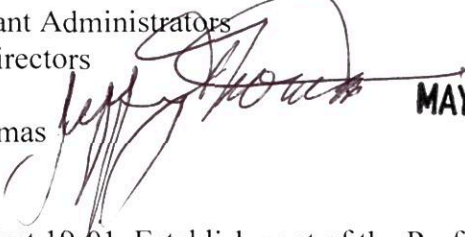




UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
ACQUISITION AND GRANTS OFFICE

MEMORANDUM FOR: Deputy Assistant Administrators  
Staff Office Directors

FROM: Jeffrey S. Thomas   
Director

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

MAY 22 2019

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](mailto: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](mailto:Jay.Standring@noaa.gov) or (301) 628-1368.

**Attachment**

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