



# NOAALink 101

## Pre-Award Training

Visit us at:

<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 how the NOAALink Program works
- Understand NOAALink roles
- Understand how to initiate a NOAALink request
- Understand how a NOAALink acquisition is completed



# Introduction: Why NOAALink



The NOAALink Program is an innovative approach to NOAA's enterprise-wide strategic IT planning and management.

## The NOAALink Program Strives to:

- Align IT investments with NOAA's identified IT strategic initiatives
- Increase visibility into NOAA's IT purchase pipeline
- Identify and combine like requirements
- Coordinate collaborative efforts across the organization



## How NOAA Link Works

# How NOAALink Works: Contracts



NOAALink minimizes the number of contractors responding to RFPs for NOAA IT purchases, which leads to efficiencies in the bid and proposal process.

## NOAALink contract structure:

- IDIQ contracts awarded to 8A and Small Business contractors
  - Contractors receive primary consideration for all NOAA IT purchases
- 10 year contracts have been awarded to:
  - 1 SMS contractor selected and under contract
  - 10 CORE contractors selected and under contract
    - 5 Small Businesses
    - 5 8(a) Businesses
- CO determines which CORE contractor group will have an opportunity to bid on a requirement.

# How NOAALink Works: Requirements



- The following must be submitted to NOAALink:
  - Requirement types
    - New requests
    - MODs for existing requirements
  - Contract types
    - Fixed Price
    - Time & Material
    - Labor Hours
- 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
  - Office equipment – Items such as copiers, toners, and cartridges



# Program Overview

# Roles & Responsibilities NOAALink Program



## Office of the Chief Information Officer

NOAALink Program Office  
(NPO)

Program  
Director

Financial  
Manager

Project  
Manager

Contracting  
Officer's  
Representatives

## Acquisition and Grants Office

Strategic Sourcing Acquisition  
Division

Strategic Sourcing  
Director

Contracting  
Officers  
(NLK)

Contract  
Specialists

# Roles & Responsibilities: NOAALink Users



## General NOAALink Roles

- **The Task Manager (TM):** Monitors all technical aspects of the contract and assists in contract administration.
- **Alternate Task Manager (ATM):** May share the TM's duties, as well as handle the TM's duties during his/her absence (leave, training, or other time away from the office).
- **Budget Point of Contact (BPOC):** Will be responsible for approving funding for the requested requirements.

## Pre-Award Specific Roles

- **Requisitioner:** Uses the C.Request system to create a requisition & define funds. This may be, but is not restricted to, the Task Manager.
- **Fund Certifier:** Certifies that funds are available for the purchase of the requested requirement .
- **Final Approval Official:** Approves the requisition for submission to NLK.



# NOAALink Request Process Overview



# NOAALink Request Process Completing a NOAALink Worksheet

# NOAALink Request Process: Complete a NOAALink Worksheet



1. Follow this link:  
<http://www.nlkreqs.com/WorksheetParams.aspx> to populate a NOAALink Worksheet
2. Select the appropriate classification for your department
  - a) NOAA
  - b) Another DOC Bureau

A screenshot of a web browser window showing the "NOAALink Procurement Worksheet" form. The browser's address bar shows the URL "http://www.nlkreqs.com/WorksheetParams.aspx". The page features the NOAA Link logo and tagline "Service. Partnership. Commitment. Where Business and IT Connect." The main content area asks "Is this requirement for?" with two radio button options: "NOAA" (which is selected) and "Another DoC Bureau". Below the options is a "Next..." button. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a toolbar with navigation buttons, and a status bar at the bottom showing "Done" and "Internet" with a 100% zoom level.

# NOAALink Request Process: Complete a NOAALink Worksheet



3. Complete all required fields marked with an asterisk

http://www.nlkreqs.com/Worksheet.aspx?ReqTarget=uR5aomj65+Y= - Windows Internet Explorer

http://www.nlkreqs.com/Worksheet.aspx?ReqTarget=uR5aomj65+Y=

File Edit View Favorites Tools Help McAfee

http://www.nlkreqs.com/Worksheet.aspx?ReqTarget...

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

NOAALink Worksheet

\* = Required

\* Customer Line Office or Staff Office: If your requirement includes participants from other Line Offices, Staff Offices, or Bureaus please select all that apply.

Line Offices:

- NOS
- NWS
- OAR
- OPPI

Staff Offices:

- Office of Acquisition and Grants
- Chief Administrative Office
- Chief Financial Office
- Office of Chief Information Officer

Bureaus:

- Department of Commerce
- Bureau of Economic Analysis (BEA)
- Bureau of Industry and Security (BIS)
- U.S. Census Bureau

\* Customer Division or Branch Office: NOAALink Program Office

\* Customer Task Manager:

Name:

Phone:

eMail:

\* Requirement Title:

Please make your requirement title unique and descriptive

Done Internet 100%



# NOAALink Request Process: Complete a NOAALink Worksheet



4. Press **Submit** at the bottom of the page

http://www.nlkreqs.com/Worksheet.aspx?ReqTarget=uR5aomj65+Y= - Windows Internet Explorer

http://www.nlkreqs.com/Worksheet.aspx?ReqTarget=uR5aomj65+Y=

File Edit View Favorites Tools Help

McAfee

Shared Documents Budget http://nlkreqs.com/ NOAA Acquisition & Grants ... http://www.nlkreqs.com...

Service Area: Select Strategic Management Services (SMS) if your requirement falls into one of the three categories listed below. If not please select Core IT Services.

- SMS Project Management Services
- SMS Enterprise Architecture Services
- SMS Decision Support
- Core IT Services
- None

FAAPS Number related to this Requirement:   
You must provide FAAPS information for requirements greater than \$150,000.

\* Time Constraint:  (mm/dd/yyyy)  
Please provide a realistic time frame for when you expect this requirement to begin.

\* Estimated Ceiling Cost:  (dollars)  
Please be as accurate as possible and show the breakdown of base v. option years as well as total.

\* Budgeted Amount for this PR:  (dollars)  
Not required for SMS Services.

Historical Information Please provide the following information on your previous contract.

Description of Previous Contract:

Previous Contract Number:

Previous Requisition Number:

Previous Award Amount:  (dollars)

Name of Previous Contractor:

Previous Contractor Status:  Not Reported  8 (a)  Small Business  Large Business

Is this requirement a change in scope?  Increase  Decrease  No Change

Done

Internet 100%

# NOAALink Request Process: Complete a NOAALink Worksheet



5. Click **Download pdf**
  6. Save your NOAALink Worksheet pdf
  7. Attach your Worksheet to your requisition submission
- Detailed steps for submitting your requisition in C.Request are outlined in the next section 'Completing a Requisition'

The screenshot shows a web browser window with the URL <http://www.nlcreqs.com/SubmitResult.aspx?WorksheetID=d7f30v9Qpak=>. The page content includes the NOAA Link logo and the text "NOAALink Procurement Worksheet". Below the logo, it states "Service. Partnership. Commitment. Where Business and IT Connect." The main message is "You have successfully completed your NOAALink Worksheet!". An important note follows: "IMPORTANT: Your NOAALink request submission is not complete until you:" followed by a numbered list: 1. Click below to generate a PDF of your worksheet, 2. Save a copy of the worksheet, and 3. Attach a copy of the worksheet to your requisition in C.Request. A "Download pdf" button is visible at the bottom of the instructions.



# NOAALink Request Process: Complete a NOAALink Worksheet



PG 1 of Worksheet



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

## NOAALink Worksheet

Worksheet Submission Date: 1/5/2012 10:59 AM (EST)

Customer Line Office or Staff Office: Office of Chief Information Officer

Customer Division or Branch Office: NOAALink

Customer Task Manager:

Name: Nisite Reta

Phone: 301-628-5689

eMail: nisite.reta@noaa.gov

Requirement Title: Sample

Requirement Description: To provide a NOAALink Worksheet entry sample for instructional purposes.

Service Area: Core IT Services

FAAPS Number related to this Requirement: 10500

Time Constraint: 2/1/2012

Estimated Ceiling Cost: \$60,000.00

Budgeted Amount: \$61,000.00

Historical Information



# NOAALink Request Process: Complete a NOAALink Worksheet



PG 2 of Worksheet

Description of Previous Contract: To provide a NOAALink Worksheet entry sample for instructional purposes

Previous Contract Number: DG133C10BU0000

Previous Requisition Number: NCNA2400-11-00000

Previous Award Amount: \$55,000.00

Name of Previous Contractor: NLK Enterprises

Previous Contractor Status: 8 (a)

Is this requirement a change in scope? Increase

***For Office Use Only:***

Worksheet ID: 308

NLK Scope:  In Scope  EA  Out Of Scope

If Out of Scope, provide reason:  Mission

Time Constraint / Documented Emergency

Micropurchase

Out of Scope - Other

No Resellers

After cutoff date

Name of product of company: If 'No Resellers' was selected above please provide below.

Signature of Program Office Director:

PR Number:



# NOAALink Request Process Completing a Requisition

# NOAALink Request Process: Complete a Requisition



1. From the **Home** page select **Requisition** from the Main Menu under **Create**

The screenshot shows a web browser window titled "ComprizonSuite - Windows Internet Explorer" with the URL "https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon". The browser's address bar shows the URL, and the page title is "ComprizonSuite". The main content area displays the "Requisition PIIN and Name" form. The form includes a navigation menu on the left with "Create" selected, and a main form area with the following fields:

- Do not check this box:
- Document Number: NAAJ1300 - 12 - ?????
- \* Document Name: NOAALink TestDocument

At the bottom right of the form, there are buttons for "Save", "Reset", and "Cancel". The user information in the top right corner reads "User: ANDREW VENAGLIA (AXV) Version: 8.9.1 SP4 Screen ID: CREQ". A legend indicates "\* = Required Field".

# NOAALink Request Process: Complete a Requisition



2. Complete all of the required fields marked by an asterisk on the **Administration** tab from the **Requisition Administration** page

- Enter CDO (for Cathy Ossi) in the **Recommended COR** field
- Enter the **Point of Contact** responsible for this requirement
- Enter the FSC Code, which will be determined by the procurement type. A complete list of NOAALink specific FSC codes can be found at <http://www.pps.noaa.gov/ofnames.html>

The screenshot shows the ComprizonSuite web application interface. The browser address bar displays the URL: <https://crequest.noaa.eas.commerce.gov/noaa/servelet/Comprizon>. The page title is "ComprizonRequest" and the document ID is "NAAJ1300-12-01852 | NOAALink Test Document". The user is identified as "ANDREW VENAGLIA (AXV)" with version "8.9.1 SP4" and screen ID "RSM".

The main content area is titled "Requisition Administration" and features a navigation menu with tabs for "Administration", "Funding", and "Addresses". The "Administration" tab is active, showing a form with the following fields:

- \* Requisition Number: NAAJ1300-12-01852
- \* Requisition Title: NOAALink Test Document
- \* Requisition Date: 03/05/2012
- \* Form: Standard Req
- \* Delivery Date: 04/30/2012
- \* Requesting Office: NOAA - OCIO
- \* Point of Contact: Enter Line Office POC
- \* POC Phone: ###-###-####
- \* Recommended COR: If not required select NCR. No COR required. Value: CDO
- \* Name: CATHERINE OSSI
- \* Phone Number: 301-628-5758
- \* E-Mail Address For Internal Routing: CATHERINE.OSSI@NOAA.GOV
- \* FAAPs # (if \$ only no special or alpha char) simplified = 00000. Value: If under \$150K enter 000000000
- \* FSC Code: ###
- \* Purpose: Enter purpose in Under 75 Characters. You have 1964 characters remaining for your input.

A message at the bottom of the page states: "Requisition created successfully."

# NOAA Link Request Process: Complete a Requisition



3. Begin entering your line item information as you normally would by selecting **Line Items** from the **Summary** page. Complete all of the required fields marked by an asterisk on the **Administration** tab.

The screenshot displays the ComprizonSuite web application in a Windows Internet Explorer browser. The URL is <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The application interface includes a navigation menu on the left with options like 'Requisition Line Item Detail Menu', 'Tools', 'System Options', and 'Other Systems'. The main content area is titled 'Administration' and contains a form for entering requisition details. The form includes fields for Line Item No. (0001), Qty. (1), UI (LS), Cost (103000), and Total Cost (\$103,000.00). There are also sections for Header, Description, FSC Code, Stock Item, and Receiving Office Number. The form is marked with asterisks to indicate required fields. At the bottom of the form, there are buttons for 'Save', 'Apply', 'Reset', and 'Cancel'.

# NOAA Link Request Process: Complete a Requisition



4. Complete all of the required fields marked by an asterisk on the **Address** tab
5. Select **Accounting** from the **Requisition Line Item Detail Menu** under **Tools**

The screenshot shows the ComprizonSuite web application in a Windows Internet Explorer browser. The URL is <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The application has a navigation menu with 'Home', 'Inbox', 'My Profile', 'Help', 'Business Rules/Custom Help', 'Links', and 'Log Off'. The main content area is titled 'Administration' and has tabs for 'Address' and 'Option'. The 'Address' tab is active, showing a form with the following fields:

- \* Delivery Date: 04/30/2012
- \* Deliver To: #####
- \* Supplemental Address Information: N/A
- FOB: Destination

At the bottom of the form, there are buttons for 'Save', 'Apply', 'Reset', and 'Cancel'. A legend indicates that an asterisk (\*) denotes a required field. The left sidebar contains a 'Requisition Line Item Detail Menu' with a 'Tools' section where 'Accounting' is selected.

# NOAA Link Request Process: Complete a Requisition



## 6. Select **Create** from the **Account Code Menu** under **Actions**

ComprizonSuite - Windows Internet Explorer

https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help

McAfee

ComprizonSuite

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

ComprizonRequest

Account Code Menu

Actions

- Create
- Edit
- Delete

System Options

- Summary
- Line Items

Other Systems

Line Item No.: 0001, Enter a Summary of the Goods or Services being purchased

Search Criteria

Search Criteria

» Search

ADN:

Line Item Total: 100000.00 Total Cost: \$0.00 Total Percent: 0% Total Quantity: 0.00

Displaying 0 - 0 / 0

Mark	Account Code	Cost	Quantity	Percent	BOC
No Account Code records found that meet the filter criteria					

# NOAALink Request Process: Complete a Requisition



## 7. Enter Line Item details according to NOAALink specifications:

- Enter NOAALink-specific Object Class code by adding 11 as the last two digits to your standard code. Contract products/services must have "11" in the object 4 field of the four-level object class ##-##-##-11 (for example 25-23-00-11, 31-23-00-11, etc.)
- Enter a separate Line Item/CLIN for the 3% NOAALink fee in the object class 77-11-00-00 (All the other ACCS being the same as the goods/service.)
- If required, add a travel CLIN

ComprizonSuite - Windows Internet Explorer

https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help

McAfee

ComprizonSuite

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

ComprizonRequest

Line Item No.: 0001, Enter a Summary of the Goods or Services being purchased  
ADIN: \*

\* = Required Field

Account Code Detail Menu

System Options

Accounting Summary Line Items

Other Systems

Bureau Code (2): 14 [Import Entire Account Code](#)

Fiscal Year (2): 12

Project (7): #####

Task (3): ###

Fund (4): ###

Program (9): #####

Organization (16): #####

Object Class (8): ###0011

User Defined (6): #####

\* Allocation By: Cost

Percent: 100.00 Cost: 100000 Quantity: 1

# NOAA Link Request Process: Complete a Requisition



## 8. Select Review & Approval on the Requisition Summary page

Document: NAAJ1300-12-01001 | NOAA Link Sample Requisition  
Requisition Summary

User: ANDREW VENAGLIA (AXV)  
Version: 8.7 SP1 Screen ID: RSM

**Administration**

Purchase For: NOAA/OCIO/IT OPERATIONS OFFICE AJ130000  
Delivery Date: 10/28/2011  
Point of Contact: MICHELE HEFFNER  
Purpose: Enter Purpose in UNDER 75 characters.  
Document Status: Unsubmitted  
Procurement Status: Unsubmitted

**Account Summary**

Number of Codes Assigned to Line Items:	1	Number of Default Codes:	1
Percent Allocated:	0%	Total Default Percentage:	100%
Total Quantity Allocated:	1		
Total Cost Allocated:	\$0.00		
Base Cost Allocated:	\$0.00		
Option Cost Allocated:	\$0.00		

No Financial Transaction Information.

**Line Item**

Number of Line Items:	1	Base Amount:	\$0.00	Option Amount:	\$0.00
Total Cost:	\$0.00				

**Notes**

No Notes

**Project**

13-1450

**Review and Approval**

Status: No route created

**Associated Documents**

# NOAALink Request Process: Complete a Requisition



## 9. Select Add User

The screenshot shows a web browser window displaying the ComprizonSuite application. The browser's address bar shows the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The application header includes navigation links: Home, Inbox, My Profile, Help, Business Rules/Custom Help, Links, and Log Off. The document title is "Document: NAAJ1300-12-01001 | NOAALink Sample Requisition" and the page title is "Requisition Review & Approval Management". The user is identified as "User: ANDREW VENAGLIA (AXV)" with version "8.7 SP1" and screen ID "RAM".

The main content area is divided into a left sidebar and a main panel. The sidebar, titled "Req Review & Approval Mgmt Menu", contains the following sections:

- Actions**: Add User, Delete, Forward, Release
- Tools**
- Options**: Summary
- Other Systems**

The main panel, titled "Search Criteria", contains the following fields and controls:

- Route Order: [Dropdown] [Text]
- Reviewer Type: [Dropdown]
- Filter on: [Dropdown] [Dropdown] [Text]
- [Search] button
- [Import Route List Model](#) link
- Message: "Please enter search criteria and click on 'Search' to view results."

A blue arrow points from the "Add User" option in the sidebar to the "9. Select Add User" text on the left side of the slide.

# NOAALink Request Process: Complete a Requisition



10. Add NPO as a reviewer to your requisition (NOT NLK).

Although the number and nature of approvers may vary depending on your particular Line/Staff Office's procedures, as a general rule your requisition should be routed to **NPO** for approval after your designated **Fund Certifier and before** your office's **Final Approval Official**. To ensure this, make sure that in the receiving order **NPO** comes after the Fund Certifier but before the final approval official. For example if the fund certifier is a 10 and the approving official is a 40, NPO should be between 10 and 40 (in the sample shown in the adjacent screen shot, NPO is 30)

11. Save

ComprizonSuite - Windows Internet Explorer  
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

McAfee

ComprizonSuite x NOAA Staff Directory

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Document: NAAJ1300-12-01001 | NOAALink Sample Requisition  
Requisition Reviewer Detail

User: ANDREW VENAGLIA (AXV)  
Version: 8.7 SP1 Screen ID: RD

\* = Required Field

Reviewer Detail Menu

- System Options  
Review and Approval Summary
- Other Systems

\* Reviewer : NPO

Reviewer Name: NOAA NPO  
Title: NOAALink Box

\* Receiving order: 30  
Priority:

Approval Required:  Carbon Copy:

View Only:

» Save » Apply » Reset » Cancel



# NOAALink Request Process: Complete a Requisition



12. In addition to your required documents, you will need to attach a copy of the NOAALink Worksheet. (For guidance on the documents required for your acquisition, please refer to the NOAA Acquisitions Package Checklist

[http://www.ago.noaa.gov/acquisition/docs/noaa\\_acq\\_package\\_checklist\\_4-4-11.pdf](http://www.ago.noaa.gov/acquisition/docs/noaa_acq_package_checklist_4-4-11.pdf).)

Templates of the required documents can be found at

[http://www.cio.noaa.gov/NOAALink/naalink\\_forms\\_docs.html](http://www.cio.noaa.gov/NOAALink/naalink_forms_docs.html)

13. Select **Support Documents**

14. On the next screen, select **Create**

The screenshot shows the ComprizonSuite web application interface. The browser address bar displays the URL: <https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon>. The page title is "Requisition Summary" for document "NAAJ1300-12-01001 | NOAALink Sample Requisition".

The left navigation menu includes the following sections:

- Requisition Summary Menu
  - Sections
    - Summary
    - Administration
    - Accounting
    - Line Items
    - Funding Recap
    - Forms
    - Notes
  - Properties
    - Sharing
    - Locking
  - Procurement
    - Period of Performance Defaults
    - Support Documents
    - Deliverables
    - History
  - Actions
    - Assign PIIN
    - Store in BizDoc
    - View in BizDoc
    - Cancel
    - Copy
    - Delete
    - Submit
    - Add to Hotlist
    - Review and Approval
  - Financial

The main content area displays the following information:

**Administration**

Purchase For:	NOAA/OCIO/IT OPERATIONS OFFICE A3130000
Delivery Date:	10/28/2011
Point of Contact:	MICHELE HEFFNER
Purpose:	Enter Purpose in UNDER 75 characters.
Document Status:	Unsubmitted
Procurement Status:	Unsubmitted

**Account Summary**

Number of Codes Assigned to Line Items:	1	Number of Default Codes:	1
Percent Allocated:	0%	Total Default Percentage:	100%
Total Quantity Allocated:	1		
Total Cost Allocated:	\$0.00		
Base Cost Allocated:	\$0.00		
Option Cost Allocated:	\$0.00		

Commitment: Accepted/Approved by Financial System, Posted: 10/12/2011 15:39:21, Amount: \$0.00

**Line Item**

Number of Line Items:	1				
Total Cost:	\$0.00	Base Amount:	\$0.00	Option Amount:	\$0.00

# NOAALink Request Process: Important Note



Required documents will vary depending on the nature of the acquisition, however an **IGCE** is required for all requests submitted to NOAALink.

## Market Research is required to support data provided on the IGCE, and should:

- 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

\*\*\*Follow AGO guidelines on how to prepare an accurate IGCE on the [NOAA IGCE Guide](#).

# NOAALink Request Process: Complete a Requisition



15. Enter the Requisition Number, a hyphen, and NOAALink Worksheet as the title. Click Browse to attach a copy of the NOAALink Worksheet. Please name the NOAALink Worksheet by its Requisition (Req. #-NOAALink Worksheet)
16. Click Save

ComprizonSuite - Windows Internet Explorer

https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

McAfee

NOAA - National Oceanic an... ComprizonSuite

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Document: NAAJ1300-12-01001 | NOAALink Sample Requisition  
Support Document Detail

User: ANDREW VENAGLIA (AVV)  
Version: 8.7 SP1 Screen ID: SUP00CC

Support Document Detail Menu

System Options  
Support Document Management  
Summary

Other Systems

Document Information

\* Title: NAAJ1300-12-01001 NOAALink Worksheet

Group Name: [dropdown]

Description/Comments: [text area]

You have [ ] characters remaining for your input

Attached On: [ ]

Last Modified: 10/19/2011

Attached For: REQUISITION

Attached From: NAAJ1300-12-01001

Current Version of the Statement of Work (SOW)  
 Include in procurement package to be delivered to Vendor

Related Dates

Created On: [ ]

Received On: [ ]

Effective On: [ ]

Document Location

Enter Hardcopy Location  
 Upload Existing File  
 Create New File Using Template

\* Path/Filename: C:\My Documents\NAAJ1300-12-01001 NOAALink Wor [Browse...]

» Save » Apply » Next » Reset » Cancel

# NOAALink Request Process: Complete a Requisition



17. Please make sure that your requisition is NOT Committed as NOAALink will be adding an attachment to your requisition
18. Select Release
19. Please instruct your office analysts and managers to review and approve the requisition that has been routed to them. The NOAALink Program Office will be notified when the requisition has reached the NPO inbox.

The screenshot shows a web browser window displaying the ComprizonSuite application. The page title is "Requisition Review & Approval Management". The document ID is "NAAJ1300-12-01001 | NOAALink Sample Requisition". The user is identified as "ANDREW VENAGLIA (AXV)" with version "8.7 SP1" and screen ID "RAM".

The interface includes a search criteria section with fields for "Route Order", "Reviewer Type", and "Filter on". Below this is a table with the following columns: Mark, Route Order, Address To, Reviewer Type, Approval Required, View Only, Since, At, Status, and Comments.

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	30	<a href="#">NOAA NPO</a>	Individual	A	N	10/12/2011	15:32:06		

The table shows one entry with a checkbox, route order 30, address to NOAA NPO, reviewer type Individual, approval required A, view only N, since 10/12/2011, and at 15:32:06. The status and comments columns are empty.





# NOAALink Request Process PO Request Verification

# NOAALink Request Process: Request Verification



1. If funds are available and the accounting codes are appropriate, NPO will approve the requisition
  - a) Once the NOAALink Program Office validates the funds for your PR, the separate line item for the 3% fee will be removed. The fee will be assessed on each line of accounting listed in the PR. Please **DO NOT** add this line item back into the PR prior to submitting it.
2. You may add additional reviewers to the requisition, but please do **NOT** make any changes to the accounting. If any of the accounting strings or the dollar amounts change, you **MUST** re-route the requisition to NPO
3. Commit and submit your requisition to NLK

ComprizonSuite - Windows Internet Explorer  
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help  
McAfee

ComprizonSuite x NOAA Staff Directory

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

ComprizonRequest

Requisition Submit

User: ANDREW VENAGLIA (AXV)  
Version: 8.7 SP1 Screen ID: RS

Requisition Summary Menu

- Sections
  - Summary
  - Administration
  - Accounting
  - Line Items
  - Funding Recap
  - Forms
  - Notes
- Properties
  - Sharing
  - Locking
- Procurement
  - Period of Performance Defaults
  - Support Documents
  - Deliverables
  - History
- Actions
  - Assign PIIN
  - Store in BizDoc
  - View in BizDoc
  - Cancel
  - Copy
  - Delete
  - Submit
  - Add to Hotlist
  - Review and Approval
- Financial
  - Commit
  - Cancel Commit
  - View Status
- Create
- System Options
  - Return To Just In
- Other Systems

Requisition Number: NAA1300-12-01001

\* = Required Field

Purchasing Buyer or Contract Specialist

\* Assign To: NLK

Assign to Name: NOAA Link Account NOAA Link Ac

» Save » Reset » Cancel

# NOAA Link Request Process: Request Verification



- If the accounting codes are incorrect, NPO will disapprove the requisition and provide guidance in the comments section. To retrieve the comments, click the blue **Comment** field as seen in the adjacent screenshot
- Once you have reviewed the comments, please correct the accounting and re-route the requisition to NPO

The screenshot shows the Comprizon Suite web application interface. The browser address bar displays the URL: https://crequestnoaa.eas.commerce.gov/hoaa/service/Comprizon. The page title is "Requisition Review & Approval Management". The interface includes a search criteria section with fields for Route Order, Reviewer Type, and Filter on (Agent Code, Contains, NPO). Below the search criteria is a table of requisitions. The table has columns: Mark, Route Order, Address To, Reviewer Type, Approval Required, View Only, Since, At, Status, and Comments. The table displays one requisition with the following details:

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	20	NOAA NPO	Individual	A	N	10/19/2011	07:34:08	Disapproved	<a href="#">Comment</a>

The "Comment" link in the comments column is highlighted with a blue arrow pointing to it from the text in step 4 of the list.

# NOAA Link Request Process: Request Verification



6. If the accounting is correct but funding is not available, further information may be requested from the customer or the Acquisition and Grants Office
  - a) Depending on the circumstances, the requisition may be accepted but not awarded until funds are available**OR**
  - b) The customer may change the accounting code to one that has funding available

ComprozonSuite - Windows Internet Explorer  
https://crequestnoaa.eas.commerce.gov/hoaa/service/Comprozon

Home - Tabbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

Documents: NWWWX9000-12-01119 | NWWWX9000-12-Plan Testing  
Requisition Review & Approval Management

User: NOAA NPO (NPO)  
Version: 6.7 SP1 Screen ID: RAM

Req Review & Approval Mgmt Menu

- Actions
  - Add User
  - Delete
  - Forward
  - Release
- Tools
- Options
  - Summary
- Other Systems

Search Criteria

Route Order:

Reviewer Type:

Filter on: Agent Code  Contains  NPO

Import Route List Model

Mark	Route Order	Address To	Reviewer Type	Approval Required	View Only	Since	At	Status	Comments
<input type="checkbox"/>	20	NOAA NPO	Individual	A	N	10/19/2011	07:34:08	Disapproved	<a href="#">Comment</a>

Displaying 1 - 1 / 1

# NOAALink Request Process: Request Verification



- If your requisition is NOT appropriate for NOAALink (i.e. a micro-purchase, PC/accessories, or office equipment), NPO will inform you via the comment field on the **Requisition Review and Approval** page. Additionally, your NOAALink Worksheet will be marked *Out of Scope* and re-attached to your requisition.
- If the requisition is out of scope for NOAALink, please make sure to change the NOAALink-specific object class code (##-##-##-11 to ##-##-##-00), as well as deleting the NOAALink surcharge CLIN (77-11-00-00). Otherwise, the requisition will still be assessed the NOAALink fee.
- You may submit your requisition to your local AGO office

ComprizonSuite - Windows Internet Explorer  
https://crequestnoaa.eas.commerce.gov/noaa/servlet/Comprizon

File Edit View Favorites Tools Help  
McAfee

ComprizonSuite x NOAA Staff Directory

Home - Inbox - My Profile - Help - Business Rules/Custom Help - Links - Log Off

ComprizonRequest

Requisition Submit

User: ANDREW VENAGLIA (AXV)  
Version: 8.7 SP1 Screen ID: RS

Requisition Summary Menu

- Sections
  - Summary
  - Administration
  - Accounting
  - Line Items
  - Funding Recap
  - Forms
  - Notes
- Properties
  - Sharing
  - Locking
- Procurement
  - Period of Performance Defaults
  - Support Documents
  - Deliverables
  - History
- Actions
  - Assign PIIN
  - Store in BizDoc
  - View in BizDoc
  - Cancel
  - Copy
  - Delete
  - Submit
  - Add to Hotlist
  - Review and Approval
- Financial
  - Commit
  - Cancel Commit
  - View Status
- Create
- System Options
  - Return To Just In
- Other Systems

Requisition Number: NAA1300-12-01001

Purchasing Buyer or Contract Specialist

\* Assign To: NLK

Assign to Name: NOAA Link Account NOAA Link Ac

» Save » Reset » Cancel

\* = Required Field

# NOAALink Request Process: Next Steps



- The CO will determine if your requirement can be successfully fulfilled by NOAALink contractors
  - If it is determined that it can, the CO will proceed with the standard NOAALink bid process
- If a particular requirement cannot be successfully fulfilled by NOAALink contractors, the CO will identify a suitable alternative acquisition vehicle
- Once a determination is made by the CO on a suitable acquisition vehicle, your request will be assigned to a Contract Specialist
  - The Contract Specialist will contact you within 48 hours of your submission being assigned to them
  - You may contact the Contract Specialist directly if you require any further assistance

# NOAALink Request Process: Next Steps



- The Contract Specialist will open a bid period and issue an RFQ
  - HW/SW requests
    - The Task Manager verifies quotes against requirements
    - The Contract Specialist and Contracting Officer make a determination based on 'best price technically acceptable'
  - Services requests
    - Technical Evaluation Committee reviews and scores the proposal
    - Technical Evaluation Committee makes a recommendation to Contract Specialist
    - Contract Specialist and Technical Evaluation Committee make a determination based on 'best value'

# NOAALink Request Process: Next Steps



- 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
  - If necessary, you may contact your Contract Specialist.

\*\*\*If you are the designated Task Manager please attend NOAALink 101 **Post-Award Training**.  
Visit [http://www.cio.noaa.gov/NOAALink/noaalink\\_training.html](http://www.cio.noaa.gov/NOAALink/noaalink_training.html) for scheduling information.



# Final Note: Conflicts of Interest



The potential for Conflicts of Interest exists for all NOAALink projects. Care should be taken to prevent Conflicts of Interest from arising.

## **If contacted by contractors, NOAALink users should:**

- Be aware that contractors must interface only with the CS during the solicitation phase or risk exclusion from the requirement
- Refer contractors who attempt to make direct contact during the solicitation phase to the CS
- Always refer contractors who are interested in partnering with the NOAALink contractors to the CO

# Questions?



- Email the NOAALink PO: [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>
- Visit [http://www.ago.noaa.gov/acquisition/c\\_request\\_training.html](http://www.ago.noaa.gov/acquisition/c_request_training.html) for C.Request training materials



# Conclusion

