



Dryden Flight Research Center
Edwards, California 93523-0273

DCP-A-003
Baseline

September 11, 1998

DRYDEN CENTERWIDE PROCEDURE

CODE A

PROCESSING NASA
RESEARCH
ANNOUNCEMENTS (NRA'S)
COOPERATIVE
AGREEMENT NOTICES
(CAN'S)
AND
JOINT SPONSORED RESEARCH AGREEMENT
(JSRA'S)

ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
ARE FOR REFERENCE ONLY
THIS SITE IS UPDATED EVERY 30 DAYS

Dryden Flight Research Centerwide Procedure		
PROCESSING NASA RESEARCH ANNOUNCEMENTS, COOPERATIVE AGREEMENT NOTICES, AND JOINT SPONSORED RESEARCH AGREEMENT	DCP-A-003	Baseline
	Date: September 14, 1998	Page 1 of 5

**PROCESSING NASA RESEARCH ANNOUNCEMENTS (NRA'S)
COOPERATIVE AGREEMENT NOTICES (CAN'S) AND
JOINT SPONSORED RESEARCH AGREEMENT (JSRA's)**

1. SCOPE

1.1 Scope. This Dryden Centerwide Procedure (DCP) establishes responsibilities, procedures, and guidelines for the decision and implementing process to use NRA's and CAN's.

1.2 Purpose. This DCP is prepared to provide clear and concise instructions for the NRA and CAN process from preparation and approval through selection and award.

1.3 Applicability. This Dryden Centerwide Procedure applies to all DFRC organizations.

2. APPLICABLE DOCUMENTS

FAR 35.016

NASA FAR supplement (NFS) 1835.016-70

NPG 5800.1 Grant and Cooperative Agreement Handbook

[DOP-A-003](#) Review and Execution of Procurement Documents

3. DEFINITIONS

3.1 Announcement of Opportunity (AO). A form of Broad Agency Announcement (BAA) primarily used to competitively announce flight opportunities for space flight experiments (acquisition of investigations). AO's are usually issued at NASA Headquarters level by Program Associate Administrators with input and support from the Centers. This instruction does not address processing of AO's.

3.2 Broad Agency Announcement (BAA). A general announcement of an agency's research interest (e.g., basic and applied research and that part of development not related to development of a specific system or hardware procurement) including criteria for selecting proposals and soliciting the participation of all offerors capable of satisfying the Government's needs. A NASA Research Announcement (NRA) and AO are the two primary forms of BAA.

**ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
ARE FOR REFERENCE ONLY
THIS SITE IS UPDATED EVERY 30 DAYS**

Dryden Flight Research Centerwide Procedure		
PROCESSING NASA RESEARCH ANNOUNCEMENTS, COOPERATIVE AGREEMENT NOTICES, AND JOINT SPONSORED RESEARCH AGREEMENT	DCP-A-003	Baseline
	Date: September 14, 1998	Page 2 of 5

3.3 Cooperative Agreement Notice (CAN). A competitive solicitation where NASA envisions a cooperative agreement as the award instrument.

3.4 NASA Research Announcement (NRA). A form of BAA used to competitively announce research interests in support of NASA's programs which provide for submission of competitive project ideas, conceived by the offerors, in one or more program areas of interest.

3.5 NRA/CAN Steering Committee. A standing committee is established. It is composed of the Director or Deputy Director, the Procurement Officer, and the Chief Counsel. In accordance with NFS 1835.016-70(b) (1) this steering committee is delegated authority to approve the NRA and designate the Source Selection Official. These authorities are also applicable to CAN's with total government funding estimated to be below \$10 million. Pursuant to NPG 5800.1, 1274.105, CAN's with a dollar value above the threshold require notification to NASA Headquarters of the intent to use a CAN and will be processed outside this Steering Committee.

4. INSTRUCTIONS

4.1 General.

4.1.1 All Center organizations shall consider the use of NRA's and CAN's when doing their acquisition planning and implementation. They shall also consult with acquisition in deciding if an NRA or CAN is appropriate and in preparing the various documentation required in the CAN or NRA process.

4.1.2 Actions being awarded in response to NRA's and CAN's or AO's issued by NASA Headquarters or other installations will require copies of the solicitation document, successful proposals, technical evaluations, and source selection statement to be submitted to the Acquisition Office by the issuing organization (Headquarters or other installation). The responsible Center requiring organization will provide the required funding through a certified procurement request and any update or revised technical evaluation documentation. The requiring organization will also support negotiations leading to award (including preparation of statement of work and identifying and reporting requirements, if applicable.)

4.1.2 All NRA actions shall be conducted in accordance with FAR 35.106 and NFS 1835.016-70. All CAN actions shall be conducted in accordance with the Grant and Cooperative Agreement Handbook (NPG 5800.1), sections 1274.202 through 1274.207.

**ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
 ARE FOR REFERENCE ONLY
 THIS SITE IS UPDATED EVERY 30 DAYS**

Dryden Flight Research Centerwide Procedure		
PROCESSING NASA RESEARCH ANNOUNCEMENTS, COOPERATIVE AGREEMENT NOTICES, AND JOINT SPONSORED RESEARCH AGREEMENT	DCP-A-003	Baseline
	Date: September 14, 1998	Page 3 of 5

4.1.3 In contrast to traditional solicitations, communication with offerors prior to receipt of proposals is permitted to ensure that the technical areas of research and objectives identified in the NRA or CAN are clearly understood. However, this communication shall not extend to providing comments or suggestions on draft proposals/strategic approaches.

4.2 Responsibilities.

4.2.1 Directors or Managers of Center organizations, or their delegated representatives, shall schedule a presentation to the Steering Committee for candidate NRA actions or CAN actions (below \$10 million), which have been coordinated with the Acquisition Office, for further consideration and approval by the Steering Committee. The presentation to the Steering Committee shall include the following documentation: (1) Proposed NRA prepared in accordance with NFS 1835.016-70(c) or CAN prepared in accordance with NPG 5800.1; (2) Draft synopsis; and (3) Proposed Evaluation Plan including Proposal Evaluation Chairperson.

4.2.2 Steering Committee shall make the final decision on whether CAN or NRA is the appropriate solicitation; identify any required changes to the NRA, CAN, synopsis, or evaluation plan; and appoint the Source Selection Official via designation in the NRA or CAN.

4.2.3 Acquisition Office Personnel shall cooperate with requirements initiating personnel to review and assist with NRA or CAN preparation; advise and assist technical personnel in preparing the presentation material for the Steering Committee; assign unique NRA or CAN number and publish the synopsis in the NAIS and/or CBD as applicable; issue the NRA or CAN after the applicable synopsis period expires. The proposal coordinator shall advise or participate in the evaluation of proposals; lead the preparation of the source selection statement and debrief unsuccessful offerors; lead the negotiations, award, and administration of the grants, cooperative agreements, or contracts with the selected offerors.

4.2.4 The NRA/CAN Proposal Evaluation Chairperson shall appoint the evaluation committee; coordinate and lead the overall activities of the evaluation committee; prior to receipt and evaluation of proposals, the evaluation chairperson schedules a meeting with the Procurement Officer to ensure all aspects of the evaluation process are clearly understood; present the findings of the evaluation committee to the Selecting Official (SO); and participate in any debriefings.

4.2.5 Proposal Evaluation Committee shall evaluate proposals received in response to CAN's or NRA's in strict accordance with: the evaluation plan, the evaluation criteria in the NRA or CAN, and the applicable regulations (FAR 35.016 and

**ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
 ARE FOR REFERENCE ONLY
 THIS SITE IS UPDATED EVERY 30 DAYS**

Dryden Flight Research Centerwide Procedure		
PROCESSING NASA RESEARCH ANNOUNCEMENTS, COOPERATIVE AGREEMENT NOTICES, AND JOINT SPONSORED RESEARCH AGREEMENT	DCP-A-003	Baseline
	Date: September 14, 1998	Page 4 of 5

NFS 1835.016-70 for NRA's and the NGP 5800.1, 1274.204 for CAN's); and document the evaluation findings in a presentation to the SO. The Procurement Officer and chief counsel, or their designated representatives, shall be provided a copy of the source evaluation findings presentation (to include strengths and weaknesses under each evaluation factor for each proposer) reasonably in advance of the scheduled source selection meeting. In addition, representatives from the Evaluation committee shall support any requested debriefings and negotiations leading to award on the selected proposals. Review and approval of grants, cooperative agreements, and contracts shall be in accordance with [DOP-A-003](#).

4.2.6 Selecting Official (SO) shall select part, all, or none of the proposals submitted under the CAN or NRA for negotiations leading to awards; execute the source selection statement documenting the basis for selection; and ensure that proposal evaluations were conducted in accordance with the evaluation plan, NRA or CAN requirements, and FAR 35.016 and NFS 1835.016-70 (for NRA's) or NPG 5800.1, 1274.204 for CAN's.

5. NOTES

Joint Sponsored Research Agreement (JSRA)

JSRA's are process through the Resource Management Branch (RMB), Code, CR. When RMB receives a JSRA they contact the AMO who assigns RMB a contract number. AMO receives a copy of the JSRA to input into the AMS system for tracking purposes only.

6. SAFETY PRECAUTIONS AND WARNING NOTES

None

7. APPENDICES, DATA, REPORTS AND FORMS

7.1 Appendices

None

7.2 Formats

NRA/CAN Evaluation Team Appointment Memo
 NRA/CAN Documents
 Evaluation charts
 NRA/CAN Selection Statement

**ALL DOCUMENTS ON THIS SITE
<http://www.dfrc.nasa.gov/DMS/dms.html>
 ARE FOR REFERENCE ONLY
 THIS SITE IS UPDATED EVERY 30 DAYS**

Dryden Flight Research Centerwide Procedure		
PROCESSING NASA RESEARCH ANNOUNCEMENTS, COOPERATIVE AGREEMENT NOTICES, AND JOINT SPONSORED RESEARCH AGREEMENT	DCP-A-003	Baseline
	Date: September 14, 1998	Page 5 of 5

8. QUALITY RECORDS

Any documentation prepared in support of an NRA or CAN acquisition that will be later incorporated as part of the contract file is a quality record. Examples include: (1) Memo appointing the NRA/CAN evaluation team, (2) The NRA or CAN document, (3) Proposals submitted in response to an NRA or CAN, (4) Charts forming the evaluation findings briefing to the selection official, (5) NRA or CAN Selection Statement, (6) Debriefing Minutes, and (7) Record of Negotiation with Successful Offeror(s)

9. TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING AND CERTIFICATION

None