

NOAALink Worksheet Form

Is this requirement for?

NOAA

DoC or Another Bureau

Customer NOAA Line Office or Staff Office or DOC Bureau:

Customer Division or Branch Office:

Customer Task Manager:

Person responsible for monitoring the task.

Name:

Phone:

E-mail:

Requisitioner:

Person responsible for entering requisition in C.Request.

Name:

Phone:

E-mail:

Other Point of Contact (if applicable):

If different from TM or Requisitioner, i.e. Technical POC.

Name:

Phone:

E-mail:

Requirement Title:

Please make your requirement title unique and descriptive.

Requirement Description:

Provide enough information on the requirement to enable NOAALink to determine applicability to the program. For product requirements, provide descriptions and brand name information, if applicable.

Type of Requirements:

Choose the category that best describes your requirement. Check all that apply.

- Software (incl. software maint. and subscriptions)
- Hardware (incl. hardware maint.)
- Services (work performed by contractor personnel)
- Strategic Management Services (SMS)

FAAPS Number related to this Requirement:

You must provide FAAPS information for requirements greater than \$150,000.

IT Investment Authorization (ITIA) Number:

Investment Review Decision (IRD) Number:

FISMA ID(s):

If applicable

Exhibit 300 Investment Name:

If applicable

What best describes your requirement:

- New - No previous contract
- Modification of an existing NOAALink contract - Includes exercising options
- Replacement of Expiring Contract

Date of Expiration (mm/dd/yyyy):

Time Constraint (mm/dd/yyyy):

Please provide a realistic time frame for when you expect this requirement to begin.

Estimated Life-cycle Cost:

Total should include base and option years, if applicable. Do NOT include 3% NOAALink Fee.

IT costs included in Estimated Life-cycle Cost:

Estimated One-Year Cost for this requisition:

Do NOT include 3% NOAALink Fee.

- Fully Funded
- Partially Funded
- No Cost/\$0 Administrative Modification

Cost of this requisition:

Do NOT include 3% NOAALink Fee.

Has your field delegate been approved to process this requisition?

Yes No

NOAALink DOES NOT determine or assign Field Delegates. By checking this box, you are indicating that you have identified a Field Delegate with NOAALink Procurement Authority whose warrant qualifies them to process the action, coordination is required to occur with the Staff or Line Office Acquisition Liaison prior to submitting the Requisition to NPO for review.

Note: Any requirements greater than \$150,000 CANNOT be processed by Field Delegates, most Field Delegates' warrant levels are significantly less than \$150,000 - you will have to confirm with your Field Delegate PRIOR to checking this box.

Historical Information

Please provide the following information on your previous contract. Required only for modification or replacement of existing contract.

Previous Contract Number:

Previous Task Order:

Previous Requisition Number:

Previous Award Amount:

Name of Previous Contractor:

Previous Contractor Status:

Not Reported

8 (a)

Small Business

Large Business

Save this form and attach it to your C.Request.

For NOAALink Program Office (NPO) Use Only:

Contains Information Technology (IT):

Yes No

Details:

Check all that apply

Yes – Software procurement

Yes – Hardware procurement

Yes – Hardware maintenance procurement

Yes - Software maintenance procurement

Yes – Support services procurement

Yes – PC Purchase from DOC PC Portal (exclude 11 in OCC)

Yes – PC purchase not from DOC PC Portal (include 11 in OCC)

Yes – Micro-purchase subject to Supply Chain Risk Management (SCRM) review (no 11 in OCC)

Yes – High Performance Computing (HPC) (no 11 in OCC)

Yes – Video teleconferencing (VTC) installation

Yes – Pulling cable and network setup

Yes - Other

- No – Non-capitalized equipment (e.g., monitors, digital cameras, video cameras, projectors, etc.)
- No – Office supplies (e.g., printers, toner, uninterruptable power supplies (UPS), etc.)
- No – Micro-purchase (no SCRM)
- No – Wireless services
- No – Telecommunications/Internet services purchased through GSA Network or similar contracts
- No – Facilities services (e.g., heating, ventilation, and air conditioning (HVAC), security alarm systems, janitorial, pulling cable, etc.)
- No – Cable/satellite TV service
- No – Subscription (e.g., research reports, news services, resource databases, etc.)
- No - Training
- No – Antenna equipment
- No - Other

Comments:

Worksheet Status:

Active

Cancelled

Requisition Number:

Signature:

On behalf of Zachary Goldstein, CIO