

## NSSC New SAT Request Checklist

The Simplified Acquisition Threshold (SAT) process consists of PR packages with an anticipated value in between \$10,001-\$250,000 for requirements within the scope of the SAT portfolio. This checklist defines a step by step process to assist requesting activities when requesting SAT services from the NSSC. To order services, complete the following steps below:

**Step 1:** The requesting activity assembles the required documentation to be submitted to the NSSC SAT Team. At a minimum, a complete package consists of the following documentation:

- **Purchase Request (PR):** Funds are certified if the PR version shows “released” in SAP. To route a PR to the NSSC SAT Team, ensure the PR is coded with PGroup “NX1”.
- **NF1707:** A completed electronic copy of the NF1707 should be included in the PR package in SAP.
- **Statement of Work (SOW), Item Description and/or Specifications:** A SOW, Item Description, and/or specifications are required and should accurately describe the essential salient characteristics and functions required to meet the Government’s minimum needs. If applicable, include part numbers, items numbers, manufacturer details, etc. so buyers can ascertain precise requirements. For services, a SOW should be *PERFORMANCE BASED* describing desired outcomes in terms of work accomplished and/or services delivered rather than how the work is to be performed.
- **Market Research:** Provide any research that has been conducted in regard to the requirement such as budgetary quotes, historical purchases, catalog/published pricing, and suggested sources of supply. Market research for SAT purchases is discretionary, but highly encouraged. Completed market research will assist buyers to understand the exact needs of the customer.
- **Recommendation and Determination to Solicit from One Source (RDSS) or Brand Name Justification (If Applicable):** A RDSS or Brand Name Justification is required for any new work that will be procured using other than full and open competition. The SAT RDSS and Brand Name Justification template can be found under the SAT Forms and Templates link found at <https://www.nssc.nasa.gov/simplifiedacquisition>.
- **Evaluation Criteria (If Applicable):** Most SAT purchases will be awarded on the basis of “*Low Price, Technically Acceptable (LPTA)*.” However, if an award decision is to be made on a *Best Value* basis, draft evaluation criteria should be included in the PR package (i.e. Technical Approach, Management Approach, Past Performance, Delivery Schedule, etc.).
- **List of Government Furnished Property (If Applicable):** List of any Government property or services that will be provided to the contractor.

**Step 2:** Once all required documentation is assembled and turned over to the PR Initiator/Resource Analyst the PR Initiator/Resource Analyst will initiate a PR in SAP and concurrently complete a *New SAT Acquisition Request* in the Simplified Acquisition Customer Portal (SACP) located within the NASA Enterprise Service Desk (ESD) at following location:

[https://esd.nasa.gov/nav\\_to.do?uri=%2Fcom.glideapp.servicecatalog\\_category\\_view.do%3Fv%3D1%26sysparm\\_parent%3D782e68226f37020053a94d1fde3ee4aa%26sysparm\\_catalog%3De0d08b13c3330100c8b837659bba8fb4%26sysparm\\_catalog\\_view%3Dcatalog\\_default](https://esd.nasa.gov/nav_to.do?uri=%2Fcom.glideapp.servicecatalog_category_view.do%3Fv%3D1%26sysparm_parent%3D782e68226f37020053a94d1fde3ee4aa%26sysparm_catalog%3De0d08b13c3330100c8b837659bba8fb4%26sysparm_catalog_view%3Dcatalog_default)

For information on how to complete a *New SAT Acquisition Request*, please review our SAT Customer Guide located under the SAT Forms and Templates link found at <https://www.nssc.nasa.gov/simplifiedacquisition>.

**Step 3:** A PR package will route through the Center's SAP PR Release Strategy before being released to the NSSC SAT Team after all internal stops/approvals occur. PGroup "NX1" ensures the PR's final stop is at the NSSC Procurement Office. **NOTE: A Center's SAP PR Release Strategy is not factored into processing time for the NSSC SAT Team.**

**Step 4:** Once a PR is released at the NSSC, the SAT Team will review the PR package for all documentation required in **Step 1**. If documentation is missing or requires refinement an assigned NSSC SAT Team Procurement Specialist will coordinate with the requesting activity to obtain the missing or refined documentation. Once all required documentation is acceptable the PR package will be deemed "**COMPLETE**" and the acquisition lead time clock will begin for processing the request. All SAT requirements are tracked using Package-to-Award (PTA) days. PTA is defined as the date the PR package is deemed "**COMPLETE**" thru date of award. The acquisition lead time for SAT procurements are as follows:

- 30 PTA days for SAT requests that do not require a synopsis
- 35 PTA days for SAT requests that require a synopsis

**NOTE: All questions regarding the SAT process can be directed to the NSSC Customer Contact Center at 1-877-677-2123.**