

Revised September 13, 2011

ACQUISITION ALERT 10-01

Notifications to NOAA's Office of Legislative and Intergovernmental Affairs

This Acquisition Alert is being transmitted to all NOAA Heads of Contracting Offices (HCOs) for dissemination within their respective Acquisition Divisions.

Effective immediately, the attached policy and procedures shall be followed by the Acquisition and Grants Office (AGO) staff to effect the notifications required by Commerce Acquisition Manual Chapter 1305.303, Department of Commerce Announcement of Contract Awards, and the Department of Commerce Grants and Cooperative Agreements Manual, Section 8.

Questions concerning this Alert should be directed to Karen Vanzant at karen.vanzant@noaa.gov or 719-522-4453.

Notifications to NOAA's Office of Legislative and Intergovernmental Affairs

A. Background

The Department of Commerce, Office of Acquisition Management, issued Commerce Acquisition Manual Chapter 1305.303 entitled "Department of Commerce Announcement of Contract Awards. The purpose of that chapter is to set forth the policy and procedures designed to ensure consistency in providing contract award notifications to the Department's Office of Legislative and Intergovernmental Affairs (OLIA) and the White House Liaison.

B. Purpose

The purpose of this policy is to set forth the procedures to be followed by the Acquisition and Grants Office (AGO) staff to provide the required notices of planned and actual awards to NOAA's Office of Legislative and Intergovernmental Affairs (OLIA) for further dissemination to DOC OLIA in compliance with the requirements of CAM Chapter 1305.303. This policy further sets forth the procedure to provide the required notices of planned grants awards in compliance with the Department of Commerce Grants and Cooperative Agreements Manual, Section 8.

C. Applicability

For acquisitions, consistent with DOC Office of Acquisition Management policy set forth in Commerce Acquisition Manual 1305.303, this NOAA OLIA notification policy is applicable to the following contractual actions:

- All acquisition awards (including awards made pursuant to Parts 19 and 36 of the Federal Acquisition Regulation) equal to or greater than \$4 Million over the life of the contract. The \$4 Million threshold is inclusive of options and/or the estimated total quantity for a Requirements-type contract and/or the guaranteed minimum quantity for an Indefinite Delivery Contract.
- Orders placed under Federal Supply Schedules (FSS), Government-Wide Acquisition Contracts, Multi-Agency Contracts, and Blanket Purchase Agreements established by DOC acquisition offices against FSS or any other types of contracts.

These reporting requirements do not apply to:

- Task orders of any value issued against DOC and/or NOAA in-house Indefinite Delivery Contracts.
- Modifications for the exercise of any options under contracts that were previously reported to OLIA.

For grants, consistent with the DOC Grants and Cooperative Agreements Manual, this NOAA OLIA notification policy is applicable to all grants equal to or greater than \$100,000.

D. Roles and Responsibilities

1. The Contracting Officer (CO) is responsible for the preparation and timely submission of planned and post-award notifications directly to OLIA.
2. The Grants Officer (GO) is responsible for ensuring that all grants awards equal to or greater than \$100,000 have received the required OLIA and/or DOC OLIA clearance before the award is released to the recipient.
3. OLIA is responsible for the further dissemination of any required contract and grants notifications to higher level offices (e.g., DOC OLIA).

E. Acquisition Award Notification Procedures

1. Notice of Planned Award:

- a. COs shall submit notices of planned contract awards via email directly to OLIA no less than one week prior to the planned award date. This notice does not require OLIA approval in order for the CO to proceed with contract award once the one week period has passed. Within 24 hours of receipt of the anticipated contract award notice, OLIA shall forward the notice to DOC OLIA. In the event that OLIA is informed there is DOC OLIA or White House interest in participating in the contract award announcement, DOC OLIA and/or the White House Liaison will discuss the impact of delaying award with NOAA OLIA and the NOAA Senior Bureau Procurement Official.
- b. Notices shall be prepared in the form of a narrative statement containing the information set forth in Attachment 1. The proposed award amount shall not be provided for any type of competitive action. The pdf file shall be submitted via email to the following addressee:

“TO” addressee: Timothy.Bagley@noaa.gov

Subject: Notice of Planned Award

2. Post-Award Notice:

- a. COs shall submit post-award notices directly to OLIA by 5:00 p.m. Eastern Time on the day of contract award to the maximum extent possible, but no later than 9:00 a.m. Eastern Time on the next business day after the day of contract award.
- b. The notice shall be prepared in the format provided at Attachment 2. The notice and a copy of the first page of the award document shall be combined into one pdf file and submitted via email to the following addressee:

“TO” addressee: Timothy.Bagley@noaa.gov

Subject: Post-Award Notice

F. Restrictions on Release of Source Selection Information

Pre-award notices shall be limited in nature to avoid release of acquisition-sensitive pre-award information and shall not contain any information prejudicial to a competitive acquisition. No classified or confidential business information, contractor costs, pricing or proposal information, or source selection information as defined in FAR 3.104 will be included.

The anticipated award amount shall not be revealed for any competitive actions, including new contract/purchase order awards, fair opportunity for consideration on task/delivery orders issued under multiple-award Indefinite Delivery Contracts, and competitive awards made under Blanket Purchase Agreements.

G. Grants Notification Procedures

A pre-award clearance, and notice to Congress, is required for all grants equal to or greater than \$100,000 before the award can be released to the grantee. OLIA congressional notifications are effected electronically via the Grants Notification System (GNS). OLIA is the approval authority for grants actions between \$100,000 and \$500,000. DOC OLIA is the approval authority for grants actions exceeding \$500,000.

If the award is equal to or greater than \$100,000, GOL sends a task for pre-award review and congressional notification to GNS for OLIA. If the award exceeds \$500,000, OLIA reviews the award and then transmits it via GNS to DOC OLIA for congressional notification and release. Upon release by OLIA or DOC OLIA, as appropriate, a notification is sent through GOL to Finance, the remaining award actions are completed in the system, and the award is then released to the grantee.

The GO shall ensure that all grants awards equal to or greater than \$100,000 have received the required OLIA and/or DOC OLIA clearance before the award is released to the recipient.

Attachments

1. Content for Notice of Planned Award
2. Template for Post-Award Notice

Content for Notice of Planned Award

A Notice of Planned Award shall contain the following information:

- Title of the action (for ARRA awards, enter “RECOVERY –“ before title)
- Solicitation Number, if applicable
- Planned award date
- Planned award amount (***do not include for competitive actions***)
- NOAA LO/SO or External Client office
- Contract type (firm-fixed-price, time and materials, etc.)
- Type of Award (new contract, modification, task order, etc.)
- If a task order, modification, or BPA call, state base contract award number or BPA number.
- Period of performance
- Place of performance
- If congressional or media interest in the award has been expressed, identify requester and provide details. If no interest has been expressed, close with following statement: “The Acquisition and Grants Office knows of no specific rollout plan or specific congressional or media interest in this award.”
- AGO Point of Contact email address and telephone number

Sample Notices

Competitive Action:

At-Sea Monitors for the Northeast Groundfish Multispecies Fishery Plan,
Solicitation No. XXXXX-XX-XX-XXXX

(Submitted 4/9/2010; Award Planned: 4/12/2010)

The National Marine Fisheries Service anticipates the award of multiple Indefinite Delivery Indefinite Quantity contracts for services necessary to provide at-sea monitors for the Northeast Groundfish Multispecies Fishery Plan. Each award will include a two-year ordering period. The place of performance will vary by task order. **The Acquisition and Grants Office knows of no specific rollout plan or specific congressional or media interest in this award.** Point of Contact: Bob.Jones@noaa.gov, 757-441-1234.

Modification to Existing Contract (already competed and notice previously given):

RECOVERY - Asbestos Abatement and Related Building Renovations, Geophysical Fluid Dynamics Laboratory (GFDL), Princeton, New Jersey

(Submitted 4/9/2010; Award Planned: 4/21/2010)

The National Weather Service anticipates award of a \$43,514 ARRA-funded firm-fixed-price modification against contract WC1330-07-CQ-1234/T012 to remove and replace ductwork that is blocking access to asbestos that requires abatement. The period of performance will be extended seven days through June 7, 2010. The place of performance is Princeton, New Jersey. **The Acquisition and Grants Office knows of no specific rollout plan or specific congressional or media interest in this award.** Point of Contact: John.Smith@noaa.gov, 816-426-1234.

Template for Post-Award Notice

**NOAA ACQUISITION AND GRANTS OFFICE
NOTIFICATION OF CONTRACT AWARD**

Insert PROJECT TITLE

DATE OF AWARD: Insert date of award

AWARD DOCUMENT: The first page of the award document is attached.

CONTRACTOR'S NAME: Insert name of contractor

CONTRACTOR'S ADDRESS:

Address line no. 1

Address line no. 2 (add more lines as necessary)

City, ST 00000-0000

CONTRACT NO.: Insert contract number shown on award document

TASK/DELIVERY ORDER NO.: If applicable

MODIFICATION NO.: If applicable

TYPE OF CONTRACT: Firm-fixed-price, time and materials, etc.

TOTAL CONTRACT VALUE:

Total value of this action: \$ _____

Total dollars obligated by this action: \$ _____

Total ceiling underlying contract, including options: \$ _____

PERIOD OF PERFORMANCE: Number of calendar days OR from-to dates

PLACE OF PERFORMANCE: Place of performance

DESCRIPTION OF SUPPLIES/SERVICES:

(Plainly written, clear, and unambiguous to the public)

UNSUCCESSFUL OFFEROR(S): Provide ONLY the number of unsuccessful offerors

CONGRESSIONAL DISTRICT OF AWARDEE: Provide congressional district of awardee available at <https://writerep.house.gov/writerep/welcome.shtml>

SET- ASIDE INFORMATION: Identify type of set-aside, if applicable, or enter "Unrestricted"

BASIS OF AWARD: Indicate basis of award (full and open competition, sole source, etc.)

DETAILS OF CONGRESSIONAL INQUIRY, IF APPLICABLE: Provide details or enter "Not Applicable"

OTHER PERTINENT INFORMATION SPECIFICIALLY REQUESTED BY THE OFFICE OF LEGISLATIVE INTERGOVERNMENTAL AFFAIRS (OLIA) AND/OR THE WHITE HOUSE LIAISON (WHL):

Identify requester of information and provide details or state "None"

Attachment:

Page 1 of Award Document

(Note: Prepare one pdf file containing template and page 1 of award document for submission to OLA.)