

Accessibility

How do I login?

Users can access the system via the LTASC website at <http://LTASC.od.nih.gov> and will use their NIH username and password to register with and access the system.

First time users will click here to register.

A new screen will appear where they will use their NIH username “@nih.gov” to register (ex: johndoe@nih.gov)

Creating and Editing Task Orders

Users can choose to create a new task order or view and manage existing orders.

Click here to create a new task order. A task order number will be assigned automatically.

Click here to view, edit and manage existing task orders.

Navigation

Tabs

After choosing to create a new task or manage an existing one, users can click through the tabs shown below to define their requirement, attach documents and review a summary.

Order ID:	Unassigned
Owner:	John Doe
Status:	Definition

- **Definition:** This tab provides the user with a streamlined template designed to produce a Task Order quickly and easily.
- **Documents:** This tab offers the user easy access to documents related to the Task Order including the TORP, Q&A, and vendors’ proposals.
- **Summary:** This tab provides an overview of the Task Order with all relevant information in one snapshot.

Menus

The vertical menu is designed for users to navigate within the tab, access helpful links and important tips.

Users can access different sections of the tab by simply clicking on that section.

Users can choose to review and submit the task order.

Users can access helpful links to aid with completing a TORP.

Users can view helpful information and tips related to creating a TORP.

http://LTASC.od.nih.gov

Definition

Points of Contact

Users may assign up to six points of contact to the task order each with access to the task order. However, the Primary Contracting Officer (CO) and Project Officer (PO) are the only two required. For best results, it is recommended to choose a registered user from the dropdown. Note: Contact the LTASC Solutions Center (301-435-5468) if the registered user you are looking for does not appear in the drop down.

POINTS OF CONTACT
Select the appropriate points of contact from the lists provided below.

Primary Contacts		
Contracting Officer (CO): <small>Required</small>	None Entered.	Add Primary CO
Contracting Officer Technical Representative (COTR) / Project Officer: <small>Required</small>	None Entered.	Add Primary COTR
Contract Specialist (CS): <small>Optional</small>	None Entered.	Add Primary CS
Alternate Contacts		
Contracting Officer (CO): <small>Optional</small>	None Entered.	Add Alternate CO
Contracting Officer Technical Representative (COTR) / Project Officer: <small>Optional</small>	None Entered.	Add Alternate COTR
Alternate Contract Specialist (CS): <small>Optional</small>	None Entered.	Add Alternate CS

Click here to easily assign the CO and PO from a dropdown of registered users.

Labor Categories

Users may choose from four administrative personnel categories and an on-site deputy manager, if preferred. In addition to the positions immediately required, ICs may include optional positions if they anticipate future needs within the first year of the task order. Roll over labor categories for descriptions.

LABOR CATEGORIES
Select the number of administrative support personnel requested for each category. Additional tasks and management personnel may be outlined later.

Labor Category	Positions Requested	Optional
Entry-Level Administrative Assistant (Admin 1)	0	0
Administrative Assistant (Admin 2)	1	0
Senior Administrative Assistant (Admin 3)	0	0
Executive Assistant (Admin 4)	0	0
Deputy Program Manager	0	0

Optional quantities can provide flexibility but must be exercised during the base year.

Task Order Creation

Like choosing points of contact and labor categories, users will indicate choices and enter data for additional items such as security, special considerations (ex: Proficiency in Microsoft Word is required), work location, and period of performance. There is draft evaluation criteria language for the users to apply or they may write their own. A few other items necessary for task order creation are indicated below. Once the user is finished they may create a summary and submit to the LTASC Program Support Team for review.

ORDER PROCESSING SCHEDULE
Select the desired Order Processing Schedule subject to LTASC Program Support Team approval.

Release Date:	May 7 2010	8:00 AM ET	
Questions Deadline:	May 21 2010	8:00 AM ET	14 days
Proposal Deadline:	May 28 2010	8:00 AM ET	21 days

ORDER PROCESSING SCHEDULE:
Users are able to indicate the date and time when the TORP will be released to vendors, and when questions and proposals are due.

RESPONSE INSTRUCTIONS
Enter the proposal preparation instructions for the contractor to view. This may include document format, such as font, point size, and software (i.e. MS Word, PDF, etc.):
Proposals should be based on a 1920 hour year. Vendors shall submit a only one resume for this position.

RESPONSE INSTRUCTIONS:
Users are able to create response instructions for vendors such as the amount of hours to consider for pricing quotations and how many resumes per position are requested.

ATTACH FILES

* Document Type: Select
Note: The IGCE Document is Mandatory. The D&F Document is required for Labor Hour Task Orders.

* Title:

Description:

* File to Attach: Browse...

ATTACH

ATTACHMENTS:
Users are able to attach additional documents such as specific duties to be performed, an IGCE, a Determinations and Findings (D&F) form for Labor Hour contracts, and QASP. Templates are available as quick links on the menu on the left on the page.