

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: October 24, 2019
	ASSESSOR BULLETIN	NUMBER: AB-28-2019 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. There are no changes to the process. These documents have been revised to include the assessor address and remove the requirement for the laboratory address.

The updated quote form is to be used for both NIST and UTRS contracting process. The updated invoice forms are titled in accordance to the contracting process that is to be used (NIST or UTRS). The appropriate forms shall be used when submitting documents for an onsite assessment.

The updated forms are located 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.