

NOAA ACQUISITION PACKAGE CHECKLIST

Acquisition Description:

Submitting Office Point of Contact:

Total Estimated Value of the Acquisition:

Anticipated Period of Performance:

| DOCUMENTS REQUIRED FOR EVERY <u>NEW</u> ACQUISITION | | <input checked="" type="checkbox"/> |
|---|---|-------------------------------------|
| Performance Work Statement, Statement of Objectives or Statement of Work | | <input type="checkbox"/> |
| Independent Government Cost Estimate <small>Required for acquisitions over \$150,000</small> | | <input type="checkbox"/> |
| Requisition with Funds Approval and Programmatic Approval | | <input type="checkbox"/> |
| Market Research | | <input type="checkbox"/> |
| Milestone Plan | | <input type="checkbox"/> |
| TECHNICAL POINT OF CONTACT INFORMATION | | |
| Name: <input style="width: 400px;" type="text"/> | Phone: <input style="width: 150px;" type="text"/> | <input type="checkbox"/> |
| Email: <input style="width: 650px;" type="text"/> | | <input type="checkbox"/> |

| ADDITIONAL DOCUMENTS REQUIRED DEPENDING ON TYPE OF ACQUISITION | | <input checked="" type="checkbox"/> |
|---|--|-------------------------------------|
| Acquisition Plan <small>Required for acquisitions estimated to exceed \$10,000,000, including options</small> | | <input type="checkbox"/> |
| Evaluation Criteria for Best Value Actions <small>Required for a competitive process</small> | | <input type="checkbox"/> |
| Information Security in Acquisition Checklist <small>Required for all services acquisitions</small> | | <input type="checkbox"/> |
| Justification Other than Full and Open Competition (JOFOC) <small>Required when supplies or services are to be purchased from a source without engaging in a competitive process</small> | | <input type="checkbox"/> |
| Exhibit 300 + Acquisition Plan <small>Required for Information Technology acquisitions equal to or greater than \$10,000,000</small> | | <input type="checkbox"/> |
| Formal Source Selection Process Waiver <small>Required for acquisitions over \$10,000,000 when formal procedures not used</small> | | <input type="checkbox"/> |
| NOAA Section 508 Standards Checklist and Assessment Certification Form <small>Required for IT supplies and services acquisitions</small> | | <input type="checkbox"/> |
| NOAALink Waiver <small>Required for IT supplies and services acquisitions</small> | | <input type="checkbox"/> |
| Other AGO-Required Documents <small>Any additional documentation identified by AGO representative</small> | | <input type="checkbox"/> |
| Line Office or Corporate Office Requirements | | <input type="checkbox"/> |

Forms can be found at <http://ago.noaa.gov/ago/acquisition/regulation/cfm>