NOAALink
Performance Requirements and Cost Estimates Training

Visit us at:

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

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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**

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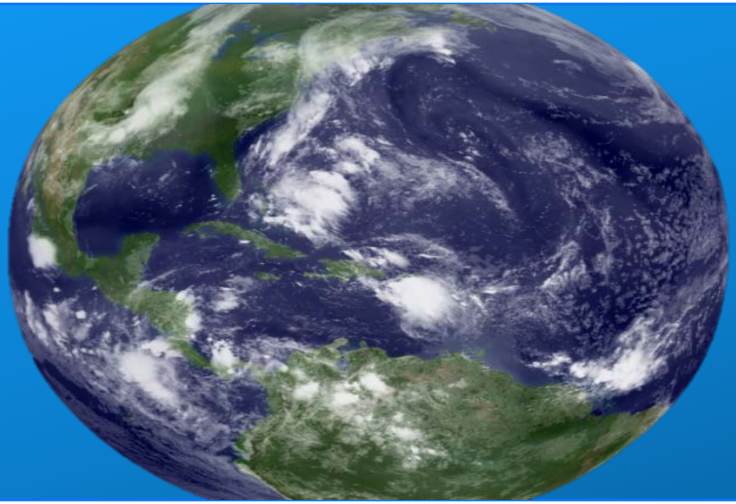

Introduction

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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

Competitive Acquisition

Effective & Efficient Solution

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Collaboration

- Assemble a team of SMEs
- Consolidate requirements

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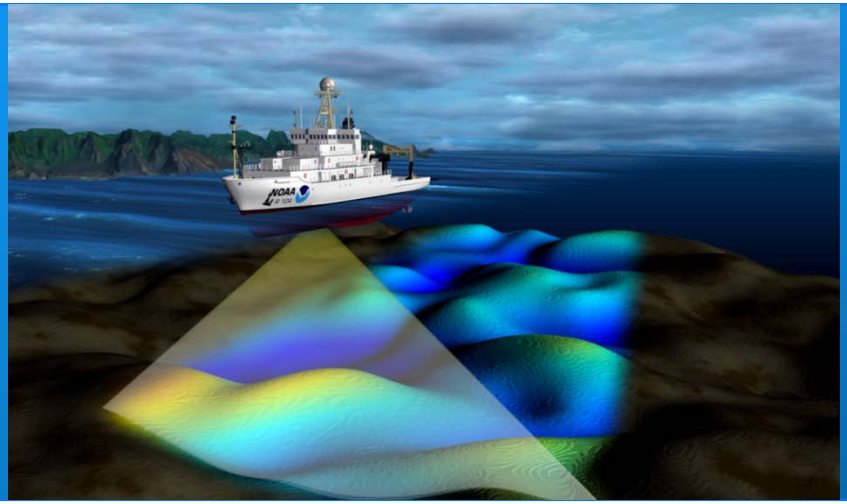

Analysis

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
  - 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

Document Quality Check

Deliverables

Deliverable	**Frequency**	**Medium/Format/ # of Copies**	**Submit To**
List specific deliverable	*List frequency at which the deliverable must be delivered*	*List the medium upon which the item shall be delivered*	*List to whom the item shall be delivered*
The three deliverables listed below are required for all NOAALink Task Orders			
Kick Off Meeting	Within 10 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	TM, COR
The deliverable listed below is required for all NOAALink Task Orders EXCEPT Firm Fixed Price (FFP)			
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	TM, 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

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Document Quality Check

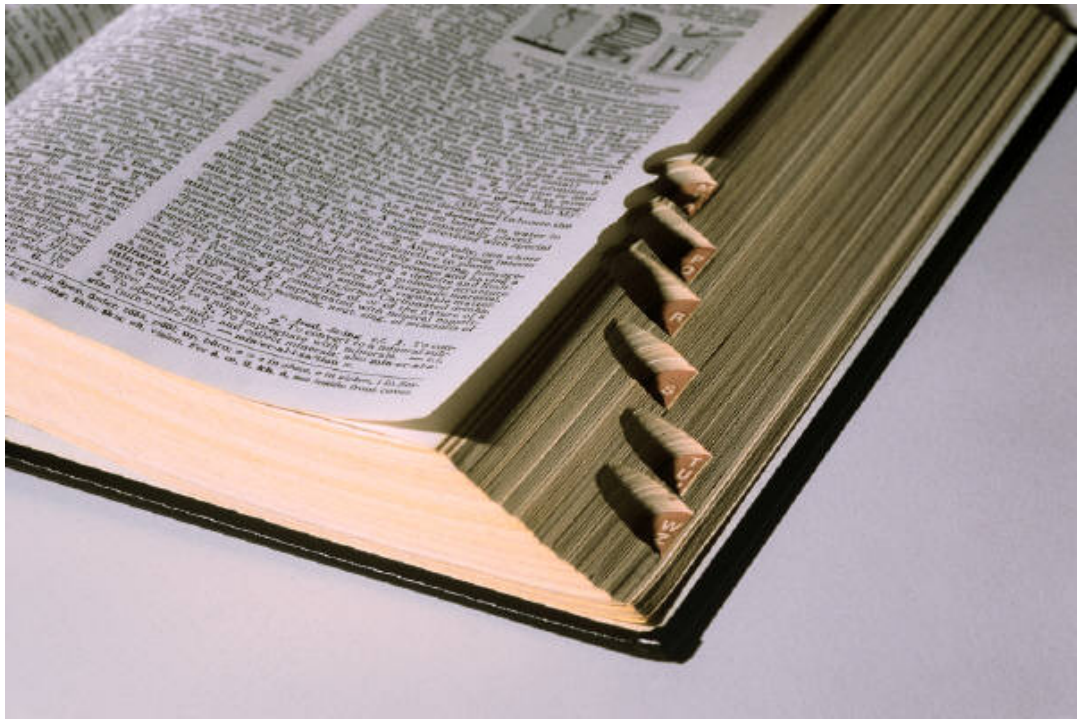
Quality Assurance

Example: PERFORMANCE REQUIREMENTS SUMMARY (PRS)

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

Document Quality Check

Definitions and Acronyms



Document Quality Check

Property, Equipment, and Services

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Independent Government Cost Estimate (IGCE)

Market Research

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

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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 or at 301-628-5700
- Find NOAALink resources on our website: http://www.cio.noaa.gov/NOAALink/index.html

Questions?