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 Corporate Services Division (CSAD)/ProTech Branch/ProTech Program Management Office (PMO) for assistance.

YES   →   **NO**

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 CSAD 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.