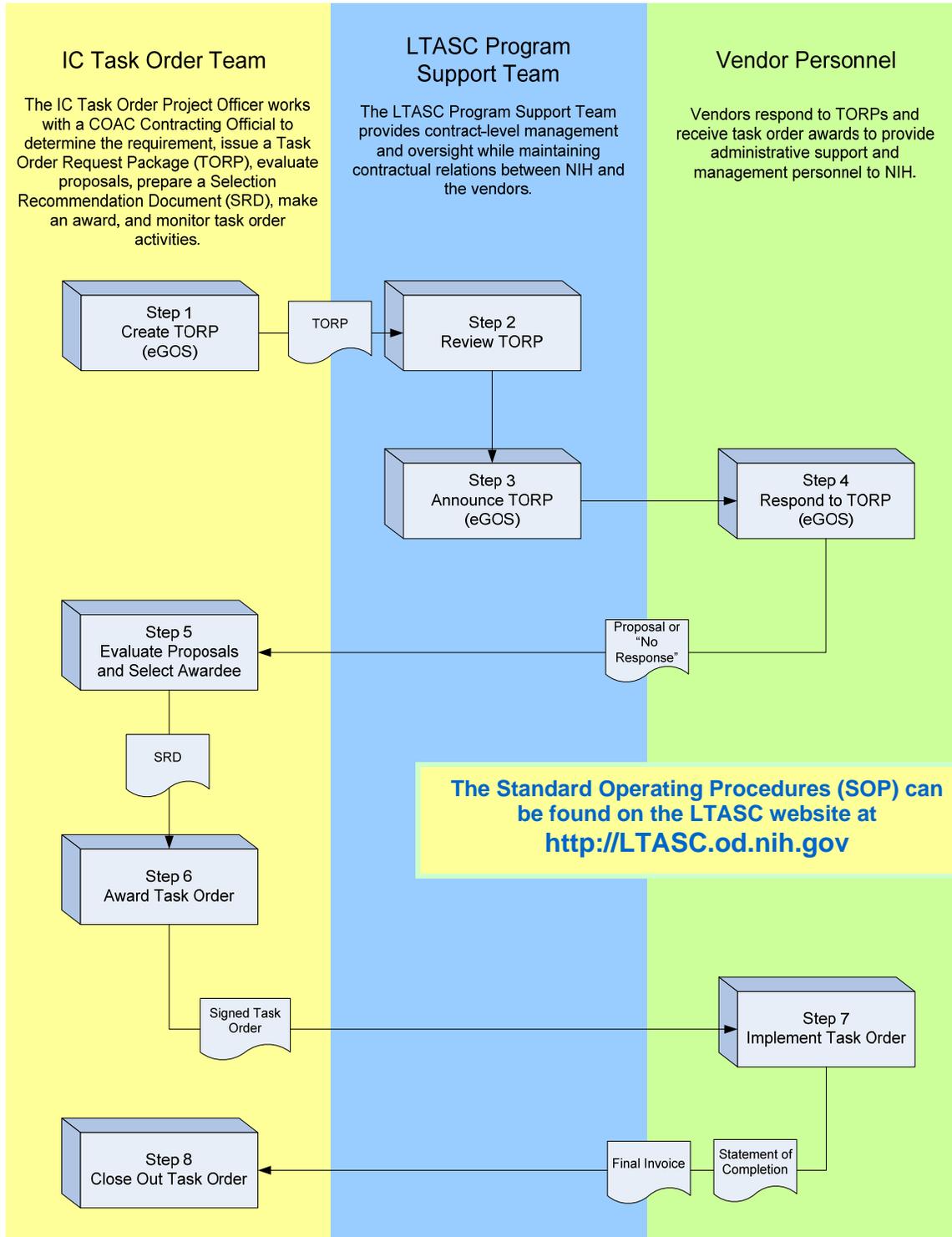


The figure below charts the task order procedures from initiation of the requirement through task order close-out, mapping each step to the party primarily responsible for completing the required activities. The activities occurring at each step are outlined on the reverse side of this document and described in more detail in the Standard Operating Procedures.



The Long-Term Administrative Support Contract (LTASC) will use an electronic Government Ordering System (eGOS) to support the development of task orders including task order creation, proposal submission, and the selection process.



Step 1 - Task Order Request Package (TORP)

The LTASC Program Support Team will aid in guiding the IC Task Order Team through the process of developing a TORP, as described in Section 3.1 of the SOP.



Step 2 - Review TORP

A COAC Contracting Official will submit the TORP to an LTASC Contracting Official. The LTASC Contracting Official will review and initiate the Fair Opportunity Process.



Step 3 - Announce TORP (Fair Opportunity Process)

The LTASC Contracting Officer will assign a TORP Number and release it to all vendors. Each TORP will be announced to comply with the Fair Opportunity Process.



Step 4 - Respond to TORP

The vendors will submit either a written proposal or a "No Response" statement, in response to the TORP.



Step 5 - Evaluate Proposals and Select Awardee

The IC Task Order Project Officer and COAC Contracting Official will evaluate the vendors' technical and price proposals to select an awardee and then prepare a completed SRD describing the selection process and providing a rationale for selection. Additional proposal evaluation procedures are described in Section 3.5 of the SOP.



Step 6 - Award Task Order

The COAC Contracting Officer will then issue a task order against the LTASC vehicle. The COAC Contracting Officer will sign the task order and announce the award decision to all vendors in accordance with FAR 16.5. The awardee will then be authorized to start work and the signed task order will be considered as a binding agreement. Specific task order instructions are described in Section 3.6 of the SOP.



Step 7 - Implement Task Order

The vendor is authorized to start work once the Government has signed the task order and routes it to the vendor. Within five (5) business days of receiving the signed task order, the vendor must upload the signed order into eGOS and provide task order information. The vendor will bill NIH for work performed on a monthly basis in accordance with contract requirements and task order specifications.



Step 8 - Close Out Task Order

When task order performance is completed, the COAC Contracting Officer must sign the acceptance of the final product or completion statement of effort for all tasks issued ensuring that all task order requirements were met. Additional procedures are described in Section 3.8 of the SOP.



IC Task Order Team



LTASC Program Support Team



Vendor Personnel