



NSSC Procurement (PR) Services

The NASA Shared Services Center (NSSC) provides a variety of procurement services to NASA. The NSSC Procurement Office awards and administers Agency Grants; Cooperative Agreements and Grant Supplements; and Phase I and Phase II SBIR/STTR contracts. The Procurement Office team is committed to the Strategic Sourcing Initiative and awards many Agency-wide contracts. The Procurement Office is responsible for centralizing the procurement of software licenses and maintenance through the Enterprise License Management Team (ELMT). The team administers all NASA IT Infrastructure Integration Program (I3P) contracts. Finally, the team awards all internal training packages, manages NASA's 1102 and Contracting Officer Representative (COR) Training Program and functions as the Agency Purchase Card Program Coordinator.

Award & Administration of Grants and Cooperative Agreements

The NSSC awards and administers Grants and Cooperative Agreements in accordance with the NASA Grant and Cooperative Agreement Handbook.

The NSSC

- Performs pre-award and post-award actions for both competitive and non-competitive awards; and
- Maintains a Grants status website accessible to both the grantee community and NASA internal customers which provides status information on NASA Grants.

NASA Field Centers

- Prepare and release funding; and
- Prepare and deliver Grant packages.

Award and Administration of Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) Contracts

The NSSC supports NASA programs in the award and administration of SBIR/STTR contracts.

The NSSC awards and administers three phases of SBIR/STTRs:

- Phase I is a feasibility study to evaluate the scientific and technical merit of an idea. Awards are for periods of up to six months (12 months for STTR) and currently are not to exceed \$125,000.
- Phase II is to expand on the results of the Phase I effort. Awards are for periods not to exceed 24 months and currently are not to exceed \$750,000.
- *Phase III where appropriate, is for small business to pursue commercialization objectives resulting from the Phase I/II research and development activities. Phase III may involve products, production, services, research and development, or any combination thereof that is derived from, extends, or concludes efforts performed under prior SBIR/STTR funding agreements. A Federal Agency may enter into a Phase III agreement at any time with a Phase I or Phase II awardee.
- *The NSSC awards and administers primarily Phase I and Phase II SBIR/STTRs and on a limited basis Phase III contracts usually at the request of the SBIR Program Office.

NASAfacts

Training Purchases

The NSSC purchases all NASA internal training – where the training vendor comes to a Center.

The NSSC awards contracts for on-site training.

Agency Contracting

The NSSC supports strategic sourcing objectives through the award and administration of Agency-wide contracts. These include Agency Relocation Services; Contract Closeout Services; and 1102 and Contracting Officer's Technical Representative (COTR) Training. Agency Contracting awards enterprise software agreements that provide NASA a consolidated method of purchasing of new software licenses and software maintenance from software publishers such as Adobe, BMC (Remedy), MathWorks, Oracle and SAP. Agency Procurement also provides pre-award and post-award contract support to the NSSC. Please visit the NSSC website for a complete list of contracts administered by the NSSC.

I3P Contracts

The NSSC is responsible for providing contract administration to NASA Enterprise-wide contracts such as: Enterprise Applications Service Technologies (EAST); Agency Consolidated End User Services (ACES); NASA Integrated Communications Services (NICS); NETWORX; and Web Enterprise Service Technology (WEST).

Procurement Services

The NSSC provides many other procurement services, including support to:

- NASA Purchase Card Program;
- 1102 Training Program;
- Contract Audit & Administration Services (CASS);
- Establishment of Interagency Agreements; and
- Federal Acquisition Certification in Contracting (FAC-C & FAC-COTR).

About the NSSC

The NSSC provides services across the Agency in five functional areas including; Agency information technology services and selected activities in financial management, human resources, procurement and business support services.

The NSSC strives to provide customer-focused, consistent, high-quality, easily-accessible and timely support services.

Access the NSSC website at:

<https://www.nssc.nasa.gov>

NASA Shared Services Center

Attn: Procurement Services

NASA Conference Tracking System (NCTS)
Building 1111, C Road
Stennis Space Center, MS 39529

NSSC Customer Contact Center

Phone: 1-877-677-2123 (1-877-NSSC123)

Fax: 1-866-779-6772 (1-866-779-NSSC)

Email: nssc-contactcenter@nasa.gov

Web: <https://www.nssc.nasa.gov>