

Coastal Geospatial Services Contract

Process for Other Agencies to Use the Contract

In August of 2005, the National Oceanic and Atmospheric Administration (NOAA) Coastal Services Center (Center, or CSC) awarded the Coastal Geospatial Services Contract (CGSC). This contract is a Brooks Act, FAR Part 36, multiple-award indefinite-delivery-indefinite-quantity (IDIQ) contract. The primary purpose of this contract is to support the Center's outsourcing efforts. A secondary purpose is to provide a contract vehicle for the use of our partners—state, local, and federal agencies—to acquire geospatial data and services. This document provides a summary of the process for our partners to use the CGSC.

The Center will determine if a request to use the CGSC is within the scope of the contract, which is primarily for the purchase of geospatial data and services to support **coastal resource management issues**. A Memorandum of Understanding (MOU) is required for other federal, state, and local agencies to order data and services from the CGSC. The MOU is an “umbrella” agreement and does not state any specific dollar amounts that would be transferred. Annexes to the MOU would be created and approved for each funding transfer. The umbrella agreement is typically a five-year agreement.

The process for establishing an MOU takes about **two months** to complete. This process, listed below, does not require that funding be available at the time of entering into the agreement and should start far in advance of the actual need for data and services:

1. Requesting agency contacts NOAA Coastal Services Center to start the process. Contact Dennis.Hall@noaa.gov.
2. A sample MOU will be provided to the requesting agency.
3. The requesting agency fills in the required information and returns to the Center.
4. The completed MOU will be sent to the Department of Commerce (DOC) Office of General Counsel (OGC) and the NOAA General Counsel for Ocean Services (GCOS) for approval and clearance.
5. Once it has been cleared at DOC OGC and GCOS, the MOU will be returned to the requesting agency for approval and signature. From this point on, each time the requesting agency would like to use the CGSC, an annex would be completed.

The process for establishing an annex takes about **two weeks**. The funds must be available at this time. The annex will contain the exact dollar amount that will be provided to the Center to purchase the data or services for the requesting agency. The annex process is similar to the MOU process except that it is expedited:

1. A sample annex will be provided to the requesting agency.
2. Much of the same information is required for the annex, and in addition a Statement of Work (SOW) and budget will be required. The Center will assist with the development of the SOW and budget.
3. The completed annex will be sent to GCOS only for approval and clearance.
4. Once it has been cleared by GCOS, the annex will be returned to the requesting agency for approval and signature.
5. At this point the funds may be transferred and the order placed. **Note that the transfer of funds process can take up to 1 month.**

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