**Langley Contractor Steering Council Meeting Minutes**

**June 22, 2023 @ 2PM – 3PM**

Hybrid Meeting – 31 online / 6 in person

Meeting Started: 2:00PM

**Chris Fannin:** Welcome everyone! As many are aware, Tim Cannella from OP has departed NASA and the Office of Procurement currently has not identified a representative to come present at our meetings at this time. We will keep you posted when we hear otherwise. We also wish Tim the best in his future endeavors. He was a great support to our organization, and we thank him for his efforts.

**Laura Blumberg:**

* Update for VASBA:
	+ Save the Date: VASBA Gala & Symposium – September 28 @ Marriott City Center Newport News

**Rob Betts:**

* SB Update:
	+ Slides avail via LCSC website
	+ We have met 3 out of our 5 goals for the Langley Research Center (LaRC) October - May FY23 Prime Goals vs. Actual Percentages!
	+ Upcoming Procurement Opportunities:
		- CMOE II – responses due July 7, 2023
	+ Request for Information on Advancing Racial Equity and Support for Underserved Communities in NASA Procurements and Federal Financial Assistance – comment period **EXTENDED** to July 11, 2023
	+ Please check out upcoming Learning Opportunities (info on slides)
		- July 11, 2023 - ISR/SSR Training
		- Richard Mann from OSBP HQ will be the presenter
		- Encourage contractors to attend!
	+ Please check out upcoming Outreach Opportunities: (info on slides)
		- July 20 – Small Disadvantaged Businesses topic (Virtual event)
		- July 21 – Small Business Resource Day (Norfolk, VA)
		- October 11 – NASA Small Business Conference and Networking (Wash DC)
	+ Seeking nominations for FY2023 SB Subcontractor of the Year
	+ OSBP new NASA Vendor Database: <https://apps.nasa.gov/nvdb/>

**Jenny Monokrousos:**

* LCSC Secretary Update
	+ Announcement of elected positions: (these are 2-year terms, June 2023 – May 2025)
		- LCSC Chair – Chris Fannin, AMA
		- LCSC Communications Coordinator – David Peterson, ViGYAN
	+ Presenting on behalf of the Langley NASA Exchange
		- The Exchange is a NAFI (Non-appropriated Fund Instrumentality)
		- Programs/Services supported by the Exchange- Food & Beverage (Cafeteria, Catering, Afterburner), Child Care, Retail Store, Sports & Rec Clubs, Fitness Center, and other Special Events
		- The exchange supports the 2023 LaRC Open House
			* October 21, 2023 @ 9AM-4PM
			* To support the Langley Open House, the Exchange team humbly requests sponsorship (cash or in-kind donations) from:
				+ NASA internal contractors & vendors.
				+ Profit & non-profit local communities and organizations.
			* If interested to support the Langley Open House, please contact Sally Hall at manuelita.s.hall@nasa.gov
			* Sponsorship request letters will also be mailed to companies listed with LCSC

**Laura Blumberg:**

* Intro to Agency ITPO CSC
	+ Chairperson: Laura Blumberg (SAIC), Vice Chairperson: Jared Ross (Leidos), Secretary: Jules Clayton (Insight Global)
	+ Encourage effective communication and collaboration between NASA OCIO’s IT contractors and enhance the productivity and quality of contractors' services and products for the overall success of the NASA OCIO.
	+ Provide timely information and advice on enterprise-wide issues of mutual interest and acts as a forum for ad hoc communications between the OCIO and the contractor community.
	+ Any company may be a member and participate in the Council’s informal framework where large and small businesses can network with each other and with OCIO and other IT leaders.
	+ Meets virtually each month on the 2nd Wednesday at 2:00 p.m. ET.
	+ ITPO CSC email – ITPO.CSC.info@gmail.com
	+ Upcoming Speaker: July 12th, John Evans, Glenn Research Center CIO (Acting)

**Guest Speakers:**

* **Rob Ayers – Office of the General Counsel, LaRC**
	+ Impartiality Guidance for Contract to Civil Service – eCFR System 2635.502
	+ Criminal statute 18 U.S.C. § 208 prohibits employees from participating:
		- Personally and substantially in a particular matter (contract, grant or agreement) in which they have an interest or an imputed interest if the particular matter will have a direct and predictable effect on the interest
	+ Financial interests include:
		- Ownership interests (stock)
		- Imputed interests (spouse, employer, minor child, member of board, officer, director, company with whom seeking employment)
		- Exceptions include diversified mutual funds and up to $15,000 in publicly traded stock.
	+ Procurement Integrity Act Restrictions
		- A person may not accept compensated employment with a company (successful bidder/contractor) for one year if she worked on a NASA contract over $10 million in one of the following roles:
		- Procuring Contracting Officer, Source Selection Authority, Member of the Source Selection Evaluation Board, Chief of Financial or Technical Evaluation Team, Program Manager (PM), Deputy PM, or Administrative Contracting Officer
		- Decision-maker to award the contract, modification, subcontract, task order or delivery order or establish rates, authorize payment, or settle a claim over $10 million
	+ Seeking employment:
		- Once a Federal employee has engaged in a conversation with a contractor about potential employment, the employee is seeking employment and must recuse from all NASA work concerning that contractor
	+ Family Members Working for Support Contractors:
		- It’s a common scenario for one spouse to work for NASA and another spouse to work for a support contractor, or for a parent to work for NASA and an adult child to work for a support contractor or vice versa.
		- Dependent children's’ assets and employment may create a conflict of interest for NASA employees
		- Family members should not recommend each other for work, advancement, or promotion.
		- NASA employees should speak to their supervisors and can seek an “ethics determination” if there is some connectedness in family members’ work relationships.

**New Business:**

* Chris Fannin: We have unfortunately run out of time on this very interesting topic of OCI. We will invite our 2nd guest speaker, Paul Hawkins, to our next meeting!

Meeting Ended: 3:01PM

Notes Taken By: Jenny Monokrousos, AMA