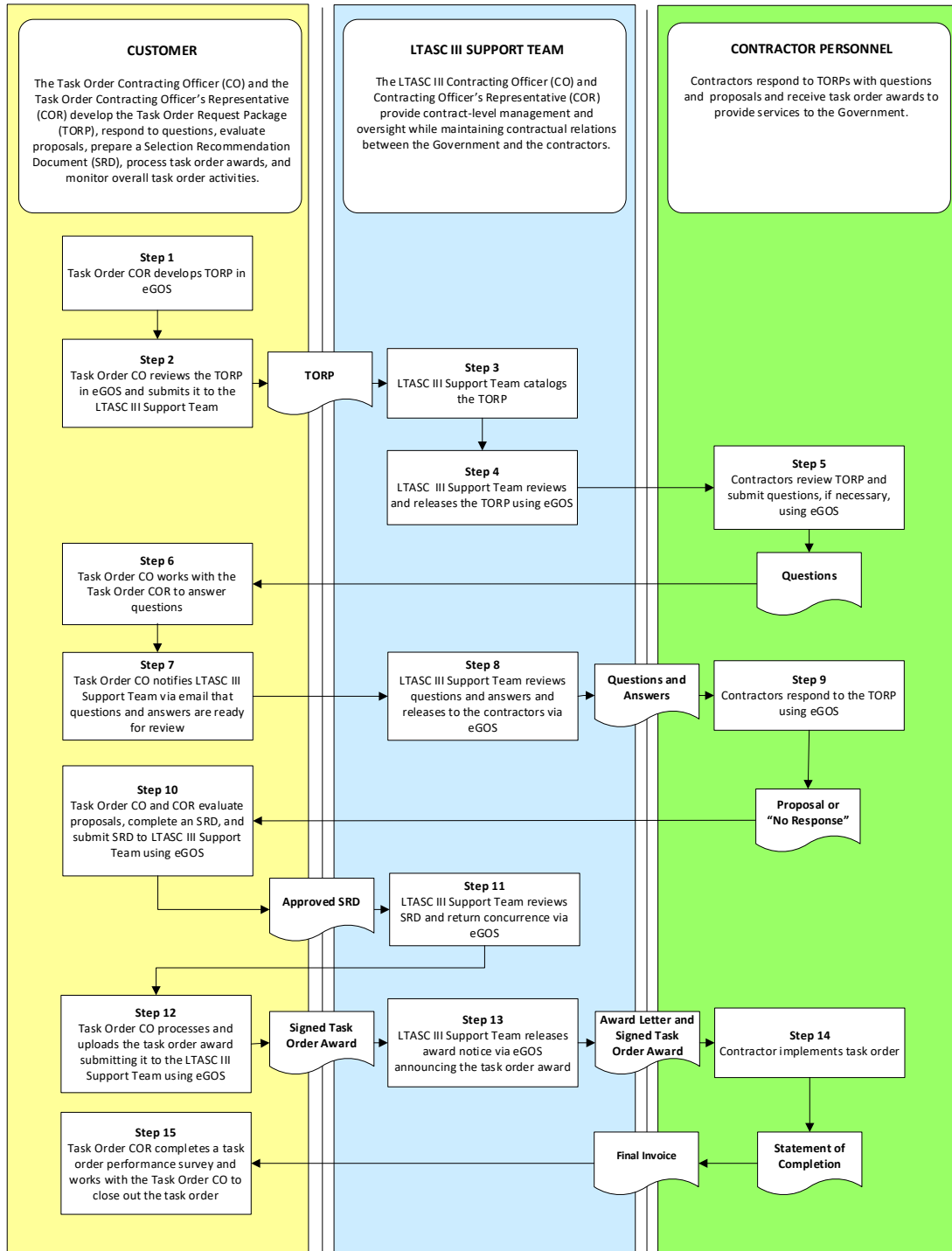





The figure below charts the task order procedures from initiation of the requirement through task order close-out mapping each step to the party primarily responsible for completing the required activities. Each step is outlined on the reverse side of this document and described in more detail in the Standard Operating Procedures available on the LTASC III Website (<https://ltasc.od.nih.gov>).





For additional information and support, please e-mail the LTASC III Program Support Team at: (301) 435-5468 or LTASCIII@mail.nih.gov.


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Step 1 - Task Order COR develops TORP
The Task Order Contracting Officer's Representative (COR) develops the Task Order Request Package (TORP) using eGOS and notifies the Task Order Contracting Officer (CO) for review.
- 


Step 2 - Task Order CO reviews the TORP in eGOS and submits it to the LTASC III Support Team
Upon review and acceptance, the Task Order CO will submit the TORP via eGOS to the LTASC II CO and COR for review.
- 


Step 3 - LTASC III Support Team catalogs the TORP
The TORP number assigned by the eGOS system will serve as the task order tracking number.
- 


Step 4 - LTASC III Support Team reviews and releases the TORP using eGOS
The LTASC III Support Team reviews the TORP for completion and scope. Following this review, the LTASC III Support Team will release the TORP to all contractors via eGOS in accordance with the Fair Opportunity Process.
- 


Step 5 - Contractors review TORP and submit questions, if necessary, using eGOS
Contractors will have the opportunity to evaluate the requirement and submit questions for clarification.
- 


Step 6 - Task Order CO works with the Task Order COR to answer questions
The Task Order CO and Task Order COR sufficiently respond to any questions submitted in eGOS.
- 


Step 7 - Task Order CO notifies LTASC III Support Team via e-mail that questions and answers are ready for review
After answering all questions submitted in eGOS, the Task Order CO will notify the LTASC III Support Team through eGOS that responses are ready for review.
- 


Step 8 – LTASC III Support Team releases questions and answers to the contractors via eGOS
The LTASC III Support Team performs a cursory review and releases the questions and answers to all the contractors.
- 


Step 9 - Contractors respond to the TORP using eGOS
The contractors submit a written proposal or a "No Response" statement to the Task Order CO via eGOS.
- 

Step 10 - Task Order CO and COR evaluate the proposals and select an Awardee via eGOS
The Task Order CO and Task Order COR evaluate the proposals and select an Awardee via eGOS. The Task Order COR completes a Selection Recommendation Document (SRD) providing a rationale for the selection. The Task Order CO reviews the SRD and uploads it into eGOS, and submits it to the LTASC III Support Team for concurrence.
- 

Step 11 - LTASC III Support Team reviews SRD and returns concurrence via eGOS
After reviewing and concurring with the SRD, the LTASC III Support Team notifies the Task Order CO via eGOS to begin processing the task order award.
- 

Step 12 - Task Order CO processes and uploads the task order award submitting it to the LTASC III Support Team using eGOS
The Task Order CO processes the task order award after receiving concurrence, uploads a signed copy into eGOS along with FPDS, and clicks submit again on the 'Selection' screen.
- 

Step 13 - LTASC III Support Team releases award notice via eGOS announcing the task order award
The LTASC III Support Team announces the task order award by releasing an award notice to all contractors via eGOS. The LTASC III Support Team will send the awardee an award letter along with the task order contract.
- 

Step 14 - Contractor implements task order
The contractor is authorized to contact the Task Order COR to start the work.
- 

Step 15 - Task Order COR completes a task order performance survey and works with the Task Order CO to close out the task order
When task order performance is completed, the Task Order CO and COR will work to close out the task order and complete a task order performance survey.



Task Order
CO / COR



LTASC III
Support Team



Contractor
Personnel