



# NOAALink Performance Requirements and Cost Estimates Training

Visit us at:

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



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

# Important to Do Before the Session!



## To connect to audio using telephone follow the steps below:

- During a session, select *Use Telephone* in the Audio pane of your Control Panel
- Dial the conference call number provided
- Enter the access code followed by the # key
- Enter the # key , enter the audio PIN, enter the # key again

## Before beginning the presentation the instructor will conduct an audio test

- If you are having trouble hearing the instructor please **raise your hand**





# Introduction

# Course Objectives



- Discover preparation steps to make development of performance requirements and cost estimates easier
- Learn to create successful performance requirements documents
- Reinforce good market research practices and learn to create Independent Government Cost Estimates (IGCE) documents

# Performance-Based Acquisitions



**Purpose &  
Objectives**



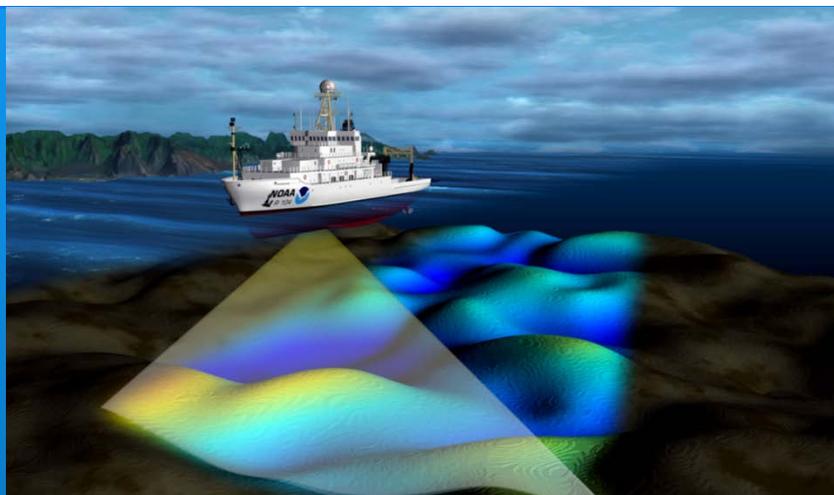
**Effective  
&  
Efficient  
Solution**

# Collaboration



- Assemble a team of SMEs
- Consolidate requirements





# Analysis

# 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'

# Analysis Capture



Desired Outcomes	Required Service	Performance Standard	Acceptable Quality Level	Monitoring Method

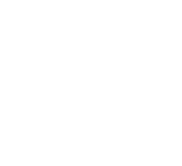


# Performance Requirements Document

# Types of Requirements Documents



- Performance Work Statement (PWS)
- Statement of Objectives (SOO)
- Statement of Work (SOW)



# General Tips and Tricks



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

# Document Quality Check



## Requirements

- What vs. How
- Competitive
- Sufficient information
- Software details
- No personnel or incumbent specifics
- No inherently governmental functions

# Document Quality Check



## Deliverables

<u>Deliverable</u>	<u>Frequency</u>	<u>Medium/Format/ # of Copies</u>	<u>Submit To</u>
<i>List specific deliverable</i>	<i>List frequency at which the deliverable must be delivered</i>	<i>List the medium upon which the item shall be delivered</i>	<i>List to whom the item shall be delivered</i>
<i>The three deliverables listed below are required for all NOAALink Task Orders</i>			
Kick Off Meeting	Within 20 days of award	1	TM, COR, CO
Project Management Plan	Within 30 days of award	1 copy submitted via email	TM, COR
Monthly Activity Report	By the 15th of every month	via email	COR
<i>The deliverable listed below is required for all NOAALink Task Orders EXCEPT Firm Fixed Price (FFP)</i>			
LOE Spend Plan	Within 10 days of award; ongoing updated on a monthly basis by the 15th of the month	via email using NOAALink instructions	COR



# Document Quality Check



## Miscellaneous

- Period of performance
- Type of order
- Hours of operation, place of performance, remote work
- Other direct costs (ODCs)
- Recognized holidays
- Task manager

# Document Quality Check



## Security



# Document Quality Check



## Quality Assurance

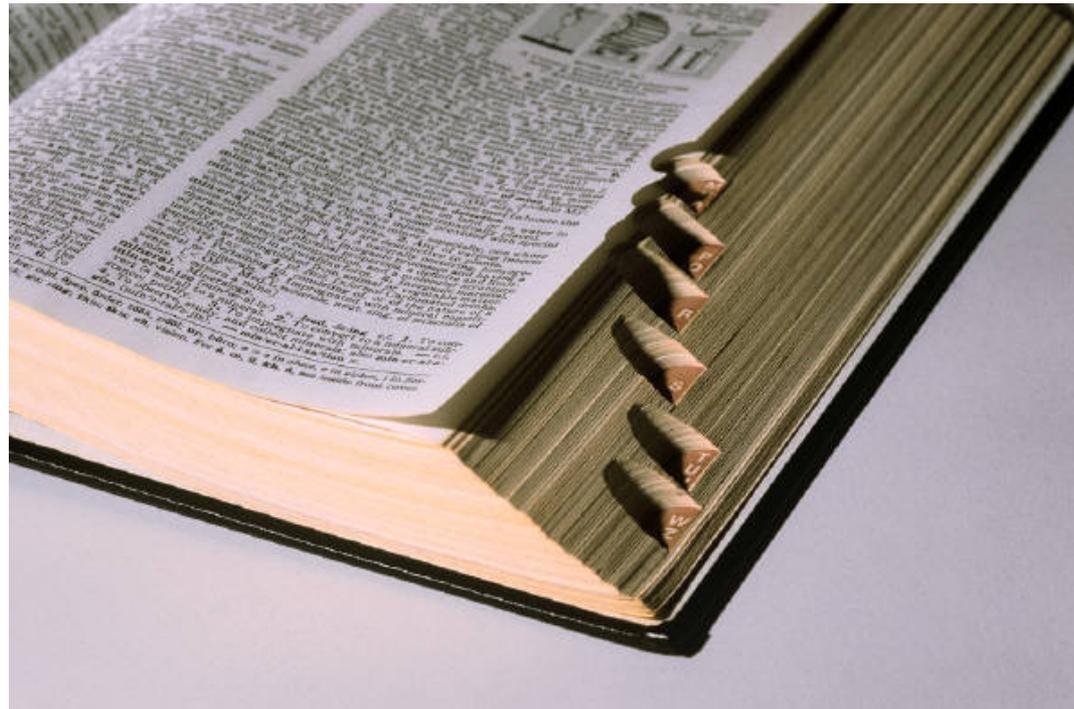
*Example:* PERFORMANCE REQUIREMENTS SUMMARY (PRS)

Item	Performance Objective	Acceptable Quality Level (AQL)	Method of Surveillance	Incentive / Disincentive	Sample Size (optional)	Frequency (optional)
<i>Initial response to help desk ticket</i>	<i>Within 2 hours of submission</i>	<i>97%</i>	<i>Random Sampling</i>	<i>Incentive = option period considered if funding available and need exists</i>  <i>Disincentive = Corrective action plan submitted to TM and COR for review</i>	<i>XXXX</i>	<i>XXXX</i>

# Document Quality Check



## Definitions and Acronyms



# Document Quality Check



## Property, Equipment, and Services





# Independent Government Cost Estimate (IGCE)



## 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

# IGCE Document Quality Check



- Labor categories and rates
- Other direct costs (ODCs)
- Option years
- Math



# Conclusion

# Conclusion



- Take the time for analysis
- Plan ahead – PALT and FY acquisition cutoff dates:  
<http://www.ago.noaa.gov/>
- Let the contractors develop innovative solutions
- For support, contact us at [NOAALink.help@noaa.gov](mailto:NOAALink.help@noaa.gov)  
or at 301-628-5700
- Find NOAALink resources on our website:  
<http://www.cio.noaa.gov/NOAALink/index.html>



Questions?