



# NOAALink 101

## Pre-Award Training

Visit us at:

<http://www.cio.noaa.gov/NOAALink/index.html>



*Service. Partnership. Commitment.  
Where Business and IT Connect.*



# Introduction

# Introduction: Expected Outcomes



## At the end of this training course, you will:

- Understand how the NOAALink Program works.
- Understand NOAALink roles.
- Understand how to initiate a NOAALink request.
- Understand how a NOAALink acquisition is completed.



# Introduction: Why NOAALink



The NOAALink Program is an innovative approach to NOAA's enterprise-wide strategic IT planning and management.

## The NOAALink Program Strives to:

- Align IT investments with NOAA's identified IT strategic initiatives.
- Increase visibility into NOAA's IT purchase pipeline.
- Identify and combine like requirements.
- Coordinate collaborative efforts across the organization.

**Joseph Klimavicz's**  
Video Message

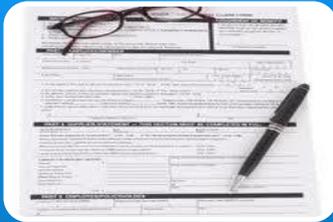




# How NOAA Link Works



# How NOAALink Works: Contracts



NOAALink minimizes the number of contractors responding to RFPs for NOAA IT purchases, which leads to efficiencies in the bid and proposal process.

## NOAALink contract structure:

- IDIQ contracts awarded to 8A and Small Business contractors.
  - Contractors receive primary consideration for all NOAA IT purchases.
- 10 year contracts have been awarded to:
  - 1 SMS contractor selected and under contract.
  - 10 CORE contractors selected and under contract:
    - 5 Small Businesses
    - 5 8(a)Businesses
- CO determines which CORE contractor group will have an opportunity to bid on a requirement.



# How NOAALink Works: Requirements



- The following must be submitted to NOAALink:
  - Requirement types
    - New requests
    - MODs for existing requirements
  - Contract types
    - Fixed Price
    - Time & Material
    - Labor Hours
- The following do not need to be submitted to NOAALink:
  - Micro-purchases - Those acquisition for supplies & services that come in at \$3,000 or less (aggregated).
  - Office equipment - Items such as copiers, toners, and cartridges.





# Program Overview

# Roles & Responsibilities NOAALink Program



## Office of the Chief Information Officer

NOAALink Program Office  
(NPO)

Program  
Director

Financial  
Manager

Project  
Manager

Contracting  
Officer's  
Representatives

## Acquisition and Grants Office

Strategic Sourcing Acquisition  
Division

Strategic Sourcing  
Director

Contracting  
Officer  
(NLK)

Contracting  
Specialists



# Roles & Responsibilities: NOAALink Users



## General NOAALink Roles

- **The Task Manager (TM):** Monitors all technical aspects of the contract and assists in contract administration.
- **Alternate Task Manager (ATM):** May share the TM's duties, as well as handle the TM's duties during his/her absence (leave, training, or other time away from the office).
- **Budget Point of Contact (BPOC):** Will be responsible for approving funding for the requested requirements.

## Pre-Award Specific Roles

- **Requisitioner:** Uses the C.Request system to create a requisition & define funds. This may be, but is not restricted to, the Task Manager.
- **Fund Certifier:** Certifies that funds are available for the purchase of the requested requirement .
- **Final Approval Official:** Approves the requisition for submission to NLK.



# NOAALink Request Process Overview



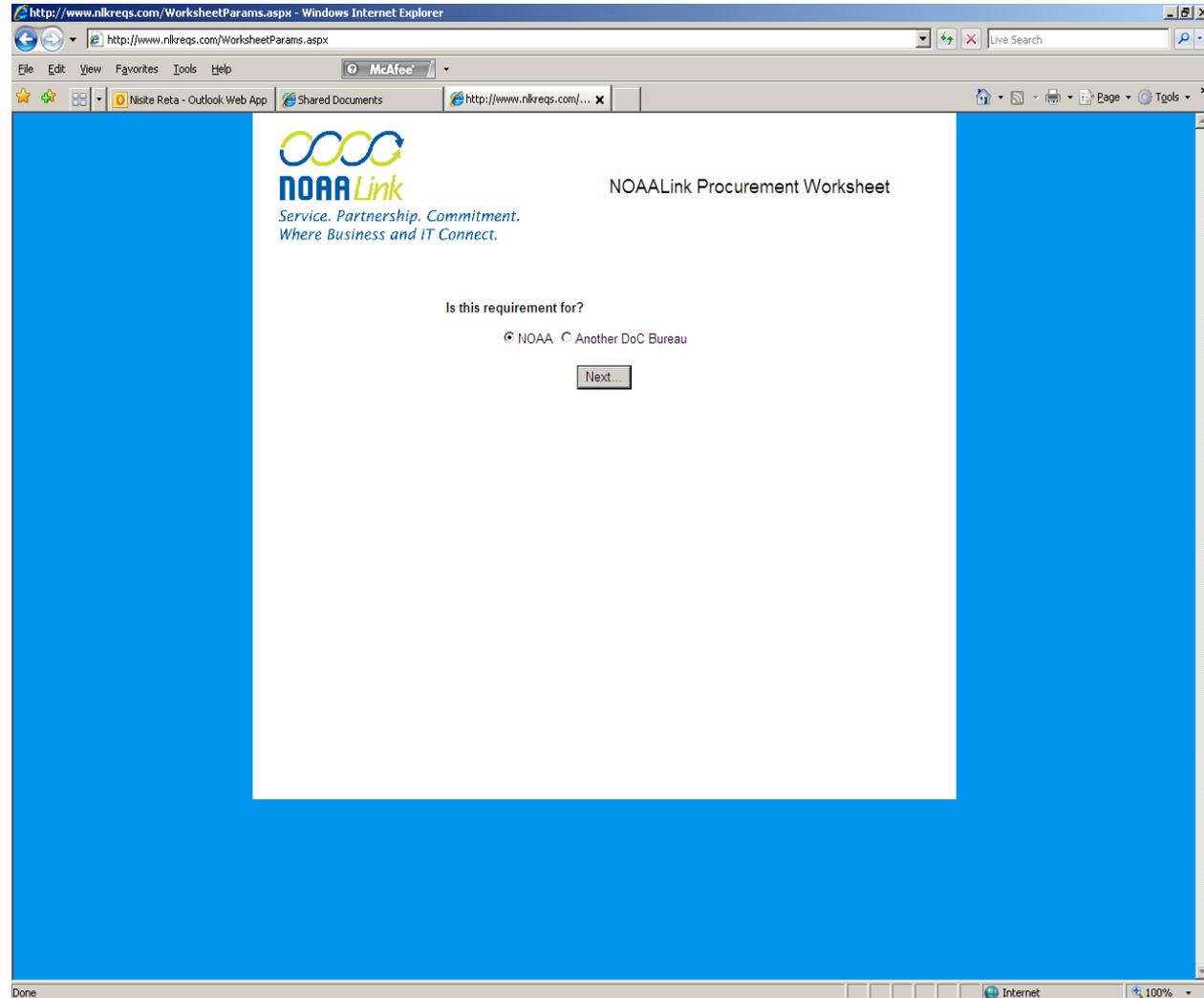
# NOAALink Request Process Completing a NOAALink Worksheet



# NOAALink Request Process: Complete a NOAALink Worksheet



1. Follow this link:  
<http://www.nlkreqs.com/WorksheetParams.aspx> to populate a NOAALink Worksheet
2. Select the appropriate classification for your department
  - a) NOAA
  - b) Another DOC Bureau



# NOAALink Request Process: Complete a NOAALink Worksheet



3. Complete all required fields marked with an asterisk

A screenshot of a web browser displaying the NOAALink Worksheet form. The browser's address bar shows the URL: http://www.nlkreqs.com/Worksheet.aspx?ReqTarget=uR5aomj65+Y=. The page title is "NOAALink Worksheet". The form includes the NOAALink logo and tagline: "Service. Partnership. Commitment. Where Business and IT Connect." Below this, there are several sections for selecting offices and bureaus. The "Line Offices" section has checkboxes for NOS, NWS, OAR, and OPPI. The "Staff Offices" section has checkboxes for Office of Acquisition and Grants, Chief Administrative Office, Chief Financial Office, and Office of Chief Information Officer (which is checked). The "Bureaus" section has checkboxes for Department of Commerce, Bureau of Economic Analysis (BEA), Bureau of Industry and Security (BIS), and U.S. Census Bureau. The "Customer Division or Branch Office" field is filled with "NOAALink Program Office". The "Customer Task Manager" section has fields for Name (Nisite Reta), Phone (301-628-5689), and eMail (nisite.reta@gmail.com). The "Requirement Title" field is filled with "Sample". A note at the bottom of the form says "Please make your requirement title unique and descriptive". The browser's status bar at the bottom shows "Done" and "Internet".

# NOAALink Request Process: Complete a NOAALink Worksheet



4. Press **Submit** at the bottom of the page

http://www.nlkreqs.com/Worksheet.aspx?ReqTarget=uR5aomj65+Y= - Windows Internet Explorer

http://www.nlkreqs.com/Worksheet.aspx?ReqTarget=uR5aomj65+Y=

File Edit View Favorites Tools Help McAfee

Shared Documents Budget http://nlkreqs.com/ NOAA Acquisition & Grants ... http://www.nlkreqs.com...

Service Area: Select Strategic Management Services (SMS) if your requirement falls into one of the three categories listed below. If not please select Core IT Services.

- SMS Project Management Services
- SMS Enterprise Architecture Services
- SMS Decision Support
- Core IT Services
- None

FAAPS Number related to this Requirement:   
You must provide FAAPS information for requirements greater than \$150,000

\* Time Constraint:  (mm/dd/yyyy)  
Please provide a realistic time frame for when you expect this requirement to begin.

\* Estimated Ceiling Cost:  (dollars)  
Please be as accurate as possible and show the breakdown of base v. option years as well as total.

\* Budgeted Amount for this PR:  (dollars)  
Not required for SMS Services.

Historical Information Please provide the following information on your previous contract.

Description of Previous Contract:

Previous Contract Number:

Previous Requisition Number:

Previous Award Amount:  (dollars)

Name of Previous Contractor:

Previous Contractor Status:  Not Reported  8 (a)  Small Business  Large Business

Is this requirement a change in scope?  Increase  Decrease  No Change

Done Internet 100%



# NOAALink Request Process: Complete a NOAALink Worksheet



5. Click **Download pdf**
6. Save your NOAALink Worksheet pdf
7. Attach your Worksheet to your requisition submission.  
Detailed steps for submitting your requisition in C.Request are outlined in the next section 'Completing a Requisition'

http://www.nlkreqs.com/SubmitResult.aspx?WorksheetID=d7f30v9Qpak= - Windows Internet Explorer

http://www.nlkreqs.com/SubmitResult.aspx?WorksheetID=d7f30v9Qpak=

File Edit View Favorites Tools Help McAfee

http://www.nlkreqs.com/SubmitResult.aspx?Workshe...

**NOAALink**  
Service. Partnership. Commitment.  
Where Business and IT Connect.

NOAALink Procurement Worksheet

You have successfully completed your NOAALink Worksheet!

IMPORTANT: Your NOAALink request submission is not complete until you:

1. Click below to generate a PDF of your worksheet
2. Save a copy of the worksheet
3. Attach a copy of the worksheet to your requisition in C.Request

Download pdf

Done Internet 100%



# NOAALink Request Process: Complete a NOAALink Worksheet



PG 1 of Worksheet



*Service. Partnership. Commitment.  
Where Business and IT Connect.*

## NOAALink Worksheet

Worksheet Submission Date: 1/5/2012 10:59 AM (EST)

Customer Line Office or Staff Office: Office of Chief Information Officer

Customer Division or Branch Office: NOAALink

Customer Task Manager:

Name: Nisite Reta

Phone: 301-628-5689

eMail: nisite.reta@noaa.gov

Requirement Title: Sample

Requirement Description: To provide a NOAALink Worksheet entry sample for instructional purposes.

Service Area: Core IT Services

FAAPS Number related to this Requirement: 10500

Time Constraint: 2/1/2012

Estimated Ceiling Cost: \$60,000.00

Budgeted Amount: \$61,000.00

Historical Information



# NOAALink Request Process: Complete a NOAALink Worksheet



PG 2 of Worksheet

Description of Previous Contract: To provide a NOAALink Worksheet entry sample for instructional purposes

Previous Contract Number: DG133C10BU0000

Previous Requisition Number: NCNA2400-11-00000

Previous Award Amount: \$55,000.00

Name of Previous Contractor: NLK Enterprises

Previous Contractor Status: 8 (a)

Is this requirement a change in scope? Increase

***For Office Use Only:***

Worksheet ID: 308

NLK Scope:  In Scope  EA  Out Of Scope

If Out of Scope, provide reason:  Mission

Time Constraint / Documented Emergency

Micropurchase

Out of Scope - Other

No Resellers

After cutoff date

Name of product of company: If 'No Resellers' was selected above please provide below.

Signature of Program Office Director:

PR Number:





# NOAALink Request Process Completing a Requisition

# NOAALink Request Process: Complete a Requisition



1. From the **Home** page select **Requisition** from the Main Menu under **Create**

ComprizonSuite - Windows Internet Explorer  
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help  
McAfee

ComprizonSuite

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

ComprizonRequest

Requisition PIIN and Name

User: ANDREW VENAGLIA (AXV)  
Version: 8.9.1 SP4 Screen ID: CREQ

\* = Required Field

Do not check this box:

Document Number: NAAJ1300 - 12 - ?????

\* Document Name: NOAALink TestDocument

» Save » Reset » Cancel

Done Internet 100%

# NOAALink Request Process: Complete a Requisition



2. Complete all of the required fields, marked by an asterisk, on the **Administration** tab from the **Requisition Administration** page

- a) Enter CDO (for Cathy Ossi) in the **Recommended COR** field
- b) Enter the FSC Code, which will be determined by the procurement type. A complete list of NOAALink specific FSC codes can be found at [http://www.cio.noaa.gov/NOAALink/oaalink\\_forms\\_docs.html](http://www.cio.noaa.gov/NOAALink/oaalink_forms_docs.html)

ComprizonSuite - Windows Internet Explorer

https://crequest.noaa.eas.commerce.gov/oaalink/Comprizon

File Edit View Favorites Tools Help

McAfee

ComprizonSuite

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Document: NAA1300-12-01852 | NOAALink Test Document

Requisition Administration

User: ANDREW VENAGLIA (AXV)  
Version: 8.9.1 SP4 Screen ID: RSM

\* = Required Field

Requisition Summary Menu

- Sections
  - Summary
  - Administration
  - Accounting
  - Line Items
  - Forms
  - Notes
- Properties
  - Sharing
  - Locking
- Procurement
  - Period of Performance Defaults
  - Support Documents
  - Deliverables
  - History
- Actions
  - Assign PIIN
  - Cancel
  - Copy
  - Delete
  - Submit
  - Add to Hotlist
  - Manage Reviewers/Approvers
- Financial
  - Commit
  - Cancel Commit
  - View Status
- Create

Administration Funding Addresses

\* Requisition Number: NAA1300-12-01852

\* Requisition Title: NOAALink Test Document

\* Requisition Date: 03/05/2012

\* Form: Standard Req

\* Delivery Date: 04/30/2012

\* Requesting Office: NOAA - OCIO

\* Point of Contact: Enter Line Office POC

\* POC Phone: ###-###-####

\* Recommended COR: If not required select NCR. No COR required

\* Name: CATHERINE OSSI

\* Phone Number: 301-628-5758

\* E-Mail Address For Internal Routing: CATHERINE.OSSI@NOAA.GOV

\* FAAPs #(s only no special or alpha char) simplified = 00000

\* FSC Code: ###

\* Purpose: Enter purpose in Under 75 Characters

You have 1964 characters remaining for your input.

Requisition created successfully.



# NOAA Link Request Process: Complete a Requisition



3. Begin entering your line item information as you normally would by selecting **Line Items** from the **Summary** page. Complete all of the required fields marked by an asterisk on the **Administration** tab

The screenshot displays the 'ComprizonSuite' web application in a Windows Internet Explorer browser. The URL is <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The application interface includes a navigation menu with 'Home', 'Inbox', 'My Profile', 'Help', 'Business Rules/Custom Help', 'Links', and 'Log Off'. The main content area is titled 'Administration' and contains the following fields:

- \* Line Item No: 0001
- \* Qty: 1
- \* UI: LS
- \* Cost: 103000
- Total Cost: \$ 103,000.00
- Header: (Dropdown menu)
- \* Description: (Text area with character count)
- \* FSC Code: ### (Text field)
- Stock Item: (Text field)
- FSC Description: SUPPORT- PROFESSIONAL: ENGINEERING/TECHNICAL
- FAAPs (#s only no special or alpha char) simplified = 00000 (Text field)
- \* Receiving Office Number: ##### (Text field)
- Modification LI Action: (Dropdown menu)

At the bottom of the form, there are buttons for 'Save', 'Apply', 'Reset', and 'Cancel'. A legend indicates that an asterisk (\*) denotes a required field.

# NOAA Link Request Process: Complete a Requisition



4. Complete all of the required fields marked by an asterisks on the **Address** tab
5. Select **Accounting** from the **Requisition Line Item Detail Menu** under **Tools**

The screenshot shows the ComprizonSuite web application in Internet Explorer. The browser address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The application interface includes a navigation menu with options: Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. The main content area is titled "ComprizonRequest" and has tabs for Administration, Address, and Option. The "Address" tab is active, showing a form with the following fields:

- \* Delivery Date: 04/30/2012
- \* Deliver To: #####
- \* Supplemental Address Information: N/A
- FOB: Destination

At the bottom of the form, there are buttons for Save, Apply, Reset, and Cancel. A note indicates "You have 1 characters remaining for your input." A legend in the top right corner states "\* = Required Field".

# NOAA Link Request Process: Complete a Requisition



6. Select **Create** from the **Account Code Menu** under **Actions**

The screenshot shows the ComprizonSuite web application interface. The browser address bar displays the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The application header includes navigation links: Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. The main content area is titled "Line Item No.: 0001, Enter a Summary of the Goods or Services being purchased". Below this, there is a "Search Criteria" section with three input fields and a "Search" button. The summary section shows: "ADN: Line Item Total: 100000.00 Total Cost: \$0.00 Total Percent: 0% Total Quantity: 0.00". Below the summary is a table with columns: Mark, Account Code, Cost, Quantity, Percent, and BOC. The table content is empty, with the message "No Account Code records found that meet the filter criteria". The left sidebar contains a navigation menu with sections: Account Code Menu, Actions (with sub-items: Create, Edit, Delete), System Options (with sub-items: Summary, Line Items), and Other Systems. A blue arrow points from the "Create" option in the Actions menu to the instruction text on the left.

# NOAALink Request Process: Complete a Requisition



7. Enter Line Item details according to NOAALink specifications:

- Enter NOAALink specific Object Class code, by adding 11 as the last two digits to your standard code. Contract products/services must have "11" in the object 4 field of the four-level object class ##-##-##-11 (for example 25-23-00-11, 31-23-00-11, etc.)
- Enter a separate Line Item/CLIN(s) for the 3% NOAALink fee in the object class 77-11-00-00 (All the other ACCS being the same as the goods/service.)

ComprizonSuite - Windows Internet Explorer  
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help  
McAfee

ComprizonSuite

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

ComprizonRequest

Line Item No.: 0001, Enter a Summary of the Goods or Services being purchased  
ADN: \* = Required Field

Account Code Detail Menu

System Options

Accounting  
Summary  
Line Items

Other Systems

Bureau Code (2): 14 Import Entire Account Code

Fiscal Year (2): 12

Project (7): #####

Task (3): ###

Fund (4): ###

Program (9): #####

Organization (16): #####

Object Class (8): ###0011

User Defined (6): #####

\* Allocation By: Cost

Percent: 100.00 Cost: 100000 Quantity: 1

# NOAA Link Request Process: Complete a Requisition



- Select **Review & Approval** on the **Requisition Summary** Page

ComprizonSuite - Windows Internet Explorer

https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help

McAfee

ComprizonSuite NOAA Staff Directory

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Document: NAAJ1300-12-01001 | NOAA Link Sample Requisition  
Requisition Summary

User: ANDREW VENAGLIA (AXV)  
Version: 8.7 SP1 Screen ID: RSM

**Requisition Summary Menu**

- Sections**
  - Summary
  - Administration
  - Accounting
  - Line Items
  - Funding Recap
  - Forms
  - Notes
- Properties**
  - Sharing
  - Locking
- Procurement**
  - Period of Performance Defaults
  - Support Documents
  - Deliverables
  - History
- Actions**
  - Assign PIIN
  - Store in BizDoc
  - View in BizDoc
  - Cancel
  - Copy
  - Delete
  - Submit
  - Add to Hotlist
  - Review and Approval
- Financial**
  - Commit
  - Cancel Commit
  - View Status
- Create**
- System Options**
  - Return To Just In
- Other Systems**

**Administration**

Purchase For: NOAA/OCIO/IT OPERATIONS OFFICE AJ130000  
 Delivery Date: 10/28/2011  
 Point of Contact: MICHELE HEFFNER  
 Purpose: Enter Purpose in UNDER 75 characters.  
 Document Status: Unsubmitted  
 Procurement Status: Unsubmitted

**Account Summary**

Number of Codes Assigned to Line Items:	1	Number of Default Codes:	1
Percent Allocated:	0%	Total Default Percentage:	100%
Total Quantity Allocated:	1		
Total Cost Allocated:	\$0.00		
Base Cost Allocated:	\$0.00		
Option Cost Allocated:	\$0.00		

No Financial Transaction Information.

**Line Item**

Number of Line Items:	1	Base Amount:	\$0.00	Option Amount:	\$0.00
Total Cost:	\$0.00				

**Notes**

No Notes

**Project**

13-1450

**Review and Approval**

Status: No route created

**Associated Documents**



# NOAALink Request Process: Complete a Requisition



## 9. Select Add User

The screenshot shows a web browser window displaying the ComprizonSuite application. The browser's address bar shows the URL: `https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon`. The page title is "ComprizonRequest". The main content area displays "Document: NAAJ1300-12-01001 | NOAALink Sample Requisition" and "Requisition Review & Approval Management". The user is identified as "ANDREW VENAGLIA (AXV)" with version "8.7 SP1" and screen ID "RAM".

On the left side, there is a "Req Review & Approval Mgmt Menu" with the following sections:

- Actions**
  - Add User
  - Delete
  - Forward
  - Release
- Tools**
- Options**
  - Summary
- Other Systems**

The "Add User" option is highlighted with a blue arrow pointing from the text "9. Select Add User".

The main content area includes a "Search Criteria" section with the following fields:

- Route Order: [Dropdown]
- Reviewer Type: [Dropdown]
- Filter on: [Dropdown] [Dropdown] [Text Input]

A "Search" button is located to the right of the filter fields. Below the search criteria is a link for "Import Route List Model".

At the bottom of the main content area, a message reads: "Please enter search criteria and click on 'Search' to view results."



# NOAALink Request Process: Complete a Requisition



10. Add *NPO* as a reviewer to your requisition (NOT NLK).

Although the number and nature of approvers may vary depending on your particular Line/Staff Office's procedures, as a general rule your requisition should be routed to *NPO* for approval after your designated **Fund Certifier and before** your office's **Final Approval Official**. To ensure this, make sure that in the receiving order *NPO* comes after the Fund Certifier but before the final approval official. For example if the fund certifier is a 10 and the approving official is a 40, *NPO* should be between 10 and 40 (in the sample shown in the adjacent screen shot, *NPO* is 30)

11. Save



ComprizonSuite - Windows Internet Explorer  
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

Document: NAAJ1300-12-01001 | NOAALink Sample Requisition  
Requisition Reviewer Detail

User: ANDREW VENAGLIA (AXV)  
Version: 8.7 SP1 Screen ID: RD

\* = Required Field

\* Reviewer : NPO

Reviewer Name: NOAA NPO  
Title: NOAALink Box

\* Receiving order: 30  
Priority:

Approval Required:  Carbon Copy:

View Only:

» Save » Apply » Reset » Cancel

# NOAALink Request Process: Complete a Requisition



12. In addition to your required documents, you will need to attach a copy of the NOAALink Worksheet. (For guidance on the documents required for your acquisition, please refer to the NOAA Acquisitions Package Checklist

[http://www.ago.noaa.gov/ago/acquisition/docs/noaa\\_acq\\_package\\_checklist\\_4-4-11.pdf](http://www.ago.noaa.gov/ago/acquisition/docs/noaa_acq_package_checklist_4-4-11.pdf).

Templates of the required documents can be found at [http://www.cio.noaa.gov/NOAALink/noalink\\_forms\\_docs.html](http://www.cio.noaa.gov/NOAALink/noalink_forms_docs.html)

13. Select **Support Documents**

14. On the next screen select **Create**

The screenshot shows the ComprizonSuite web application in a Windows Internet Explorer browser. The page title is "Requisition Summary" for document "NAA1300-12-01001 | NOAALink Sample Requisition". The user is identified as "ANDREW VENAGLIA (AXV)" with version "8.7 SP1" and screen ID "RSM".

**Requisition Summary Menu**

- Sections
  - Summary
  - Administration
  - Accounting
  - Line Items
  - Funding Recap
  - Forms
  - Notes
- Properties
  - Sharing
  - Locking
- Procurement
  - Period of Performance Defaults
  - Support Documents
  - Deliverables
  - History
- Actions
  - Assign PIIN
  - Store in BizDoc
  - View in BizDoc
  - Cancel
  - Copy
  - Delete
  - Submit
  - Add to Hotlist
  - Review and Approval
- Financial

**Administration**

Purchase For: NOAA/OCIO/IT OPERATIONS OFFICE A1130000  
Delivery Date: 10/28/2011  
Point of Contact: MICHELE HEFFNER  
Purpose: Enter Purpose in UNDER 75 characters.  
Document Status: Unsubmitted  
Procurement Status: Unsubmitted

**Account Summary**

Number of Codes Assigned to Line Items:	1	Number of Default Codes:	1
Percent Allocated:	0%	Total Default Percentage:	100%
Total Quantity Allocated:	1		
Total Cost Allocated:	\$0.00		
Base Cost Allocated:	\$0.00		
Option Cost Allocated:	\$0.00		

Commitment: Accepted/Approved by Financial System, Posted: 10/12/2011 15:39:21, Amount: \$0.00

**Line Item**

Number of Line Items:	1				
Total Cost:	\$0.00	Base Amount:	\$0.00	Option Amount:	\$0.00



# NOAALink Request Process: Important Note



Required documents will vary depending on the nature of the acquisition, however an **IGCE** is required for all requests submitted to NOAALink.

## Market Research is required to support data provided on the IGCE, and should:

- Be based on publicly available information.
- Not be obtained directly from contractors.
- Be conducted using acceptable resources such as:
  - GSA Schedules eLibrary or GSA Advantage!
  - Online research
  - Catalogues
  - Historical Data

\*\*\*Follow AGO guidelines on how to prepare an accurate IGCE on the [NOAA IGCE Guide](#).

# NOAALink Request Process: Complete a Requisition



15. Enter the Requisition Number and NOAALink Worksheet as the title. Click Browse to attach a copy of the NOAALink Worksheet. Please name the NOAALink Worksheet by its Requisition (#- NOAALink Worksheet)
16. Click Save

ComprizonSuite - Windows Internet Explorer

https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

McAfee

NOAA - National Oceanic an... ComprizonSuite

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Document: NAAJ1300-12-01001 | NOAALink Sample Requisition  
Support Document Detail

User: ANDREW VENAGLIA (AVV)  
Version: 8.7 SP1 Screen ID: SUPOOCC

Support Document Detail Menu

System Options  
Support Document Management  
Summary

Other Systems

Document Information

\* Title: NAAJ1300-12-01001 NOAALink Worksheet  
Group Name: [dropdown]  
Description/Comments: [text area]  
You have [ ] characters remaining for your input

Attached On:  
Last Modified: 10/19/2011  
Attached For: REQUISITION  
Attached From: NAAJ1300-12-01001

Current Version of the Statement of Work (SOW)  
 Include in procurement package to be delivered to Vendor

Related Dates

Created On: [calendar]  
Received On: [calendar]  
Effective On: [calendar]

Document Location

Enter Hardcopy Location  
 Upload Existing File  
 Create New File Using Template

\* Path/Filename: C:\My Documents\NAAJ1300-12-01001 NOAALink Wor [Browse...]

» Save » Apply » Next » Reset » Cancel



# NOAALink Request Process: Complete a Requisition



17. Please make sure that your requisition is NOT Committed as NOAALink will be adding an attachment to your requisition
18. Select Release
19. Please instruct your office analysts and managers to review and approve the requisition that has been routed to them. The NOAALink Program Office will be notified when the requisition has reached the NPO inbox

The screenshot shows the ComprizonSuite web application in a Windows Internet Explorer browser. The address bar displays the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is "ComprizonSuite" and the document is identified as "NAAJ1300-12-01001 | NOAALink Sample Requisition". The user is identified as "ANDREW VENAGLIA (AXV)" with version "8.7 SP1" and screen ID "RAM".

The interface includes a navigation menu with options: Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. A "Req Review & Approval Mgmt Menu" is visible on the left, containing actions like Add User, Delete, Forward, and Release, along with Tools, Options, and Other Systems.

The main content area features a "Search Criteria" section with fields for Route Order, Reviewer Type, and Filter on, followed by a "Search" button. Below this is a table with the following data:

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	30	<a href="#">NOAA NPO</a>	Individual	A	N	10/12/2011	15:32:06		

The table indicates "Displaying 1 - 1 / 1" records. The bottom of the browser window shows the system tray with "Internet" and "100%" zoom level.





# NOAALink Request Process PO Request Verification

# NOAA Link Request Process: Request Verification



1. If funds are available and the accounting codes are appropriate, NPO will approve the requisition
2. You may add additional reviewers to the requisition but please do NOT make any changes to the accounting. If any of the accounting strings or the dollar amounts change, you MUST re-route the requisition to NPO
3. Please commit and submit your requisition to *NLK*

ComprizonSuite - Windows Internet Explorer  
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help  
McAfee

ComprizonSuite x NOAA Staff Directory

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

ComprizonRequest

Requisition Submit

User: ANDREW VENAGLIA (AXV)  
Version: 8.7 SP1 Screen ID: RS

Requisition Summary Menu

- Sections
  - Summary
  - Administration
  - Accounting
  - Line Items
  - Funding Recap
  - Forms
  - Notes
- Properties
  - Sharing
  - Locking
- Procurement
  - Period of Performance Defaults
  - Support Documents
  - Deliverables
  - History
- Actions
  - Assign PIIN
  - Store in BizDoc
  - View in BizDoc
  - Cancel
  - Copy
  - Delete
  - Submit
  - Add to Hotlist
  - Review and Approval
- Financial
  - Commit
  - Cancel Commit
  - View Status
- Create
- System Options
  - Return To Just In
- Other Systems

Requisition Number: NAAJ1300-12-01001

\* = Required Field

Purchasing Buyer or Contract Specialist

\* Assign To: NLK

Assign to Name: NOAA Link Account NOAA Link Ac

» Save » Reset » Cancel

# NOAA Link Request Process: Request Verification



- If the accounting codes are incorrect, NPO will disapprove the requisition and provide guidance in the comments section. To retrieve the comments, click the blue **Comment** field as seen in the adjacent screenshot
- Once you have reviewed the comments, please correct the accounting and re-route the requisition to NPO

Document: NWWX9000-12-01119 | NWWX9000-12-Pen Testing  
Requisition Review & Approval Management

Search Criteria

Route Order:

Reviewer Type:

Filter on: Agent Code  Contains  NPO [» Search](#)

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	20	<a href="#">NOAA NPO</a>	Individual	A	N	10/19/2011	07:54:08	Disapproved	<a href="#">Comment</a>



# NOAA Link Request Process: Request Verification



6. If the accounting is correct but funding is not available, further information may be requested from the customer or the Acquisition and Grants Office
  - a) Depending on the circumstances, the requisition may be accepted but not awarded until funds are available **OR**
  - b) The customer may change the accounting code to one that has funding available

Document: NWWX9000-12-01119 | NWWX9000-12-Pen Testing  
Requisition Review & Approval Management

User: NOAA NPO (NPO)  
Version: 8.7 SP1 Screen ID: RAM

Search Criteria

Route Order:

Reviewer Type:

Filter on:  Agent Code  Contains  NPO  [» Search](#)

Import Route List Model

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	20	<a href="#">NOAA NPO</a>	Individual	A	N	10/19/2011	07:54:08	Disapproved	<a href="#">Comment</a>

Displaying 1 - 1 / 1



# NOAALink Request Process: Request Verification



- If your requisition is NOT appropriate for NOAALink (i.e. a micro-purchase or office equipment), NPO will inform you via the comment field on the **Requisition Review and Approval** Page. Additionally your NOAALink Worksheet will be marked *Out of Scope* and re-attached to your requisition.
- If the requisition is out of NOAALink scope, please make sure to change the NOAALink specific object class code (##-##-##-11 to ##-##-##-00), as well as deleting the NOAALink surcharge CLIN (77-11-00-00). Otherwise, the requisition will still be assessed the NOAALink fee
- You may submit your requisition to your local AGO office

ComprizonSuite - Windows Internet Explorer  
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help  
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ComprizonRequest

Requisition Submit

User: ANDREW VENAGLIA (AXV)  
Version: 8.7 SP1 Screen ID: RS

Requisition Summary Menu

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  - Period of Performance Defaults
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  - View in BizDoc
  - Cancel
  - Copy
  - Delete
  - Submit
  - Add to Hotlist
  - Review and Approval
- Financial
  - Commit
  - Cancel Commit
  - View Status
- Create
- System Options
  - Return To Just In
- Other Systems

Requisition Number: NAAJ1300-12-01001

\* = Required Field

Purchasing Buyer or Contract Specialist

\* Assign To: NLK

Assign to Name: NOAA Link Account NOAA Link Ac

» Save » Reset » Cancel



# NOAALink Request Process: Next Steps



- The CO will determine if your requirement can be successfully fulfilled by NOAALink contractors.
  - If it is determined that it can, the CO will proceed with the standard NOAALink bid process.
- If a particular requirement cannot be successfully fulfilled by NOAALink Contractors, the CO will identify a suitable alternative acquisition vehicle.
- Once a determination is made by the CO on a suitable acquisition vehicle, your request will be assigned to a Contracting Specialist.
  - The Contracting Specialist will contact you within 48 hours of your submission to NLK.
  - You may contact the Contracting Specialist directly if you require any further assistance.



# NOAALink Request Process: Next Steps



- The Contracting Specialist will open a bid period and issue an RFQ.
  - HW/SW requests
    - The Task Manager verifies quotes against requirements.
    - The Contracting Specialist and Contracting Officer make a determination based on “best price technically acceptable”.
  - Services requests
    - Technical Evaluation Committee reviews and scores the proposal.
    - Technical Evaluation Committee makes a recommendation to Contracting Specialist.
    - Contracting Specialist and Technical Evaluation Committee make a determination on “best value”.

# NOAALink Request Process: Next Steps



- Upon award you will receive a copy of the award document via email
  - Upon receipt, review the award document for any errors pertaining to delivery and contact information.
  - If necessary you may contact your Contract Specialist.

\*\*\*If you are the designated Task Manager please attend NOAALink 101 **Post-Award Training**.  
Visit [http://www.cio.noaa.gov/NOAALink/noaalink\\_training.html](http://www.cio.noaa.gov/NOAALink/noaalink_training.html) for scheduling information.



# Final Note: Conflicts of Interest



The potential for Conflicts of Interest exists for all NOAALink projects. Care should be taken to prevent Conflicts of Interest from arising.

## **If contacted by contractors NOAALink users should:**

- Be aware that contractors must interface only with the CO during the solicitation phase, or risk exclusion from the requirement.
- Refer contractors who attempt to make direct contact during the solicitation phase, to the CO.
- Always refer contractors who are interested in partnering with the NOAALink contractors to the CO.

# Questions?



- Email the NOAALink PO: [NOAALink.Help@noaa.gov](mailto:NOAALink.Help@noaa.gov)
- Visit the NOAALink website: <http://www.cio.noaa.gov/NOAALink/index.html>
- Visit the AGO website: <http://www.ago.noaa.gov/ago/index.cfm>
- Visit [http://www.ago.noaa.gov/ago/acquisition/c\\_request\\_online.cfm](http://www.ago.noaa.gov/ago/acquisition/c_request_online.cfm) for C.Request training materials





# Conclusion

