ID	Suggestion	Disposition
146	We need to be intentional and conscious about who gets asked to perform, "Office Housework" and ensure that both men and women perform these functions. A disproportionate amount of women are typically tasked with taking notes, bringing snacks and cake, and organizing office parties and functions. While I know it is appreciated and always recognized, it doesn't send the right message to the workforce. Aside from large Division parties where it's all hands on deck (and we do a really great job at!), my observation is that these tasks are frequently performed by women. I do not believe this is done consciously but rather represents a collective unconscious bias that needs to be brought forth into our awareness. There are several statistics and articles that speak directly to this being the norm in many workplaces but in order to change it, we need to be aware of it. Hence, the reason, I am brining it forth in the suggestion box.	Thank you for your suggestion. Since this suggestion is closely related to Suggestion 145, we will also include this as part of the Diversity topic in an upcoming Topic Staff Meeting for division managers

ID	Suggestion	Disposition
145	I suggest that we all, especially management, consciously work to use inclusive language and do our best to refrain from referring to everyone in the room as, "Hey Guys." We need to be intentional with our use of inclusive language. Particularly as we address large groups, use email and conduct meetings. Each time we refer to both men and women in a room as, "Hey Guys," we are linguistically erasing the presence of women in the room. If we were to start referring to folks as "Hey Gals," in meetings, I wonder how included the men in the room would feel? Furthermore, the same applies to emails. It may seem small but when taken literally, one could assume that those emails and meetings are for men only. Male centered language is not inclusive. These seemingly innocent words, while not intended to degrade, do have an impact on our unconscious beliefs and biases. The societal norm is to refer to everyone as "Hey guys" and it can be a challenge to remain mindful about this but as much as we can use inclusive language to refer to folks as, "Hey y'all", "folks" , and "Everyone" (just a few examples), the more we work toward being inclusive. I'd like to see this as a diversity topic and perhaps be added to our inclusive meeting guidelines.	Thank you for your suggestion. Diversity and Inclusion is critically important to the Center, Directorate and Division and as part of our Code 210 Guiding Principles, we need to continually strive to create a positive, supportive environment where everyone's views are respected and valued. As you suggest, we will include this as a diversity topic in an upcoming Topic Staff Meeting and will encourage the entire Management Team to be mindful and deliberate as they address groups, use email and conduct meetings. We agree that this should also be added to our Guidelines for Inclusive Meetings, and will initiate this revision.
144	Consider changing the review and approval matrix to eliminate any procurement reviews outside of the Procurement Manager for procurements valued at $10M and below. This would reduce the number of files going to the Building 8 reviews and allow Procurement Managers to assume more responsibility for lower dollar procurement actions. In addition, we are requesting a large amount of proposal data from vendors for smaller hardware buys. Can we consider a "Lowest Price, Technically Acceptable" procurement strategy to streamline small hardware procurements?	During past Procurement Management Reviews (PMRs), GSFC has received weaknesses associated with the overall quality of lower dollar value procurement actions. PMRs have also concluded that work products reviewed at the higher levels within GSFC procurement are notably better than procurements not subject to higher level reviews. The current review and approval thresholds provide the appropriate level of review needed to address these weaknesses. Further, lower dollar value procurements are often conducted by junior procurement personnel who can benefit from feedback, guidance, and interaction beyond their procurement office. The thresholds in the review and approval matrix are periodically reviewed to consider whether changes are warranted.
141	Please put the "Workload Transition Form" back up on the 210 webpage.	We agree that the form should be placed back on the 210 webpage. Unfortunately, errors were found on the old form and it was taken down to make corrections. The CAT II Onboarding Team is reviewing the changes and it is anticipated that it will be re-uploaded by the end of June, 2018.

ID	Suggestion	Disposition
140	Part-time graduate programs are considered to be at least 2 courses per semester. Currently NASA pathways students are required to maintain part-time status. It is not unreasonable to assume 1102 professionals can handle a greater course load. By allowing supervisors to make the determination, greater flexibility can be achieved. A more educated work force can be cultivated and 1102s will be motivated to become more knowledgeable in their field. A change of this policy could help propel NASA's acquisition workforce into the future.	The NASA Procurement Career Development and Training Program Policy states that employees are encouraged to obtain six months of work experience after completing CON course between Levels before registering for the next higher Level. The language was written to give supervisors the flexibility to determine when employees are ready to move to the next level based on their on skills and ability. Also, Pathways students are not required to start Level I CON courses until they are converted as Civil Servants in the GS-1102 series. Thus, giving them time to complete their college course work.
139	I think it would greatly benefit procurement and the agency as a whole to have a thorough training on how to handle property issues.	We agree with this suggestion. The GSFC Property Office has been invited to the May 2018 All Hands Meeting to discuss property issues and to address questions.
137	I suggest an All Hands Meeting devoted to the review and reconciliation of the Suggestion Box ideas. As a workforce, we only see that the actions are being tracked, and often the suggestions are truncated so that we do not understand the full context of the suggestion. I understand that for charts they need to be consolidated but there should be more dialogue to promote understanding. We also don't see how they are being handled, managed or otherwise resolved. Transparency, action and results would be appreciated.	Given the frequency of All Hands Meetings and the breadth of information to share, it is not practical to devote an All Hands Meeting to only the Suggestion Box. However, agendas for All Hands Meetings do include content from the Suggestion Box that would benefit the entire organization. For example, the Industrial Property Officer presentation at the May 2, 2018 All Hands Meeting was the direct result of several suggestions for more training in the area of property. Thank you for your observation regarding truncation of suggestions. We will be more mindful going forward to include the full suggestion or, if too long, capture the full essence of the suggestion. In the few cases where suggestions contain inappropriate content for posting, that content will be removed. We also realize that we have gotten behind on responding to suggestions and a renewed emphasis has been placed on working through backlog and quickly responding to new suggestions.

ID	Suggestion	Disposition
136	Discuss the telework policy with the management team to ensure that it is being consistently applied. This discussion should reinforce that teleworking is a flexibility that allows employees to contribute to the organization and contributes to overall employee satisfaction. This action is needed to address employee perception that the telework policy is not being consistently applied throughout the procurement organization and is based on each Procurement Manager's/Associates' personal opinion of telework.	The establishment of the Division Telework Guidance in February 2016 was intended to ensure a consistent implementation of telework practices across the division, by setting up parameters for the amount of time permitted to telework on a regular basis, as well general guidelines and frequently asked questions. While the Telework Guidance was established to ensure consistency, it also recognizes that supervisors have discretion to assess the specific requirements for their office and the ability to accomplish them from alternate work sites, without adverse impact to the performance of the employee who is in a telework status or others in the work group. Supervisors should not be basing their assessment of a telework request on personal preferences or opinions of telework, and we expect the Code 210 Division Guidance to be adhered to at all times. We will reinforce this message in upcoming near term discussions with all Division supervisors.
135	Employees are expected to be flexible and move to other offices for career and growth development. This principle should apply to the Associates as well. Some of the Associates have been in the same position for years. Moving Associates to other offices would expose them to new opportunities and also allow employees to see different management styles.	We agree that it is healthy for all employees – supervisors and non-supervisors – to gain experiences in different offices to broaden their knowledge and perspectives, including the Associate Division Chiefs. Associates are expected to demonstrate agility in performing their duties in many ways, just as all employees are. Of the 8 current Associates, 5 have been in their current offices for 3 years or less. The challenge in any decision on employee moves is to balance of the needs of the individual from a career development standpoint, with the needs of the organization, and the level of disruption that a move can cause for all involved; e.g., trying to avoid situations where both PMs and Associates are moving at the same time. We do continually assess the office assignments for the Associate Chiefs and going forward will make changes when the time is appropriate, taking into consideration the factors described above.
134	It would be helpful to have a manual for PPS approvals.	The Agency has a PPS route for Review/Approval Job Aid on their EPSS site: https://epss.nasa.gov/gm/folder-1.11.1193169?originalContext=1.11.1192528

and a PPS Digital Signature Job Aid as well: https://epss.nasa.gov/gm/folder-1.11.1193139?originalContext=1.11.1192528

In addition, the GSFC SOS Team will be creating a training video to supplement the Agency's guidance. |

ID	Suggestion	Disposition
133	I recommend the division invest in soft catch-able microphones to be using during large meetings (ex. All hands meetings). An example of this product is "Catchbox". https://getcatchbox.com/corporate-meetings/ https://www.youtube.com/watch?v=Oyik64nb8eY	Thank you for your suggestion. This is a neat idea. We contacted the Goddard Audio Visual (AV) team and they suggested it would be a useful tool for standalone group meetings; however, if you are using any outside software, (i.e., ViTS, conference calls, Skype, etc.) it will not meet Goddard's system requirements. Additionally, the Center is upgrading their conference room equipment and a microphone system is being considered.
132	After serving on multiple boards it's become clear that we have not learned from mistakes of the past. I think in large part it's because we have no formal written documentation of lessons learned. There should be a roundtable discussion to include all key stakeholders of each SEB Board to summarize any major findings that might help the next board avoid the same mishap. These findings should be posted and made available for review to all serving on the boards moving forward. Roundtables should be facilitated by the SEB Managers and the Cost Team.	GSFC Procurement does have a formal documentation process for lessons learned on major competitive evaluations (SEBs). SEB Chairs and CO's can implement lessons learned, which can include independent feedback or a team meeting where input is considered by all. This documentation is located under Tab 65 of the procurement web site and it includes a template for teams to use when they have completed their evaluation and award. Thus far, this process has been voluntary, and the nine lessons learned documents that have been posted are somewhat dated. Going forward, we will be requiring all SEB's to document their lessons learned as they complete their activity. The SEB Facility is currently going through a transition with its secretary position, and the new secretary (arriving in June, 2018) will assist with initiating the lessons learned process upon completion of SEBs. This documentation will be available to all procurement personnel and can be shared with other upcoming SEB members. The location of lessons learned and the process for collecting feedback will be briefed to the Procurement Management Team to further share with all procurement personnel.
131	A revised template for the option exercise determination should be provided to address the need to check that the option on orders are not exercised beyond the ordering period of the GSA FSS contract. Guidance should also be provided on how to issue an option year if the GSA schedule period of performance does not run through the full option year.	If the order is a BPA, this is already addressed in the template (BPA Annual Review). If the order is not a BPA but has options, they may be exercised provided that the ordering office follows the procedures in GSA's Multiple Award Schedule Desk Reference guide (https://www.gsa.gov/cdnstatic/17-00436_MASDeskRefGuide_final_508C.pdf, Options on Orders Placed against Schedule Contracts and BPA's, p. 44). An Option Exercise Determination for GSA Schedule Orders with Options template will be developed over the summer. Regarding the suggestion to provide guidance on how to issue an option year if the GSA schedule period of performance does not run through the full option year, please refer to the same Desk Reference guide provided above for the procedure (p. 26) for ordering procedures.

ID	Suggestion	Disposition
130	The 210 Policy web page is difficult to navigate. Many times I search for a checklist, template, etc., and it is not there. I also find that some documents that are referenced in templates cannot be found.	The intention of the 210 Policy web page is to assist users and to provide tools and job aids to assist completion of contract actions. The Policy staff is available to assist users with navigating the system or to help find templates and job aids. If you find a missing document or broken link, please bring it to our attention so that we may remedy the error. In addition, one of the possible topic areas for our upcoming CAT III team is the review of how procurement information is made available through our website, to obtain feedback and suggestions from a user's perspective. We will be finalizing the areas of focus for CAT III this summer once the team membership is established.
127	I'm a pathways student and have been trying to find free training since FAITAS will not let me set up an account at this time. I started investigating other resources to learn the basics about contracting. I noticed the APPEL offers many courses for procurement. After reviewing the FY 18 calendar year, I noticed there weren't any contracting classes being offered at GSFC. I inquired with my co-workers about this and they said they were aware and mentioned it was hard to obtain required 1102 training. One of our contracting officers mentioned she could teach some classes like "Types of Contracts". The group said it would be great if we could have GSFC based training classes.	Thank you for your suggestion. I appreciate your desire to learn as much as you can and welcome your input. Funding is one of the major reasons why Acquisiton training limited at GSFC, but we are very fortunate to have access to local training via FAITAS, Defense Acquisition University and Veteran's Administration to name a few. HQ also offers Continuous Learning training as funding allows. As you mentioned, APPEL is another great resource for the center. I recommend you take advantage of offerings as they become available. The Climate Advisory Team II (Training Subteam) is examining the training needs across the division and will be developing ideas to improve in-house training in general. Stay tuned!

ID	Suggestion	Disposition
126	Recommend that the peer award evaluation process be reviewed to ensure that the award nominations for each candidate are evaluated fairly and equitably. There is a perception that some nominated employees were denied peer awards by the peer award review team because the team determined that these employees were "just doing their job". We should clarify that how well an employee does their job should be considered as part of the criteria for receiving a peer award and should not be used as means for denying receipt of such an award.	The award criteria and nomination forms that are published with our annual call for the Code 210 Procurement Awards state that, in general, the awards are intended to recognize performance that goes "above and beyond normal expectations". Along with this general criteria, there is also specific criteria for each individual award category to indicate what expected to receive the award. Depending on the category, employees can be recognized for performing their assigned duties in an exemplary way (that is, going above what would normally be expected for the assigned work, e.g., Mission Impossible Award), or for performing additional duties (that is, goes out of their way to help employees across the division, e.g., Olivia Gunter Humanitarian Award). The assessment of award nomination write-ups is a subjective process, and based on the level of detail included in the write-up, it is not always easy to determine if the performance goes above and beyond expectations. For all future Code 210 Awards, at the outset of the awards process, we will reinforce with the committee members the criteria for receiving awards. Award recommendations from the committee will also be reviewed by the Procurement Officer to ensure fairness and consistency with the published criteria.
125	I was recently working an action and noticed that the template was recently updated on the template website. I understand that we should always check the website for updates prior to working a document that has a template. Would senior staff consider a monthly or as needed email alerting employees of any changes or further guidance on documents on the template website?	You are correct, the Procurement Policy Website template page should be the first place you go to when starting a new action. Whenever changes are made to a template, the change date appears on the first page of the instructions. We are also adding a change log which identifies the change made along with the date of the change. Many of the templates already include this change log and eventually all templates will include it. If a template has significant changes, a short description of the change will also appear on the "What's New" section of the policy page. This is done to draw attention to significant new information. As a matter of practice, we would prefer not to overload the workforce with e-mail on template changes when we already receive so much e-mail.

ID	Suggestion	Disposition
124	I suggest making the motorcycle parking in the Building 18 parking lot seasonal. Parking can be an issue in the building 18 parking lot, especially during busy times of year and/or when events are being held at the pavilion. I noticed that Building 23 had seasonal motorcycle parking. There was a sign that read "Motorcycle parking March through November" or something of that nature. Could that be done for Building 18?	The Suggestor was contacted to explain that Code 210 does not have jurisdiction over Center parking and to offer "Rap with Ray" as an avenue for addressing this question.
123	I think it would be helpful if the SEB managers included "closing the loop" in their SEB training. Prior to shredding SEB materials, the original hard copy (and complete soft copy) of the successful proposal should be provided to the C.O. that is going to be managing the contract. These documents can be difficult to find after the fact.	Concur. The procurement training presentation titled "GSFC SEB Process Presentation" has been modified to include additional documentation covering the topic identified in the suggestion. This documentation is currently being reviewed, along with other updates to the presentation. Changes are expected to be published by early March, 2018.
122	Cost Analysts should be assigned to each Directorate for continuous SEB support. Each code would benefit from the indirect and direct rate assistance that Cost Analyst could provide.	Resource constraints do not allow us to assign a Cost Analyst to each code for continuous support. We do recognize that additional assistance would be beneficial and have developed an indirect rate worksheet to assist in the analysis of indirect rates. We also developed general guidelines on direct rate analysis and supplement that with on the spot guidance as direct rate analysis is often unique to the individual requirement and rate being analyzed.
121	During meetings longer than a hour (all hands) employees should be encouraged to stand after the first hour. Many employees have back or other health related issues and sitting for too long can exacerbate the condition. (injury, arthritis, bulging or herniated disk, etc.). Standing for a minute or two would also help those with sleep apnea or others that fall asleep due to lack of movement.	Good suggestion, and we will do our best to insert a 5-minute stretch break in future meetings, unless the format of the meeting already allows for physical movement (e.g., breaking into groups).
120	Templates should be reviewed before posting to ensure they are correct. Specifically, the IAA template does not allow a block to be checked.	We do carefully review templates to make sure the information is correct and the templates work as intended. Sometimes errors are not caught which is why it is so important to receive this feedback. Unfortunately, we've been unable to locate the template mentioned. We are thinking you may have been referring to the NF 523 and we verified that the form is working. If you continue to have problems, please inform the Policy Office so we can fix the problem you are experiencing.

ID	Suggestion	Disposition
119	At my previous employer, potential conflicts of interest were identified by the 1102, technical staff and potential contractors pre-award. At the release of the Request for Proposals/ Quotes (regardless the threshold of the requirement) a Conflict of Interest Questionnaire was issued to the contractors to be returned with their proposal/quote. The questionnaire had a description of services requested, several questions established by the technical staff that identified potential interest conflicts and lastly a statement of how there was not any foreseen conflict of interest if awarded the requirement. Additionally, prior to evaluations being conducted the 1102 and the technical staff was given a list of potential awardees and asked to sign a Non-Conflict of Interest form indicating there was no financial interest or possible conflict with evaluating or awarding the potential awardees proposal/quote.	NASA legal counsel has advised that use of Non-Disclosure Agreements are unnecessary for NASA evaluators, since we have a process to review the participants' OGE 450 Forms in comparison to offerors received. Further, when potential offerors are identified as part of the PSM planning process, those offerors are shared with evaluators for them to consider potential conflicts of interest. This has proven successful in the past as evaluators and/or the SSA have self-identified conflicts. At proposal receipt, actual prime offerors and subcontractors are reviewed by legal counsel in comparison to the OGE Form 450 information. Further, legal counsel provides training to SEB members on potential conflicts of interest issues. The NASA/GSFC legal office has recently (Feb 2018) discussed this training with its staff to ensure this topic is addressed appropriately. For potential offerors, NASA HQ Procurement and Legal issued a joint memorandum in September, 2017, providing new guidance in light of recent protest issues identified by multiple centers related to the evaluation of potential contractor conflicts of interest in NASA competitive evaluations and resulting contract performance. Since then, the NASA/GSFC Legal and Procurement offices have continued to discuss process improvement ideas in this area. The NASA/GSFC legal office recently completed a solicitation provision that was discussed between Legal and Procurement Management in a policy discussion in April, 2018. This provision would apply to all contract solicitations, when the CO has identified potential OCI issues, regardless of value. The GSFC legal office has drafted guidance for the CO to use to determine potential OCI issues, based on specific requirements, and the applicability of this provision. If the provision is included, an OCI plan will be required as part of the proposal response and it must be determined acceptable for a contractor to be considered for contract award. The CO and legal counsel will work together in the review and analysis of potential OCI plan proposal issues.
118	The Price Negotiation Memorandum still references VETS-100. It should be VETS 4212. Also, recommend that the verification of VETS 4212 be moved from the Price Negotiation Memorandum to the Pre-Negotiation Memorandum.	TThe 210-92 (Price Negotiation Memorandum) and the 210-94 (Price Negotiation Memorandum Stand Alone) have been revised to change "VETS-100" to "VETS 4212". Checking VETS 4212 should remain on the Price Negotiation Memorandum (PNM) since the FAR requires a contractor to submit reports before a CO obligates funds. The items on the Pre-Negotiation Memorandum generally address those areas that have a cost or price impact. Submission of VETS 4212 should have no cost impact to the contractor. Keeping this on the PNM is consistent with other requirements such as responsibility and debarrment which also appear on the the PNM.

| 117 | What is the expectation for review of travel (Domestic, Conference, Foreign) by CO's post-award, especially in cases where the travel costs were already determined fair and reasonable prior to award? | Generally, domestic and foreign travel costs that were determined fair and reasonable prior to award do not have to be re-evaluated post award. However, for foreign travel, the CO should, at a minimum, verify with the COR that the proposed foreign travel is necessary and appropriate prior to approval IAW NFS 1852.242-71 Travel Outside the U.S. For Conference travel, getting the travel approved is the responsibility of the "Event POC" through a process prescribed in NPR 9770.1; the CO may assist as needed. |
| 116 | Increase the number of days for teleworking four. The price of gas is steadily rising and it would help a lot of people to save gas and save money. | The current Code 210 Telework guidance was established in February 2016 and indicates that employees are permitted to be out of the office for no more than 3 days per pay period, meaning that if an employee is not working an Alternate Work Schedule (AWS), they are permitted to telework up to 3 days per pay period. The wording of this suggestion requests an increase in the number of telework days to 4 due to rising prices of gas and transportation (we assume this means to increase the maximum number of days that an employee be permitted to be out of the office to no more than 4, so 4 telework days if the employee does not work an AWS). The February 2016 Code 210 Telework guidance represented an increase in the number of telework days from the previous policy, and emphasizes as a primary objective that the level of productivity and employee responsiveness/availability shall be the same whether an employee is working on the government site or at an alternate location. Feedback received from customers and division supervisors regarding the responsiveness and availability/accessibility of our workforce indicates that the current practice of 3 days per pay period has been optimal to ensure that we are providing effective customer service and producing high quality work. Therefore, at this time, we will maintain the current practice of no more than 3 days per pay period. Supervisors can, at their discretion, approve schedules that deviate from this guidance for intermittent periods, as circumstances warrant. In accordance with the current Code 210 guidance, we will continue to review the Telework practices over the coming months, including soliciting updated feedback from requirements organizations and supervisors, to determine if any future changes would be reasonable. |

ID	Suggestion	Disposition
115	Establish cut-off dates for Procurement actions towards the end of the fiscal year.	Concur. Cut-off dates are established and communicated through various channels. The Prourement Systems Office Support (SOS) Team sends out timely reminders with specific year end processing procurement guidance. In addition, the FSO sends a 2 week "look ahead" of the year end schedule to everyone that has a SAP account.
114	I suggest that you review the telework schedules as well as 'unscheduled telework' of supervisory procurement personnel. While some procurement jobs and functions are more conducive to teleworking, procurement managers need to be available and assessable to their employees. Communications are critical for employee/supervisory relationships, and there is no substitute for supervisors being available for in-person discussion, etc. Relying primarily on email communication during telework days sometimes leads to miscommunication and takes more time than in-person communication. There is mounting frustration among a number of employees due to the fact that their management frequently teleworks (beyond the scheduled and maximum number of telework days), and employees are not getting the support that they need to effectively perform their jobs.	Thank you for this feedback. We will look into the use of telework by supervisors, to determine if current trends indicate usage beyond our established Code 210 Telework Guidance, dated February 2016, and make adjustments as needed. It is critical that employees receive the support/guidance needed to perform their jobs from various sources, including supervisors, team leads, mentors, etc. Our Code 210 Climate Advisory Team is currently examining this issue, including ways to improve mentoring and just-in-time training/guidance for employees. The CAT recommendations for this area are expected in the near future and will be rolled out to the Division once finalized.

ID	Suggestion	Disposition
113	I suggest for the next 210 social event that attendance not be mandated. This not only rubs employees the wrong way when they are required to attend a 3 hour picnic when they have very heavy workloads; but it is indicative of a larger issue that needs to be addressed. Perhaps the management team needs to explore why they would even need to mandate attendance at a 3-hour social event and address the underlying issue which likely has to do with the heavy workload that non-management employees must juggle, unrealistic expectations regarding that workload, etc. If these issues were addressed, then maybe employees would feel good about voluntarily attending social functions rather than feel they now need to spend 3 hours of home time to make up for the real work that didn't get accomplished so that the metrics look good.	Thank you for the feedback. The intent of the Code 210 Summer Social is to show appreciation for employees' hard work over the course of the year, and to provide the opportunity to talk to employees from other offices, thus encouraging teamwork and sharing of knowledge. Other than the Holiday Party in December, this is the only event like this during the year, and we try to minimize the impact on employee's schedules by having this in place of the normally scheduled All Hands Meeting for August. For the benefit of the Division and individuals, we do want employees to get to know their colleagues in other offices, and to share their knowledge. While attendance is expected, supervisors do have discretion to excuse employees if there are critical deadlines or other important work that needs to get done at that time. In addition, there is no mandate to attend for a 3-hour period. 3 hours was put on the calendar as a placeholder, to include clean-up time, which employees are not required to contribute to. We will ensure that this is clarified for future events. Regarding the issue of heavy/unrealistic workload, we are in the process of bringing on external hires, after being under a hiring freeze for many months, which should alleviate some of the workload pressures. I encourage employees to discuss any specific workload concerns with their supervisors to ensure there is a thorough understanding of all issues.
112	Place a link to form 210-76 Small Business Subcontracting Plan Review under tab 7 of Acquisition Planning of the 210 Homepage	Link added under the Procurement Forms folder in Tab 7.
111	GSFC's detector branch (code 590) should issue a single task order contract to Teledyne Scientific & Imaging for mission Sensor Chip Assemblies (SCA's) with a broad range of wavelength cut off requirements. Teledyne is often the selected SCA vendor for new mission AO's selected out of NASA HQ (see New Frontiers, Discover, and the latest Explorer selections). Issuance of a task order that falls within the range of wavelength cut off requirements would ensure more efficient and cost-effective procurement of these detectors. The current protocol of issuing a new contract (with different fee percentages and structures across missions at GSFC) is time consuming and costly to the taxpayer.	The Division has been involved in discussions with Code 400 and Code 500 about developing a requirement for a Multiple Award Common Instrument Spacecraft Components contract. The scope of that contract is under discussion with Center Management and scope consideration will consider the consistency of requirements and the recurring need for common components. At this time, SCA's are not a high candidate for inclusion because they tend to be specialized based on specific mission needs.

ID	Suggestion	Disposition
110	Procurement needs a shared database that contains both GSFC-specific and NASA agency-specific information on awarded contracts.	The Enhanced Procurement Database, affords one to conduct various searches on awards at an individual Center level or multiple Centers. Searches can be conducted by Vendor Name, Document Number, or by one of the established Standard Reports. The source of the reportable fields is from the Federal Procurement Data System- Next Generation. The potential value is reported by total award value, versus broken down by cost and fee. (Congress determined the reportable fields for this system). In order to obtain information regarding fees, one could review a contract in AFES or review a vendors past performance information in the Federal Past Performance Database. Also, one could review a contract in PPS, either as a Legacy award, or PPS award, to see the negotiated fee percentages.
109	I would like to suggest that we begin to keep a database/spreadsheet of all GSFC contracts to include: Contract Name Prime Contractor Fee Type Value (at award) Fee Amount (at award) Fee Percentage POP Division This information can be helpful during the develop of new contracts, change order negotiations for existing contracts and as a tool for the various data calls while keeping our hand on the pulse of our Centers contractual obligations.	The Enhanced Procurement Database, affords one to conduct various searches on awards at an individual Center level or multiple Centers. Searches can be conducted by Vendor Name, Document Number, or by one of the established Standard Reports. The source of the reportable fields is from the Federal Procurement Data System- Next Generation. The potential value is reported by total award value, versus broken down by cost and fee. (Congress determined the reportable fields for this system). In order to obtain information regarding fees, one could review a contract in AFES or review a vendors past performance information in the Federal Past Performance Database. Also, one could review a contract in PPS, either as a Legacy award, or PPS award, to see the negotiated fee percentages. Because of the administrative effort required to create and maintain a separate database/spreadsheet, the use of data from existing reports is considered to be the most efficient solution at this time.

ID	Suggestion	Disposition
108	Recommend recording the PPS training sessions and make them available on the 210 website and/or provide hands on (in person) PPS training sessions to accommodate all learning styles.	The Agency Application Office (AAO) has decided not to record the PPS training sessions for a couple of reasons: 1) As the application develops, the training would become obsolete resulting in more confusion. 2) Metrics were received from the PRISM recorded sessions that were located in EPSS, and due to lack of use they could not justify the efforts. The SOS Team is currently investigating the possibility of procuring software for the creation of training videos for various PPS Actions. In the mean-time, the SOS Team offers just-in-time one-on-one training. To schedule one-on-one training, users need to contact the SOS team to schedule a meeting. Users can bring their laptops to the SOS office or training can bre Skyped for those who prefer to stay at their desk. In addition, the SOS Team also periodically offers Training Room sessions. An example of this is PPS Modification Training. Training Room sessions will continue to be periodically offered. As users before more familiar with PPS, the training sessions become more meaningful. In addition, the AAO has created many detailed PPS training End User Procedures and Help Guides that are located on the EPSS site: https://epss.nasa.gov/gm/folder-1.11.1192528 (these guides are in addition to the WebEx training materials also found on that site). The SOS Team has created supplemental training guides/information available on our Systems Site: https://cmm.gsfc.nasa.gov/CMT.html Finally, users can access the PPS Training Sandbox for https://ndmsepua01.ndc.nasa.gov/irj/portal more hands-on experience they can follow the AAO Training guides to "play" in the sandbox.

ID	Suggestion	Disposition
107	The PPS training offerd by the Agency Applications Office (AAO) was not user friendly or usable. It was too much information to retain at one time. It would be better to have a team that can walk through each type of transaction as needed. It would also be useful to have a manual.	Concur. The GSFC Procurement Systems Office Support (SOS) Team offers supplemental training opportunities. The SOS Team offers just-in-time one-on-one training. To schedule one-on-one training, users need to contact the SOS team to schedule a meeting. Users can bring their laptops to the SOS office or training can be Skyped for those who prefer to stay at their desk. In addition, the SOS Team also periodically offers Training Room sessions. An example of this is PPS Modification Training. Training Room sessions will continue to be periodically offered. As users before more familiar with PPS, the training sessions become more meaningful. In addition, the AAO has created many detailed PPS training End User Procedures and Help Guides that are located on the EPSS site: https://epss.nasa.gov/gm/folder-1.11.1192528 (these guides are in addition to the WebEx training materials also found on that site). The SOS Team has created supplemental training guides/information available on our Systems Site: https://cmm.gsfc.nasa.gov/CMT.html Finally, users can access the PPS Training Sandbox for https://ndmsepua01.ndc.nasa.gov/irj/portal more hands-on experience they can follow the AAO Training guides to "play" in the sandbox.
106	Suggest implementing a Small Business Utilization Dashboard, reflecting the status of how the agency is doing with awarding to small businesses.	Concur. The progress that the Agency, GSFC/HQ and the other Centers are making in achieving their Small Business (SB) Goals is now assessable on the shared drive and is found at O:\Small Business Metrics. Please keep in mind each Center has their individual goals to achieve, which facilitate the Agency achieving the SB Goals established by the Small Business Administration.
105	GSFC 52.211-90 , Schedule for IT Security Management Plan Should be updated for consistency. Currently, NFS 1852.204-76 states this is due 30 days after Award. This is different than the 30 days after Contract Effective Date in the GSFC Schedule of Deliverables.	Senior Staff has interpreted that the clause anticipates the performance of the contract to begin on the day the contract is awarded. However this is not always the case. For example, in the case of a contract with a phase-in, actual performance of the contract that contains 1852.204-76 does not start until after the phase-in (which typically occurs under a separate contract vehicle). So the contractor technically does not have to comply with the requirement to submit the "IT Security Management Plan" under the contract is actually effective. So we were intentional in the GSFC 52.211-90 to say 30 days after the effective date to capture contracts where a phase-in was going to take place under a separate contract.

ID	Suggestion	Disposition
104	I suggest adding pictures of new employees to the All-Hands Presentations.	Thank you for this suggestion, and we agree that it would be a great way to introduce new folks into the organization and will help folks associate a face with a name. We intend on implementing this suggestion at future All-Hands Presentations.
103	If there is any way possible to avoid it, I feel that procurement training should not be scheduled during the Exploring Leadership Colloquiums.	Concur. For training conducted by Code 210, every effort is made to hold sessions during times that do not conflict with other training opportunities. If the training is put on by another organization or NASA Headquarters, we do not have control over scheduling.
102	Suggest a Mandatory TOMS training course for Task Monitors (TM) through Saturn or a face to face class. This course will need to cover the TM's responsibilities in TOMS and step-by-step directions to carry out these responsibilities.	Concur. As a result of the BSA activity, NASA HQ has drafted new language for implementation into the NFS which will address training requirements for Task Monitors. The BSA team also developed Task Monitor training from which HQ will create an APPEL class. Once the APPEL class is finalized it will be put into SATERN, and the changes to the NFS requiring Task Monitors to have training will then be implemented. HQs anticipates that this should be completed by June of 2018. Also as part of the BSA activity NASA HQ decided to implement one electronic task order system across the Agency (currently there are more than 18). NASA HQ procurement is currently working with the CIO's office to develop and implement GSFC's TOMS as an Agency solution. As part of the Agency implementation there will be additional training developed on how to use the TOMS system.
101	Instead of Blanket Training Opportunities, our approach to training should be more focused and targeted.	The Climate Advisory Team II (Training Subteam) is examining the training needs across the division and will be developing ideas to improve training in general. Also, the shadowing program offers targeted training to individuals who would be interested.

ID	Suggestion	Disposition
100	Have A "Procurement Stand Down Day" that focuses on a variety or procurement topics and interests that our employees can attend and select activities of interest to them.	While resource constraints do not allow us to implement a Division wide "Procurement Stand Down Day", we have several other active initiatives for training and sharing topics of interest. For example, the bi-annual Masters Forum is a training opportunity that covers GSFC specific, on-site acquisition training. This training provides attendees the opportunity to discuss procurement case studies based on actual events at GSFC and hear from various panel experts who present their views on the acquisition process at GSFC. We also offer the Shadowing Program which allows employees to addend sessions that contain content that is of interest to them. Another example of a mechanism for sharing information is the New Employee Learning Group which newly on boarded procurement professionals and pathway interns will have an opportunity to share common experiences and learn more about what this working group can offer you as you journey through your career at NASA. In addition, the Climate Advisory Team has a sub-team that is assessing training needs across the division. New training approaches will be implemented when the sub-team finalizes their analysis and makes recommendations.
99	Suggest monthly awards provided at every ALL HANDS or on a quarterly basis for employee of the month, or perhaps for awards related to Pre-MSR data or another area that the Procurement Officer would like to emphasize. The awards would recognize at least one person from each Enterprise and should be as inclusive as possible for everyone in our organization (all members)	Thank you for this suggestion, as employee recognition and appreciation are critically important values for our organization. We support in general the idea of providing employee recognition for performance in specific areas of emphasis as suggested, and agree that awards should be inclusive and recognize all parts of the Division, as much as possible. Further discussion will be required to work details, such as striking the appropriate balance with other award programs (e.g., Code 210 Annual Awards and Thank You Awards, Code 200 Awards, etc.) and keeping the process streamlined. Employee ideas and/or participation to discuss specific concepts are welcome, so please contact the Procurement Officer if interested.
98	Consider implementing new training approaches that will be helpful to the workforce.	Concur. The Climate Advisory Team has a sub-team that is assessing methods of delivery and training needs across the division. A recent example of a new training approach is the "Clickers" that were used during the October 2017 All-Hands Meeting to address weakness findings from the Procurement Management Review conducted by HQs in July, 2017.

ID	Suggestion	Disposition
97	Specialists are not following procedures for for property transfers so contractors are being told conflicting information. Suggest more communications from 210 on procedures.	The procedures pertaining to transfer of property and what forms to use are being updated by the GSFC Property Office. The update will address Contractor-held property accountability transfer. We have invited the Industrial Property Office to an upcoming Code 210 all-hands meeting to provide an update to their processes and to discuss property issues in general.
96	Consider advocating for a higher grade structure in 210 or more growth opportunities to retain employees that are overqualified for other higher level positions in other GSFC directorates as well as qualified for higher level positions outside of the Agency. Our professionals need not look far to qualify and obtain higher level grades in other organizations.	We have raised to Center management this issue of Code 210 losing employees to other organizations (e.g., resources) due to a higher grade structures and/or lack of certification requirements. We have also researched grade levels for GS1102's at other NASA Centers and local Federal agencies. At this time NASA is undergoing a change to its operating model, and in the area of OHCM, all actions related to position classifications and establishment of grade levels are being centralized at the NSSC or Agency level. Based on discussions with Center management and OHCM, and given that the current grade distribution for GS1102's at Goddard has been found to be generally the same as or higher than other comparable procurement organizations, a general increase in the grade structure or full performance level (FPL) for 1102's is unlikely in this environment. We will continue to examine all positions in the organization to ensure that the duties and responsibilities of the position description match the assigned grade level. We will also continue to look for new ways to create growth opportunities for employees, to maximize our ability to retain our critical skills. Current opportunities, such as shadowing, rotations to other offices, support to Center or Agency teams, and other special assignments, will continue to be emphasized. We also plan to continue to refine our Code 210 Employee Experience Matrix, which is a tool for supervisors to monitor their employee's experience base and make it easier to identify new growth opportunities, including movement to other Code 210 offices, when appropriate.

ID	Suggestion	Disposition
95	Recommend individuals receive only one award. This affords other deserving nominations an opportunity to receive an award.	Assuming this suggestion is referring to the Code 210 Annual Procurement Awards, the intent of these awards is to recognize all deserving division employees whose nominations meet the criteria established in the Award definitions. There are several different categories of awards that recognize different accomplishments, and in the rare instances in the past when an employee received more than one award, the evaluation panel determined that it was deserving based on the varied nature of the accomplishments and the strength of the nomination write-ups. The expectation is that if an employee is nominated in multiple categories for generally the same accomplishment and/or contribution, and is determined by the panel to be deserving of an award, then they shall be recognized only once in the category that best fits the accomplishment. Going forward, this ground rule/expectation will be clarified for the award evaluation panels.
94	Update the Employee Suggestion Box status PowerPoint slides and add suggestion submission dates. The last update was over a year ago.	The process for reviewing suggestions and providing response is being modified to include more frequent updates. The format for the disposition charts is under review and dates will be added as appropriate to track currency of the response.
93	The most recent 210-92 template references the VETS-100 report. However, per FAR 22.1302 and the link below, the VETS-100 report has been replaced with the VETS-4212 report. Therefore, I suggest an update to the 210-92 template.	Concur. The PNM and Stand-Alone PNM template forms were updated on the 210 website on December 11, 2017 to reflect current information for VETS reporting (as well as a few other minor updates to information and FAR or NFS references).
92	It looks like the "Program Operations Division (updated 1/08/2015)" Org chart is out of date. I'm told Veronica Lansey is no longer the GSFC Analyst and that it is now Sonya Harmon. Consider adding whoever the current HQ GSFC Analyst is to the "https://code210.gsfc.nasa.gov/podorg.htm".	An email has been sent downtown requesting the org chart to be updated. A link to the NASA HQ Office of Procurement Areas of Responsibility webpage has been added to the requested page.
91	My suggestion is to have a Training Monitor (TM) for each enterprise. The TM will be trained by the 210 Training and Employee Development Manager and serve in this position for 2 years. The TM will be familiar with the Employee Training and Development, DAU, and FAI web sites. The TM will brief training news, CLP status, etc. at their specific enterprise staff meeting.	The Code 210 Climate Advisory Team is examining the training needs across the Division and will be developing ideas to improve training in general.

ID	Suggestion	Disposition
90	For Clause Finder, it would be nice if the report/print out would also contain the selection criteria at the beginning of the report. (Example: Have "FAR, NFS, GSFC, Cost Reimbursement Service, Indefinite Delivery" show up at the top of the report.)	Clause Finder was modified to include at the top of each report an indication of the contract type selected that led to the generation of the report.
89	Suggest that GSFC Form 18-45, GSFC Task Order, be modified to include a contractor signature block so that task orders can be signed bilaterally. Contracts with small IDIQ components do not always process task orders in the TOMS system. GSFC Form 18-45 is used instead. However, there is no block on the form for contractors to sign it. The Government is in a better position if task orders are signed bilaterally instead of being issued unilaterally. So, I recommend that the form be modified accordingly.	FAR 52.216-22 paragraph (b) states that the Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the *maximum.* By adding a signature block for the contractor to sign, it would negate the rights of the Government as set forth in the clause referenced above. It should be noted that 1852.216-80 paragraph (e) requires the Contractor to acknowledge the receipt of the issued task order within a specified number of calendar days. This provides the Government with acknowledgement that the order has been received.
88	Have the 210 Holiday Party Catered so that everyone can relax and enjoy the gathering. If funding it is an issue, consider fundraising events like other Directorates do.	The idea has been tried in the past and the result was higher costs and lower attendance. Planning committees may consider this for future activities.
87	When doing a sole source IDIQ award, permit specialists to combine the JOFOC and D&F required in accordance with FAR 16.504(c)(1)(ii)(D)(1) into one document.	Due to the nature of these documents and the review, routing and posting requirements for each document, as dictated by the FAR/NFS, we are unable to merge these documents into a single document.
86	Is there anyway to create a system for the use of all procurement employees to assist in the review process, meaning the tracking of files and their status? Some system or database would be helpful to track progress. In addition, it would clarify who to send electronic files to instead of for example sending the file to the majority of senior staff in case the are assigned the file.	The Division is in the process of rolling out a new Review Log system that will allow Specialists to track the progress of their files. The new system will be rolled out in January 2018.
85	Suggest adding change pages to the templates.	Change pages are being adding to the templates as they are updated.
84	Suggest that a D&F template for T&M when GSA is not being used be created. The template would be in accordance with FAR 16.6.	Concur. A T&M D&F for Commercial Items Template was created in April 2017. It has been posted to the Code 210 Procurement Policy page and is located under the "Procurement Templates" link.

ID	Suggestion	Disposition
83	Suggest procurement working with OHCM to implement a "Physical Fitness Program Policy" called (Fit Time) similar to that of NASA HQs that was implemented in 2013 for the Office of Inspector General, by OMP, Resources Management Division. Fit Time allows eligible NASA OIG employees to take part in physical fitness activities during regularly scheduled work hours.	You are correct, the "Physical Fitness Program Policy" is available, but limited to a small group of GS series. The 1102 series does not warrant a Physical Fitness Policy, but we do encourage good health during center hours and outside center hours. Additionally, the center offers several fitness related activities for employee engagement such as the bicycle share program, 5K fun run, walking paths and a Fitness center.
82	Change proposal preparation instructions in Section L, Offer volume to request that Offeror's provide DUNS number/Cage Code for their company and their proposed subcontractors.	GSFC 52.215-203 requires in paragraph (a) that offerors complete blocks 12 through 18 of the SF33. Block 15a of the SF33 is where Offerors are expected to fill-in their cage code.
81	Create a listserv or live document (SharePoint) where buyers/contract specialists can update their status on orders they're currently working for the end of fiscal year time period.	Effective October 3, 2016 the simplified acquisition function at GSFC has been moved to the NSSC. The NSSC has tools to help facilitate this kind of communication.
80	When doing a Justification for Other then Full and Open competition for an IDIQ type contract we should be able to combine the JOFOC with the single award IDIQ justification.	Due to the nature of these documents and the review, routing and posting requirements for each document, as dictated by the FAR/NFS, we are not able to merge these documents into a single document.
79	Suggest that Industry Assistance provide an email confirmation that the requested action has been received.	IAO's procedure is to contact the requestor to let them know who has been assigned to their action. The IAO has been reminded to provide this response, so we apologize if we overlooked anyone.
78	Suggest that a repository for Lessons Learned be placed on the o:\ drive or the procurement policy website that is easily accessible.	Concur. As part of the BSA activity, a group was formed to tackle knowledge management for the procurement community across the Agency. This group is standing up a repository that includes a section for lessons learned. The repository is in the beginning stages of being populated with data, including lessons learned data. The lessons will be easily assessable and searchable. The next phase will be to migrate the "lessons learned" to the NASA Lessons Learned Information System (LLIS) as part of the NASA Engineering Network.
77	Suggest that more clarity be provided on the policy for providing Government property to contractors.	The Industrial Property Office is scheduled to come to the May 2018 All-Hands Meeting to conduct a presentation regarding Government Property.

ID	Suggestion	Disposition
76	Implement an electronic review process for contract files requiring review by Senior Staff, Legal, etc. and suggest that all reviewers use track changes to provide comments. Also, suggest the utilization of e-signatures and PDFs.	The Division has developed electronic tracking of file reviews; training for this tracking system is complete and roll-out will occur in May 2018. Regarding the use of "track changes" for file reviews, given the variety of files that require review, a "one-size-fits-all" comment approach is not feasible. For example, when there are significant changes in an RFP (such as comments in Sections L & M), track changes and comment blocks are generally the most efficient way to convey comments. Other comments/questions are best conveyed in a consolidated listing. Regarding eSignatures/.pdf, we are using eSignatures on NASA Form 523, as well as contracts and modifications issued in the PPS system. PPS was intended to provide the capability to perform full electronic routing and review of procurement actions, however, the software currently does not provide this function. We will continue to look for feasible ways to implement an electronic routing process at the Center, but are constrained by budget limitations. We will also continue to work with HQ to determine what the agency solution for this will be.
75	210.H has begun an initiative to organize all of our contract folders using a standard template that mirrors the organization of the NF 1098 Form, consistent with the organization of the guidance on the Procurement Policy Page. Suggest that other office adopt this same practice.	The replacement system for CMM, will contain an electronic repository system for maintaining an electronic contract file for all new awards after the system go-live. For legacy contracts awarded prior to go-live of the new system, the division is currently working to review possible options. Senior Staff will be reaching out to the offices this year to discuss the path forward for existing contracts.
74	Suggest that Mike's Guiding Principles for Code 210's culture be included in part of our mission and vision statement. Our web page is absent of this information. Also, suggest that as part of the Peer Awards, that an award category be created for the Individual, Manager and Associate that best embodies these attributes.	The guiding principles have been added to the website. Additionally, the "Guiding Principles Award" has been added to the list of annual award categories. There are two awards -- one for a non-supervisory and one for a supervisory employee who embodies in an exemplary way all aspects of the Code 210 Guiding Principles, including respect, trustworthiness, leadership, inquisitiveness/seeking to learn, and taking pride in their work.
73	Make sure that the Termination Contracting Officer (TCO) is the person that actually negotiates the settlement of the contract in accordance with FAR Part 49.101.	Concur. We examined our processes and guidance and clarified Note 47 in the Review and Approval Matrix to address this. Specifically, the note indicates GSFC policy is that terminations $100K and above must go through the GSFC Termination Contracting Officer. The TCO is the CO, and Senior Staff is the Subject Matter Expert on Termination Settlements.

ID	Suggestion	Disposition
72	The process from selection of an interviewee through the on-boarding process needs to be restructured and presented to the entire workforce. Currently there is inconsistency within the process that creates a hardship on not only managers but the new employee as well.	A 210 Checklist for New Employees/Inter-Office Moves/Departures has been created for the Management Team to provide consistency on the process. The checklist was rolled out in November 2017 and is being updated to address enhancements suggested by the Management Team.
71	Lead times should be established for Senior Staff reviews. In addition, a pool of senior procurement personnel who are willing and capable should be established to assist senior staff in completing reviews during high volume periods.	The Deputy Procurement Officer has instituted weekly workload meetings with the policy file reviewers to balance workload and set priorities. In the event of peak workload where there are competing priorities, the Division assesses needs and prioritizes work to ensure that the most critical actions get priority. Given the already high workload of senior procurement personnel and the critical functions that they are performing to meet Center mission requirements, file reviews will continue to be performed by policy personnel.
70	Update the NF 1634 to remove reference to the Technical Direction Clause 1852.242-70 which was removed from the NFS effective April 2015.	NASA HQ updated the NF 1634 to reflect this change.
69	I suggest that guidance be provided via the code 210 Procurement Operations page on Inter Agency Agreements (IAA). The FAR does not have guidelines on IAAs either. Contract Specialists and Contracting Officers can find it difficult at times to award them.	Circular 99-3 Interagency Agreements was updated on 7/11/17 and Circular 01-01 GWAC, MAC and MAS – Conditions for Use was updated on 5/11/16. This guidance is posted on the code 210 web page under the Policy tab. The FAR covers interagency agreements in subpart 17.5, Interagency Acquisitions.
68	Add a list of pre-approved alternate/substitute voting members to our PEB Voting Membership documents.	To the maximum extent possible, PEBs should be scheduled with enough advance notice such that all PEB members can attend. If a situation does arise where a PEB member cannot attend, they may participate by telephone, if possible, or they may provide written inputs on contractor performance for each individual subfactor in advance of the meeting for review and consideration by the attending board members. As such the use of substitutes/alternate voting members, should be considered only as a last result. Creating a pre-approved list would not be consistent with the policy emphasis on the attendance at PEBs by designated board members as documented in the process established by GSFC Circular 00-04, which has been coordinated with center management.

ID	Suggestion	Disposition
67	I have developed a list of informative tips for those doing procurements (SEB) that I thought might be helpful and maybe even worthy of putting out on the 210 policy page under several different stages of the procurement to keep the ideas at the forefront of the mind...or under tabs where the policy folks think it may be useful. A template was also developed to send to offeror's that want a de-brief and I have developed an e-mail of what to say when announcing the de-briefing time to the offerors.	Lessons learned from SEB activities should be communicated to the SEB managers (Chris Whyte and Steve Kramer) for inclusion in the SEB repository. All template suggestions can be sent to Deb Kaelberer.
65	Organizational Conflict of Interest (OCI) Avoidance Plan Outline Template Sample in the "Template Section" does not contain the template. It links to the Limitation of Future Contracting Memo.	The link has been updated.
64	Revise "NASA Technical Evaluation Report Template and Guide" to make the following changes: 1) Rename/replace the term Technical Evaluation with Technical Analysis. 2) Clarify that in the scenario of "adequate pricing competition" that the form is NOT needed. 3) Provide additional wording that "Adequate Pricing Competition" FAR 15 has nothing to do with "Competition" FAR 6.	This suggestion has been sent to HQ for their consideration.
63	To assist with the transfer of contract files, a checklist needs to be created to ensure that the transition happens in a timely and effective manner.	A previous suggestion was made to develop a transition process to be used across the division when individuals are transferred. The new checklist can be found at the following at: \\ndgsfs01.ndc.nasa.gov\210Share\210 - Division\Division Data\Workload Transition Checklist Plan.doc
62	Is it possible for Code 210/200 to pay for NCMA memberships; or if you are already a member, pay to travel and attend the NCMA World Congress?	Due to the current budget constraints with the division nor HQ are able to support NCMA activities at this time. HQ has worked with NCMA to establish a discounted membership rate for the NASA procurement workforce. Information on how to get this discounted rate will be can be found at the NCMA website. **https://www.ncmahq.org/**

61	I suggest either using or developing a tool similar to the Automated Requirements Roadmap Tool, which was developed and is maintained by the Defense Acquisition University, to provide DoD's requiring activities with an effective and efficient method of developing the Performance Work Statements (PWS) and Quality Assurance Surveillance Plans (QASP), which are required for performance-based requirements. I have come in contact with several performance-based requirements that have a Statement of Work (SOW) instead of a PWS and QASP in accordance with FAR. 37.6, Performance-Based Acquisition. This tool would benefit the organization by helping requiring activities go through a step-by-step process of developing concurrently the performance and surveillance criteria for a requirement. At the end of the process, the tool will generate the PWS and QASP in a word document format.	Thank you for your suggestion, we agree that arming the technical community with information that will help them develop requirements is important. In the area of training and providing helpful information to the technical community, we have recently undertaken an effort to develop a specific webpage to help assist the procurement process, including information on how to prepare SOWs, PWSs and other technical requirements documentation. As part of that activity, we will take a look at this tool for possible inclusion. In addition, we have developed several Surveillance Plan Templates (by contract type) to assist the procurement and technical communities develop surveillance plans that are consistent and appropriate for the type of acquisition.
60	The link to the RFI form on the simplified website is broken.	Effective October 3, 2016 the simplified acquisition function at GSFC has been moved to the NSSC. All procurement templates and guidance have been removed from the GSFC Procurement website. The NSSC now maintains all information related to the simplified process.
59	Add a link to the procurement policy website that keeps a running list of the "What's New" section. If you don't log into the home page on a day to day basis you can miss important updates and this link would give us a way to see information that we have missed.	The "What's New" section of the Procurement Policy Website was designed to draw attention to new information. If "What's New" postings relate to changes to guidance or regulatory information, the update is included in the relevant source document (i.e. GSFC Circular or the NASA FAR Supplement). As changes continue to occur, further updates may be made to the source document. If a running list was posted, it could result in usage of old or incorrect information. It is best to go to the on-line source document to make sure that you are accessing current information.
58	Revise the Clause Finder template for GSFC 52.211-90 as it references an old version of the Access to Sensitive Information Clause.	Clause Finder has been update to reflect that 1852.237-72 and 1852.237-73 have been reinstated in the NFS by NASA HQ per a technical amendment to the Federal Register.
57	The use of past performance questionnaires should be optional if this information is likely available from PPIRS.	Concur. The PSM template was updated to allow flexibility in the procurement strategy to use PPIRS instead of past performance questionnaires to evaluate an offerors's past performance.

ID	Suggestion	Disposition
56	Recommend establishing a "punch list" of the minimum expertise and experiences required to be considered for the Procurement Manager position. At a minimum, this listing should include expertise in include both hardware and services contracts, cost and fixed price acquisitions, and completion of an SEB assignment. In addition, potential manager candidates should have management training or focused training on developing people and interpersonal skills.	The process for evaluating and selecting candidates for a Procurement Manager position is thorough and extensive, and considers factors related to technical/procurement experience and expertise and demonstrated leadership/management skills. The process involves a review of resumes and detailed interview questions covering procurement experience, leadership approaches, personnel management scenarios, and approaches for building diverse and inclusive teams, with a positive working environment. The process also includes reference checks to determine how the candidate has performed in these areas. The types of experiences described in the suggestion are considered as part of the selection process. Selecting the best candidate is obviously a subjective process; people naturally have strengths in different areas, and we are always looking for candidates with the best combination/balance of strengths. We believe that establishing a checklist of experiences would not necessarily result in an improvement in what is an overall subjective process.
55	Revise the Review and Approval Matrix to include formatting that enables printing of the document.	A revised Review and Approval Matrix has been published to address formatting issues when viewing the document electronically. Because the document is ISO controlled, the division policy is that the matrix should be accessed electronically to ensure that the most recent version is being used.
54	Work with Center Management to address resource problem within Procurement. The division is stretched thin because of number of actions being processed.	The Division has presented data on volume of actions processed and the overall health of procurement staffing. As of 8/10/15, Center management has provided additional hiring flexibility to allow code 210 to fill staffing vacancies without going through the formal Center approval process. This will greatly help us to add staff more quickly and provide relief for currently overextended staff. Update: As of 1/22/17, a Government-wide hiring freeze has been put in place for 90 days. We are in frequent communication with OHCM and Center management regarding our staffing needs and are confident we will resume external hiring as soon as the freeze is lifted.
53	Task Monitor training be developed for writing SOWs.	As a result of the BSA activity, NASA HQ has drafted new language for implementation into the NFS which will address training requirements for Task Monitors. This language is currently in review and will be implemented once finalized.

ID	Suggestion	Disposition
52	Suggest that all Associates administer one contract from cradle to grave. Working an active contract would allow them to stay connected with the procurement community and relate to what the Specialist are dealing with on a regular basis.	Each of the Associates has had extensive experience in all phases of the acquisition cycle, from pre-award to contract administration and closeout. Given the duties and responsibilities for the Associates to oversee the personnel and ensure the quality of all contract actions in his/her enterprise, administering an active contract would not be feasible and could prevent other primary duties from being accomplished. However, to the point of ensuring that the Associates and all supervisors stay connected to the procurement community and can relate to what contract specialists are experiencing, we are placing a renewed emphasis on having managers conduct one-on-one meetings with each employee, and having managers spend additional time in employee office areas to ensure a thorough understanding of the workload, office environment, and challenges faced on a day-to-day basis.
51	Suggest that PSM template for procurements >$50M be created.	A template was created to assist COs/CSs with the development of a PSM package. The template is applicable to all procurements over $10M.
50	In Outlook color code Civil Servant and Contractor email addresses to assist with avoiding sending sensitive information inadvertently to the wrong person.	Per the Agency Postmaster, Annabelle Durand, with the current systems and processes, there's no way to identify contractors other than via the information shown in the affiliation portion of the display name; however, if the Agency considers changing the email system in the future, this could be looked in to.
49	Code 210 should institute a policy that all contracts be "living" files so that the contract is continuously updated with the latest contract modification changes. All living contracts should be on the O drive.	The folders management feature within PPS allows all documents to be copied into its respective folder under the contract. PPS should be the repository for all procurement documents instead of the O drive. At this time, PPS does not have the functionality to generate a conformed contract in the manner suggested. Due to resource constraints, Code 210 is not mandating conformed contracts as a requirement. Users may manually generate a conformed contract if desired.
48	Suggest to allow for better tracking purposes that the section J format for GSFC contracts be updated to show the specific document by GSFC Number, the title of the document being changed, the change or revision to the document, the date the change occurred or was issued, the document that implemented the change (in this case the Configuration Change Request (CCR) and the modification that implemented the change.	The relevant clause is GSFC 52.211-101, List of Attachments. Although your contract may have benefited from the described approach due to a large number of documents and revisions, we do not want to impose a configuration management process on all contracts. We believe this would be best addressed on a case by case basis. Senior staff will certainly work with you during the RFP review to give you the flexibility to edit the clause to fit your particular procurement.
47	Identify ways to improve the formatting and routing of documents that go to Center Director/HQ for approval.	Concur. Information is being gathered based on lessons learned and other helpful tips on formatting documents and file structure. This information will be covered in an upcoming Topic Staff Meeting and posted to the Procurement Policy website when finalized. Once finalized, this can also be addressed in branch or enterprise staff meetings if desired.
46	COs/Procurement should have more input into the selection of CORs.	GPR 5100.1 has been revised to strengthen/clarify role of CO in appointment of the COR.

ID	Suggestion	Disposition
45	Expand functionality of CMM/SAP to print/view a total cumulative "Composite" Purchase Request (to include PR Mods).	The Enhanced Procurement Data Warehouse (the procurement reporting tool) was created with that purpose in mind. This tool shows the cumulative obligations and values as shown in SAP, PRISM and FPDS-NG. Further, the FPDS-NG column includes a link to "Show all Mods" which details all the modifications posted in FPDS-NG. Details are provided for each modification and this can be exported to Excel for further sorting. The Enhanced Procurement Data Warehouse can be found on the procurement home page under the CMM/System Support, NAIS Global Logon. If not shown in your assigned Application listing, one can request access under the Application Access Tab. A NAMS request is not required.
44	Implementation of a mandatory Source Selection Document QA review check.	Due to Center FTE ceilings, Center management has not approved any augmentations (i.e., "plus-up") of procurement staffing for functions such as this. Copies of Adobe software are currently being provided to Associates and PMs in each office to assist with this function for their respective offices. Ultimately it is the responsibility of the CO/CS to ensure that the documents do not include hidden information or metadata. Self-assessments have begun to monitor compliance with the requirements related to hidden information and metadata and recent results have indicated the release checklist is being used as directed.
43	Revise the <$150K sole source justification template to make an editable PDF and include definitions for items under section	Effective October 3, 2016 the simplified acquisition function at GSFC has been moved to the NSSC. All procurement templates and guidance have been removed from the GSFC Procurement website. The NSSC now maintains all information related to the simplified process.
42	In order to assist with the transition of the current buyers, can they be reassigned to work on CPARS and closeout activities?	See previous suggestion regarding CPARs and staffing that function.
41	Increase the number of telework days to 3.	In February of 2016 Division Management, working with OHCM, revised the telework guidance for Division employees. This suggestion was taken into consideration as part of finalizing the updated guidance.

ID	Suggestion	Disposition
40	Create a Code 210 photo directory by office.	Thank you for this suggestion. Code 200 recently completed a redesign of the Directorate and Division web pages to have a similar look and feel. Now that this is complete we are looking into options to determine the feasibility of this, and hope to implement something by the end of FY 2018.
39	Designate person(s) in each office to complete CPARS and closeout actions.	See previous suggest on similar CPARs suggestion
38	Provide POCs for sections of NF1707 for Requirements Offices to contact in order to coordinate issues/ask questions.	POW issued to identify POCs for several areas of the NF1707. The Procurement Policy website will be updated to include this information.
37	Ensure that all contract documents (e.g., SF26, SF33, Model Contracts, SF30s) are generated in CMM as required by the NFS.	POW issued reminding 210-ALL that the NFS requires IAW 1804.171(a) that CMM and associated templates are mandatory for all procurement actions, except: (1) BPA call orders and purchase orders where purchase card is the paying mechanism, (2) training expenditures made using Standard Form 182, and (3) Emergency Acquisitions in accordance with FAR Part 18.
36	Regarding the Code 210 Annual Awards, will the awards committee consider selecting an awardee or just even recognizing the nominee if there is no other nomination(s)?	The 210 Annual Award process is intended to recognize employees that best meet the criteria for each individual award category as determined by their peers. To ensure fairness in the selection process, the review panel is made up of a diverse group of individuals representing many facets of the organization. The panel focused on the criteria for each award in its determination of awardees. If there is an employee that you would like to recognize, consider using the "Thank-You" Program. This is an on-going initiative that facilitates prompt recognition on an on-going basis. The nomination form can be accessed via the 210 website. The combination of these two programs is intended to provide new mechanisms to reward and motivate Code 210 employees.
35	Provide training/guidance on the ratification process.	A template has been created for the CO memo that accompanies a ratification package. The template contains additional regulatory information and guidance on the processing of a ratification.
34	Develop and implement of a uniform template for recording review comments made by senior staff & legal.	Given the variety of files that require review, a "one-size-fits-all" comment approach is not feasible. For example, when there are significant changes in an RFP (such as comments in Sections L & M), track changes and comment blocks are generally the most efficient way to convey comments. Other comments/questions are best conveyed in a consolidated listing.

ID	Suggestion	Disposition
33	Revise the Contract Historical Data attachment to clean up redundancy in wording.	The attachment has been revised to reduce redundancy and incorporate the language of the clause in an effort to reduce center unique clauses.
32	Create or prescribe an existing form for use by contractors to submit required information in accordance with clause NFS 1852.245-70.	No form is required to be used. Format is left to discretion of contractor/CO. HQ sent email to let them know 1853.245-70 needs to be updated.
31	Establish a team dedicated to handle all Contractor Performance Assessment Reporting System (CPARS) actions. (e.g. submit the request to the COR, conduct the follow-ups with the COR, complete the assessment in the system, forward to the contractor, and finalize the assessments in a timely manner.)	CPARS status is reported to Division management on a monthly basis, and Associates are responsible for managing and performing this activity based on the circumstances of their individual office. Due to Center FTE ceilings, Center management has not approved any augmentations (i.e., "plus-up") of procurement staffing for functions such as this. As a result, this function will need to be performed within existing staffing.
30	Develop training/guidance on how to keep a "conformed" contract.	HQ has confirmed that the CMM replacement software, PPS, will have the ability to maintain conformed contracts within the system. Training and guidance is being developed as part of the roll out of the new system.
29	Assign a single point of contact for data input into the Award Fee Evaluation System (AFES).	We have looked into what it would take to centralize this function, from a resources standpoint. While centralizing functions such as this can improve efficiency for contract specialists, it has to be balanced with the availability of other staff to assume the duties. With our current effort to centralize the contract closeout function, the Division does not have the resources necessary to assume the AFES data input work in a centralized manner at this time. We will, however, re-assess this suggestion after we make additional progress with the closeout function to see if it is feasible.
28	Clause Finder is limited with regarded to reviewing commercial item contracts as it will included more clauses than applicable if other contract types than "Commercial Item" are selected.	Clause Finder was updated to included all clauses/provisions that may be applicable to a CI type contract under the CI selection in Clause Finder. This means in the future CS/COs will not have to check other contract types (e.g. FPSERV, FPSUP) in addition to CI, only CI is necessary.
27	The NF1430A (Delegations) needs to be updated as it is not current with FAR 42.302(a).	Draft revision has been sent out for review by the centers. Revisions will be implemented upon completion of the review process.
26	Create an online procurement forum similar to www.wifcon.com specific for GSFC/HQ procurement to assist with knowledge transfer, questions and answers, etc.	BSA activities will address some of these ideas. The Division will continue to explore avenues to implement this suggestion through the BSA in the area of knowledge management and other activities locally at GSFC.

ID	Suggestion	Disposition
25	To the maximum extent practicable allow folks to participate in lunch time workshops via webex or lync so they can participate from their desks.	Will increase use of lync and dial-in conference numbers as appropriate for the topic of discussion. Training invitations will specify attendance requirements.
24	Utilize people within the division based on the aspects of the job they like.	In determining workload assignments, we continually strive to balance the development needs of the employee with the organizational need to provide high quality services to our customers. In recent months, we have asked supervisors, through one-on-one conversations with employees, to ensure that we capture all of an employee's experiences. This will help us to make fair and objective decisions on future workload and staffing assignments. Ideally, employees will be placed in positions that are the best fit for them and the organization, balanced with the need to provide fair opportunities for all to achieve their full potential.
23	Suggest that the Procurement Management Team (Mike, Mary and/or Cindy) hold one-on-ones with all employees within the division throughout the year.	Periodic one-on-one meetings with each employee would be beneficial, but given the large number of employees, would be difficult to implement. In addition, some employees may not be interested in one-on-one meetings for various reasons, so any such opportunity would need to be optional for the employee. Mike, Mary and Cindy maintain an open door policy, and in fact have already met with several different employees upon their request. At a future All Hands, Mike will reiterate this open door policy as well as a standing offer to meet with any Division employee who requests a one-on-one meeting.

ID	Suggestion	Disposition
22	Procurement should become its own organization outside of Code 200.	In assessing Procurement's position in the current Center organization structure, an analysis of the pro's and con's of the current arrangement vs. a stand-alone organization would be needed. In our current structure, we do benefit from a direct reporting relationship with Code 100 that is illustrated in several ways; e.g., PO attendance at Code 100 Senior Exec Retreats and Staff Meetings, weekly procurement-only tag-ups with Associate Center Director, frequent tag-ups with Center Director to address specific acquisition issues. Our position within Code 200 does not hamper our ability to communicate or maintain relevance with Code 100. Further, while it is possible that a lack of independence could lead to undue influence by internal customers, we maintain very open communications with Code 200 management to ensure that this undue influence is prevented, and that our relationship is no different than with any other Directorate on Center. In addition, our position within Code 200 has, in many cases, helped us to obtain needed hiring authority to date, because we have been able to perform trade-offs with other Code 200 divisions. While I believe our organizational position does meet our current needs, this is an area that we will assess periodically, to ensure we continue to perform with optimal effectiveness.
21	Increase TOMS functionality to include a step for contractor concurrence with a Task before award is made.	As part of the BSA activity NASA HQ decided to implement one electronic task order system across the Agency (currently there are more than 18). NASA HQ procurement is currently working with the CIO's office to develop and implement TOMS as an Agency solution, which will include a review of its functionality for features such as contractor acceptance. The lead for this activity is the Agency Applications Office (AAO), located at MSFC.
20	Hire Pricing Analyst for every offices to reduce reliance on RA community for SEB and pricing related actions.	Including a pricing analyst in every office would be beneficial as a supplement to current procurement or resource analyst staffing. It is unfortunate that we do not have adequate resources to fully implement this suggestion; however, we are taking steps to increase this expertise. We now have one dedicated pricing expert in the SEB facility with plans for a second resource in the near term. We are also exploring other methods to provide guidance and training on specific cost price issues. We will continually assess our needs in this area and will explore ways to fill this gap within budget and staffing parameters.

ID	Suggestion	Disposition
19	Streamline review process to be concurrent reviews with all reviewers at the table at one time.	We have a documented process for concurrent Solicitation Review Boards (SRBs) which is found under Tab 50 on the Code 210 Policy page. This policy can be modified to fit unique circumstances provided all parties agree. Experience has shown that this approach may not be best suited for extremely unique and complex requirements or Draft RFPs that may require significant changes.
18	Create a formal mentoring program within 210.	This idea has merit, and will be considered for future implementation. The Division has implemented a Shadowing Program to provide opportunities for contracting personnel to match up with personnel in other offices. This will provide some of the same benefits of a formal mentoring program. In addition, our current Climate Advisory Team (CAT II) is focusing on mentoring and will be developing a plan for establishing a formal program for Code 210.
16	Hold training on the TOMS tool for both procurement and technical communities. Increase functionality of TOMS to include error checking on certain fields.	Concur. As a result of the BSA activity, NASA HQ has drafted new language for implementation into the NFS which will address training requirements for Task Monitors. The BSA team also developed Task Monitor training from which HQ will create an APPEL class. Once the APPEL class is finalized it will be put into SATERN, and the changes to the NFS requiring Task Monitors to have training will then be implemented. HQs anticipates that this should be completed by June of 2018. Also as part of the BSA activity NASA HQ decided to implement one electronic task order system across the Agency (currently there are more than 18). NASA HQ procurement is currently working with the CIO's office to develop and implement TOMS as an Agency solution. As part of the Agency implementation there will be additional training developed on how to use the TOMS system.
15	Consider increasing limitation on PEB membership to avoid the potential for or appearance of bias.	Senior Staff is looking into updating the GSFC circular with more guidance where necessary.
14	Update the GSFC Award Fee circular to include more guidance on the mechanics of running the PEB.	GSFC Circular 00-04 was revised in June 2015 taking this suggestion and other changes into consideration.

ID	Suggestion	Disposition
13	Provide training on the NF 1707 for the division as well as the technical requirements community.ity.	This was covered at an "Open Topic" lunch and learn. In addition, a POW was sent out on 08-14-2015 listing POCs for requirements on the NF1707 and other SMEs. We intend to pursue adding 1707 training as part of the COR training class for the technical community.
12	Create a Peer Awards process for the division.	Award program has been established. Award recipients were honored at a ceremony in February 2015. Nominations can be submitted on the Code 210 homepage.
11	Have focused training sessions that get back to the basics of procurement.	Topics will be added to existing working group schedules to cover a broad range of foundational procurement topics.
10	Request that RAs start inserting "Severable" or "Non-Severable" in PR description box to assist with prioritizing actions during fiscal year end.	OCFO generated guidance for RA community instructing them to make an initial determination of severable or non-severable. Initial determination is not mandatory, but strongly suggested.
9	Streamlining the review and approval of the In House Cost Estimate (IHCE)	Revised version of GPR 5100.5 was published on 01/16/2015. It revised the review requirements to remove procurement from the review of the in-house cost estimate.
8	"Real time" appreciation for completing significant procurement actions	Mike is consistently encouraging the management team to recognize employees when actions are done well, at staff meetings, through emails, through more formal Division recognition programs (e.g., Thank You Program).
7	Create a work transition process to assist specialists as they move offices or contract workload.	The Workload Transistion Checklist Plan can be found at the following link:.\\ndgsfs01.ndc.nasa.gov\210Share \210 - Division\Division Data\Workload Transition Checklist Plan.doc
6	Promote consistency across the division in how simplified acquisition files are prepared and documented.	Effective October 3, 2016 the simplified acquisition function at GSFC has been moved to the NSSC. All procurement templates and guidance have been removed from the GSFC Procurement website. The NSSC now maintains all information related to the simplified process.
5	Update the NF 1634 to replace "COTR" with "COR", and revise the 1680 reference to CPAR in paragraph (m) of section 3 of the form.	A new NF1634 was issued on 10/8/2014 that replaces "COTR" with "COR" and also replaces the reference to the 1680 in paragraph (m) of section 3 to now reference the CPARS.
4	Assign the COR as the Assessing Official Rep on all contracts in CPARS.	The guidance related to assigning the Assessing Official Rep has been updated to reflect that the COR may be assigned in this role.

ID	Suggestion	Disposition
3	Include info required to exercise options under the Contract Administration tab. Define all steps necessary to exercise options.	Senior Staff updated the templates for Option Exercise Determination and Notification on 9/15/2014. Updated templates for Option Justification for Services and Supplies on 10/2/2014.
1	Consider creating a shadowing program for the non-1102 employees in the division.	As part of the Division Shadowing Program, opportunities will be included that will be beneficial to all employees with the division, not just 1102 series employee.