

ACQUISITION ALERT 05-02

This Acquisition Alert notice is being transmitted to all NOAA Heads of Contracting Offices (HCOs). If you have any questions or comments about the Alert, please contact Don Kraus by e-mail (Don.Kraus@noaa.gov) or by telephone on (301) 713-0325.

PLEASE SHARE THIS MESSAGE WITH YOUR ACQUISITION STAFF:

Synopsis Review Requirements

Effect immediately, prior to the release of any synopsis to FedBizOps, a higher level review is required to insure that the synopsis contains all FAR required content, is clear, complete and unambiguous.

The review must be conducted by a CO unless the CO is also the Specialist, in which case, the higher level review will be the Team Leader/Branch Chief/HCO depending on the specific acquisition and the existing organizational structure.

The higher level review is to be documented in the order/contract file by the reviewing official's signature on the review copy of the synopsis.

When submitting solicitation packages for Acquisition Management Reviews, insure that the approved synopsis with signature of the reviewer is included with the package for review.