

## 1816.603

NPG 9501.2, NASA Contractor Financial Management Reporting System), use the clause with its Alternate I.

[62 FR 3478, Jan. 23, 1997, as amended at 64 FR 51079, Sept. 21, 1999]

### Subpart 1816.6—Time-and-Materials, Labor-Hour, and Letter Contracts

#### 1816.603 Letter contracts.

##### 1816.603-2 Application.

(a) Centers must ensure that NASA liabilities and commitments are minimized under letter contracts. When a letter contract is justified and program requirements can be severed into smaller, discreet efforts, the work authorized by the letter contract must be limited to the minimum severable effort required to satisfy the urgent program requirements. The remaining requirements may not be initially included in the letter contract and must be acquired through a separate fully priced and definitized contract action.

[66 FR 53547, Oct. 23, 2001]

##### 1816.603-370 Approvals.

(a)(1) The approval authority to issue a letter contract is—

(i) The Assistant Administrator for Procurement when the estimated value of the definitized contract is equal to or greater than the Master Buy Plan (MBP) submission threshold of 1807.7101;

(ii) The procurement officer when the estimated value of the definitized contract is below the MBP submission threshold; and

(iii) The Assistant Administrator for Procurement for any modification of an undefinitized letter contract approved by the procurement officer that increases the estimated value of the definitized contract to an amount equal to or above the MBP submission threshold. This approval must be obtained prior to issuing the modification.

(2) The procurement officer must sign all requests for approval by the Assistant Administrator for Procurement and submit them to Code HS.

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(b) All requests for authority to issue a letter contract must include the following:

- (1) Contractor name and address.
- (2) Place of performance.
- (3) Contract number, including modification number, if applicable.
- (4) Brief description of the work or services to be performed.
- (5) Performance period or delivery schedule for both the letter contract and definitized contract.
- (6) Estimated value of the work authorized by the letter contract.
- (7) Estimated value of the definitized contract.
- (8) Contract type of the definitized contract.
- (9) A statement that the definitized contract will contain all required clauses or identification of approved specific clause deviations.
- (10) Complete justification of the necessity for the letter contract, including the advantages to the Government and a description of the efforts to avoid its issuance or to minimize its scope.
- (11) The definitization schedule described in FAR 16.603-2(c) expected to be negotiated with the contractor.

[67 FR 30603, May 7, 2002]

## PART 1817—SPECIAL CONTRACTING METHODS

### Subpart 1817.1—Multiyear Contracting

Sec.

- 1817.105 Policy.  
1817.105-1 Uses.

### Subpart 1817.2—Options

- 1817.200 Scope of subpart.  
1817.203 Solicitations.  
1817.204 Contracts.  
1817.206 Evaluation.  
1817.207 Exercise of options.  
1817.208 Solicitation provisions and contract clauses.

### Subpart 1817.4—Leader Company Contracting

- 1817.401 General.

### Subpart 1817.5—Interagency Acquisitions Under the Economy Act

- 1817.503 Determinations and findings requirements.  
1817.504 Ordering procedures.