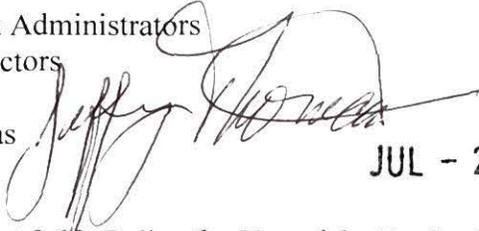




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
ACQUISITION AND GRANTS OFFICE

MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors

FROM: Jeffrey S. Thomas 
Director

SUBJECT: Acquisition Alert 19-02, Policy for Use of the Professional and
Technical Services (ProTech) Strategic Sourcing Solution

JUL - 2 2019

The purpose of this memorandum is to issue Acquisition Alert 19-02, entitled “Policy for Use of the Professional and Technical Services (ProTech) Strategic Sourcing Solution.”

ProTech includes a suite of contracting vehicles that consist of Indefinite Delivery, Indefinite Quantity (IDIQ) multiple award contracts, multiple award and single award blanket purchase agreements (BPAs), and other contract types organized into five domains: Satellite, Fisheries, Oceans, Weather, and Enterprise Operations. These domains provide an industrial base of professional, scientific, and technical resources in support of the NOAA Line and Staff Offices.

The ProTech Program Management Office (PMO) supports the implementation of ProTech. The ProTech PMO is available to assist Line and Staff Offices, in cooperation with the servicing contracting office, with requirements development and completion of various artifacts supporting purchase request packages (e.g. Performance Work Statements, Statements of Work, Statements of Objectives, and Independent Government Cost Estimates).

Questions pertaining to the Acquisition Alert should be directed to AGO.Policy@noaa.gov.
Questions specific to the ProTech strategic sourcing solution should be directed to ProTech.Services@noaa.gov.

Attachment

Acquisition Alert 19-02, Policy for Use of the Professional and Technical Services (ProTech)
Strategic Sourcing Solution

ACQUISITION ALERT 19-02

Policy for Use of the Professional and Technical Services (ProTech) Strategic Sourcing Solution

This Acquisition Alert (AA) is being transmitted to the NOAA Acquisition and Grants Office (AGO) and to all NOAA Deputy Directors and Staff Office Assistant Administrators for dissemination within their respective Line or Staff Office.

- 1. Purpose:** The purpose of AA 19-02 is to establish and implement the NOAA policy for use of the Professional and Technical Services (ProTech) strategic sourcing solution for all requirements for professional and technical services, regardless of dollar value. Compliance with [AA 18-07, Compliance with Acquisition Requirements of the Federal Information Technology Acquisition Reform Act \(FITARA\)](#), is still required for all NOAA procurements, regardless of the contract vehicle or whether the procurement involves information technology (IT).
- 2. Background:** ProTech is a strategic sourcing acquisition solution for professional and technical services. ProTech includes a suite of contracting vehicles that consist of Indefinite Delivery, Indefinite Quantity (IDIQ) multiple award contracts, multiple award and single award blanket purchase agreements (BPAs), and other contract types organized into five domains: Satellite, Fisheries, Oceans, Weather, and Enterprise Operations. These domains provide an industrial base of professional, scientific, and technical resources in support of the NOAA Line and Staff Offices.
- 3. Applicability:** This AA is applicable to all NOAA Line and Staff Offices.
- 4. Policy:** NOAA contracting officers, in cooperation with NOAA Line and Staff Offices, shall leverage the ProTech suite of strategically sourced contracting vehicles to the maximum extent practicable, consistent with the scope(s) of work of each ProTech domain and the policies and procedures outlined herein. For all in-scope professional and technical services requirements without an approved Form CD-570, *Small Business Set-Aside Review*, the policy outlined below is effective (1) immediately for each awarded ProTech domain on the ProTech website (www.protechservices.noaa.gov); and (2) 30 days from the date of award notification for the ProTech domain not awarded as of the effective date of this AA.
 - a. Requirements with a total value (including options) at or below the simplified acquisition threshold (SAT):**
 - i. Each awarded ProTech domain on the ProTech website is mandatory for consideration for all in-scope requirements.
 - ii. The remaining ProTech domains not awarded as of the effective date of this AA will become mandatory for consideration within 30 days of the date of award notification for all in-scope requirements.

- iii. Transition of current contracts (NOAA contracts, Federal Supply Schedules, etc.) with option periods beyond the date of a ProTech domain award will occur on a case-by-case basis at the discretion of the task order contracting officer (TOCO).
- iv. No formal exception is required for non-use of a ProTech domain.

b. Requirements with a total value (including options) exceeding the SAT:

- i. Each awarded ProTech domain on the ProTech website is mandatory for use for all in-scope requirements without a previously approved CD-570.
- ii. The remaining ProTech domains not awarded as of the effective date of this AA will become mandatory for use within 30 days of the date of award notification for all in-scope requirements without a previously approved CD-570.
- iii. Transition of current contracts (NOAA contracts, Federal Supply Schedules, etc.) with option periods beyond the date of a ProTech domain award will occur on a case-by-case basis at the discretion of the TOCO.

c. Responsibilities of the ProTech Branch and Program Management Office (PMO):

ProTech is managed by the NOAA AGO Strategic Sourcing Acquisition Division (SSAD). As the ProTech Branch and ProTech PMO work together and are cross-functional, they will collectively be referred to as the ProTech PMO. Each ProTech domain has an account manager (IDIQ level Contracting Officer's Representative (COR)) and an Administrative Contracting Officer (ACO). The ACO and account manager/IDIQ level COR are responsible for the contract activities associated at the IDIQ contract and BPA levels. The ProTech PMO is available to assist Line and Staff Offices, as determined necessary in coordination with the servicing Acquisition Division, with requirements development and completion of the purchase request package (e.g. Performance Work Statements (PWS), Statements of Work (SOW), Statements of Objectives (SOO), and Independent Government Cost Estimates (IGCE)). The ProTech PMO does not assist with submission of the completed requisition packages to the applicable servicing Acquisition Division.

Upon execution of a ProTech domain award, the ProTech PMO will send a notification to all AGO personnel and the Acquisition Management Advisory Committee (AMAC), and the award will be added to the list of currently awarded domains. The ProTech website will be continually updated and will contain any alternative designations from the policy that are applicable.

d. Responsibilities of Task Order Contracting Officers: TOCOs, including Field Delegates and purchase cardholders, shall be responsible for the contract activities associated at the task order level, including issuing solicitations, evaluation of offers, award, and administration. The TOCOs should work with the ProTech domain ACOs, ProTech PMO account managers, and their NOAA clients to plan and ensure a smooth transition of current (where appropriate) and new contracts for professional and technical services to the appropriate ProTech domain. The TOCO will also assist with the validation of acquisition forecasts, which will be posted to the ProTech website to ensure

transparency. The TOCO is responsible for appointing a task order COR, to be nominated by the NOAA Line or Staff Office.

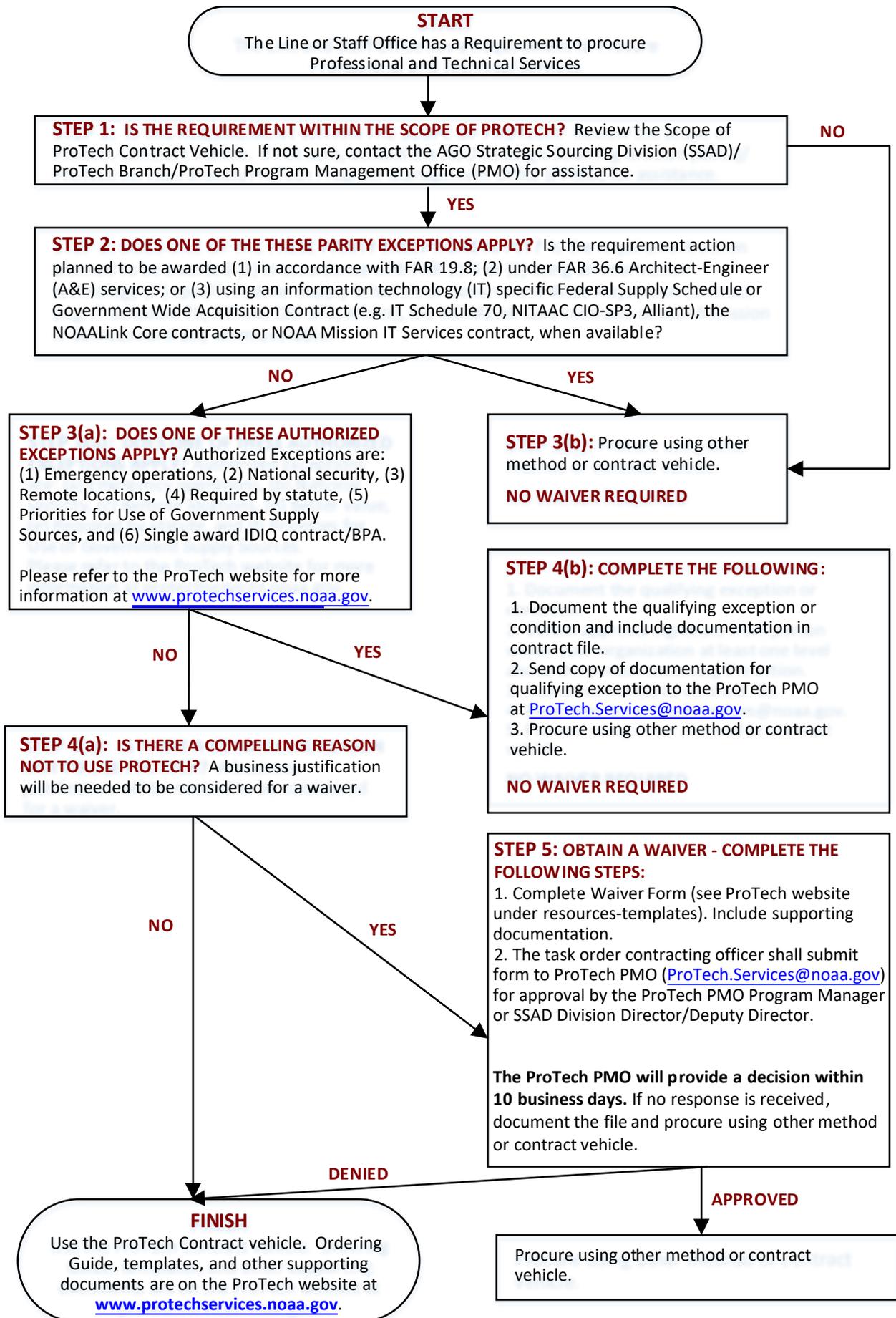
- e. **Responsibilities of the Line and Staff Offices:** The NOAA Line and Staff Offices are responsible for submitting the completed requisition package. The NOAA Line and Staff Offices shall coordinate with their servicing Acquisition Division prior to contacting the ProTech PMO for assistance with their requirements.
- f. **Exceptions and Waivers:** The [ProTech Exception and Waiver Process](#) (Attachment 1) outlines the exception and waiver process TOCOs shall follow if they are considering the use of an acquisition vehicle outside of ProTech.
 - i. **“Parity” exceptions include:** (1) requirements awarded in accordance with Federal Acquisition Regulation (FAR) subpart 19.8; (2) architect-engineer (A&E) services requirements (FAR subpart 36.6); and (3) requirements awarded using an IT specific Federal Supply Schedule or Government-wide Acquisition Contract (e.g. IT Schedule 70, NITAAC CIO-SP3, Alliant), the NOAA Link Core contracts (including the follow-on contracts), or NOAA Mission IT Services contract. **These exceptions have parity with ProTech and do not require a waiver or written justification as outlined in Attachment 1, Step 3(b).**
 - ii. **“Authorized” exceptions include:** (1) emergency operations, (2) national security, (3) requirements to be performed at remote locations not reasonably supported by ProTech vendor pool, (4) solution outside ProTech authorized by statute, (5) requirements where there is a priority for use of a Government supply source (on the Procurement List maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled), and (6) single award IDIQs and BPAs. **These exceptions are authorized and do not require a waiver; however, the TOCO shall (1) document the qualifying exception condition and (2) send a copy of the documented exception to the ProTech PMO as outlined in Attachment 1, Step 4(b).**
 - iii. **Compelling Reason to Use Vehicle Outside ProTech (waiver required):** When there is a compelling reason other than the exceptions listed above for procurement of professional or technical services outside of ProTech, the TOCO shall obtain a waiver, following the process in Attachment 1 Step 5(b). The waiver shall be completed using the template entitled, [ProTech Waiver Request](#) (Attachment 2). Waiver requests will only be accepted from the TOCO (or a higher level within the servicing Acquisition Division). The ProTech PMO Program Manager (also referred to as Chief, ProTech Branch) or SSAD Director/Deputy Director will approve or deny the waiver request.
- g. **Website:** The ProTech public website located at <http://www.protechservices.noaa.gov> includes a ProTech Ordering Guide, details on domain-specific contract vehicle(s), point of contact information, training slides, templates, FAQs, domain-specific acquisition forecasts, task order award information, and other useful information.

5. **Use of ProTech Object Class Code Suffix:** All requisitions for procurement actions processed by AGO utilizing the ProTech contract vehicles shall utilize the ProTech object class code suffix, 2603. Information regarding the object class code suffix and fee-for-service is provided at: <https://sites.google.com/a/noaa.gov/acquisition-services/fee-for-service>.
6. **Effective:** This AA is effective on the date of signature.
7. **Points of Contact:** Questions concerning the acquisition policy within this AA should be submitted to the AGO Policy mailbox at AGO.Policy@noaa.gov. Questions particular to the ProTech strategic sourcing solution shall be directed to ProTech.Services@noaa.gov.

Attachments:

1. Protech Exception and Waiver Process
2. ProTech Waiver Request

PROTECH EXCEPTION AND WAIVER PROCESS



PROTECH WAIVER REQUEST

Request Date	
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Acquisition Division	
Task Order Contracting Officer	
Contract Specialist	

Requirement Title	
Line/Staff Office	
Requirement Description	

Total Dollar Value		PR # (if available)	
Period of Performance		FAAPS # (if available)	

Waiver Rationale	

AGO Review Determination		Approved		Denied	
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Explanation (if denied)	

AGO Approving Official *(ProTech PMO Program Manager/SSAD Division Director/Deputy Director)*

Print Name _____

Signature _____

Date _____