Instructions for Completing the

NOAALink Worksheet

The NOAALink worksheet is the first step in initiating a request with NOAALink. Required fields will be noted within the worksheet; you will not be able to submit the worksheet unless you have completed all required sections of the form.

Once you have completed your worksheet, click the Submit button and select the Download PDF link to save a version of your Worksheet. Attach the PDF to your C.Request and make sure to **route your PR through NPO, and once all approvals are received, submit it to NLK**. If the submission is done incorrectly, your request will be returned to you.

For questions, visit the NOAALink website http://www.cio.noaa.gov/NOAALink/index.html, email NOAALink.Help@noaa.gov, or call us at (301) 628-5714.

Section 1: Customer Information

1. **Customer Bureau**
   a. If your requirement includes participants from other Line Offices, Staff Offices, or Bureaus, please select all that apply
   b. These are REQUIRED fields
2. **Customer Division or Branch Office**
   a. Please provide the full name of the Division or Branch Office

Section 2: Contact Information

1. **Customer Task Manager**
   a. Please provide the name and contact information of the Requirement *Task Manager (TM)*; this is the person who is responsible for monitoring all technical aspects of the contract as well as assisting in the administration of the contract
   b. The TM may or may not be the individual submitting the request, however the TM should have a level of involvement with the request process
2. **Other Point of Contact**
   a. If there is a Technical Point of Contact (POC) or "Requisitioner" who is different from the Task Manager and also able to answer questions regarding this requirement, please provide their name here
   b. This may also be used to provide an Alternate TM; someone designated by the TM to handle his/her duties in their absence (the Alternate TM may also share the TM's duties even if the TM is not absent)

     c. This is an OPTIONAL field, so if the Task Manager is completing this requisition **and** is the best person to contact with questions, this box can be left blank

Section 3: Requirement Details

1. **Requirement Title**
   a. Please provide a Title for this requirement that is brief but descriptive
   b. i.e. "Server Maintenance Renewal"
2. **Requirement Description**
   a. Use this space to elaborate on the requirements of this requisition; include the type of IT products/services required – be specific
   b. For Hardware or other equipment purchases, please provide specifications
   c. For Software, please provide the name of the software, the company who offers the software, and the number of licenses required
3. **Type of Requirement**
   a. NOAALink is MANDATORY for all NOAA IT Requirements, and currently available to other Departments of Commerce agencies; any NOAA requirement not classified as a micro-purchase; laptops, PCs and accessories; or office equipment must be submitted to NOAALink
   b. Choose the category that best describes your requirement; this should be the predominant aspect of your requirement if it includes more than one of these categories
   c. Software
          i. This includes all new software purchases and software/license renewals
   d. Hardware
          i. This includes all new hardware purchases, hardware maintenance purchases or renewals
          ii. NOAALink Exemptions
                 1. Micro-Purchases
                       a. Micro-purchases are aggregated purchases of $3,000 or less
                       b. If the total cost for the equipment is under $3,000, it is considered a micro-purchase, and as such, is exempt from being purchased via NOAALink
                 2. Office Equipment
                       a. Common office supplies that generally do not have infrastructure applicability are considered office equipment
                       b. Examples include copiers, toners, and cartridges; see the GSA Website for more guidance on what items are considered office supplies
            (http://www.gsa.gov/portal/content/101378)

3. Desktops, Laptops, and other Standard Computer Accessories
    a. Desktop and Laptop computers in a variety of configurations and other standard computer accessories should be ordered through the Department of Commerce PC and Accessories Acquisition Portal:
    https://store.intelligent.net/DoC/index.cfm
    b. For more information, please visit the DOC website
e. Services
    i. This includes all Core IT services other than SMS; refer to the table below
f. Strategic Management Services (SMS)
    i. If SMS is appropriate for your requisition, Estimated Ceiling Cost and Estimated Base Cost sections DO NOT need to be filled out
    ii. Please find more information in the table below

_____

Service Area Selection

NOAALink supports multiple IT service areas in five Management Components. Please use this section to identify which service area best describes your requirement – Strategic Management Services (SMS) or other CORE Services.

Management Component	Service Areas
SMS	
Refers to the system – processes, programs, tools and behavioral norms – NOAA seeks to put in place and develop its IT strategy, translate its operational actions, and ensure its management for continuous improvement and innovation. Three service areas support Strategic Management.	**Decision Support** • Decision Support Systems • Technical and Consulting Expertise • Research and Assessment of Emerging Technologies • High-Level Solution Designs • E-Gov Support • Hardware and Software Refreshes **Enterprise Architecture Services** • Business Architecture • Information Architecture • Technology Architecture **Project Management Services** • On-Site Project Management • Development and Implementation of a Project Management Office • Project Value Management • Project Portfolio Management • Methodology Development • Quality and Performance Measurements • Risk Management • Resource Management

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Management Component	Service Areas
CORE	
Customer Care: Refers to IT functions directly supporting the customer and which enhance customer productivity and achievement in support of NOAA's missions, vision and goals.	**End-User Service Center Services** • Consolidation of NOAA Help Desks • Provision of Tier 0/1 Service Desk Operations, Single Point of Contact (SPOC) • Incident Management • Remote Device and Software Management and Planning • Analysis and Reporting **Desktop Management Services** • Desktop End User Computing Services • Operations and Administration Services • Data Backup, Storage and Recovery Services • Levels 2 & 3 Hardware and Software Support • Desktop Application Services • Asset Management for Desktops and End-User Devices • On-Site Break/Fix Services • Single Point of Contact Configuration and Support **Collaboration Services** • Video and Voice Conferencing • Web Conferencing • Webcasting
Infrastructure Management: Refers to IT capabilities that support the customer-facing functions.	**Data and Voice Network Services** • Enterprise Data Network (LAN/WAN) • Network Operations Center • Remote Access • Voice/PBX/VoIP and Installs, Move, Add , or Changes (IMACs) **Data Center Services** • Business Continuity and Disaster Recovery • Configuration Management • Database Management • Facilities Management • Task Management – Output Management and Job Scheduling • Hosting Operations and Administration • System Development Life Cycle Support • Monitoring **Application Management Services** • Application and Web Development • Application and Web Maintenance • Web Design and Content Management • Life Cycle Application Development

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Management Component	Service Areas
CORE Continued	
Business Management: Refers to cross-cutting capabilities in support of strategic, customer, and infrastructure management.	**Procurement Service Catalog Services** **Training/Professional/Consulting Services** • IT/Professional Training • Technical Services and Consulting **Special Projects** • Document/Records Management • Email Consolidation
Information Security and Risk Management: Refers to requirements in support of continuity of operations/disaster recovery (COOP/DR) operations and security planning.	**Security Services** • Security Infrastructure • Security Firewall • Security Intrusion/Detection/Penetration • C&A • Security Administration • Security Risk, Organization, Policies and Architecture **Continuity of Operations/Disaster Recovery** • Risk Management • Information Assurance

4. **FAAPs Number related to this Requirement**
   a. The Forecasting and Advanced Acquisition Planning System (FAAPs) tracks development of acquisition plans and forecasts of business opportunities for requirements over $150,000; FAAPs website is http://fido.gov/doc/aap/
   b. Please provide the FAAPs number for this requirement, if applicable

5. **Exhibit 300 Investment Name**
   a. Capital Asset Plan and Business Case Summaries provide detailed justifications for major IT investments for reporting to Congress
   b. Please provide the Exhibit 300 Investment Name, if applicable

6. **FISMA ID**
   a. The Federal Information Security Management Act (FISMA) requires each federal agency to develop, document and implement an agency-wide information security program
   b. Please provide the FISMA ID for this requirement, if applicable

7. **Time Constraint**
   a. Use this space to specify the date you need your requirement fulfilled
   b. Please use the following format: 01/01/2012

8. **Estimated Ceiling Cost**
   a. Estimate the ceiling cost of this requirement NOT INCLUDING the 3% NOAALink Fee
   b. If your requirement falls under SMS, DO NOT fill this out

       c.   Please use the following format: $1,000.00

9. **Estimated Base Cost**
   a. Estimate the base cost of this requirement NOT INCLUDING the 3% NOAALink Fee
   b. This should include base plus option year(s)
   c. Please use the following format: $1,000.00

10. **What best describes your Requirement**
    a. Specify here if you plan to fully or partially fund this requirement, or if it is a no cost/$0 modification to an existing contract
    b. If this requisition is for a no cost administrative modification, please specify the expiration date of the Period of Performance (POP) in the box below

11. **Date of Expiration**
    a. If this requirement is a no cost modification, please provide the current POP expiration date
    b. Please use the following format: 01/01/2012
    c. If you chose "Fully Funded" or "Partially Funded" above, DO NOT fill this out

Section 4: Requirement History

1. **Previous Contract Number**
2. **Previous Requisition Number**
3. **Previous Award Amount***
4. **Name of Previous Contractor**
5. **Previous Contractor Status**

If you chose "New" for this requirement, DO NOT fill out this section. If you chose "Modification to an existing NOAALink Contract" or "Replacement of Expiring Contract" this section is required.

*If the previous contract has multiple option years, please include the previous total **ceiling** amount of the award (not just one of the option years)*

ATTENTION: Once this worksheet is submitted, changes CAN NOT be made. If you need to make a change after you have submitted your worksheet, please DO NOT create a new worksheet – contact NOAALink Help and we will make the changes for you.

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If you have any other questions about NOAALink or are unclear about any part of this worksheet, please call NOAALink Help at (301) 628-5714 or send an email to NOAALink.Help@noaa.gov.

Thank you for using NOAALink!