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PREPARATION OF PROCUREMENT SPECIFICATIONS

Approved by:

Scott Olive

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NASA SSC Center Operations
Design & Construction Project
Management Division

Date

Concurrence by:

Steven A. Taylor

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NASA SSC Engineering
& Test Directorate

Date

Issued by

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SUBJECT: Preparation Of Procurement Specifications	

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A	06.01.16	K. Snyder Ext. 8-1649	Five-year review. Revised cover sheet to require approval from NASA SSC Center Operations Design and Construction Project Management Division, and concurrence from NASA SSC Engineering and Test Directorate. Administrative changes throughout document. Updated references and acronyms. 2.0-a: Requirement to use Material Request Direct Purchase SSC-Form 21-D, now obsolete; updated to Desktop Requisition.

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1.0 PURPOSE

This John C. Stennis Space Center (SSC) standard (SSTD) covers the instructions to be followed for content and form of technical specifications to be prepared for the procurement of materials or equipment for which no suitable specification exists. The document provides assistance in the preparation of procurement specifications and a uniform format for the specifications.

2.0 APPLICABILITY

Technical requirements for needed materials or equipment shall be prepared and presented to vendors by use of:

a. Desktop Requisition (DR)

A DR shall be made through the Maximo service request system when ordering a manufacturer's commercially available material or equipment from the warehouse. A procurement specification is not necessary for stock warehouse items.

b. Specification Control Drawing (SCD)

A procurement specification is not required when a SCD is used.

c. Procurement Specification

A procurement specification shall be used if any of the following conditions are met:

1. When ordering engineered equipment, which is defined as any item to be purchased according to special pre-determined design, including items that will be fabricated in shops.
2. When ordering manufacturer's stock items which are to be modified or which require a special or unusual test(s) be made before acceptance.
3. When ordering a "system" which is made of many different items combined into a unit, such as an instrument panel.
4. When ordering to meet strictly functional requirements. A functional specification states the technical requirements, the required operational and maintenance performance, and provides for the vendor to furnish detailed design. A functional specification is ideal when a non-existing product is to be procured, and the vendor is to furnish the detailed design in addition to the end item.

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3.0 REFERENCES

All references are assumed to be the latest version unless otherwise indicated.

NASA form NF-1046, *Transfer and/or Notification of Acceptance of Accountability of Real Property*

SPR 1440.1, *SSC Records Management Program Requirements*

SSTD-8070-0005-CONFIG, *SSC Preparation, Review, Approval, and Release of SSC Standards*

4.0 RESPONSIBILITIES

- a. This SSTD applies to all SSC, National Aeronautics and Space Administration (NASA) and NASA organizations, contractors and sub-contractors purchases by those who are in the capacity to procure products that require a procurement specification. Statements of the detailed requirements of an individual specification are the responsibility of the procurement specification writer.
- b. Users of this SSTD shall comply with its requirements, ensure use of the correct version of this standard and the documents it references, and inform the appropriate organization of needed changes in accordance with SSTD-8070-0005-CONFIG.
- c. Responsibilities for the use and control of this SSTD and for the review and approval of revisions or cancellation of this SSTD shall be as specified in SSTD-8070-0005-CONFIG and the applicable documents referenced therein.

5.0 REQUIREMENTS

5.1 General Form and Content of Specification

Each specification shall contain the following sections:

- a. Scope
- b. Applicable Documents
- c. Requirements
- d. Quality Assurance Provisions

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- e. Preparation for Delivery
- f. Notes (not mandatory in all specifications)

5.1.1 Scope

- a. The Scope shall state the designated name of the type of equipment or material the specification covers and a brief statement of intended use.
- b. If more than one (1) type of the same equipment is included in the specification or considerable detail information is required to explain the intended use, it shall be placed in the Notes section (See Sec. 5.1.6)

5.1.2 Applicable Documents

- a. Applicable Documents shall list all codes, specifications, and standards which are referenced in the specification. They should be referenced by title and number.
- b. Refer to nationally recognized specifications and/or government specifications.
- c. If the specification being prepared requires reference to more than one specification, be sure any conflicts are eliminated.

5.1.3 Requirements

This section shall state essential requirements and descriptions applying to the equipment, including individual performance characteristics of each component which makes up the complete equipment.

5.1.3.1 *Functional*

Under this heading, all requirements to be met to assure that the item will perform the function for which it is intended should be stated unless the specific method of meeting these is covered in Section 5.1.3.3. Some of these items to be considered are:

1. Operating Capacity
2. Dimensional Limitations
3. Weight Limitations
4. Duty Cycle
5. Controls