

NOAA Offices: Steps to Access the NOAA Social Science Services Contract Vehicle

1. Prepare a Statement of Work and Government Estimate

You will need to prepare a statement of work and government estimate using the templates provided by the NOAA Office for Coastal Management. Once you finalize both, you will need to send them back to our office.

The Office for Coastal Management will prepare a CRequest using your line of accounting and then submit the statement of work and government estimate to the contracting officer. The contracting officer will finalize the statement of work and send it to the contractors on the overall contract. Several days after receipt of the statement of work, our office will schedule a preproposal conference call with you and the four contractors to answer any questions the contractors might have on the proposed work.

The contractors will submit their proposals on average ten business days following receipt of the statement of work. The proposals will be sent to the contracting officer, who will forward them on to you for review.

2. Review Contractor Proposals

You will compile a team that will use the evaluation criteria to review the proposals. You will need to complete your reviews within approximately seven business days and submit comments and recommendations to the Office for Coastal Management, which will prepare a selection memo for the contracting officer based on the review.

The contracting officer will review the selection memo, and assuming there are no questions or concerns, will award the order to the contractor.

3. Serve as Task Lead to Oversee Contracted Work

You will then act as task lead and oversee the work performed by the contractor, ensuring that deliverables are timely and of high quality. You will work closely with the Office for Coastal Management, which serves as the contracting officer's representative on work performed under this contract. You will track progress reports and deliverables through the NOAA Office for Coastal Management's Task Order Management Information System (TOMIS).

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Frequently Asked Questions

What happens if the actual cost of the task work is higher than the government estimate?

If the cost proposals from all the contractors are higher than you estimated or more than the funds available, you have several options. If you believe the costs are reasonable and in line with what you requested, you can add additional money to the contract. This would require amending the CRequest to add additional money. If additional funds are not available, you can revise the statement of work and reduce the scope of the work required. The contracting officer will then have to resend the statement of work to all the contractors and allow them reasonable time to revise their technical and cost proposals.

How can I reasonably expect to have the proposals reviewed in seven business days?

The technical proposal is short—no more than ten pages. Because the contractors went through an extensive competitive process to be selected, they do not need to resubmit their qualifications or expertise in the task order proposals. They only need to provide their approach for addressing the tasks under the statement of work and providing the deliverables. They do not need to provide resumes of their staff members who will work on the task unless the resumes were not provided in their original proposal.

What is the advantage of TOMIS?

TOMIS, or the Task Order Management Information System, provides the ability to manage more tasks efficiently by tracking contractor deliverables, providing feedback to contractors on their performance, maintaining records of dates, and allowing better planning of upcoming work. You will be assigned as the task lead within TOMIS and will be able to review deliverables, assign other reviewers, track reviewer comments, and evaluate the contractor at the end of the task.