

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: July 1, 2022
	ASSESSOR BULLETIN	NUMBER: AB-34-2022
		LAP: ALL
SUBJECT: Updates to the NIST Contract and UTRS Contract forms		

The purpose of this bulletin is to inform NVLAP assessors of the updated Quote and Invoice forms for NIST and UTRS contracts. These changes are applicable to all assessor quotes and invoices.

These documents have been revised to include the change in the approved GSA POV rate to \$0.625.

In addition, the Quote form has been modified to include a location for the assessor to identify the airport codes that are used in developing the airfare estimate. When estimating airfare for the quote, the assessor will need to include the airport codes used to determine the airfare estimate.

The updated forms are in the NVLAP Interactive Web System (NIWS) Assessor Portal.

Please contact Lori Gruber (lori.gruber@nist.gov) or Tessa Gordon (tessa.gordon@nist.gov) if there are any questions regarding the use of the quote and invoice forms.