



NOAALink

Product 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**





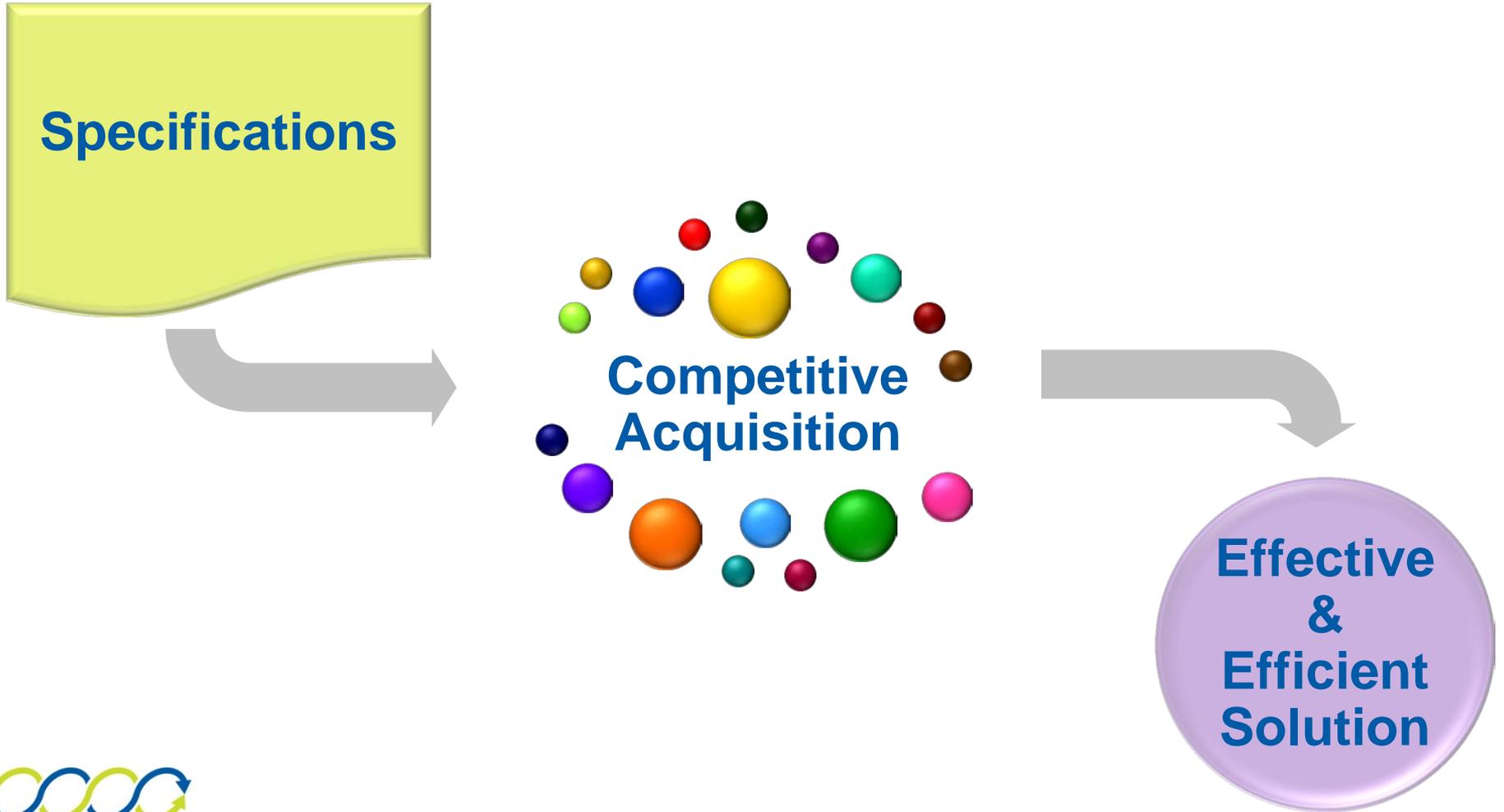
Introduction

Course Objectives



- Discover the types of information needed for product requirements and cost estimates
- Learn to create successful product requirements documents
- Reinforce good market research practices and learn to create Independent Government Cost Estimates (IGCE) documents

Product Acquisitions



Collaboration



- Assemble a team of SMEs
- Consolidate requirements





Product Requirements Document

Out of Scope



The following do not need to be submitted to NOAALink:

- Micro-purchases – Those acquisition for supplies & services that come in at \$3,500 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

(Full list on NOAALink website)

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

Enterprise-wide Product Agreements



Refer to the NOAALink website for specific steps to order under these enterprise-wide agreements:

- Red Hat
- Esri
- Adobe
- Microsoft
- Telephone, Internet, Conferencing, and Other Data Circuits and Services
- Wireless
- Service Desk



Independent Government Cost Estimate (IGCE)



Market Research must:

- Be based on publicly available information
- Not be obtained directly from vendors
- 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



- No quotes from vendors
- Option years
- Math





Conclusion

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- Plan ahead – PALT and FY acquisition cutoff dates:
<http://www.ago.noaa.gov/>
- 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?