

**Advanced LIGO Procurement Plan Meeting  
NSF HQ Room 310, Stafford I  
9 AM to 11 AM, May 29, 2008**

**Revised Agenda and Questions**

Introductions: – 5 min.

Customs and Taxes: 10 min.

- Need a letter from NSF “To Whom it may concern” stating that all equipment purchased for Advanced LIGO is government owned.
  - Used to notify vendors not to apply California state taxes on equipment being shipped to Caltech
- May need help from NSF on working with US Customs to obtain duty-free status for Advanced LIGO foreign acquisitions and gifts/donations from international collaborators.

Advanced LIGO (AdL) Acquisition Plan: 60 min.

- Does the submitted plan meet the needs of the NSF Office of Grants and Awards in order for them to pre-approve procurements?
- What can we change/improve to facilitate NSF’s ability to approve based on the information in the Acquisition Plan?
- NSF notifies LIGO in writing when approvals are made. To whom does this notification go?
- What is the procedure for
  - submitting new procurements between the required yearly update submittals,
  - notifying NSF that a pre-approved award has changed such that re-approval is necessary and resubmitting for approval,
  - notifying NSF of reallocation of funds >\$250K,
- For changes to the MIT sub-award, does the sliding scale apply for determining whether NSF must be notified and give approval?
- What are the intended uses and/or audience for the required 16 data elements? Items of particular interest are the FPDS code (iii), the requirements (iv), the award type (viii), and basis for selection (xvi)?
- Discuss the details of the information package to be submitted for items requiring further review by NSF. Use as a reference the sample package prepared by Ed Jasnow, AdL procurements officer.
- Discuss the requirements for cost analysis for sole source procurements. (per CFR215.45)

Advanced LIGO Detector Overview – 30 min.

By David Shoemaker, Advanced LIGO Project Leader

Other Topics: 15 min.