

### Task Order Issuance Procedure

NNA13464313R is issued as a cost plus fixed fee multiple award indefinite delivery/indefinite quantity type contract. The beginning contract value shall be \$25,000.00, and the value shall increase, up to a maximum value of \$40,000,000 through Task Orders, which shall be priced and issued during the contract period of performance.

### Requester's Instructions

Government Technical Organizations utilizing this Task Order contract shall develop a Statement of Work for a proposed Task Order, and shall send it to the Contracting Officer's Representative (COR) and Contracting Officer. The requesting organization shall provide adequate funding for each Task Order at the time the Statement of Work is delivered to the COR. The requesting organization shall indicate a technical representative who shall act as the Task Order Manager in charge of evaluating the contractor's performance and acceptability of the work conducted under the Task Order.

### Task Order Request for Proposal

Upon receipt of a properly funded, properly approved Statement of Work, the CO shall issue a Task Order RFP to the contractors. The Task Order RFP shall contain the Statement of Work, and a request for pricing of the Task Order.

The contractor shall have thirty (30) calendar days from date of issuance of the RFP to provide the Government with a response. The response shall include a discussion of the technical work to be accomplished. Any exceptions to the Statement of Work shall be discussed at this portion of the Task Order procedure.

The contractor shall provide a cost/price quote for the work requested, and should provide sufficient backup for the Government to evaluate the skill mix, the Direct Labor hours, subcontract costs, travel (if necessary), and Other Direct Costs. Subcontract costs must be proposed as a separate line item, and the Prime Contractor should discuss whether the subcontract is competitive or noncompetitive in nature.

### Government Analysis of the Task Order Proposals

Upon receipt of the Task Order proposal, the CO shall forward it to the COR and the Task Order Manager for review. The COR and the Task Order Manager shall review both the technical proposal and the cost information for appropriateness. If the Task Order Manager concurs with the proposal as submitted, he shall send the proposal back to COR for his concurrence. The COR shall provide the CO with a memo stating such approvals. If the Task Order Manager/COR do not concur with the proposal as submitted, they shall discuss any concerns with the CO, and the CO shall arrange a telephone conference with the contractor's technical and contract personnel to discuss the concerns. Upon resolution of the concerns, the Task Order shall be modified in accordance with the discussions.

### Description of Competition Method

Task Order RFP evaluation shall be conducted utilizing Best Value Selection (BVS) method which seeks to select an offer based on the best combination of price and qualitative merit of the offers submitted and reduce the administrative burden on the offerors and the Government.

BVS evaluation is based on the premise that, if all offers are of approximately equal qualitative merit, award will be made to the offeror with the Government-determined most probable cost (cost type contracts). However, the Government will consider awarding to an offeror with higher qualitative merit if the difference in price is commensurate with added value. Conversely, the Government will consider making award to an offeror whose offer has lower qualitative merit if the price (or cost) differential between it and other offers warrant doing so.

The attached Task Order Statement of Work serves as the Government's baseline requirements. The following value characteristics establish what the Government considers to be valuable in an offer. These value characteristics are performance based and permit selection of the offer that provides better results for a reasonable marginal increase in price. All offers will be judged against these value characteristics. Cost/Price and Technical Capability will be considered equal in importance and will not be assigned weights. On those value characteristics the offeror chooses to provide, adequate information should be submitted to permit proper evaluation.

The following value characteristics are applicable to this procurement:

1. **Technical Capability.** The offer shall be evaluated on its ability to provide technical expertise and capability in accordance with the requirements set forth in the Statement of Work.
2. **Cost/Price** The Offeror's Cost/Price proposal shall be evaluated to determine lowest cost with maximization of direct labor hours, and appropriate skill mix usage.
3. **Past Performance** on similar projects.

The Government will evaluate offers as follows:

One. An initial evaluation will be performed to determine if all required information has been provided and the offeror has made a reasonable attempt to present an acceptable offer. Offerors may be contacted only for clarification purposes during the initial evaluation. Offerors determined not to be acceptable shall be notified of their rejection and the reasons therefor.

Two. All acceptable offers will be evaluated against the Statement of Work in the Task Order RFP and the value characteristics listed above.

Three. The Government will then make a selection and award one or more Task Orders pursuant to the Task Order Issuance Procedure attached to the contract. The Government reserves the right to (1) make selection and award without discussions; (2) make a selection after discussions with all offerors, and then enter negotiations only with the successful offeror(s); or (3) conduct parallel negotiations with all acceptable offerors still being considered for award and then make award to one or more of those offerors.

#### Task Order Placement/Authorization to Commence Effort

Upon receipt of the COR's concurrence on a proposed Task Order, the CO shall issue the Task Order, indicating the order number, and amount of funding available, to commence the effort. Only the CO may authorize the contractor to commence the effort.