

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: January 21, 2020
	ASSESSOR BULLETIN	NUMBER: AB-29-2020 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 an assessor hourly rate increase, the approved GSA POV rate, and a line item in which to include labor hours for a lead assessor.

Effectively immediately, the assessor labor rates have increased from \$86.50 to \$89.00. New rates are in effect for all estimates received from this date forward.

The NVLAP Assessor Quote form includes a new line item under On-Site Assessment (Hours) labeled Lead Assessor. When an assessor is assigned as the lead assessor for a team assessment, he/she can include one hour per additional assessor on this line. For example, an assessment is assigned with a team of three assessors (a lead assessor and two additional assessors). The lead assessor may claim two hours on the Lead Assessor line item. This allowance cannot be used for assessments where the assessor is assigned as a single assessor.

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.