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Task Order Administration Plan

Work Plan Request (WPR) / Statement of Work (SOW)

All new task orders will be initiated by a Work Plan Request (WPR) assigned by the ITSS-5 COR. The requiring Program Office will prepare a Statement of Work (SOW) defining the requirement and provide it to the COR and Administering Contracting Officer (ACO) for review/comment. The SOW describes the work to be performed and the period of performance, and usually includes the estimated level of effort so that bidders can respond to the WPR with a proposal and cost estimate. The package also includes the quotation instructions and the evaluation criteria that will be used for award determination purposes. Minimum content requirements for the SOW include the following:

1. Program Office mission statement and detailed description of the work to be performed.
2. Required deliverables and the dates or number of days due for each.
3. Reporting requirements (e.g. progress reports) and due dates.
4. The Period of Performance including the base and any option periods.
5. Location of the work – contractor or Government site. Work to be performed on a continuous regular basis at a Government controlled site to include basic office space, office equipment, and office supplies provided by the Government will be bid using the contractor's schedule of fixed unit price Government-site labor hour rates. Work performed at the contractor's site will include the contractor's schedule of fixed unit price contractor-site labor hour rates.
6. Type of order anticipated (firm fixed price, time-and-materials, or labor-hour).
7. The style of order, for example a "term style" or a "completion style". The majority of work performed under ITSS-5 is term style, i.e., continuing support services type of effort. This differs from the "completion" type effort in that completion efforts are not on-going, or continuing in nature. Completion effort means that a quantifiable end product is anticipated, after which the task order ends (or is completed). Feasibility studies and cost benefit analyses are examples of completion type efforts.
8. Special requirements:
 - a. Security clearances. The level of security clearance required will be stipulated in the SOW.
 - b. Travel. Includes all non-local travel expenses. A travel estimate is usually provided to the contractors for bid purposes in the event non-local travel is anticipated. Additionally, the location of any anticipated travel should be identified in the SOW if known. Local travel and travel time is not reimbursed under the ITSS-5 contracts.
 - c. ODC's including software or hardware requirements that are known at the time of SOW development will be identified in the SOW. If the SOW or the contractor's proposal includes purchasing Software licenses the contractor will be required to

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provide the Software License Agreement with its bid.

- d. Conflict of interest statement. Includes organizational conflicts of interest and limitations on future contracting.
9. Key Personnel. Program offices may identify certain labor categories as key personnel positions in the SOW. These may include Program Manager, Task Manager, or other technical staff personnel deemed important to the success of the task.
10. Special skills or knowledge, e.g., Expert Consultants may be identified in the SOW if required.
11. If the requirement is performance based, the SOW shall include the applicable performance based incentive criteria (positive and negative), any Service Level Agreement standards, or other indicia necessary to objectively measure and surveil the Contractor's performance.
12. Proposal instructions, technical evaluation factors, and Basis for Award Determination.

Fair Opportunity Competition

The ACO shall determine to conduct the procurement on either an unrestricted basis for competition between prime contractors from both the large and the Service Disabled Veteran-Owned Small Business (SDVOSB) pools or as a SDVOSB set-aside in which competition will be limited to only those prime contractors in the SDVOSB pool. The Task Order solicitation will notify contractors if a set-aside will be used. The ACO may issue a request for capabilities statement to the small businesses for task orders that are determined to be potential candidates for small business set-aside. SDVOSB contractors will be required to demonstrate their capabilities to meet all functional requirements of the task including the complexity of task, size of task, and the associated staffing plan.

Pre-proposal Conference

The SOW will be distributed to ITSS-5 contractors (includes contractors in either both the large and SDVOSB pools or in the SDVOSB only) in softcopy format with the announcement of a pre-proposal conference. The pre-proposal conference will be hosted by the COR, ACO and PM. The PM will provide a brief overview of the requirement and then allow contractors in attendance to ask questions. The COR will document action items from the conference. In the event there are changes to the SOW as a result of the question and answer process, the COR will facilitate the update process and reissue the SOW to the contractors usually within 24 hours. Ordinarily, there is no change to the proposal due date, so long as questions/issues can be resolved in a timely manner.

Bidder's Proposal

The due date and time for proposal submission will be identified in the SOW. Contractors will

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submit technical and price proposals in either hardcopy or softcopy format to the COR based on proposal instructions in the SOW.

Technical Panel Evaluation

The COR will provide the technical panel chairman with all technical proposals received. The chairman will distribute proposals to each member of the technical panel. All proposals are evaluated and rated against the technical factors established in the task SOW. Generally, tasks are awarded using a “best value” approach based on the evaluation criteria established in the WPR; however, a lowest price, technically acceptable approach can also be used depending on the relative order of importance of technical merit and price.

Joint Technical and Cost Review

Once the technical panel completes the technical evaluation the COR will provide the panel chairperson with a copy of each bidder’s price proposal. The COR and chairperson will determine if an outright award is recommended or if a request for clarifications/questions to any bidder is recommended.

Request for Clarifications

The technical panel chairperson will draft the list of questions and will review with the COR. There should be a unique list of questions per bidder. In most cases, all bidders will be afforded an opportunity to respond. The COR will present the list to the Contracting Officer with rationale for other than an outright award. The approved questions will be provided by the COR to each contractor in electronic format. Normally the due date is one or two business days.

The contractor’s electronic response will be forwarded by the COR to the technical panel chairperson. Revisions to the price proposal will be held by the COR. The technical panel will update and submit evaluation comments, and evaluation report, if, based on the response, it is necessary to do so. The COR and chairperson will determine if an award is recommended or if follow-up questions are required.

Recommendation for Award

The technical chairperson and COR will draft a recommendation for award and submit to the Contracting Officer along with backup evaluation documents. The Contracting Officer will review all documentation for completeness and determine if the recommendation is the most advantageous to the Government.

Award

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Once the Contracting Officer has approved the recommendation for award, the COR will work with the program office to identify the funding amount (incremental or full funding) and funds source for initiating the task. The COR will prepare the requisition document and submit to the Contracting Officer. The Contracting Officer will prepare and sign the order document. The COR will send via email to the successful contractor and program office the signed order document, the final SOW, and the pricing reflecting the contractor's labor categories, hours, rates, and total pricing bid.

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Appendix A – Timeline of Events

1. Fair opportunities competition	Work Day 1
2. Release final SOW (includes comments from ITSS-5 ACO and COR)	Work Day 15
3. Pre-Proposal Conference	Work Day 18
4. Contractor submits Proposal (varies from 1 to 4 weeks)	Work Day 33
5. Complete Evaluation of Technical Proposals	Work Day 53
6. Submit Tech Panel draft Evaluation Report	Work Day 54
7. ACO approves Technical Evaluation Report	Work Day 60
8. Joint Tech / Cost Proposal Review	Work Day 61
9. Submit Recommendation for Award to ACO	Work Day 63
10. ACO completes award determination	Work Day 67
11. COR prepares and PM approves the Reimbursable Agreement	Work Day 70
12. COR prepares the Requisition Document (DOJ Form 186)	Work Day 71
13. ACO completes award document (Form 347)	Work Day 75
Optional Events	
1. Request for Clarifications / BAFO	Add 2 Days
2. Revised Cost/Technical Proposal Due Date	Add 5 Days
3. Update Evaluation Report and supporting documentation	Add 5 Days

Please note: The example presented above is a typical timeline of pre-award events. Days to completion may vary significantly depending on complexity of task, availability of technical panel members participating in the review process, and the results of the proposal evaluation.