

PROCEDURE AGO-07 P20
SUBMITTING ACQUISITION PACKAGE DOCUMENTS

Purpose:

The purpose is to create an interim procedure for submitting all documents in support of a Requisition using email instead of uploading documents to the Requisition in C.Request.

Objective:

The primary objective is to provide a consistent means for submission of attachments to the servicing Acquisition Divisions. A secondary objective is to provide quality assurance of the Acquisition Package being submitted.

Procedure:

Once all documents are complete in support of the Acquisition Package, the Requisitioner submits the complete Acquisition Package in accordance with the following steps:

1. Requisitioner submits the Requisition via C.Request to their servicing Acquisition Division's C.Buy InBox.
2. Requisitioner submits all supporting documentation, including the Acquisition Package Checklist (refer to Procedure AGO-07-P16), via email to the corresponding Acquisition Division mailbox as follows:
 - AD.NES@noaa.gov for NESDIS Acquisition Division
 - AD.NWS@noaa.gov for NWS Acquisition Division
 - AD.SEC@noaa.gov for Staff Office and External Clients Acquisition Division
 - AD.CFR@noaa.gov for NOS, NMFS, and OAR Acquisition Division
 - AD.HPC@noaa.gov for High Performance Computing Acquisition Division
 - **For Regional Acquisition Divisions, continue to use the existing process until further notice.**
3. Requisitioner types the Requisition number issued from C.Request into the Subject Line of the email. Example: "Subject Line: NAAJA000-7-12345".
4. The Acquisition Support Team will review the Acquisition Packages received in the email boxes for completeness, not content, per the Acquisition Package Checklist.
5. The Acquisition Support Team will contact the Requisitioner if any of the documents are missing.
6. The Requisitioner will send the missing documents to the original email address with the same Subject Line (see Step 3).
7. The Acquisition Support Team will place the completed set of documents in a shared directory for the servicing Acquisition Division.
8. The Contract Specialist will retrieve the Acquisition Package documentation from the share directory.

Effective:

Immediately

Expiration:

Process will end September 30th, 2007.

Definition:

Acquisition Package – a complete set of documents needed to acquire supplies or services to satisfy approved requirements in a timely, efficient manner and at the most reasonable cost to the

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Government. Acquisition packages contain documents which are used internally by the government and other documents which are included in the official solicitation made available to the public.

Acquisition Package Checklist – a one-page form, listing required and discretionary documents for a new Acquisition.

References:

Procedure AGO-07-P16: Completing the Acquisition Checklist

NOAA Acquisition Package Checklist (www.ago.noaa.gov/ad/fy07/acqpackagechecklist.shtml)