



# PWS / SOO / SON / IGCE



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

**NOAALink Customer Day  
November 21, 2013**

# Types of Requirements Documents



- Performance Work Statement (PWS)
  - Requirements in general terms of what (result) is to be done, rather than how (method) it is done
  - Gives the contractor maximum flexibility to devise the best method to accomplish the required result
- Statement of Objectives (SOO)
  - Summary of key agency goals, outcomes, or both
  - Competitors propose - often in the form of a PWS - a technical approach, performance standards, and a quality assurance surveillance plan based upon commercial business practices
- Statement of Need (SON)
  - For product requirements

# Conduct Analysis



- What do I need? When do I need it? How do I know it's good when I get it?
- Zero in on results and outcomes
- Identify measurable performance standards
- Specify acceptable quality levels
- Avoid 'how'

# Performance-Based Acquisitions



**Purpose &  
Objectives**



**Effective  
&  
Efficient  
Solution**

# Services - General Tips and Tricks



- Be prescriptive in certain circumstances
  - IT security
  - Realistic performance standards
- Don't be prescriptive in other instances
  - Labor categories
  - Educational requirements
  - Number of staff and hours
- Simplify with option years
- Incumbent capture wording strongly discouraged
- High standards for sole source

# Out of Scope



## 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)
- Laptops, PCs, and accessories – Order directly from DOC PC Portal
  - Justification for purchases outside the portal (NOAALink)
- Office equipment – Items such as copiers, toners, and cartridges

# Products - General Tips and Tricks



- Statement of Need (SON) template
- Simplify with option years
- Remember to select a Contracting Officer Representative (COR) code in C.Request
- For product renewal or maintenance, include specific license information
- All documents are required for acquisitions processed by field delegates

# Sole Source & Brand Name



- High standards for sole source and brand name
- Sole Source – Justification for Other than Full and Open Competition (JOFOC)
  - If brand name justification also applies, JOFOC can be used to provide both
- Brand Name – Brand Name Justification and Approval Template
- Both forms available on NOAALink website



## Market Research must:

- 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 and factoring inflation

# Questions?



- Contact the NOAALink CORs: [NOAALink.Help@noaa.gov](mailto:NOAALink.Help@noaa.gov) or 301-628-5700
- Visit the NOAALink website: <http://www.cio.noaa.gov/NOAALink/index.html>
- Visit the AGO website: <http://www.ago.noaa.gov/ago/index.cfm>

## Additional Training

- Visit the Training page of the NOAALink website for additional training courses
- One-on-one and group training is also available



# Contract Types & Travel / Training / ODCs



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# Contract Types



	<b>Firm Fixed Price (FFP)</b>	<b>Time &amp; Materials (T&amp;M) and Labor Hour</b>	<b>Hybrid</b>
<b>Attributes</b>	Preferred contract type	Extent or duration of the work unclear NTE Ceiling with fully burdened fixed hourly rates	FFP and T&M FFP scope clearly delineated from T&M in acquisition document and IGCE
<b>Cost Risk</b>	Contractor assumes	Government assumes	Contractor and government share
<b>Maximum Period of Performance (POP)</b>	5 years	3 years	Determined by majority of the work

# Travel / Training / ODCs



- Travel / Training / ODC information must be included in acquisition document and Independent Government Cost Estimate (IGCE)
- Travel
  - T&M only
  - Provided on a not-to-exceed basis
  - Reimbursed in accordance with Federal Travel Regulations
  - Separate funded travel CLIN before travel occurs

# Travel / Training / ODCs (cont.)



- Training
  - T&M only
  - Only for mission-specific requirements – NOT professional development
  - Training plans approved by Task Manager (TM) or Contracting Officer Representative (COR)
  - Separate funded training CLIN before training occurs

# Travel / Training / ODCs (cont.)



- ODCs
  - FFP
    - HW/SW - only when part of turnkey solution
  - T&M
    - No HW/SW
    - Supplies / Spare parts
    - Purchase request approved by TM or COR
    - Separate funded CLIN before purchase occurs

# Questions?



- Contact the NOAALink CORs: [NOAALink.Help@noaa.gov](mailto:NOAALink.Help@noaa.gov) or 301-628-5700
- Visit the NOAALink website: <http://www.cio.noaa.gov/NOAALink/index.html>
- Visit the AGO website: <http://www.ago.noaa.gov/ago/index.cfm>



# NOAALink 101 Pre-Award Training

Visit us at:

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



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# 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

# Introduction: Benefits of NOAALink



- Leverage services already available
- Acquisition process support
  - Certified Project Managers can assist with package preparation and submission
  - Past package documents for reference
- Pre-competited pool of contractors
  - Shortened proposal response time
  - Limited number of proposals
  - Standardized technical evaluation criteria
- Post-award support
  - Contract administration
  - Performance monitoring
  - Standardized reporting – Monthly reports and status reviews, spend plans
  - Consistent standards and processes across contractors

# 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

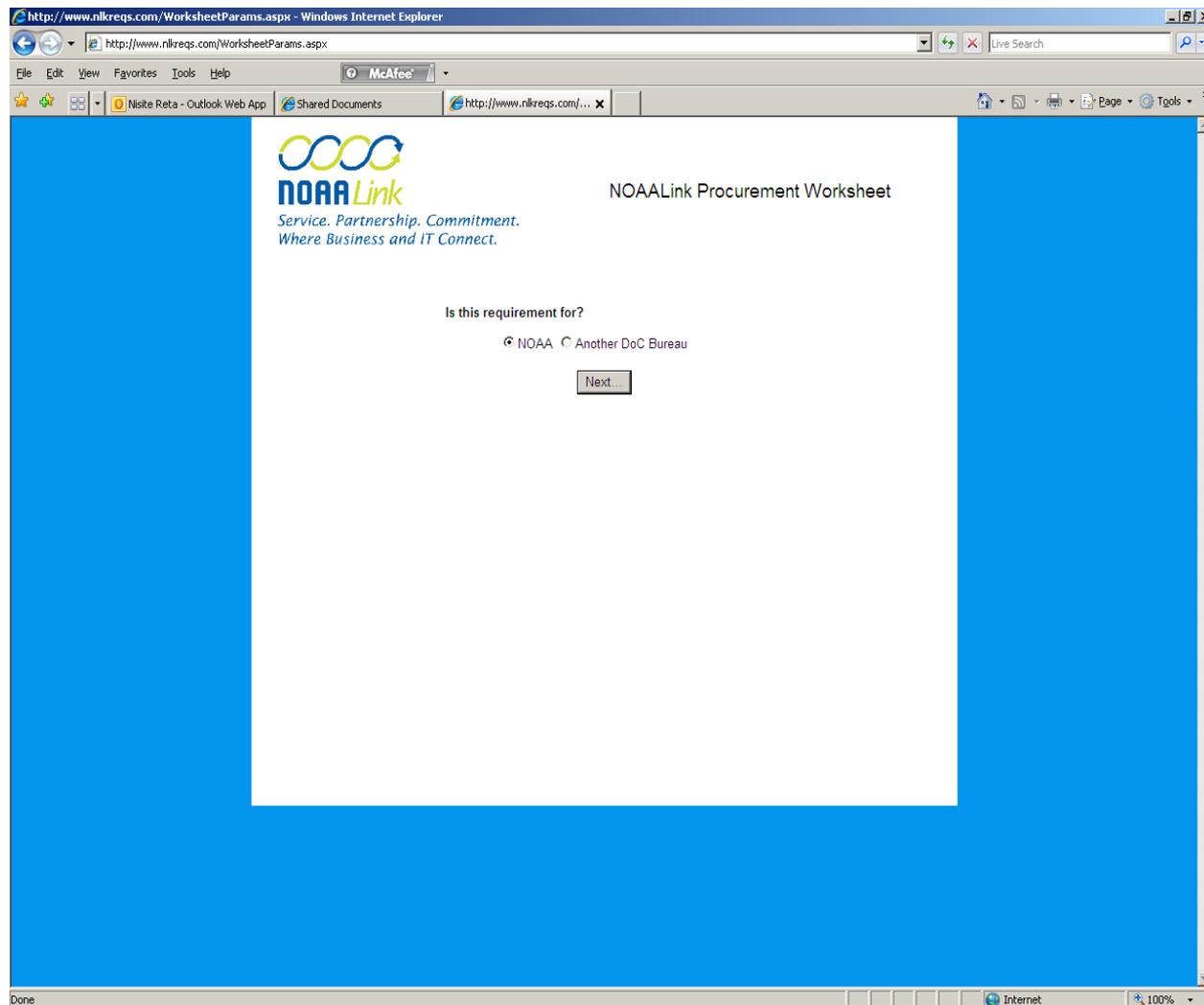


- The following must be submitted to NOAALink:
  - Requirement types
    - New requests
    - MODs for existing requirements
  - Contract types
    - Fixed Price
    - Time & Material
    - Labor Hours
- The following do not need to be submitted to NOAALink:
  - Micro-purchases – Those acquisition for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

# 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

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

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

  
**NOAA Link**  
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NOAALink Worksheet

\* = Required

\* Customer Line Office or Staff Office: If your requirement includes participants from other Line Offices, Staff Offices, or Bureaus please select all that apply.

Line Offices:

- NOS
- NWS
- OAR
- OPPI

Staff Offices:

- Office of Acquisition and Grants
- Chief Administrative Office
- Chief Financial Office
- Office of Chief Information Officer

Bureaus:

- Department of Commerce
- Bureau of Economic Analysis (BEA)
- Bureau of Industry and Security (BIS)
- U.S. Census Bureau

\* Customer Division or Branch Office: NOAALink Program Office

\* Customer Task Manager:

Name: Nisite Reta

Phone: 301-628-5689

eMail: nisite.reta@gmail.com

\* Requirement Title: Sample

Please make your requirement title unique and descriptive

Done Internet 100%



# NOAALink Request Process: Complete a NOAALink Worksheet



4. Press **Continue** 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.nlreqs.com/SubmitResult.aspx?WorksheetID=d7f30V9Qpak= - Windows Internet Explorer

http://www.nlreqs.com/SubmitResult.aspx?WorksheetID=d7f30V9Qpak=

File Edit View Favorites Tools Help McAfee

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

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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



# NOAALink Request Process: Complete a Requisition



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

The screenshot shows a web browser window titled "ComprizonSuite - Windows Internet Explorer" with the URL "https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon". The browser's address bar shows the URL, and the page title is "ComprizonSuite". The main content area displays the "ComprizonRequest" logo and a navigation menu with options: Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. The user is identified as "ANDREW VENAGLIA (AXV)" with version "8.9.1 SP4" and screen ID "CREQ".

The "Main Menu" is expanded to show the "Create" section, which includes "Requisition". The "Requisition" form is titled "Requisition PIIN and Name" and includes the following fields:

- Do not check this box:
- Document Number: NAAJ1300 - 12 - ?????
- \* Document Name: NOAALink TestDocument

At the bottom right of the form, there are buttons for "Save", "Reset", and "Cancel". A note indicates "\* = Required Field".

# 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

- Enter CDO (for Cathy Ossi) in the **Recommended COR** field
- Enter the **Point of Contact** responsible for this requirement
- Enter the Federal Supply Class (FSC) Code, which will be determined by the procurement type. A complete list of NOAALink specific FSC codes can be found at <http://www.pps.noaa.gov/ffnames.html>

The screenshot shows the ComprizonSuite web application interface. The browser address bar displays the URL: <https://crequest.noaa.eas.commerce.gov/noaa/servelet/Comprizon>. The page title is "Requisition Administration". The document ID is "NAA11300-12-01852 | NOAALink Test Document". The user is identified as "ANDREW VENAGLIA (AXV)" with version "8.9.1 SP4" and screen ID "RSM".

The main content area is divided into tabs: "Administration", "Funding", and "Addresses". The "Administration" tab is active, showing a form with the following fields:

- \* Requisition Number: NAA11300-12-01852
- \* 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: CDO
- \* 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: If under \$150K enter 0000000000
- \* FSC Code: ###
- \* Purpose: Enter purpose in Under 75 Characters

The bottom of the page shows a status message: "Requisition created successfully." The browser's taskbar at the bottom indicates the system is on "Internet" and the zoom level is "100%".

# 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: (Empty text box)
- \* Description: (Text area with 'Enter a Summary of the Goods or Services being purchased')
- \* FSC Code: ###
- FSC Description: SUPPORT - PROFESSIONAL ENGINEERING/TECHN
- FAAPs (#s only no special or alpha char) simplified = 00000
- Modification LI Action: (Dropdown menu)
- \* Receiving Office Number: #####

At the bottom of the form, there are buttons for 'Save', 'Apply', 'Reset', and 'Cancel'. A note indicates that asterisks (\*) denote required fields.

# NOAA Link Request Process: Complete a Requisition



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

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

\* = Required Field

Administration Address Option

\* Delivery Date: 04/30/2012

\* Deliver To: #####

\* Supplemental Address Information: N/A

You have 0 characters remaining for your input.

FOB: Destination

» Save » Apply » Reset » Cancel

# NOAALink Request Process: Complete a Requisition



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

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

Account Code Menu

Actions

- Create
- Edit
- Delete

System Options

- Summary
- Line Items

Other Systems

Line Item No.: 0001, Enter a Summary of the Goods or Services being purchased

Search Criteria

Search Criteria

[» Search](#)

ADN:

Line Item Total: 100000.00 Total Cost: \$0.00 Total Percent: 0% Total Quantity: 0.00

Displaying 0 - 0 / 0

Mark	Account Code	Cost	Quantity	Percent	BOC
No Account Code records found that meet the filter criteria					

# 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.)
- Remember to communicate the total cost of the PR, including the 3% NOAALink fee, with your financial, budget, and approving officials
- If required, add a travel CLIN

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

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



## 8. Select Review & Approval on the Requisition Summary page

The screenshot displays the ComprizonSuite web application interface. The browser address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is "Requisition Summary" for document NAAJ1300-12-01001. The user is identified as ANDREW VENAGLIA (AXV) with screen ID RSM.

The left-hand navigation menu includes the following sections:

- 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

The main content area is divided into several sections:

- 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; Percent Allocated: 0%; Total Quantity Allocated: 1; Total Cost Allocated: \$0.00; Base Cost Allocated: \$0.00; Option Cost Allocated: \$0.00; Number of Default Codes: 1; Total Default Percentage: 100%.
- Line Item:** Number of Line Items: 1; Total Cost: \$0.00; Base Amount: \$0.00; Option Amount: \$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 displays the ComprizonSuite web application interface. The browser window title is "ComprizonSuite - Windows Internet Explorer" and the address bar shows "https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon". The page header includes navigation links: Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off. The document title is "Document: NAAJ1300-12-01001 | NOAALink Sample Requisition" and the page content is "Requisition Review & Approval Management". The user information is "User: ANDREW VENAGLIA (AXV) Version: 8.7 SP1 Screen ID: RAM".

The main content area is divided into a left sidebar and a main panel. The sidebar, titled "Req Review & Approval Mgmt Menu", contains the following sections:

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

The main panel, titled "Search Criteria", contains the following fields and controls:

- Route Order: [Dropdown] [Text]
- Reviewer Type: [Dropdown]
- Filter on: [Dropdown] [Dropdown] [Text]
- [Search] button
- [Import Route List Model](#) link
- Message: "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 **before** your office's **Final Fund Certifier/Approval Official**. For example if the fund certifier/approving official is a 40, NPO should be a lower number (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/acquisition/docs/noaa\\_acq\\_package\\_checklist\\_4-4-11.pdf](http://www.ago.noaa.gov/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/oaalink\\_forms\\_docs.html](http://www.cio.noaa.gov/NOAALink/oaalink_forms_docs.html)

13. Select **Support Documents**

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

The screenshot displays the ComprizonSuite web application interface. The browser address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is "Requisition Summary" for document "NAA11300-12-01001 | NOAALink Sample Requisition". The user is identified as "ANDREW VENAGLIA (AXV)" with version "8.7 SP1" and screen ID "RSM".

The left sidebar contains a "Requisition Summary Menu" with the following sections:

- 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

The main content area is divided into three sections:

- 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
  - Percent Allocated: 0%
  - Total Quantity Allocated: 1
  - Total Cost Allocated: \$0.00
  - Base Cost Allocated: \$0.00
  - Option Cost Allocated: \$0.00
  - Number of Default Codes: 1
  - Total Default Percentage: 100%
  - 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: Complete a Requisition



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

ComprizonSuite - Windows Internet Explorer

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

McAfee

NOAA - National Oceanic an... ComprizonSuite

ComprizonRequest

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

User: ANDREW VENAGJA (AWV)  
Version: 8.7.SP1 Screen ID: SUPDOCC

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 [ ] ters 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: [ ]

Received On: [ ]

Effective On: [ ]

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 shows the URL: https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon. The page title is "Requisition Review & Approval Management". The document ID is NAAJ1300-12-01001. The user is ANDREW VENAGLIA (AXV) and the version is 8.7 SP1. The screen ID is RAM.

The interface includes a search criteria section with fields for Route Order, Reviewer Type, and Filter on. Below this is a table with the following columns: Mark, Route Order, Address To, Reviewer Type, Approval Required, View Only, Since, At, Status, and Comments. The table displays one row 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 interface also includes a left sidebar with a "Req Review & Approval Mgmt Menu" containing sections for Actions (Add User, Delete, Forward, Release), Tools, Options (Summary), and Other Systems. A "Home" menu is also visible at the top of the page.



# Questions?



- Contact the NOAALink PO: [NOAALink.Help@noaa.gov](mailto:NOAALink.Help@noaa.gov) or 301-628-5700
- Visit the NOAALink website: <http://www.cio.noaa.gov/NOAALink/index.html>
- Visit the AGO website: <http://www.ago.noaa.gov>
- Visit [http://www.ago.noaa.gov/acquisition/c\\_request\\_training.html](http://www.ago.noaa.gov/acquisition/c_request_training.html) for C.Request training materials