MAR **0 2** 2011

MEMORANDUM FOR: NOAA Assistant Administrators
                            NOAA Deputy Administrators
                            NOAA Executive Council
                            NOAA Executive Panel
                            NOAA Heads of Contracting Offices
                            NOAA Chief Information Officers
                            NOAA Chief Financial Officers

FROM: Joseph F. Klimavicz
                            Chief Information Officer and Director for High
                            Performance Computing and Communications

                            Mitchell J. Ross
                            Director, Acquisition and Grants Office
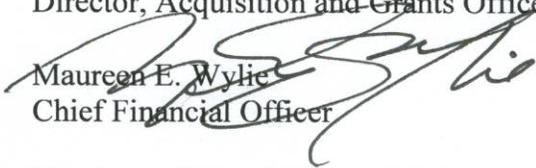
                            Maureen E. Wylie
                            Chief Financial Officer

SUBJECT: `   Mandatory Use of NOAALink Program and Contracts
                            for Information Technology Products and Services

<u>**Please Distribute Broadly**</u>

The Office of the Chief Information Officer, Acquisition and Grants Office, and Office of the Chief Financial Officer have committed to achieve savings in the procurement and provisioning of information technology (IT) products and services. One way NOAA can achieve substantial savings is to standardize and consolidate IT purchases. Analysis has indicated NOAA is repeatedly paying too much when purchasing similar IT products and services across the bureau. Duplicative purchases represent unacceptable inefficiencies and opportunities for dollar savings. NOAA must benefit from standardization and consolidation of similar products and services in order to realize savings. Therefore, a new program and set of contracts entitled NOAALink shall be used to procure all infrastructure IT products and services. IT Infrastructure is defined as all common, widely used, or enterprise level services, functions or systems that indirectly serve mission activities. IT Infrastructure provides general organizational, management, and administrative computing and communications capability and services. This infrastructure includes and is not limited to: IT security; data and voice networks; end-user workstations; office automation hardware and software; enterprise messaging and collaboration; help desks, and administrative systems.

The NOAALink program is described more fully on the NOAALink website at: http://www.cio.noaa.gov/noaalink.html.

This policy remains in effect until superseded.