



# NOAALink 101

## Post-Award Training

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



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



# Introduction

# Introduction: Expected Outcomes



At the end of this training course, you will:

- Understand the Task Manager's roles and responsibilities
- Understand post-award procedures for Service requirements
- Understand post-award procedures for Hardware & Software requirements



# Task Manager's Roles & Responsibilities

# Roles & Responsibilities: Getting Started



- Upon award you will receive a copy of the award document via email
  - Upon receipt, review the award document for any errors pertaining to delivery and contact information
  - Make note of where invoices should be sent
  - If necessary you may contact your Contract Specialist

# Roles & Responsibilities: Overview



**A Task Manager (TM) is the individual identified to provide oversight for a task from its initiation through completion.**

**Responsibilities vary according to the following requirement types:**

Services	Hardware	Software
<ul style="list-style-type: none"><li>■ Invoicing</li><li>■ Badging</li><li>■ Funding</li><li>■ Contract Modifications</li><li>■ Performance</li><li>■ Staffing</li></ul>	<ul style="list-style-type: none"><li>■ Invoicing</li><li>■ Receiving Goods</li><li>■ Property Management</li></ul>	<ul style="list-style-type: none"><li>■ Invoicing</li><li>■ Confirmation of License</li><li>■ Key Delivery</li></ul>

# Roles & Responsibilities: Invoicing Process



Contractor Sends Invoice

NOAALink Receives Invoice

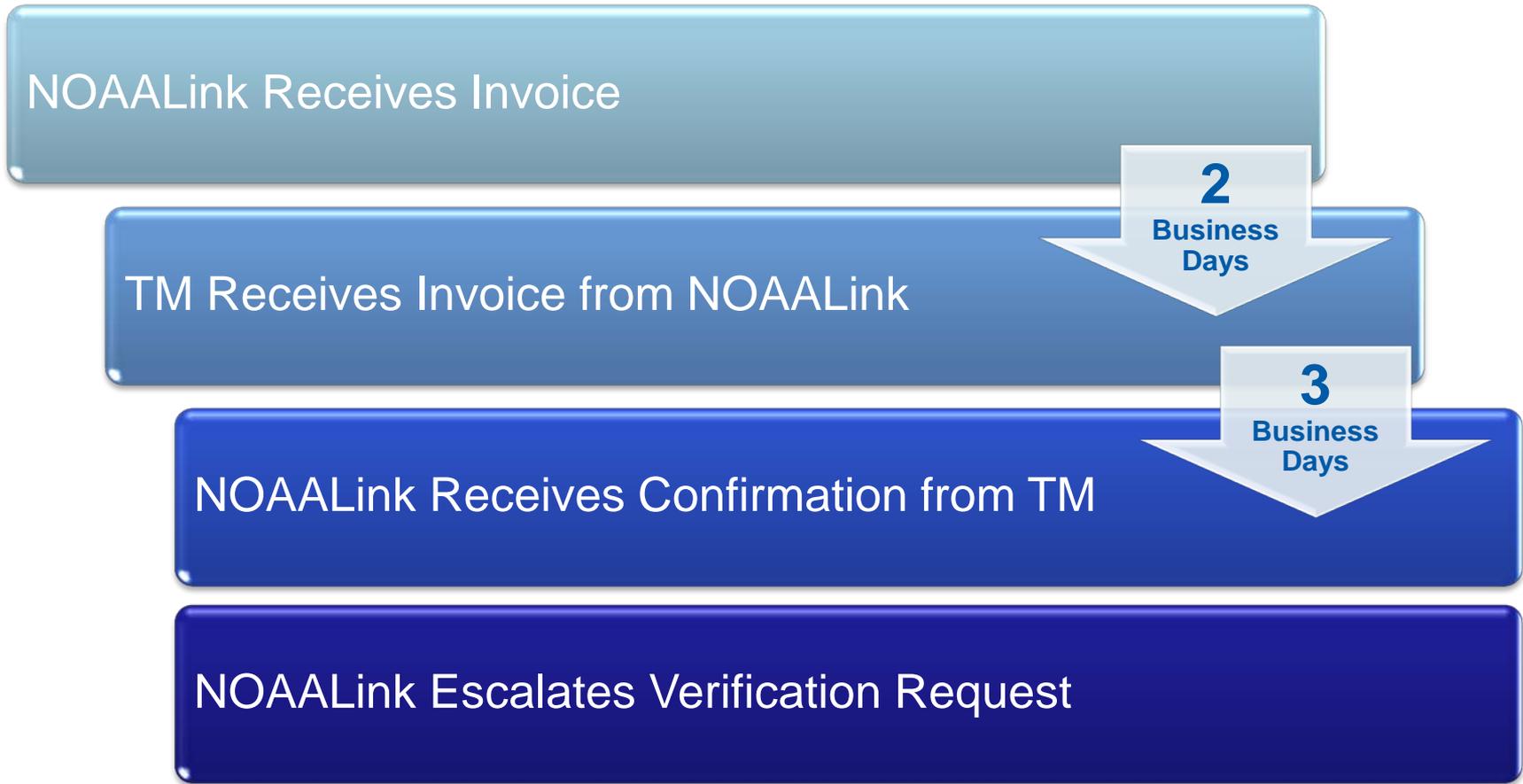
TM Receives Invoice from NOAALink

NOAALink Receives Confirmation from TM

Finance Receives Receiving Report from NOAALink



# Roles & Responsibilities: Invoicing Process Timeline



# Roles & Responsibilities: Invoicing Procedures



The following invoicing practices are required by all TMs regardless of requirement types:

- Review invoice for accuracy and confirm that it is cleared for payment
- Confirm by **emailing** [NOAALink.invoice@noaa.gov](mailto:NOAALink.invoice@noaa.gov)
- Send non-core award receiving reports directly to your specific Finance Office

\*\*\*NOAALink specific base contract numbers are listed in the appendix of this presentation for your reference.



# Post-Award Procedures Services



## The TM is authorized to carryout the following:

- Assure contractor performs technical requirements of the contract
- Monitor contractor performance
- Perform contractor inspections
- Maintain oral and written communication with the contractor
- Maintain oral and written communication with the NOAALink Contracting Officer Representative (COR)
- Issue written interpretation of technical requirements
- Coordinate site entry for contractor personnel



## The TM's responsibilities related to badging are:

- Lead the effort or delegate an individual to complete the contractor badging process
- Identify a trusted agent and coordinate required actions
- Ensure contractors are prepared with proper documentation
- Allow a minimum of 2 weeks for US citizens and 30 days for foreign nationals to complete the badging process



## The TM's responsibilities related to funding & contract modifications (mods) are:

- Funding
  - Monitor and track funding to ensure contract is adequately funded
- Mods
  - Complete a NOAALink Worksheet
  - Notify Contract Specialist and COR of upcoming mods via email
  - Funding-only mods - Submit PR to AGO 30 days prior to need
  - \$0 Administrative mods - Submit a PR describing changes 30 days prior to need
  - Exercising options - Submit a PR to exercise an option on an existing contract 60 days prior to need



## The TM's responsibilities related to performance and staffing are:

- Performance
  - Verify contractors are performing work to a minimum acceptable level
  - Monitor work of contracting staff daily
  - Provide technical direction to contractors
  - Ensure timely receipt and review of deliverables
  - Maintain communications with COR on performance
- Staffing
  - Submit a request for changes to staffing in writing to the Contract Specialist and the COR
  - If the Contract Specialist concurs, follow up with a C.Request for a modification



# Post-Award Procedures Hardware & Software

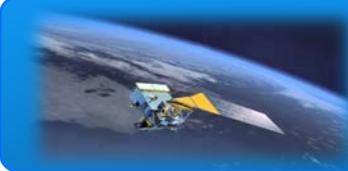
# Hardware & Software Procedures: Awards to NOAALink Contractors



The TM's responsibilities related to Hardware & Software for awards made to NOAALink contractors are:

- Hardware
  - Manage receipt of goods
  - Ensure Property Custodian has all required documentation
  - Review invoices
  - Confirm receipt of goods to the NOAALink COR
- Software
  - Confirm license key delivery
  - Review invoices
  - Confirm receipt of goods to NOAALink COR
- The TM should be aware that:
  - NOAALink COR is the primary contact to vendors
  - TM can communicate issues needing resolution to [NOAALink.help@noaa.gov](mailto:NOAALink.help@noaa.gov)

# Hardware & Software Procedures: Awards to Non-NOAALink Contractors



The TM's responsibilities related to Hardware & Software for awards made to non-NOAALink contractors are:

- Hardware
  - Manage receipt of goods
  - Ensure Property Custodian has all required documentation
  - Review, approve, and send invoice to NOAA Finance
  - Create and send receiving report to NOAA Finance for payment
- Software
  - Confirm license key delivery
  - Review, approve, and send invoice to NOAA Finance
  - Create and send receiving report to NOAA Finance for payment
- The TM should be aware that:
  - HW/SW request may be awarded to a non-NOAALink vendor in which case procedures slightly differ
  - The TM is the primary contact to the vendor

# Questions?



- Email the NOAALink CORs: [NOAALink.Help@noaa.gov](mailto:NOAALink.Help@noaa.gov)
- Visit the NOAALink website: <http://www.cio.noaa.gov/NOAALink/index.html>
- Visit the AGO website: <http://www.ago.noaa.gov/ago/index.cfm>



# Conclusion



# Appendix

# NOAALink Base Contract Numbers



- DG1330-10-CQ-0003
- DG133W-10-CQ-0021
- DG133W-10-CQ-0026
- DG133W-10-CQ-0027
- DG133W-10-CQ-0028
- DG133W-10-CQ-0036
- DG133W-10-CQ-0040
- DG133W-10-CQ-0041
- DG133W-10-CQ-0042
- DG133W-10-CQ-0049
- DG133W-10-CQ-0050