NOAALink
Product Requirements and Cost Estimates Training

Visit us at:

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

NOAALink

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

Specifications

Competitive Acquisition

Effective & Efficient Solution

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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 $3,000 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

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

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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

Independent Government Cost Estimate (IGCE)

Market Research

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?