



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

PROCUREMENT MEMORANDUM 2019-06

ACTION

MEMORANDUM FOR: Bureau Procurement Officials

FROM: Barry E. Berkowitz
Senior Procurement Executive
and Director for Acquisition Management

REFERENCE: Department-wide Mandatory Source for Professional and Technical Services supporting Satellite, Fisheries, Oceans, and Weather

1. Purpose

To document the designation of the Professional and Technical Services (ProTech) Satellite, Fisheries, Oceans, and Weather Domain contracts as a mandatory source and component of the Department of Commerce's (DOC) Spend Under Management Strategy.

2. Background

Office of Management and Budget Memorandum M-19-13, Category Management: Making Smarter Use of Common Contract Solutions and Practices, dated March 20, 2019, calls on agencies to annually establish plans to reduce unaligned spend and increase the use of Best in Class solutions for common goods and services, consistent with small business and other statutory socioeconomic responsibilities.

3. Operating Characteristics

The National Oceanic and Atmospheric Administration (NOAA) has established a suite of multiple award indefinite-delivery indefinite-quantity (IDIQ) contracts organized into separate domains for Satellite, Fisheries, Oceans, and Weather (mission domains).* DOC Contracting Officers shall leverage the ProTech suite of IDIQ contracts for all in-scope requirements of each of the four ProTech mission domains. Ordering may be accomplished by any DOC warranted contracting officer in coordination with the ProTech Program Management Office (PMO).

4. Responsibilities of the ProTech PMO

ProTech is managed by the ProTech PMO within the NOAA Acquisition and Grants Office (AGO) Strategic Sourcing Acquisition Division (SSAD). 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 level. The ProTech PMO is available to assist DOC program managers and contracting officers with scope determinations and ordering procedures. The ProTech public website located at <http://www.protechservices.noaa.gov> includes a ProTech Ordering Guide, details on domain-specific contract vehicles, point of contact information, and other useful information. The ProTech PMO is responsible for providing quarterly reports to the Senior Procurement Executive on the use of the ProTech mission domains and any waivers issued.

5. Task Order Contracting Officer (TOCO) Responsibilities

DOC TOCOs outside of NOAA are responsible for coordinating with the ProTech PMO prior to placing an order against one of the ProTech domain contracts to ensure that the task order requirement is within scope of the planned domain contract. DOC TOCOs must also include the ProTech PMO (ProTech.services@noaa.gov) on all solicitations, awards, and modifications issued under the ProTech mission domains. NOAA TOCO's shall follow NOAA Acquisition Alert 19-02 Policy for the Use of the ProTech Strategic Sourcing Solution.

6. Waivers

Waivers are required for procurement of in-scope professional and technical services outside of the ProTech mission domains. Waivers shall be requested using the ProTech waiver form located on the ProTech website and submitted to the ProTech PMO for review and decision. The ProTech PMO will provide a decision within 10 business days. If no response is received, the TOCO shall document the file and procure using the non-ProTech method or vehicle.

7. Effective Date

This acquisition instruction is effective upon issuance and remains in effect until rescinded, revised, or canceled.

8. Point of Contact

The point of contact for this instruction is Olivia Bradley, obradley@doc.gov.

* The ProTech Enterprise Domain blanket purchase agreements (BPAs) are not considered a department-wide mandatory source. They are included in the Department's Spend Under Management strategy as existing Tier 2 vehicles. Non-NOAA contracting officers are not authorized to place orders under those BPAs as their scope is limited to NOAA requirements.