



Contracts and Procurement Office **(Or, How Things Get Ordered)**

Contracts and Procurement team

- We're here to help! We enter into contracts and procure goods and services to assist you in the Observatory mission, in accordance with the NSF Cooperative Agreement, federal Uniform Guidance regulations, and procurement best practices.
- NRAO seeks open and free competition to the maximum extent practical for products and services.
- “Best value” source selections result in awards that are most advantageous to NRAO, with price, quality and other factors considered. For procurements with multiple evaluation factors, the “best value” selection is not based solely on the lowest price.

Budget/Commitment Authorities

- NRAO's Contracts and Procurement Manual provides the guidelines on who can make contractual and financial commitments on behalf of the organization
 - Directors/Division Leaders/Business Managers make budget decisions regarding the approval of a particular item against a specific project.
 - CAP personnel commit the organization via Purchase Order and/or contract and bind all agreements made on behalf of the organization
 - Purchase Orders establish a legal binding commitment between the vendor and the organization
- Budget Authority List at: <https://info.nrao.edu/oas/cap/budget-authority-list-and-requisition-approval-processes>

Requisitions

- First step of establishing purchase orders: Requisitioners enter requisitions in Costpoint module: Manage Purchase Order Requisitions
- Requisitioners can be end users or representatives from a department (an administrative assistant, for example)
- Resources are available:
 - ERP/HRIS Project page (<https://info.nrao.edu/erp-hris-project/erp-hris-project-homepage>) for directions
 - Contracts and Procurement webpage (<https://info.nrao.edu/oas/cap>) including useful forms

Requisitions

- Information required for requisitions:
 - Accounting Information – Project Number and Account Number
 - Requisition Approval Process code
 - Needs statement (explain why the product/service is required)
 - Source & Pricing Justification form (orders over \$20,000)
 - Statement of Work or specifications
 - Other information as applicable (i.e. quotes, suggested vendors, notes to Buyers, etc.)
- Requisitions are assigned to approvers based on approval routes and dollar amounts
 - Route list at: <https://info.nrao.edu/oas/cap/budget-authority-list-and-requisition-approval-processes>

Agreements

- Consultant Agreement
 - For procurement of professional services from an individual or consulting company on a temporary basis for a single project when there is no other method to meet the requirements
 - [Review process, fill out Authorization for Use of Consultant form](#)
 - When fully approved, CAP establishes agreement with consultant
- Subrecipient Agreement
 - Award to subrecipient to provide support for the performance of any portion of the federally awarded project or program.
 - Agreement includes flowdown clauses and other requirements from the federal award
 - Risk assessment, monitoring and closeout procedures over time

Purchase Orders

- Buyers take approved requisitions and:
 - Gather quotes or proposals
 - May request additional info from requisitioners
 - Review Account numbers to ensure Account matches the purchase
 - Ensure vendors completed all required paperwork
 - Make best value source selection
 - Generate PO, send it to vendor and requisitioner
- Requisitioner and Buyer monitor the order in anticipation of completion. Any changes to the order or agreement after award must be formally made by the Buyer or CAP representative.

Invoicing and Receiving

- The receiving clerk at each site receives the goods and enters a receipt of the quantity in Costpoint
- The end user inspects the goods and enters a QC inspection acceptance in Costpoint
- Likewise, an invoice is reviewed and approved by the requisitioner and handed off to the receiving clerk
- Fiscal department pays the vendor
- Closeout procedures initiated by CAP personnel where applicable

Resources

- Contracts and Procurement webpage:
 - <https://info.nrao.edu/oas/cap>
- Email list for contacting procurement personnel:
 - purchasing@nrao.edu
- Contracts and Procurement personnel located at each site:
 - Charlottesville
 - CAP Manager Richard Sakshaug, rsakshau@nrao.edu
 - Buyer Jose Cuenca, jcuenca@nrao.edu
 - Green Bank
 - Buyer Kelsey Moore, kmoore@nrao.edu
 - Socorro
 - Purchasing Supervisor Magdalene Romero, mromero@nrao.edu
 - Buyer Lia Romero, lromero@nrao.edu
 - Buyer Teresa Pino, tpino@nrao.edu
 - Albuquerque
 - Contracts Specialist Anthony Kaiser, akaiser@nrao.edu

Additional Resources

- Subawards and Consultant Agreements:
 - Contracts Administration Supervisor Daphne Anderson, danderso@nrao.edu
- Software Licenses and Maintenance Agreements:
 - IT Contracts Specialist Andrea Lynch, alynch@nrao.edu
- Grants & Work for Others Support:
 - Grants Administrator Grace Lipscomb, glipscom@nrao.edu
- Import/Export Compliance Assistance:
 - Export Compliance Officer Joyce Ford, jaford@nrao.edu



www.nrao.edu
science.nrao.edu
public.nrao.edu

*The National Radio Astronomy Observatory is a facility of the National Science Foundation
operated under cooperative agreement by Associated Universities, Inc.*