

**NNSA HEADQUARTER ACQUISITION
COORDINATION AND APPROVAL PROCEDURES**

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ACTION CODES: A- Approval C-Coordination & Review P-Preparation S-Signature N-Notification FD-File Documented Numbers reflects order in which to accomplish actions.	Program Official or SSA (HQ/Site/Service)	Patent Counsel (NNSA@)	Office of General Counsel (NNSA)@	Department head (Service)	Manager/Site Office	Board of Award	Head of the Contracting Activity	Senior Procurement Executive	Deputy or Associate Administrator	Administrator/NNSA	Agency Head
<u>Contract Awards (M&O) (FAR 17.6)</u> New Awards & Five-Year Rewrites ^ Extend/ Compete Recommendations (M&O) ^ (FAR 17.602, DEAR 917.602 and 605, AL-96-09)		C2	C3		P1 S8	C4	C5	A8	N6	N7	
Option to Extend a Competitively Awarded M&O Contract ^ (AL-96-09)		C2	C3		P1 S7	C4	A5		A6		
<u>Contract Awards (Non M&O) ^</u> Over \$5,000,000 ^		C2	C3	C1 S6		C4 *	A5 *				

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* Subject to selection under the annual HQ CAP Review Plan. For actions submitted but not selected, HQ review is waived. The waiver does not apply to actions not previously identified to NA-63, Office of Procurement and Assistance Management. Independent Review is required for all award instruments and files to be forwarded to HQ. If NA-63 Process Waiver is granted, documents will be coordinated and approved IAW the approved Service Center Coordination and Approval Process.

** Decision to extend or compete is reserved for the Agency Head.

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Financial Assistance Instruments ** (10 CFR 600) Restricted Eligibility or Noncompetitive Determination \$1,000,000 or Under ^ Restricted Eligibility or Noncompetitive Determination Over \$1,000,000 ^	P1		C3	C2	C4		C5	A6				
Solicitations and Awards ^ (Competitive and Noncompetitive) Over \$5,000,000 ^		C2	C3		C1		C4 *	A5 *				
Statutorily Required Grant Awards (formula grants) Over \$5,000,000 ^		C2	C3		C1		C4 *	A5 *				

** For deviations, see 10 CFR 600.4

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Justifications for Other Than Full & Open Competition (FAR 6.3) Over \$5,000,000			S1	S2		S3	A5		S4		
Mistakes in Bid ^ Mistakes Disclosed Before Award – Other ^ (FAR 14.407-3) Mistakes After Award ^ (FAR 14.407-4 & 33.2)	**		*** C1	C2		C3	A4				
Cancellation of Invitations After Opening (FAR 14.404 & DEAR 914.404-1 (C))			C2	C1		C3	A4				
Modifications (Non-M&O) ^ \$5,000,000 - \$10,000,000 ^ Above \$10,000,000 or More than 20% of Initial Contract Value ^			C1	C2		* C3	* A4				

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** Coordination may include the program office if mistakes involve technical requirements.

*** Coordinate with OGE on mistakes in bids (except for minor informalities or irregularities and apparent clerical procedures other than clear-cut determinations of non-responsiveness)

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Modification (Non-M&O) Site Specific ^ \$5,000,000 - \$10,000,000 ^ Above \$10,000,000 or More than 20% of Initial Contract Value ^			C1		C2 S5	* C3	* A4				
Other Contractual Actions ^ Extraordinary Contractual Actions Indemnification under PL 85-804 (FAR Part 50) Under \$50,000 \$50,000 and Over			C1 C1	C4 C4	** C2 ** C2	C5 C5	A6 C6	C7	C3 C3		A8

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** If related to M&O or site specific contract.

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<u>Performance Evaluation Plans/Reports (M&O)</u> Review and Approval of Performance Evaluation Plans					P1 A5	C3	C4		C2		
Review and Approval of Performance Evaluation Reports Fee Determination					P1 A6 P1	C3 C3	C4 C4		C2 C2	C5 A5*	
<u>Purchasing System Approvals (M&O)</u>					P1 A4	C2	C3				
<u>Purchasing System Approvals (Non M&O)</u>				C1		C2	C3				
<u>Precontract Costs</u> Precontract Costs – period greater than 15 days (FAR 31.205-32)				C1		C2	A3				

* NA-1 approval follows recommendation by NNSA Management Council.

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<u>Protests</u> (FAR 33.103 & 104) [^] 1. Agency Level Protest Decision	**		C1	S2			***				
1a. Decision to Continue with Award or Performance 2. GAO Level Protest 2a. Decision to Continue with Award or Performance			C1 C1 C1	C2* S2***** S2		C3 C3 C3	C4 C4 C4	A5	****	A5	
<u>Ratifications</u> ^ Under \$25,000 ^ Over \$25,000 ^		C1 C1	C2 C2	C3 C3		C4 C4	A5 C5	A6			

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** Coordination with the program office may be necessary

*** Protest decided by the Procurement Executive if:
-Protester requests decision by the Procurement Executive.
-HCA is contracting officer of record at time protest is filed, having signed either the solicitation where the award has not been made, or the contract, where the award or nomination of the apparent successful offer has been made.
-The HCA concludes that one or more of the issues raised in the protest have the potential for significant impact on NNSA acquisition policy.

* Cover letter transmitting protest file to NA-63, with copy to NA-3.1.

**** Endorsement required by the Deputy or Associate Administrator.

***** Cover letter transmitting protest file to NA-3.1, with copy to NA-63.

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<u>Solicitations & Amendments</u> Over \$5,000,000 ^		C1	C2	C3		* C4	* A5				
<u>Subcontract Consents (FAR 44.2) ^</u> Required Subcontract Consents (Non-M&O) Actions Exceeding \$10M ^ Subcontract Review Boards (M&O) Actions Exceeding \$10M ^			C1 C2	C2	 P1 A5	* C3 * C3	* A4 * A4				
<u>Terminations (complete or partial) & Settlement Review Boards (SRBs) (Non M&O) (FAR 49) ^</u> 1. <u>Notification to Procurement Executive</u> ^ 2. <u>Terminations</u> Over \$10,000,000 ^	C1		C2 C1	S3 C2		N4 C3	N5 A4		N6 N5		

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Utility Procurement Plans (Includes draft contracts regardless of dollar value or type)* (FAR 41) ^	S2		C1			C3	* C4	* A5	** A5		
Small Business Exemptions (Non-M&O) Over \$100,000				C1			C2	C3	A4		

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* HQ, NA-52, the Office of General Counsel (NA -3.1) and HQ Office of Procurement and Assistance Management (NA-63), jointly review and NA-63 approves the acquisition and sale of utilities.

** HQ, Office of Infrastructure and Facilities Management (NA-52) is the Associate Administrator for all utility acquisitions.

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