



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 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