

NOAALink User's Quarterly



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

July 2015

WHAT'S NEW AT NOAALINK

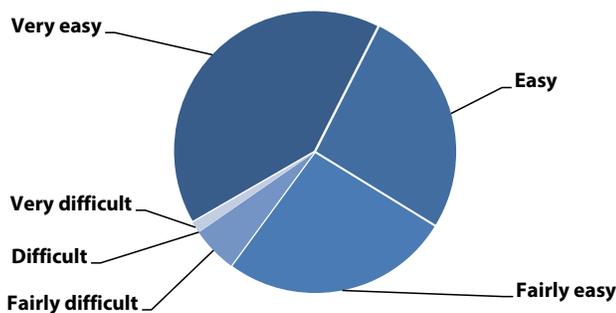
Results from Quarterly Customer Survey

Following up on January's NOAALink Customer Survey, the NOAALink Program conducted the first in a new series of short quarterly surveys. With a goal of improving program effectiveness and customer satisfaction, the survey elicited feedback specifically from customers who routed a purchase request to the NOAALink Program Office (NPO) or contacted NOAALink Help in the second quarter of FY15. Thank you to all of you who participated!

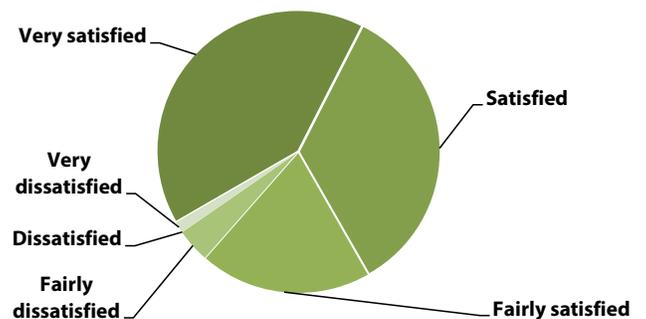
In the survey, respondents rated their experience contacting NOAALink Help and/or submitting their requirements through NOAALink. They also rated their satisfaction with the service they received from the NOAALink Program. Nearly 96% of respondents had a positive experience using NOAALink, and over 94% rated the service they received from NOAALink as positive.

For those who routed a purchase request to NPO or contacted NOAALink Help in the third quarter of FY15, please check your email for an invitation to participate in this quarter's survey.

How was your experience contacting NOAALink Help and/or submitting your requirements through NOAALink?



How satisfied were you with the service you received from the NOAALink Program?



GUIDANCE YOU CAN USE

Addendum to IT Security Checklist

If your requirement involves a moderate impact Information Technology (IT) system, you must include the [NOAA IT Security Checklist Addendum](#) in the supporting documents for your acquisition. The addendum is part of the interim acquisition policy for moderate impact Federal Information Security Management Act (FISMA) systems in Acquisition Alert 15-02 to comply with Section 515 of the Consolidated and Further Continuing Appropriations Act of 2015.

While the current Department of Commerce (DOC) IT Compliance in Acquisition Checklist (IT Security Checklist) covers high impact systems under Question 5, the addendum gathers the required information for moderate impact systems.

Section 515 states that none of the funds appropriated or otherwise made available under this Act may be used by the Department of Commerce (DOC) and other specific agencies to acquire a high impact or moderate impact information system, unless the agency has:

- Reviewed the supply chain risk for the information systems against criteria developed by the National Institute of Standards and Technology (NIST)
- Reviewed the supply chain risk from the presumptive awardee against available and relevant threat information provided by the Federal Bureau of Investigation (FBI) and other appropriate agencies
- Conducted an assessment of any risk of cyber-espionage or sabotage in consultation with the FBI or other appropriate Federal entity

As indicated in the addendum checklist, the NOAA Chief Information Officer (CIO) has determined that purchases meeting any of the three categories below shall be treated as “Covered IT”:

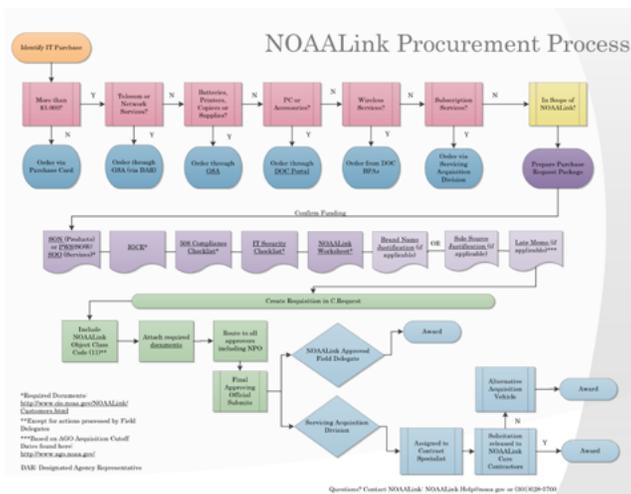
- The acquisition of a new Information System (i.e. purchase of an Information System that does not have an existing Authorization to Operate (ATO))
- The acquisition of components to replace or upgrade 51% or more of an existing moderate impact system
- The acquisition of component(s) that cause a significant change to an existing FISMA system as determined by the Authorizing Official(s) or the NOAA CIO

Add to Your Task Manager Toolbox

Quarterly NOAALink Task Manager meetings assist you in staying current with statutory, regulatory, and policy updates. Led by NOAALink program management and contracting staff, they are a forum where you can get answers to your questions, and receive timely continued training to support your responsibilities as a TM.

Make plans to join us for the next Task Manager meeting scheduled for September 30 in Silver Spring. Look for the meeting invitation from NOAALink Help sent on July 23. For those located in the DC metropolitan area, please attend in person if at all possible. You will also receive training credit for your attendance.

NOAALink Process in Pictures



To help you understand the NOAALink process better and clearly follow the required steps for an IT purchase, we have added a [NOAALink Procurement Process flowchart](#) to our website. The visual shows items that are out of scope of NOAALink, required supporting documentation for your purchase request, and important steps in the C.Request and contracting portions of the process.

	Required Documents and Reviews/Approvals by Acquisition Type						
	Service		Product		Modifications and Options		
	New Acquisition < \$10 million	New Acquisition > \$10 million	New Acquisition < \$10 million	New Acquisition > \$10 million	In-Scope Modification (including \$0)	Funding Modification	Exercise Option
Documents							
Submitted with PR	•	•	•	•	•	•	•
NOAALink Worksheet	•	•	•	•	•	•	•
Performance Work Statement (PWS) or Statement of Need	•	•	•	•	•	•	•
Independent Government Cost Estimate (IGCE)	•	•	•	•	•	•	•
IT Security Checklist	•	•	•	•	•	•	•
Section 508 Standards Checklist and Assessment Certification	•	•	•	•	•	•	•
Justification for Other than Fair and Open Competition (JOFOC)	•	•	•	•	•	•	•
Brand Name Justification			If requesting sole source				
Vendor Letter Certifying Invoicing is Complete at Task Closeout			If requesting brand name product				
Developed with AGO							If requesting deobligation
Quality Assurance Surveillance Plan (QASP)	•	•					•
Milestone Plan	\$150k +						
Acquisition Plan	Informal acquisition planning	Formal Acquisition Plan		•			
Market Research Checklist (completed in coordination with Contract Specialist)		•		•			
Review/Approvals							
CIO Council		•		•			
Program Management Council (PMC)		•		•			
Department of Commerce Investment Review Board (IRB)		•		•			
Acquisition Review Board (ARB)		Task Orders exempt					
Line or Staff Office Budget Office	•	•	•	•	•	•	•
NOAALink Program Office (NPO)	•	•	•	•	•	•	•
C-Request							
Submit approved PR as directed by NPO to regularly servicing acquisition office, field delegates with NOAALink procurement authority, or Acquisition and Grants Office (NLK)	•	•	•	•	•	•	•

* Requestor should include a description of change(s) in the 'Purpose' field of C-Request or in a supporting document attached to the C-Request.

Remember that we also have a [Required Documents and Approvals table](#) posted to our website. The table distinguishes between service and product requirements, acquisitions over or under \$10 million, and contract modification categories.

Items Added to Exceptions List

NOAALink has further refined the list of items that are out of scope and do not need to be routed to NPO for review and approval. We've added two items in bold to the list below:

- Micro-purchases
- Office supplies like printers, copiers, computer media, and uninterruptible power supplies (UPS)
- PCs and accessories ordered through the DOC PC Portal
- Wireless services
- Telecommunications/internet services
- High Performance Computing (HPC)
- **Antenna equipment**
- **Subscription services such as access to research reports, news services, resource databases, etc.**

MEET THE FACES BEHIND NOAALINK

This quarter, meet Meredith Eaton and Tiarra Leysath, Contract Specialists from the Acquisition and Grants Office.

Meredith joined NOAA in December 2014 from ABC Imaging where she worked for three years, most recently as a customer service manager at its Washington, DC headquarters.



Tiarra joined NOAA from Assurant Specialty Property where she worked for six years, most recently as a Hazard Insurance Specialist.



Tiarra Leysath

Meredith and Tiarra work with customers to process their acquisition packages. They develop acquisition plans, determine appropriate contract types, publicize solicitations, prepare negotiation plans and create award recommendation materials for Contracting Officers, prepare contract documents, process contract modifications, and assist with contract close-out activities. In partnership with customer technical representatives, they develop appropriate evaluation factors, and evaluate bids.

Welcome and thank you Meredith and Tiarra for all you do to support the NOAALink Program!

ON THE RADAR

Enterprise Initiatives

NOAALink Small Business Refresh and 8(a) Re-compete – The solicitation for the NOAALink Small Business pool refresh has closed and the first phase of evaluations has begun. In Phase 1, the government is evaluating the corporate experience and corporate capabilities of each interested firm and will advise them of their likelihood to be a viable competitor in Phase 2. In Phase 2, interested firms will submit a full proposal. Phase 2 of the solicitation is anticipated to close by the end of this quarter. The NOAALink 8(a) pool re-compete solicitation is under review by NOAA and DOC management with a target posting in Q4FY15.

Cloud – The solicitation for a NOAA-wide Cloud solution has closed and the evaluation teams are reviewing the proposals. An award is anticipated this quarter. The scope of the NOAA-wide Cloud solution includes Infrastructure as a Service (IaaS), limited Platform as a Service (PaaS), and professional services. Professional services for cloud applications include suitability assessment, preparatory, migration, and management services.

RESOURCES

Visit our Website

Visit our website for the most up-to-date NOAALink information. FAQs, required documents, and training information are routinely updated for your reference. Access the site via <http://www.cio.noaa.gov/NOAALink/index.html>.

Email or Call us

If you are unable to find the information you require on our website, or if you need further guidance, please feel free to contact us at NOAALink.Help@noaa.gov or call us at 301-628-5700.

Join our Mailing List

To receive important updates on program requirements, required documents, and other guidance, please join our mailing list by sending an email to NOAALink.Help@noaa.gov.