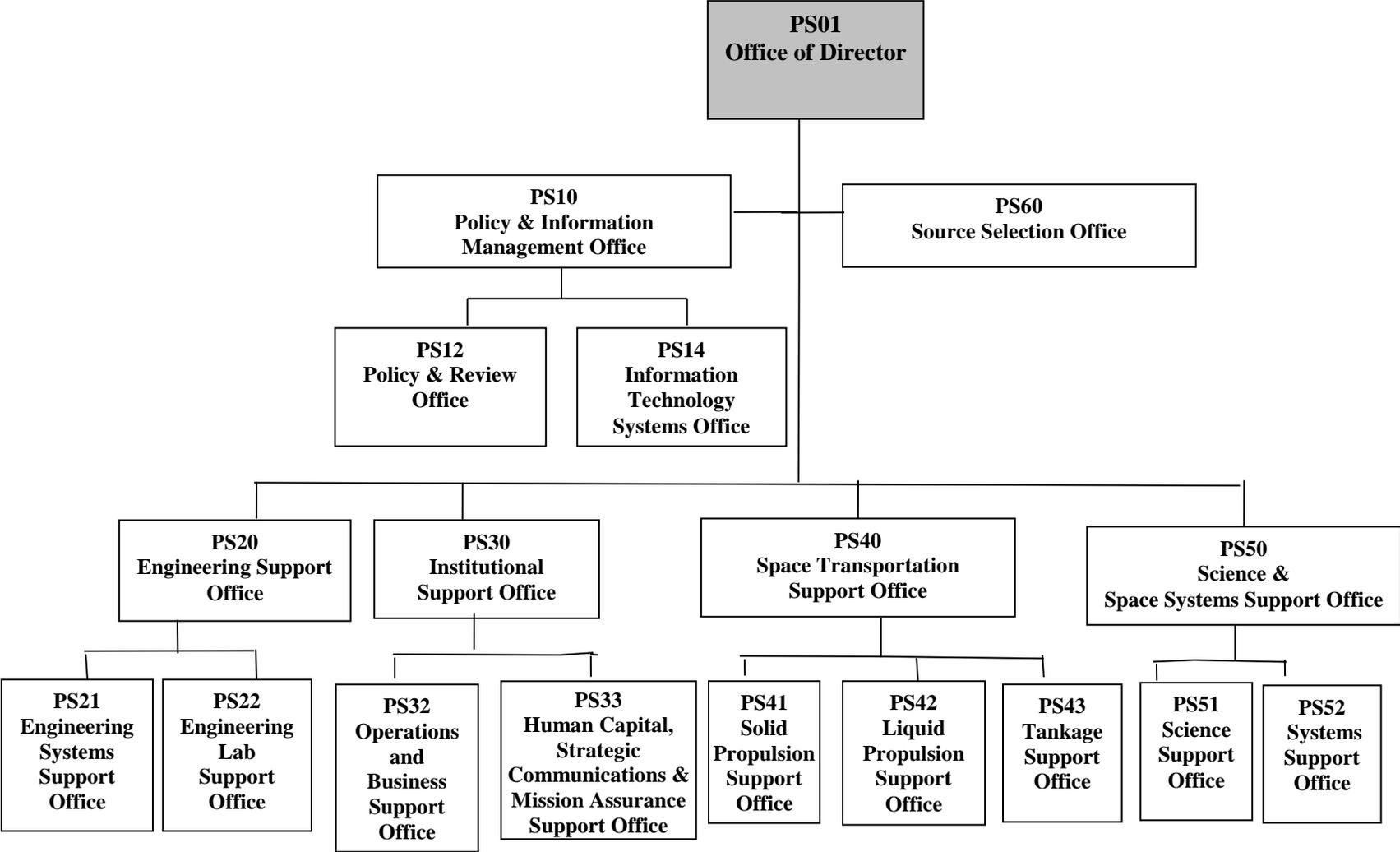
**APPENDIX D (Continued)**  
**OTHER RECORDS**

D.4 The table below indicates procurement records that are not typically part of the Official Contract file and the location of the records.

	<b>RECORD</b>	<b>CUSTODIAN</b>	<b>LOCATION</b>	<b>RETENTION GUIDE</b>
D.4.1	Monthly and Annual Credit Card Audit	PS01	PS14/IT Systems Office	NRRS 1441.1, Schedule 5
D.4.2	Training Records of Office of Procurement Personnel	Office of Human Capital (HS09)	Personnel Records	NRRS 1441.1, Schedule 3
D.4.3	Individual Development Plans	PS01	Responsible PS01 Supervisor	NRRS 1441.1, Schedule 3
D.4.4	Periodic and Informal Supervisory Audits and Reviews	PS01	PS01 Office Managers	NRRS 1441.1, Schedule 5
D.4.5	Periodic Customer Surveys	PS01	PS01 Office Managers	NRRS 1441.1, Schedule 5
D.4.6	PEB Files	PS01	PS10/PEB Executive Coordinator	NRRS 1441.1, Schedule 5
D.4.7	Procurement Discrepancy Tracking System	AS01	Electronic Database	NRRS 1441.1, Schedule 5
D.4.8	Contractor Performance Assessment Report (CPAR) and Past-Performance Database Based on Surveys	PS01	Official Contract File and PS10	NRRS 1441.1, Schedule 5

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**APPENDIX E  
PROCUREMENT ORGANIZATION CHART**



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## **APPENDIX F REFERENCES**

MPR 1280.10, “Marshall Quality Management System”

MPR 8715.1, “Marshall Safety, Health, and Environmental (SHE) Program”