MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors

FROM: Jeffrey S. Thomas
Director

SUBJECT: Acquisition Alert 19-01, Establishment of the Professional and Technical Services (ProTech) Task Order Streamlined Acquisition Plan Template

The purpose of this memorandum is to issue Acquisition Alert 19-01, entitled “Establishment of the Professional and Technical Services (ProTech) Task Order Streamlined Acquisition Plan Template.” The streamlined acquisition plan template reduces the administrative burden associated with the preparation of many acquisition plans for ProTech task orders.

Effective immediately, the ProTech Task Order Streamlined Acquisition Plan template shall be used for all ProTech task orders with a total value (including options) greater than the simplified acquisition threshold but less than $75 million.

Questions pertaining to the Acquisition Alert should be directed to AGO.Policy@noaa.gov. Questions related to the ProTech Task Order Streamlined Acquisition Plan template should be directed to Jay Standring, Chief, ProTech Branch, Strategic Sourcing Acquisition Division, Acquisition and Grants Office at Jay.Standring@noaa.gov or (301) 628-1368.

Attachment

Acquisition Alert 19-01, Establishment of the ProTech Task Order Streamlined Acquisition Plan Template