



Work Instruction (WI)

DIRECTIVE NO. 547-WI-5100.1.4B
EFFECTIVE DATE: 05/18/2015
EXPIRATION DATE: 05/18/2020

APPROVED BY Signature: Original signed by
NAME: Garcia Blount
TITLE: Branch Head

COMPLIANCE IS MANDATORY

Responsible Office: 547/Manufacturing Engineering Group

Title: Outsourcing for Fabrication Services

PREFACE

P.1 PURPOSE

This instruction outlines the process for the solicitation and contracting of fabrication services from pre-approved blanket purchase agreement (BPA) vendors.

P.2 APPLICABILITY

This procedure applies only to Code 547 Manufacturing Engineering Group personnel (civil servants and support contractors) who coordinate the procurement of fabrication services.

P.3 REFERENCES

547-PG-8072.1.1, Manufacturing Process
547-WI-5100.1.2: Blanket Purchase Agreement (BPA) Awarding of Calls

P.4 CANCELLATION

547-PG-5100.1.4A - Outsourcing for Fabrication Services

P.5 TOOLS, EQUIPMENT, AND MATERIALS

None

P.6 SAFETY PRECAUTIONS AND WARNINGS

None

P.7 TRAINING

None

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P.8 RECORDS

Record Title	Record Custodian	Retention
Work Request, 547 WR	Mfr. Eng. Group	Three years.
Vendor's Shipping Document	Mfr. Eng. Group	Three years after final payment.

* *NRRS – NASA Records Retention Schedule* ([NPR 1441.1](#))

P.9 MEASUREMENT/VERIFICATION

Performance History: Vendor Delivery Rating (VDR) and Vendor Quality Rating (VQR) stored in the current electronic bid rotation system.

During the course of the agreement period of performance, the vendor is solicited and evaluated per this document. The current electronic bid rotation system maintains a record of each VDR and VQR performance in the form of a percentage. On a monthly basis, the Contracting Officer Representative (COR) should provide each vendor with a report detailing their delivery and quality performance history. On a weekly basis, all vendors are required to provide a “Job Status Report” detailing all current award of calls not yet delivered. All discrepancies between the Manufacturing Engineering Groups documentation and the vendor will be resolved. A report detailing the vendor’s bid performance (total number of solicitations, number of No-Bids, percentage of solicitation selected for award, etc.) should be provided for review by vendor upon request.

If at any time a vendor’s performance, either in quality or delivery ratings, falls below 80% prior to the end of the agreement period of performance, the Contracting Officer’s Representative (COR) should notify the Contracting Officer (CO).

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Instructions

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

The Manufacturing Engineering (MEG) Group shall prepare and solicit bids out of house based on the requirements of the request.

The Manufacturing Engineering Group shall follow the fabrication work processes for outsourced vendor per 547-PG-8072.1.1, Manufacturing Process.

1. Obtaining Fabrication Services

Refer to 547-PG-8072.1.1, Manufacturing Process for steps that precede this document.

2. Electronic Bid Rotation

A request for quote (RFQ) is generated using the electronic bid rotation system, based on the requirements provided on the work request. Specific requirements of the fabrication i.e. milling, turning, welding, sizes, need dates, etc., shall be entered into the electronic bid rotation system. The bid rotation system matches vendor capability with fabrication requirements to suggest sources for fabrication.

A minimum of four vendors (or all vendors in the category if less than four) shall be selected for rotation. More than four vendors may be selected to increase competition and to increase the number of conforming bids returned by the vendors.

For customer requirements with an in-house estimate less than \$2500.00, MEG personnel are encouraged to process the requirement as a sole source bid and select one vendor to receive a bid.

The RFQ explicitly states what work is to be performed by the call: drawing numbers, part numbers with revision level, and quantities for each shall be stated.

The vendor’s responsibilities for notes, hardware or secondary processes and documentation, shall be included along with inspection and quality requirements. Note: For all “In-Scope” hardware, or when specifically requested by the customer, always request a 100% dimensional inspection report, material certifications, secondary process certifications, and the vendor’s shop router. As a minimum, unless otherwise replaced by more complete reporting, always request a discrepancy report.

The RFQ shall state the government’s required delivery schedule, either as a firm, fixed date, a number of days or weeks after the receipt of the awarded call, or as a range of acceptable dates comprising a minimum requested delivery date and a maximum acceptable delivery date. Vendor’s bid with

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promised delivery dates within the prescribed range shall be deemed conforming if otherwise technically acceptable

3. Electronic Bid Rotation System creates RFQs (PDF button)

4. The current electronic database creates a quote folder in a share server drive.

Submit drawings, part files if available, and any applicable specifications/documents required to perform requirements to the share folder.

5. Initiate a routing sheet and submit for distribution.

6. COR or COR designee distributes the bids to vendors.

The COR or COR designee shall distribute RFQ's packages to each selected vendor by email. RFQ packages consist of the RFQ sheet with required delivery, and all drawings or other specification documentation necessary to provide clarity of requirement. Unless otherwise specified the vendors are allowed 3 days for package review and are required to return the RFQ with fixed price and delivery commitment to the Manufacturing Engineering Group.

7. RFQ Collection

All RFQ's from vendors are received either by fax or by email and are printed for review. The RFQ's received after the required bid date shall be marked late and may not be considered for award without justification.

The vendor's proposed dollar amount, delivery commitment, and any exceptions on the RFQ shall be entered into the electronic bid rotation system. A preliminary RFQ summary sheet is printed, showing actual RFQ price, and delivery commitment. The RFQ preliminary summary and all RFQ's are returned to the Manufacturing Engineering Group for review.

8. Manufacturing Engineering Group Review

If one or more RFQ's do not conform to, or take exception to, the original requirements, it shall be noted on the preliminary summary and returned to the Manufacturing Engineering Group.

The Manufacturing Engineering Group shall determine the proper course of action. One or more of the RFQ may be disqualified because of the exceptions, the vendor may be contacted for additional information, or the vendor may be asked to resubmit the RFQ based upon a different delivery schedule.

Manufacturing Engineering Group shall include written justification for using a late bid, which will be included in the RFQ package.

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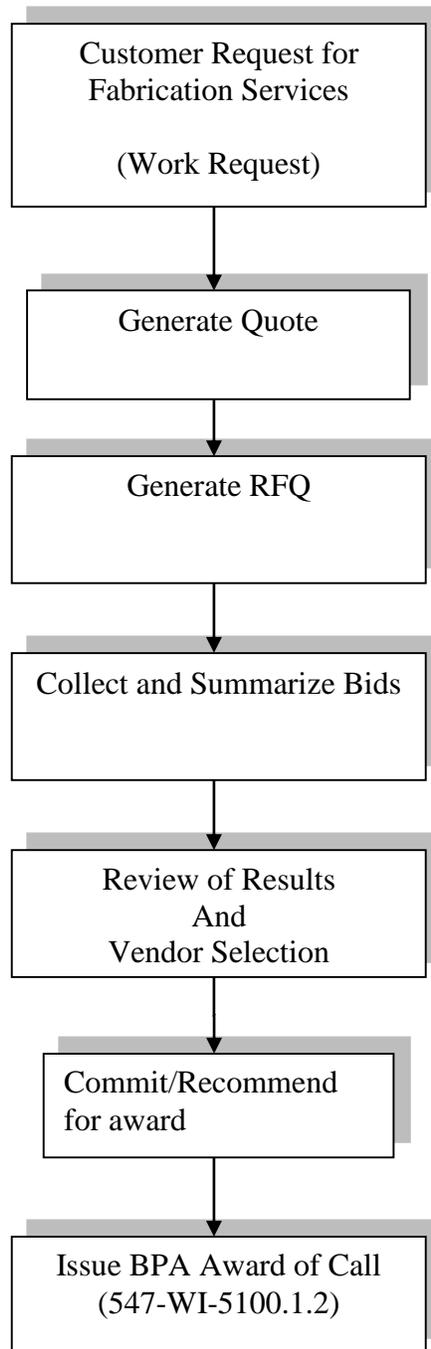
The Manufacturing Engineering Group shall review the RFQ's and RFQ preliminary summary and make an award recommendation to the COR using the selection criteria of price, delivery schedule and vendor past performance to obtain the best value to the government that meets the projects requirement. Vendor past performance for delivery and quality is indicated on the preliminary summary sheet. The Manufacturing Engineering Group's recommendation for award is indicated on the preliminary RFQ package and returned to the COR. The COR may, on occasion, question the recommendation if he or she feels the correct selection criteria has not been used.

10. Award of Calls

Refer to 547-WI-5100.1.2, Blanket Purchase Agreement (BPA) Award of Calls documents for steps that follow this document.

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Flow Diagram



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Appendix A – Definitions

- A1. **BPA Vendor List:** A list of vendors performing at an acceptable level as provided by the current electronic bid rotation system data, qualified to provide products or services to GSFC under a contract.
- A2. **Current electronic bid rotation system:** An automated database used to select qualified vendors for a particular task based on task requirements and previous opportunities to bid. The system also maintains delivery and quality records for each fabrication vendor to aid in vendor selection based on past performance. The printing of several forms used in this process, using database fields, is automated by this system.
- A3. **Current electronic database:** A computer database used for business and facility management, used to automate fabrication management tasks, such as Traveler generation, job tracking and budgeting fabrication assessments.
- A4. **COR Designee:** Any person designated by the COR with the task of distributing RFQ and drawing packages to vendors, and/or processing returned RFQ using the electronic bid rotation system.
- A5. **Request for Quotation (RFQ):** A document detailing specific job requirements used to obtain bids from outside fabrication BPA vendors.
- A6. **Route Sheet (Form 547 RFQ):** Log indicating actions to be performed with placeholder for signature and date.
- A7. **Summary of Quotation (SOQ):** A form used to summarize multiple RFQ's received for one job, listing all bidders, their prices and delivery commitments.
- A8. **Vendor Delivery Rating (VDR) –** a delivery matrix in the current electronic bid rotation system to record the delivery performance of a supplier.
- A9. **Vendor Quality Rating (VQR) –** a hardware quality matrix in the current electronic bid rotation system to record the quality performance of a supplier for items received.

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Appendix B – Acronyms

BPA Blanket Purchase Agreement
CO Contracting Officer
COR Contracting Officer Representative
RFQ Request for Quotation
SOQ Summary of Quotation
VDR Vendor Delivery Rating
VQR Vendor Quality Rating

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	05/25/2010	Initial Release
A	03/18/2014	Rewrite of document to reflect current business practices.
B	05/18/2015	Update of document to reflect current business practices.

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