



NOAALink 101

Post-Award Training

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



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

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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.

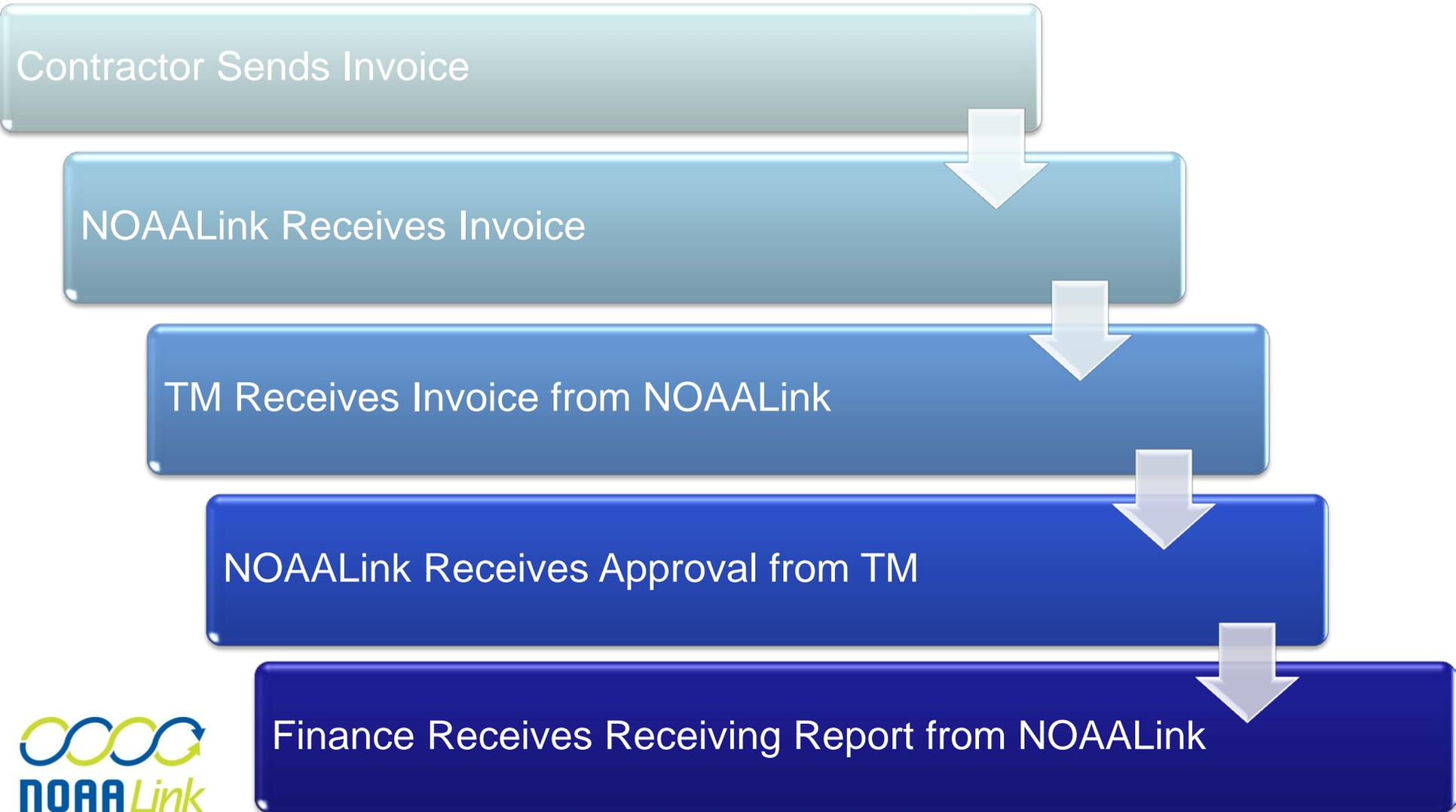
Responsibilities vary according to the following requirement types:

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

Roles & Responsibilities: Deliverables Process



Roles & Responsibilities: Invoicing Process



Roles & Responsibilities: Invoicing Process Timeline



NOAALink Receives Invoice

2
Business
Days

TM Receives Invoice from NOAALink

3
Business
Days

NOAALink Receives Approval from TM

NOAALink Escalates Verification Request

Roles & Responsibilities: Deliverables & Invoicing Procedures



The following deliverables and invoicing practices are required by all TMs:

Core Contract Tasks

1. Review monthly reports and spend plans, if applicable, for accuracy
2. Approve or reject by replying to **email** from NOAALink.invoice@noaa.gov
3. Review invoice for accuracy and confirm that it is cleared for payment
4. Approve or reject by replying to **email** from NOAALink.invoice@noaa.gov

Non-Core Contracts

1. Review invoice for accuracy
2. 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
- Ensure government-issued property is available when required
- 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
 - Contractor letter required for deobligations
 - Funding-only mods - Submit PR to AGO a minimum of 30 days prior to need
 - \$0 Administrative mods - Submit a PR describing changes a minimum of 30 days prior to need
 - Exercising options - Submit a PR to exercise an option on an existing contract a minimum of 60 days prior to need



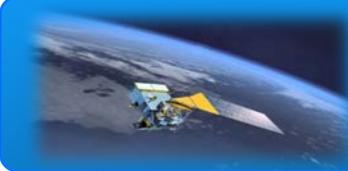
The TM's responsibilities related to performance and staffing are:

- 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
 - Draft discrepancy reports as necessary
 - Maintain communications with COR on performance
 - Submit contractor performance reports to the Contractor Performance Assessment and Retrieval System (CPARS)
- Staffing
 - Request changes to staffing in writing from 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 Non-NOAALink Contractors



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

- Hardware & Software
 - Manage receipt of goods / confirm license key delivery
 - Ensure Property Custodian has all required documentation (software \$25,000 or more)
 - 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 will likely be awarded to a non-NOAALink vendor in which case procedures slightly differ
 - The TM is the primary contact to the vendor



Limits to TM and COR Authority



Roles & Responsibilities: Limits to Authority



- Task Managers and Contracting Officer Representatives are NOT authorized to:
 - Make commitments or otherwise obligate the government
 - Make changes to the contract
 - Impose on or give direction to the contractor except as provided for in the contract
 - Approve activity over and above what is provided for in the contract



Conclusion

Questions?



- Contact the NOAALink CORs: NOAALink.Help@noaa.gov or 301-628-5700
- Visit the NOAALink website: <http://www.cio.noaa.gov/NOAALink/index.html>
- Visit the AGO website: <http://www.ago.noaa.gov/ago/index.cfm>

NOAALink Base Contract Numbers



- DG1330-10-CQ-0003 The Ambit Group
- DG133W-10-CQ-0021 E&E Enterprises Global
- DG133W-10-CQ-0026 Ace Info Solutions
- DG133W-10-CQ-0027 ActioNet
- DG133W-10-CQ-0028 CyberData
- DG133W-10-CQ-0036 Aster Engineering
- DG133W-10-CQ-0040 Caelum Research
- DG133W-10-CQ-0041 2020
- DG133W-10-CQ-0042 Earth Resources Technology
- DG133W-10-CQ-0049 Systems Integration & Development
- DG133W-10-CQ-0050 Think Tank