

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: April 12, 2011
	ASSESSOR BULLETIN	NUMBER: AB-12-2011 LAP: All
SUBJECT: Change in NVLAP contracts language		

The purpose of this bulletin is to announce a change in the language in contracts for on-site assessments. This change is necessary in order for NVLAP to comply with Federal Acquisition Regulation (FAR) 13.106-3 and the requirements of the NIST Acquisition Management Division.

The contract awards that NVLAP is currently doing have been defined as “firm fixed price.” However, as defined by the FAR, these orders must be written as “not to exceed.” For future contracts, the language will read as follows:

“The Contractor shall provide services in accordance with the Statement of Work. The total amount of this order is a “not to exceed amount.” The contractor shall invoice the Government at the NVLAP-approved hourly rates, as shown in the attached quotation. The invoice shall show the breakdown of hours worked, as well as the miscellaneous and travel expenses being invoiced.”

Assessors will continue to send their quotes for assessments to NVLAP Program Managers as they have in the past.

Accompanying this bulletin is a copy of the revised NVLAP Laboratory Assessment and Related Services Invoice form. The invoice can still be found under Assessor Resources/Other Forms and Information for Assessors on the NVLAP website, <http://www.nist.gov/nvlap>.

Please direct any questions about this bulletin to NVLAP’s Administrative Specialists:

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