PROTECH EXCEPTION AND WAIVER PROCESS

START
The Line or Staff Office has a Requirement to procure
Professional and Technical Services

STEP 1: IS THE REQUIREMENT WITHIN THE SCOPE OF PROTECH? Review the Scope of
ProTech Contract Vehicle. If not sure, contact the AGO Strategic Sourcing Division (SSAD)/
ProTech Branch/ProTech Program Management Office (PMO) for assistance.

NO

YES

STEP 2: DOES ONE OF THE THESE PARITY EXCEPTIONS APPLY? Is the requirement action
planned to be awarded (1) in accordance with FAR 19.8; (2) under FAR 36.6 Architect-Engineer
(A&E) services; or (3) using an information technology (IT) specific Federal Supply Schedule or
Government Wide Acquisition Contract (e.g. IT Schedule 70, NITAAC CIO-SP3, Alliant), the
NOAALink Core contracts, or NOAA Mission IT Services contract, when available?

NO

YES

**STEP 3(a): DOES ONE OF THESE AUTHORIZED
EXCEPTIONS APPLY?** Authorized Exceptions are:
(1) Emergency operations, (2) National security, (3)
Remote locations, (4) Required by statute, (5)
Priorities for Use of Government Supply
Sources, and (6) Single award IDIQ contract/BPA.

Please refer to the ProTech website for more
information at www.protechservices.noaa.gov.

STEP 3(b): Procure using other
method or contract vehicle.

NO WAIVER REQUIRED

NO

YES

STEP 4(b): COMPLETE THE FOLLOWING:

1. Document the qualifying exception or
condition and include documentation in
contract file.
2. Send copy of documentation for
qualifying exception to the ProTech PMO
at ProTech.Services@noaa.gov.
3. Procure using other method or contract
vehicle.

NO WAIVER REQUIRED

**STEP 4(a): IS THERE A COMPELLING REASON
NOT TO USE PROTECH?** A business justification
will be needed to be considered for a waiver.

**STEP 5: OBTAIN A WAIVER - COMPLETE THE
FOLLOWING STEPS:**
1. Complete Waiver Form (see ProTech website
under resources-templates). Include supporting
documentation.
2. The task order contracting officer shall submit
form to ProTech PMO (ProTech.Services@noaa.gov)
for approval by the ProTech PMO Program Manager
or SSAD Division Director/Deputy Director.

**The ProTech PMO will provide a decision within
10 business days.** If no response is received,
document the file and procure using other method
or contract vehicle.

NO

YES

DENIED

APPROVED

FINISH
Use the ProTech Contract vehicle. Ordering
Guide, templates, and other supporting
documents are on the ProTech website at
www.protechservices.noaa.gov.

Procure using other method or contract
vehicle.