

----- Original Message -----

Subject: Creation of Silver Spring Simplified Acquisition Procedures (SAP) Team (AGO-INFO-08-010)

Date: Fri, 08 Aug 2008 17:51:48 -0400

From: Gary.Rice <Gary.Rice@noaa.gov>

To: _AMAC <AMAC@noaa.gov>

CC: _OFA HCO <HCO@noaa.gov>, "Michelle.Moreno" <Michelle.Moreno@noaa.gov>

To AMAC Members

Purpose:

To inform the NOAA acquisition community that AGO has created a Simplified Acquisition Procedures (SAP) Team at Headquarters AGO Each AGO Purchasing Agent in our Silver Spring, MD Acquisition Divisions

has been assigned to this Team. This includes those Silver Spring AGO Purchasing Agents supporting other DOC

Bureaus. We are not physically moving any of our Purchasing Agents. Instead, they will form a virtual team, and will be under the supervision of our NESDIS-AD HCO, Marilyn Whaley.

This measure will not impact any AGO Purchasing Agents in our Regional Acquisition Divisions (RADs), and does not affect workloads currently established with the RADs (WRAD, ERAD, CRAD, and MRAD).

This SAP Team will be processing all headquarters (i.e., Silver Spring) purchases of supplies or services not exceeding \$100K. Established working relationships between Purchasing Agents and their customers will be maintained to the extent practicable; however, there may be a need to reassign work to balance workload or as a result of emerging priorities.

Effective Date

July 22, 2008

Impacted Parties

We request that you provide this information to your L/O and S/O staff who prepare and submit Requisitions to AGO Silver Spring Divisions.

Actions

To facilitate planning through the remainder of the fiscal year, please provide the SAP team leader, Sandra Souders at

Sandra.K.Souders@noaa.gov, with a copy to the SAP team supervisor, Marilyn Whaley at Marilyn.Whaley@noaa.gov with an electronic copy of any consolidated list of planned SAP acquisitions and submission dates.

Information

A new C.Buy mailbox has been created for this new SAP team, it is NOAASAP. Therefore all requisitions for SAPs not exceeding \$100K and supporting documents for all NWS, NESDIS, NOS, NMFS, and External Clients should be routed to the NOAASAP? inbox in C.Buy. (Reference NOAA

AGO Acquisition Package Checklist posted at http://www.ago.noaa.gov/ad/fy07/forms/FY07_AcquisitionPackageChecklist.pdf

Requisitions valued at less than \$100K for modifications to existing orders or contracts valued in excess of \$100K need to indicate who the contract specialist/purchasing agent is that is handling the basic order.

The FY08 final cut-off date for submission of SAPs (<\$24,999.99) is 8/15/08. This is the only acquisition cut off date that is still unexpired for FY2008.

We look forward to working with you to acquire the services and supplies needed to accomplish your mission.

You may address additional questions regarding the transition and/or SAPs to your purchasing agent(s), Sandra Souders or Marilyn Whaley.

We hope to capitalize upon efficiencies that can be achieved from consolidation of our Simplified Acquisition expertise, while freeing our Contract Specialists and Contracting Officers to focus their efforts on completion of NOAA's more complex acquisitions. We have found this approach to be successful in our Regional Acquisition Divisions, and expect to reap similar benefits in our Silver Spring Divisions.

By cc of this email I am requesting Michelle distribute this document to the CFO Council.

Thanks
Gary
Dir, AGO POD