**DETERMINATION AND FINDINGS**

DEPARTMENT OF HEALTH AND HUMAN SERVICES

NATIONAL INSTITUTE OF HEALTH

DETERMINATION AND FINDINGS

AUTHORITY TO ENTER INTO A LABOR HOUR CONTRACT TASK

FAR 16.601

**I HEREBY FIND THAT**:

(1) The Office of the Director (OD), Insert your institute here proposes to enter into a labor hour task order against the Long-Term Administrative Support Contract III (LTASC III) to provide administrative support services.

(2) The anticipated benefits, anticipated costs (including fees) and contract time frames are as follows: an independent government cost estimate was developed which estimated the cost to be approximately $000000.00. The period of performance is anticipated to be (POP Start Date) through (POP End Date). This task will require the services of an insert the admin level. Tasks will include:

* Task 1
* Task 2
* …

(3) The recommended contracting approach is: A labor hour task order placed against the LTASC III Contract Vehicle. The proposed task order number is XXXX.

(4) Tradeoffs (cost, schedule, performance) for this approach among other approaches considered: A labor hour task order will provide the most economic means to obtain administrative support services. A firm fixed price contract mechanism would not be cost effective due to the reality that the administrative personnel may be out for unplanned illness or vacation.

(5) The services cannot be obtained as conveniently or economically by contracting directly with a private source.

**This is just a sample please insert information for your requirement where needed**

**I HEREBY DETERMINE THAT:**

The authority exists under FAR 16.601, to enter into a labor hour task order as the most advantageous to the Government, not withstanding fees and the increased risk associated with assisted contracting. Steps will be taken to ensure that task order funding will comply with the bona fide needs rule and the Anti-Deficiency Act.

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Date/Contracting Officer

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Date/Diane J. Frasier

Head of the Contracting Activity, and

Director of the Office of Acquisition and Logistics Management

National Institutes of Health

Diane Frasier’s signature is needed for any labor hour task order that is going to be over three years.