

MEMORANDUM TO: Servicing Procurement Office or File

SUBJECT: Award Decision - Purchase Order for IT Requirements over
the \$2,500 Micro-purchase Threshold

REFERENCE: BPA #45AANA704916 (DELL Marketing, L.P.)
BPA #45AANA704917 (Gateway, Inc.)
BPA #45AANA804919 (Westwood Computer Corp.)

In accordance with FAR 8.404, Using Schedules, part (b) Optional Use, paragraph (3), and FAR 13.303-2 (c) (3), Establishment of BPAs, this order is placed against NOAA Blanket Purchase Agreement (BPA) Number _____ which offers a further discount from the company's Federal Supply Schedule (FSS).

Background on Award of the BPAs. These BPAs were awarded through a competitive process. Based on the results of the oral presentations and the written proposals, and in accordance with the evaluation factors set forth in NOAA's solicitation, three companies were awarded BPAs with the Department of Commerce for commercial-off-the-shelf hardware products and related maintenance. The "best value" determination is based on technical solutions, discounts from the contractor's FSS, value-added services (both charge and no-charge), and past performance. The "best value" determination is reviewed periodically and not less than annually by the NOAA CIO Office.

Documentation to Support Buys Against the NOAA NITES BPAs. All of the selected venders hold FSS contracts for the brand-name commercial-off-the-shelf information technology hardware products routinely purchased in the agency. Periodic evaluations of products and pricing offered by each of the BPA holders supports the conclusion that the prices offered through the NOAA NITES BPAs are substantially discounted off retail and GSA price schedules - and competitive with prices offered by other NOAA NITES BPA holders. The purpose of this memorandum is to document the reason for awarding this immediate requirement to one of the three BPA holders. (check one)

- After considering quotes from at least two other vendors, it is concluded that the selected vender's product(s) represent either the lowest price or the best overall value. An explanation of the quotes received and the reason one was selected over the others is attached.
- The selected vender offers a unique product or feature that is not available from the other BPA holders. An explanation of this unique product or feature is attached.
- In order to facilitate increased efficiency in managing its IT resources, this office has standardized on the products manufactured by the selected vender.

REQUESTOR: _____

DATE: _____