NOAALink
Procurement Process Briefing

May 2016

Briefing Purpose

- NOAALink the program
- Review the goals of NOAALink Procurement Authority
- Identify Roles and Responsibilities
- Discuss NOAALink-specific aspects of procurement
- Learn about the NOAALink Core Contracts
- Identify the Resources available to support NOAALink Procurements

NOAALink the program

- NOAALink is an IT Acquisition program
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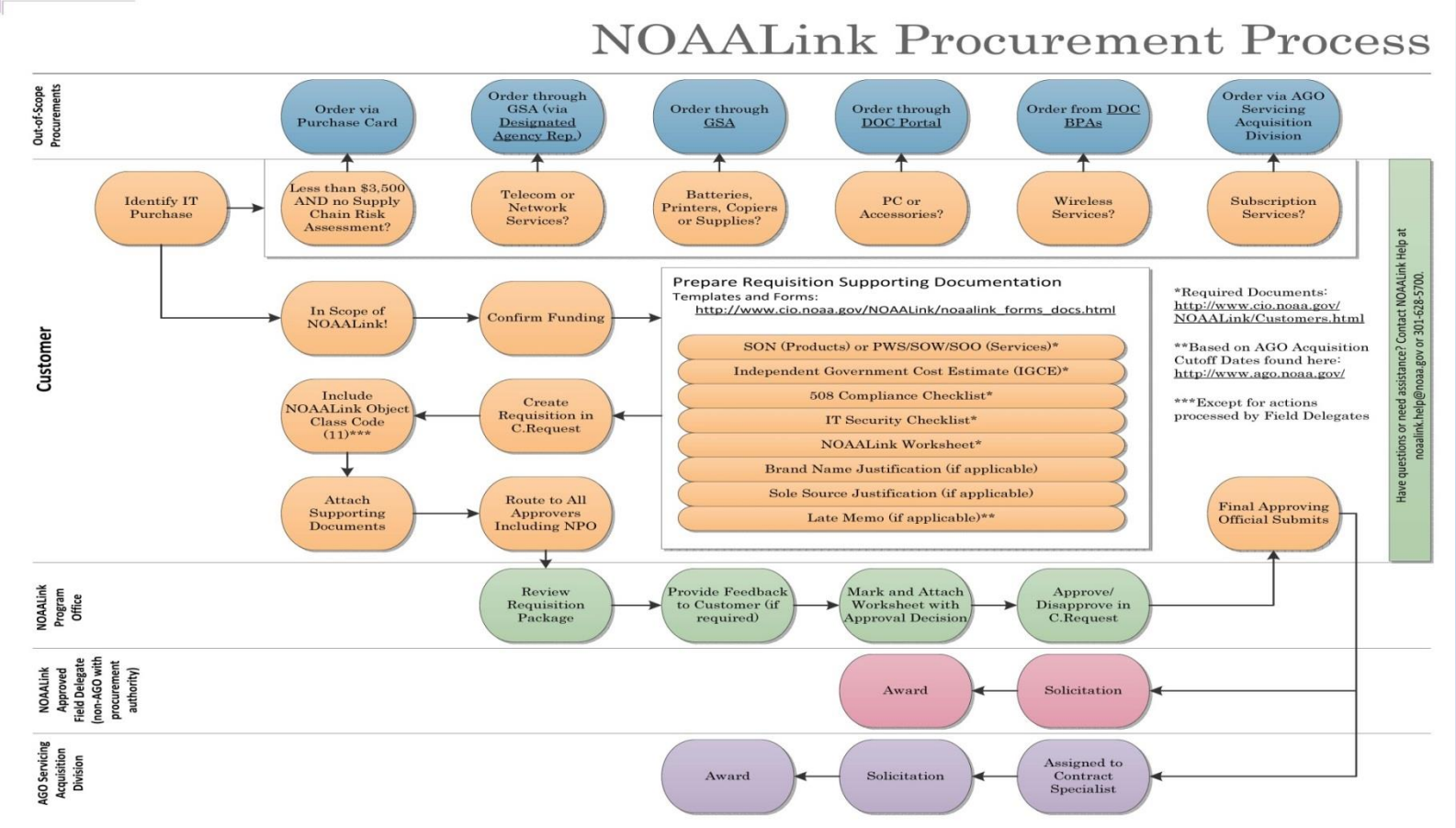
- Established in 2010 and expires in 2020

- The program ceiling is $2.5 billion.

NOAALink the Program



Procurement Authority Goals

Goals

- Respond to customer feedback
- Comply with the original program intention: rely on the NOAALink Program Office (NPO) and SSAD to focus on strategic management and provide support to
  - Clients
  - Acquisition Divisions
  - Field Delegates
  - Management

Benefits

- Consistency for clients by receiving support from their local acquisition offices for IT requirements
- Utilize Field Delegates for smaller requirements
- More strategic and advanced planning of procurements

Roles and Responsibilities

NOAALink Program Office

- Review of all IT actions exceeding $3,000
- Customer support for developing technical documents
- Strategic planning for consolidated requirements and special interest actions
- Contracting Officer Representative (COR) support for all NOAALink core contracts and task awards

Strategic Sourcing Acquisition Division

- Management of Core Contracts
- Administration of existing orders placed by SSAD
- Processing consolidated and special interest actions
- Strategic planning for consolidated requirements
- Advanced Acquisition Planning

Roles and Responsibilities

Local Acquisition Divisions

- Processing actions for existing customers
- Providing feedback and recommendations to CIO/NPO and SSAD regarding processes and customer needs
- Coordinate with SSAD to manage core contract NOAALink actions
  - Project status as needed
  - Communication about issues and trends

Procurement Authority Holders

- Participate in Procurement Process Briefing
- Execute NOAALink actions in accordance with existing Acquisition guidance
- Follow standardized guidance provided by SSAD
  - Process Guide
  - Suggested and Mandatory Templates

Roles and Responsibilities

Contracting Officer Representatives

- **For Core Contract Task Orders, CORs are provided by CIO/NPO**
- For non-Core actions, CORs are assigned through customers

Task Managers

- Provide monitoring support and maintain communications with the CO and COR

Workload Assignments

- Requisitioners will be directed to submit IT requirements either to
  - SSAD (NLK)
  - Their local servicing acquisition office or Field Delegate through established processes
  - Post-award actions reside with awarding acquisition division

NOAALink-specific Aspects

NOAALink Worksheet

- NPO-approved version must be included with all submitted PRs

IT Security Checklist

- Completed by the customer and included with PRs

Section 508 Form

- Required and completed by customers and included with PR for all IT actions

Core Contracts

- IDIQ contracts available for IT service actions
- Standard processes for competing, awarding and administering task orders

Instructions - Requisitions

For Requisitioners

- Complete a NOAALink Worksheet located at: HTTP://www.nlkreqs.com/WorksheetParams.aspx
- Complete requisition in C.Request
  - Attach Supporting Documents
  - Reference NOAA Application Package Checklist and NOAALink submission checklist (http://www.cio.noaa.gov/NOAALink/index.html)
- **Route** package to NPO for Scope Approval
- After Scope Approval, the NOAA Financial Manager approves for funding availability and accounting validation
- Receive Direction to **Submit** to the Local Acquisition Division or to SSAD/NLK

Instructions - Specialists

For Acquisition Division Staffs and Field Delegates

- **Receive a written letter of authority after attending a NOAALink Procurement Authority Briefing**
- The standard Procurement Administrative Lead Times (PALT) and Fiscal Year Cutoff Dates apply to NOAALink Acquisitions
- Review and verify:
  - The PR has been reviewed by NPO prior to submission to AGO
  - Confirm the PR's NLK Worksheet is approved by NPO
  - All supporting documents are attached to the PR in C.Request/C.Award
  - Review all funding codes and CLINs to ensure that the NOAALink coding is included (Object Class ending with 11)
- Solicitation and award numbers must include the proper activity codes
- **Submit copies of all Core Contract solicitations, awards, and modifications to NOAALINK.Help@NOAA.GOV and to AGO.NOAALink@NOAA.GOV**
- **Submit copies of all non-Core Contract awards and modifications to NOAALINK.Help@NOAA.GOV**

Instructions - Specialists

- Milestone Plans are required for all orders exceeding the Simplified Acquisition Threshold
- For information purposes only, and clearly marked as such, a CD-570 needs to be completed to document the pool used:
  - If the requirement is for repetitive or follow-on work by an 8(a) firm, then the requirement should be competed among any 8(a) vehicle available or must be set aside under a vehicle or FBO
  - If the requirement is for repetitive or follow-on work by a small business, then the requirement should be competed among the NOAALink Small Business Core Contractors
  - If a requirement is competed in one pool with no awarded task order resulting from the competition, then consideration should be given to competing the requirement in the other pool before going outside the Core Contracts.
- Close out procedures, in accordance with FAR 4.8 and Commerce Acquisition Manual (CAM) Part 4, Chapter 3, shall be completed within six months of a task order being physically completed.

Instructions - Products

For Purchasing Products

- Determine the most appropriate acquisition strategy for the action
- Ensure that all submitted documents are properly completed in accordance with established procedures and policies prior to processing
- Use templates if needed for Statement of Need and Brand Name Justification
- Review the PR and contact the Requisitioner if there are any missing or incomplete items
- Return the PR within 2 business days if no reasonable response from the Requisitioner
- Ensure a copy of the award is provided to the Customer Point of Contact and to NOAALink.Help@noaa.gov
- For recurring maintenance services on Products, include options when appropriate and in collaboration with Requisitioner

Instructions - Services

For Purchasing Services

- First consideration must be given to NOAALink Core Contracts
- The CO needs to provide document rationale for decision to purchase services exceeding $150,000 outside of the NOAALink Core Contracts
- Purchase of services for Strategic Management Services (SMS) must be accomplished by SSAD. Further info on SMS can be found at: http://www.cio.noaa.gov/NOAALink/docs/NOAALink_Service_Area_Matrix.pdf
- A Request for Information (RFI) is used to establish which contractor pool will be used for an action. Rule of Two applies for considering 8(a) first [reference FAR 19.805-1].

Instructions - Core Contracts

- Task Orders can be Firm Fixed-Price and/or Time and Materials
- Competition Pools include
  - **8(a):** Pool is no longer available
  - **Small Business:** Earth Resources Technology (ERT), Think Tank Inc, Caelum Research, System Integration Development (SID), 2020 LLC/Maximus
  - **SMS:** Ambit
- Standard Task Order Proposal and Evaluation Factor Structure
- Register contract (> $150K) in CPARS upon award
- Active Tracking of contract ceiling
- Close out of task orders within six months of physical completion

Instructions - Core Contracts

For Issuing NOAALink Core Contact Task Orders

- Competition of an action must be limited to a single pool, either 8(a), Small Business or SMS
- Process standards, reflected in templates for Task Order Proposal Requests (TOPRs), include:
  - Evaluation Factors
  - Proposal Size
  - Proposal Preparation Time
  - Pricing Template
  - Evaluation Ratings
  - Acquisition and Source Selection Plans
  - Debriefings
  - Pre-award and Modification Checklists

Evaluation Factors

Volume 1: Technical Approach

- This volume will be used to evaluate the technical capabilities of the Offeror as well as the functions and features of the services being offered. It is comprised of the Offeror's technical approach, management approach and a staffing plan. The Offeror is encouraged to propose innovative solutions that meet NOAA's performance requirements for this procurement. The approach will also determine the capability of the organization to manage the fulfillment of the requirements of the PWS. The Offeror shall demonstrate the knowledge, capability and experience regarding the TOPR requirements.

Volume 2: Past Performance

- The Offeror shall provide at least three relevant past performance information examples for previous contracts that are of similar size and scope to the instant contract. Subcontractor past performance references must also be provided if available, and can be included in the minimum number of examples. References must be for relevant work within the past three years.

Volume 3: Cost/Price

- The cost/price proposal shall include a completed version of the SF 1449 [for tasks including T&M include "and a completed version of the T&M pricing template"] included with this TOPR. Any pricing narrative shall not exceed three additional pages.

Evaluation Factors

- No subfactors
- Weight of factors limited to their relative importance to each other based on statement required at FAR 15.304(d) and (e)
- Technical approach includes consideration of
  - Implementation strategy
  - Customer focus and efficiency
  - Personnel competency
  - Quality management planning
  - Staff development and subcontracting
- Past Performance includes consideration of
  - Responsiveness to customers
  - Past operational responsiveness
  - Past operational efficiency
- Cost/Price includes consideration of
  - Price reasonableness of firm fixed price elements
  - For T&M/LH, rates within ceiling of fully burdened labor category rates from the appropriate year of the base contract (can be discounted)

Proposals

- Proposal size guidelines
  - Technical Approach: 30 pages
  - Past Performance: 8 pages
  - Cost/Price: Templates/Forms plus 3 pages
- Questions
  - Cut off approximately seven days after issuing TOPR
  - Amendment issued to address questions ten days after issuing TOPR
- Response Time
  - At least two weeks for TOPRs under $10million
  - At least three weeks for TOPRs over $10 million
- Submission
  - Electronic submissions only
  - System/software compatibility and file naming specified

Evaluation Ratings For Technical Approach:

Rating	Description
Outstanding	Proposal exceeds requirements and indicates an exceptional approach and understanding of the requirements. Strengths significantly outweigh any weaknesses. Risk of unsuccessful performance is very low.
Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal contains significant weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Unacceptable	Proposal fails to meet requirements and contains multiple significant weaknesses, and/or multiple deficiencies. Proposals with unacceptable ratings are not eligible for contract award.

Evaluation Ratings For Past Performance:

Rating	Description
Outstanding	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Acceptable	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Marginal	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
Unacceptable	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
Neutral	No recent/relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

Templates

Templates, both suggested and mandatory, are available for the following elements of the task order procurement process, and can be found at: http://www.ago.noaa.gov/acquisition/NOAALink/07_noaalink.html

Additional templates, resources and directions for their use include:

Core Contract Task Orders

- Addendum to Instruction to Offerors
- Pricing Template for T&M Orders
- Letters to Unsuccessful Offerors
- Source Selection Plan
- Streamlined Acquisition Plan
- Debriefing
- Task Order Pre-Award Checklist
- Modification Checklist
- Electronic Distribution Checklist

Non-Core/General

- Brand Name Justification
- Statement of Need
- Contract Specialist Checklist
- Process Guide
- Briefing Slide Deck
- Activity Code Guide

Resources

- NOAALink General Information:
- http://www.cio.noaa.gov/NOAALink/

- AGO Public and Limited Access Sections: http://www.ago.noaa.gov/acquisition/NOAALink/07_noaalink.html.

  –Public Section
  –NOAALink Procurement Process Guide
  –Briefing Documents
  –List of NOAALink Procurement Authority Holders
  –SSAD Customer Contacts

Resources

Limited Access Section

Available for Procurement Authority Holders in addition to Public Access Area

Core Contracts

- Copies of Core Contracts
- Core Contract Ceiling Tracking Tools
- Suggested and Mandatory Templates
- Core Contract Task Order Tracking Tool

Intention of the website is to ensure transparency of processes and make resources readily accessible

Acronyms and Abbreviations

- (C) Contractor
- (CS) Contract Specialist
- (CO) Contracting Officer
- (COR) Contracting Officer Representative
- (NLK) Strategic Sourcing Acquisition Division NOAALink
- (NPO) NOAALink Program Office
- (AGO) Acquisition & Grants Office
- (OCIO) Office of the Chief Information Officer
- (CIO) Chief information Officer
- (SSAD) Strategic Sourcing Acquisition Division
- (TM) Task Manager

QUESTIONS?