

NOAA ACQUISITION PACKAGE CHECKLIST

Acquisition Description:

Submitting Office Point of Contact:

Total Estimated Value of the Acquisition:

Anticipated Period of Performance:

DOCUMENTS REQUIRED FOR EVERY NEW ACQUISITION



Performance Work Statement, Statement of Objectives or Statement of Work

Independent Government Cost Estimate
Required for acquisitions over \$150,000

Requisition with Funds Approval and Programmatic Approval

Market Research

Milestone Plan

TECHNICAL POINT OF CONTACT INFORMATION

Name: Phone:

Email:

ADDITIONAL DOCUMENTS REQUIRED DEPENDING ON TYPE OF ACQUISITION



Acquisition Plan
Required for acquisitions estimated to exceed \$10,000,000, including options

Evaluation Criteria for Best Value Actions
Required for a competitive process

IT Compliance in Acquisition Checklist
This IT checklist, with appropriate signatures, must be completed for Information Technology (IT) acquisitions (in accordance with the definition of IT on page 7) within the Department of Commerce (DOC).

Justification Other than Full and Open Competition (JOFOC)
Required when supplies or services are to be purchased from a source without engaging in a competitive process

Exhibit 300 + Acquisition Plan
Required for Information Technology acquisitions equal to or greater than \$10,000,000

Formal Source Selection Process Waiver
Required for acquisitions over \$10,000,000 when formal procedures not used

NOAA Section 508 Standards Checklist and Assessment Certification Form
Required for IT supplies and services acquisitions

NOAALink Worksheet
Required for NOAALink acquisitions over the micro-purchase threshold

Other AGO-Required Documents
Any additional documentation identified by AGO representative

Line Office or Corporate Office Requirements

Forms can be found at <http://www.ago.noaa.gov/acquisition/checklists.html>