NOAA AGO ACQUISITION PACKAGE CHECKLIST

Acquisition Description:

Submitting Office Point of Contact:

Acquisition Division:

Contracting Officer:

DOCUMENTS REQUIRED FOR EVERY NEW ACQUISITION	✓
Statement of Work or Statement of Objectives	
Independent Government Cost Estimate	
Requisition with Funds Approval and Programmatic Approval	
Acquisition Planning Clearance Checklist	
Market Research	
Milestone Plan	
CONTACT INFORMATION (Name, email address and phone number)	
Purchase Order Contact For PO's under $100,000, Commercial Acquisitions under $5,000,000, and any General Services Administration orders	
Contracting Officer Representative For any Contract over $100,000	

ADDITIONAL DOCUMENTS REQUIRED DEPENDING ON TYPE OF ACQUISITION	✓
Acquisition Plan Required for all acquisitions estimated to exceed $5,000,000, including options, later phases and follow-on contracts	
Evaluation Criteria or Best Value Actions Required every time there is a competitive process	
Information Security in Acquisitions Checklist Required for all services contracts	
Justification Other than Full and Open Competition (JOFOC) Required every time the supplies or services are to be purchased from a source without engaging in a competitive process	
Exhibit 300 + Acquisition Plan Required Information Technology purchases equal or greater than $10,000,000	
Formal Source Selection Process or Waiver Required for acquisitions over $10,000,000	
NOAA Section 508 Standards Checklist and Assessment Certification Form Required for all IT supplies and services	
Other AGO Requirements Additional documentation discussed with AGO representative (ex: documentation for using other than Small Business)	
Line Office or Corporate Office Requirements	

Note: This document is intended to provide guidance on which documents are required as part of the Acquisition Package. The final list of the nesessary documents for each particular acquisition will be determined by the acquisition official. Some Line or Corporate Offices may require additional documentation.

Forms can be found on the Acquisition and Grants Office website: http://www.ago.noaa.gov/ad