Office of Logistics and Acquisition Operations

National Institutes of Health

LTASC III

eGOS User Manual

Last Updated: August 10, 2022

Table of Contents

1 Overview

The LTASC III electronic Government Ordering System (eGOS) was developed to streamline the Task Order Procedures outlined in Section 3 of the LTASC III Standard Operating Procedures (SOP). eGOS is a Web-based system accessible using any computer connected to the internet and is the starting point for any LTASC III task order. *Please note that eGOS is a standalone system developed and customized for LTASC III and is not linked with other NIH Acquisition systems such as the NIH Business System (NBS).*

This user manual is intended to walk Government users through the creation and management of LTASC III task orders in eGOS. This user manual provides general guidance, and it is recommended that users consult with their Task Order Contracting Officer for specific details.

Contact the Support Team at 301-435-5468 or LTASCIII@mail.nih.gov for clarification on this user manual or if you have any questions.

2 Registration and Access

Users can access the system via the LTASC III eGOS site at https://LTASCIII.egos.nih.gov or by clicking on the yellow square button on the front page of the LTASC III Website at https://LTASC.od.nih.gov. NIH users will use their NIH username and password to register and access the system while Government users outside of NIH will use their government email and will need to create a password.

First time users can register with eGOS by clicking on the "First Time User? Register Here" link found on the login page of the system as shown in Figure 1.

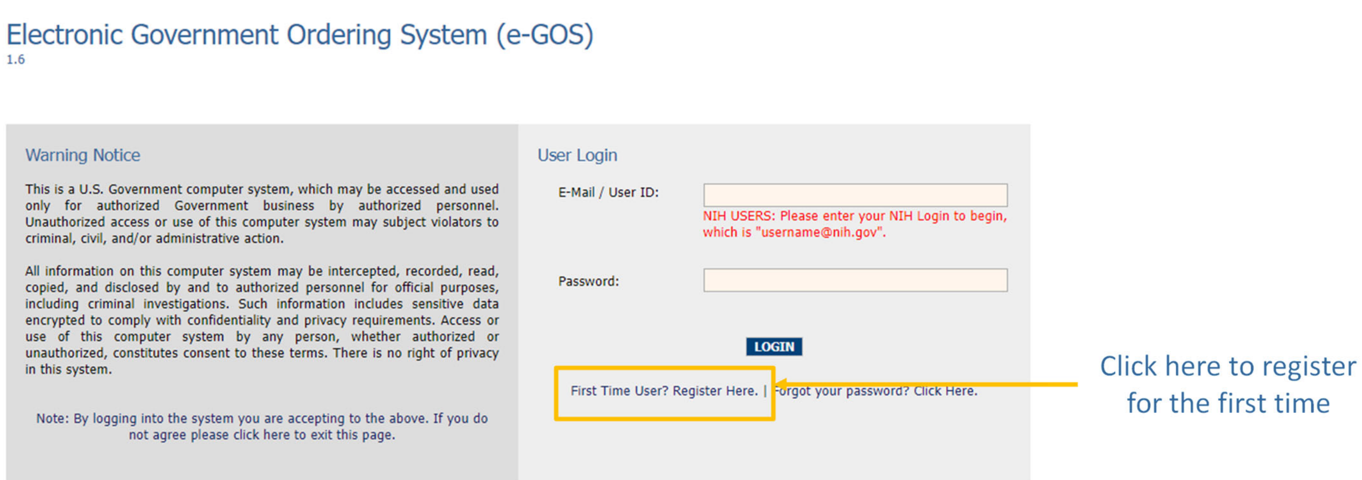


FIGURE 1: EGOS LOGIN SCREEN

The "First Time Registration" screen appears (Figure 2) and users will be asked to enter either their NIH Login or Government e-mail. For eGOS, the NIH Login is the user's NIH username followed by "@nih.gov."

Please note that the NIH Login is **not** the user's email address. The NIH Login must be entered in the proper format in order for eGOS to accurately pull the user's information using Active Directory. Due to the variations among the email addresses used at NIH, the user's email address will generally not work.

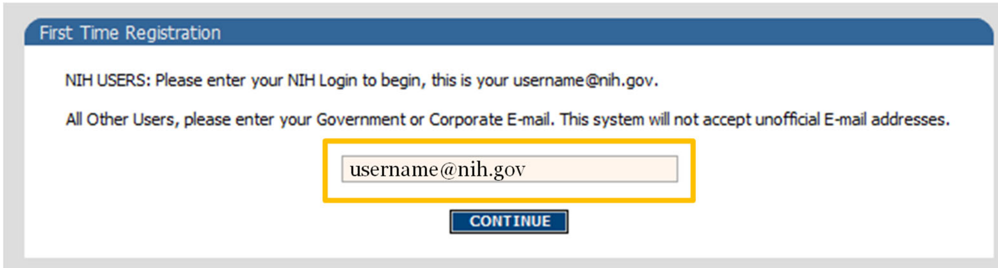


FIGURE 2: EGOS REGISTRATION

After clicking "Continue", NIH users will be presented with their information as it appears in the NIH system while users outside of NIH will be asked to enter some required fields. Please note that if any of the NIH information is incorrect, users should contact their IC representative to update their record.

Users will then be required to review the Rules of Behavior and Electronic Signature agreements on the following pages. Click "Register" on the subsequent screen to finish the registration process. Near the top of the page, click on the "Continue to eGOS" link to return to the login page.

To access the system, NIH users enter their username@nih.gov that was used during registration and the password that they use for other NIH applications (Figure 3). Users outside of NIH enter their Government e-mail and the password created during registration.

Please note that the "Forget your password? Click Here" link located on the login page only applies to non-NIH users and contractor personnel. An NIH employee's eGOS password will automatically change as their NIH password is updated.

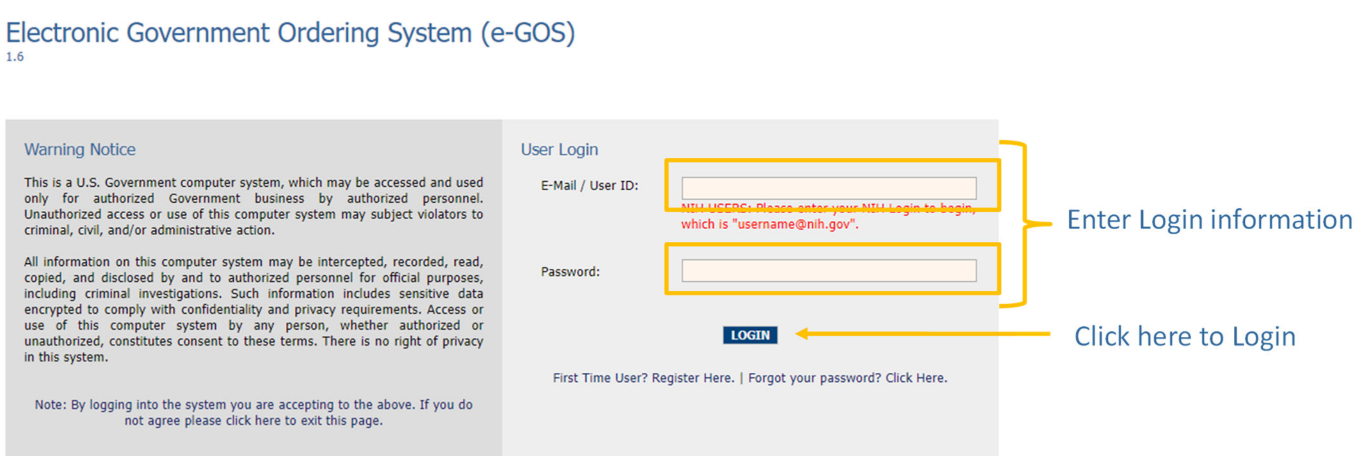


FIGURE 3: LOGGING INTO EGOS

After clicking "LOGIN," users have two options: 1) create a new LTASC III task order, or 2) view and manage existing task orders as shown in Figure 4. These topics will be covered later in this user manual.

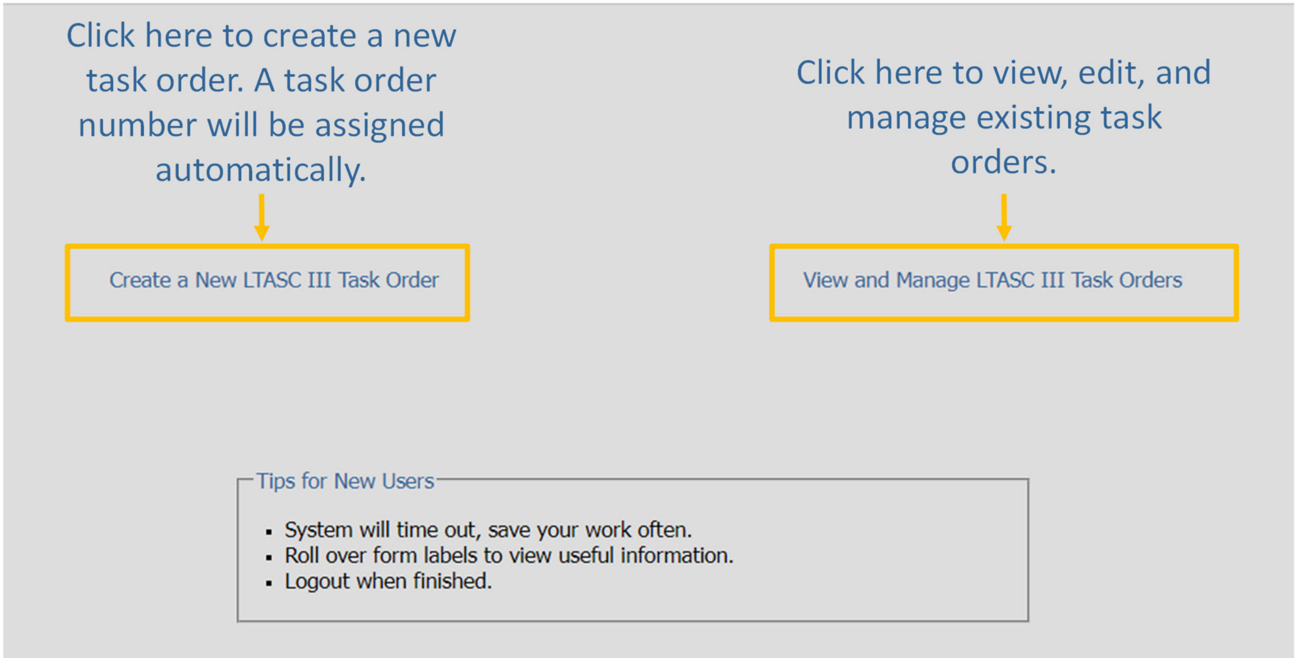


FIGURE 4: LOGGING INTO EGOS

3 Navigation

There are common elements to every screen, such as tabs and menus that are utilized while creating and managing task orders. These elements, shown in Figure 5, are described in detail below:

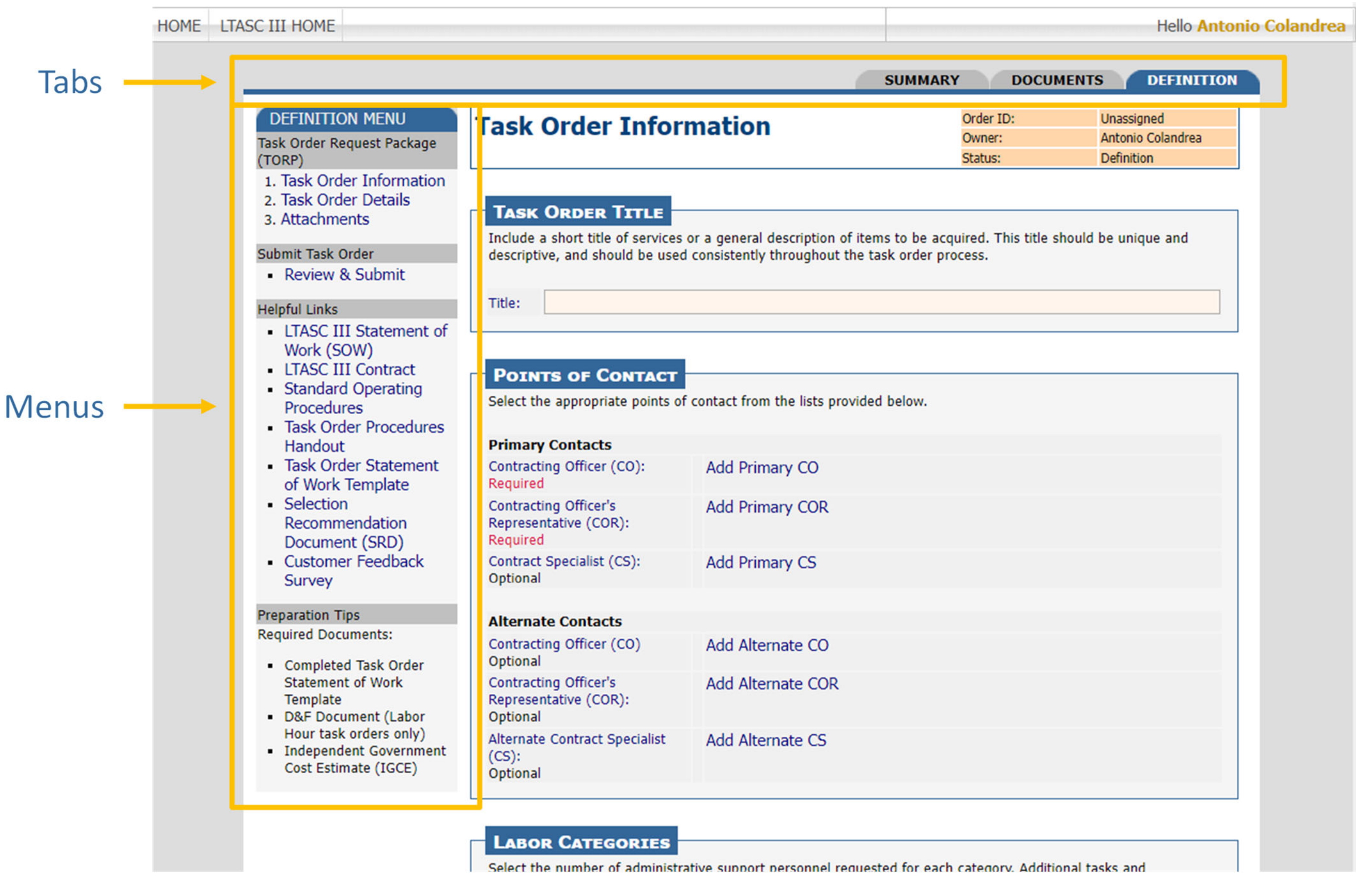


FIGURE 5: MENUS AND TABS

3.1 Tabs

After choosing to create a new task order or to manage an existing one, users can click through tabs located along the top of the page to define their requirement, create an amendment, check on the competition status of the TORP, view documents, and review a summary. Though the *Summary* Tab and the *Documents* Tab are always available, other tabs may change depending on the task order's status.

The Summary Tab provides a one-page snapshot of the task order and includes information such as the processing schedule and the points of contact.

The Documents Tab houses all the documents related to a task order. This includes the TORP Form generated by eGOS, SOW, amendments, question and answer documents, contractor proposals, and other pertinent documents.

The Definition Tab provides access to the screens for creating and editing the TORP Form.

The Amendment Tab appears after a Task Order Request Package (TORP) is released to the contractors and allows users to either create an amendment or to view an existing amendment. The Amendment process is described in Section 5.2 of this user manual.

The Competition Tab appears after a TORP is released to the contractors and allows users to see how contractors are responding to the TORP. Contractors are recorded as having submitted a proposal, having submitted a "no response" statement which includes the reason for not responding to the TORP (otherwise known as a no bid), or no submission.

3.2 Menus

The vertical menu located along the left side of the page is designed for users to navigate within a tab, to perform activities, and to access helpful links and important information. Menus vary depending on the tab chosen. Actions may be grayed-out if the action is no longer available due to the passing of a deadline or if the user does not have the proper authority.

The Definition Menu is located on the *Definition* Tab and contains links to the three sections of a TORP which are Task Order Information, Task Order Details, and Attachments. The "Review and Submit" link from this menu allows the Task Order Contracting Officer to submit the task order to the LTASC Support Team. In addition, there are helpful links and preparation tips.

The Activity Menu is located on the *Summary* Tab and contains links to perform actions such as submit a task order to LTASC III, view and answer questions, release answers, view response details, submit an awardee recommendation, and cancel a task order.

The Selection Menu is located on the *Selection* screen and contains links to select an awardee and to review and submit the awardee selection to the LTASC III Support Team for release to the contractors.

The Amendment Menu is located on the *Amendment* Tab and allows users to create a new amendment or view an existing one.

3.3 Task Order Status

eGOS tracks the status of each task order as it moves through the various steps of the process, from definition to award approved. The status of any task order can be found in the upper right-hand corner of the screen along with the Order ID and the Owner of the task order, as shown in Figure 6.

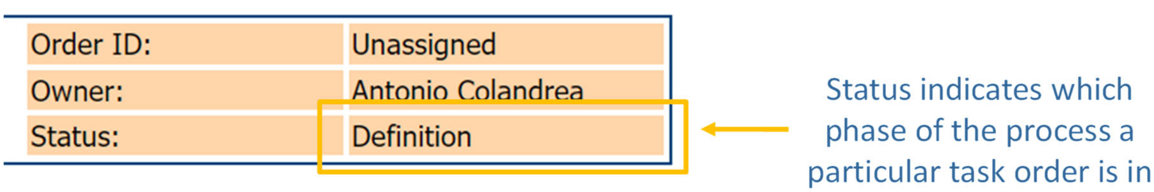


FIGURE 6: TASK ORDER STATUS

The status of a task order may reflect one of the eight phases described below:

Definition - The TORP is being developed by the Customer, and the requirement is still being defined.

Submitted - The Customer has finished developing the TORP, and it has been submitted to the LTASC III Support Team for review.

Approved - The LTASC III Support Team has approved the TORP for release to the contractors, but the release has not yet occurred.

Released Pending Questions - The TORP has been released to the contractors and contractors are able to submit questions via the system.

Released Pending Proposals - The TORP has been released to the contractors, the questions deadline has passed, and the contractors are able to submit their proposals via the system until the proposal deadline passes.

Evaluation - The proposal deadline has passed and the Customer is able to evaluate the submitted proposals.

Selection Made - The Customer has completed their evaluation and has provided their selection recommendation to the LTASC III Support Team.

Award Approved - The LTASC III Support Team has reviewed the selection recommendation and the award has been approved.

4 *Create a New LTASC III Task Order*

The following section will aid registered users in creating an LTASC III TORP. Refer to Section 3 of the LTASC III SOP for more about creating a TORP.

The system will open in the *Definition* Tab where users will define the requirement. For your convenience, TORPs do not need to be completed at one time but can be saved and completed at a later date.

4.1 Task Order Information

Users populate information regarding the task order title, points of contact, labor categories, task order type, regulatory compliance, and task order processing schedule. Each section is described in detail below.

4.1.1 Task Order Title

Users should create a meaningful title for the task order. This will be what contractors see when they open the task order in eGOS (Figure 7).

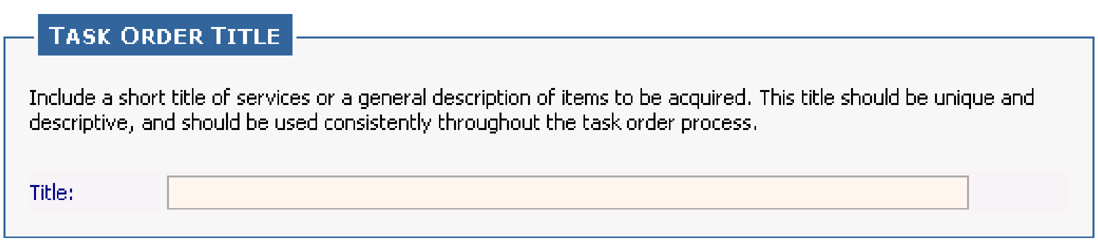


FIGURE 7: TASK ORDER TITLE

4.1.2 Points of Contact

There are three main user roles in eGOS: Owner (individual creating the task order), Task Order Contracting Officer (CO), and Task Order Contracting Officer's Representative (COR). A Task Order Contract Specialist may be added as well but is not required. Users may assign up to six points of contact to the task order; however, the Primary Task Order CO and COR are the only two required. See Section 2 of the LTASC III SOP for more information on duties associated with the Primary Task Order CO and COR roles. Each person listed as a point of contact for the task order - along with the owner - will have access to the task order within the eGOS system.

The Owner is the person who initiates a TORP within eGOS and is referred to as the requestor. Often it is the Task Order COR or CO, but does not need to be. Since the individual's name is automatically assigned to the task order by the system, it cannot be manually assigned or changed.

A Task Order Contracting Officer designee will be the CO on the task order. During the pre-award phase, the Task Order CO will support the Task Order COR to define the requirement, approve and submit the TORP, submit the answers to the questions, support evaluation of proposals, release the award recommendation to the LTASC III Support Team, and create the task order contract in NBS. During the post-award phase, the Task Order CO will be responsible for contracting activities. This person will be an appropriately warranted contracting officer.

A Task Order Contracting Officer's Representative designee will be the COR on the task order. During the pre-award phase, the Task Order COR will work with the Task Order CO in defining the requirement, often lead the team in evaluating the technical proposals, and draft the Selection Recommendation Document (SRD) recommending an awardee. During the post-award phase, the Task Order COR will be responsible for working with the winning contractor's management staff to clarify what needs to be completed. This person must be FAC-COR certified.

A Task Order Contract Specialist Officer designee will be the CS on the task order. During the pre-award phase, the Task Order CS will support the Task Order CO to define the requirement, review the answers to the questions, support evaluation of proposals, and help with creating the task order contract in NBS. During the post-award phase, the Task Order CS will be responsible for contracting activities.

Alternates for the Task Order CO, COR, and CS roles may also be identified in addition to the primary selections.

Figure 8 displays where users will designate individuals to serve as the Task Order CO, COR, and, if necessary, the CS.

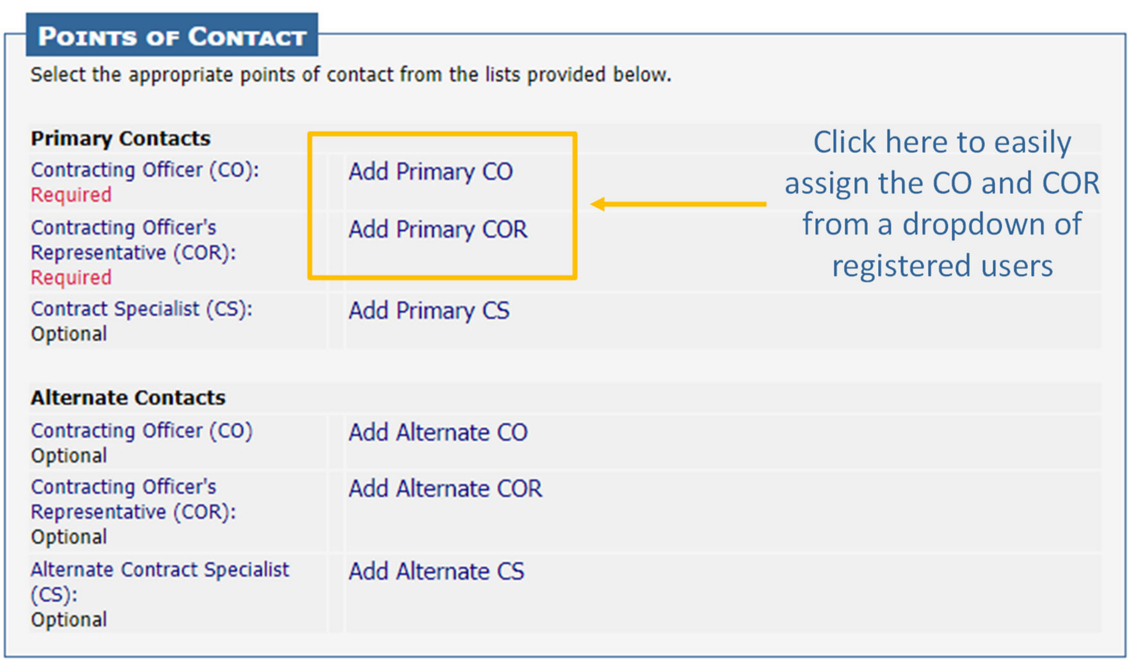


FIGURE 8: POINTS OF CONTACT

Users are able to either choose "Self" if qualified for a particular role or choose another registered individual from the dropdown as shown in Figure 9. **Please contact the LTASC III Support Team if the registered user you are looking for does not appear in the dropdown**. The same process is used for the other roles.

Individuals assigned to a task order will receive an email notification from the system informing them they have been assigned to a task order.

Please contact your acquisition office for help identifying your Task Order Contracting Officer.

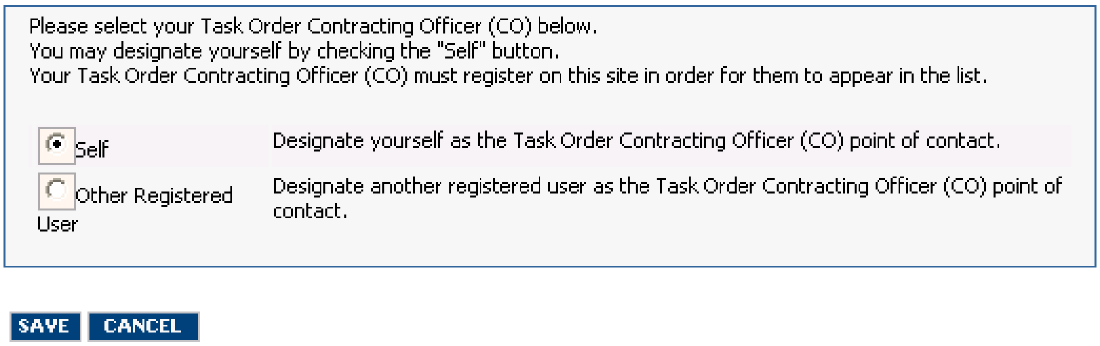


FIGURE 9: DESIGNATING A PERSON TO A ROLE

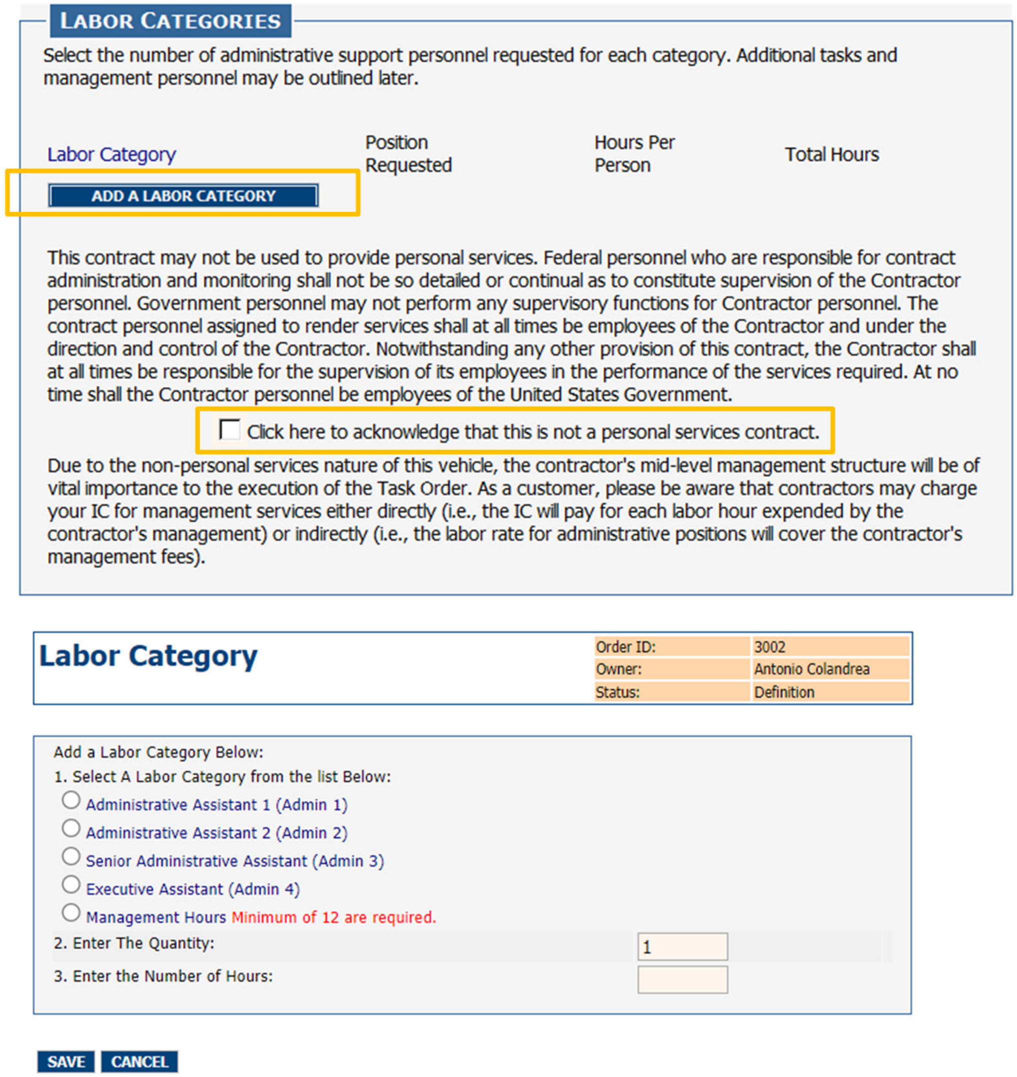
4.1.3 Labor Categories and Non-personal Services

Users may choose from four administrative personnel categories (Admin 1 through Admin 4). <u>The LTASC III requires at least 12 hours of management supervision per year</u>. Please refer to Section 1.2 of the SOP to learn more. Section 1.3 of the SOP provides a detailed list of possible duties that any administrative support personnel may perform.

The contract allows an administrative support position on an awarded task order to increase admin level (Admin 1 through Admin 4) during the life of the task order. A position on a task order can graduate levels only when exercising an option year. The SOW will need to be updated to reflect additional required duties reflecting the new level. Please note that task orders are based on NIH’s needs not contractor qualifications.

Every user will also read the non-personal services clause and check the box acknowledging that they have read and understand that this is not a personal services contract. This is highlighted in yellow in Figure 10.

Click here to identify the labor categories and hours per position


LABOR CATEGORIES

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

Labor Category	Position Requested	Hours Per Person	Total Hours
ADD A LABOR CATEGORY			

This contract may not be used to provide personal services. Federal personnel who are responsible for contract administration and monitoring shall not be so detailed or continual as to constitute supervision of the Contractor personnel. Government personnel may not perform any supervisory functions for Contractor personnel. The contract personnel assigned to render services shall at all times be employees of the Contractor and under the direction and control of the Contractor. Notwithstanding any other provision of this contract, the Contractor shall at all times be responsible for the supervision of its employees in the performance of the services required. At no time shall the Contractor personnel be employees of the United States Government.

☐ Click here to acknowledge that this is not a personal services contract.

Due to the non-personal services nature of this vehicle, the contractor's mid-level management structure will be of vital importance to the execution of the Task Order. As a customer, please be aware that contractors may charge your IC for management services either directly (i.e., the IC will pay for each labor hour expended by the contractor's management) or indirectly (i.e., the labor rate for administrative positions will cover the contractor's management fees).

Labor Category

Order ID:	3002
Owner:	Antonio Colandrea
Status:	Definition

Add a Labor Category Below:

1. Select A Labor Category from the list Below:
   - ○ Administrative Assistant 1 (Admin 1)
   - ○ Administrative Assistant 2 (Admin 2)
   - ○ Senior Administrative Assistant (Admin 3)
   - ○ Executive Assistant (Admin 4)
   - ○ Management Hours Minimum of 12 are required.
2. Enter The Quantity: 1
3. Enter the Number of Hours:

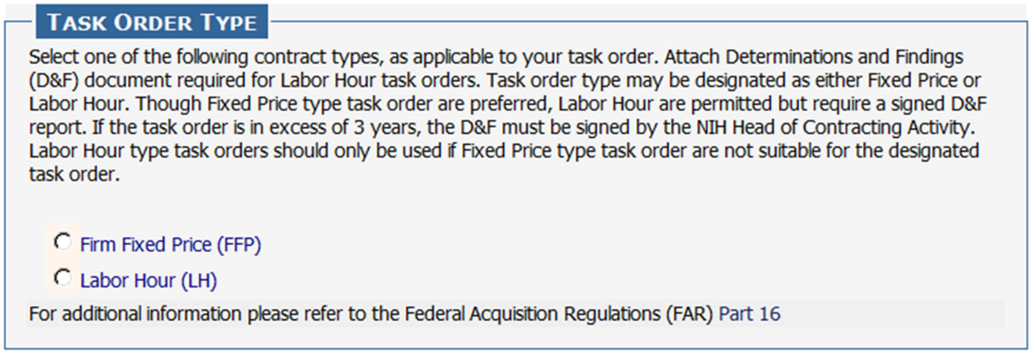
SAVE CANCEL

FIGURE 10: LABOR CATEGORIES AND NON-PERSONAL SERVICES

4.1.4 Task Order Type

There are two task order types that are allowable under LTASC III which are Firm Fixed Price (FFP) and Labor Hour (LH).

LH contracts require a Determination and Findings (D&F) document which will be approved by the Task Order Contracting Officer if less than three years. If the period of performance of the task order is greater than three years, the Head of Contracting Activity (HCA) will also need to sign.


TASK ORDER TYPE

Select one of the following contract types, as applicable to your task order. Attach Determinations and Findings (D&F) document required for Labor Hour task orders. Task order type may be designated as either Fixed Price or Labor Hour. Though Fixed Price type task order are preferred, Labor Hour are permitted but require a signed D&F report. If the task order is in excess of 3 years, the D&F must be signed by the NIH Head of Contracting Activity. Labor Hour type task orders should only be used if Fixed Price type task order are not suitable for the designated task order.

Firm Fixed Price (FFP)

Labor Hour (LH)

For additional information please refer to the Federal Acquisition Regulations (FAR) Part 16

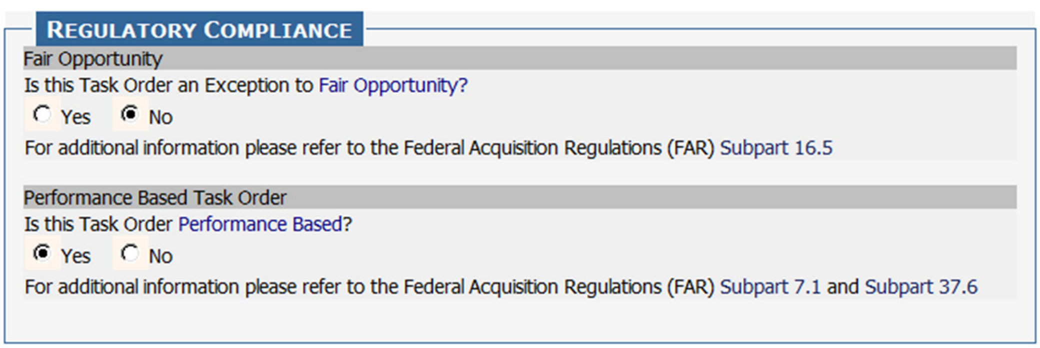
FIGURE 11: TASK ORDER TYPE

4.1.5 Regulatory Compliance

In accordance with the Federal Acquisition Regulations (FAR), all contractors are to be given an opportunity to respond to each TORP that is released. The LTASC III Support Team does not anticipate any exceptions to this rule and therefore have made "no" the default.

Since performance-based task orders are recommended and encouraged, the default for this measure is "yes." Please note that Performance Evaluation Standards (PES) will need to be identified as part of the Statement of Work template.

If there is an exception to either of the default settings, a justification will be provided in the field provided.


REGULATORY COMPLIANCE

Fair Opportunity

Is this Task Order an Exception to Fair Opportunity?

Yes No

For additional information please refer to the Federal Acquisition Regulations (FAR) Subpart 16.5

Performance Based Task Order

Is this Task Order Performance Based?

Yes No

For additional information please refer to the Federal Acquisition Regulations (FAR) Subpart 7.1 and Subpart 37.6

FIGURE 12: REGULATORY COMPLIANCE

4.1.6 Task Order Processing Schedule

Users are able to indicate the date and time of key task order milestones such as when the questions and proposals are due (Figure 13).

The QUESTIONS DEADLINE is the day that closes the period contractors have to submit questions.

The PROPOSAL DEADLINE is the day by which contractors are required to upload their technical and business proposals in the system. The length of time contractors have to respond to a TORP should be in line with the complexity of the requirement.

The dates and times that the system pre-populates into the TORP do not represent the recommended order processing schedule. It is expected that all the dates and perhaps times will be changed to reflect your specific requirement and your team's availability. It is recommended that you leave 7 days between the questions deadline and proposal deadline.

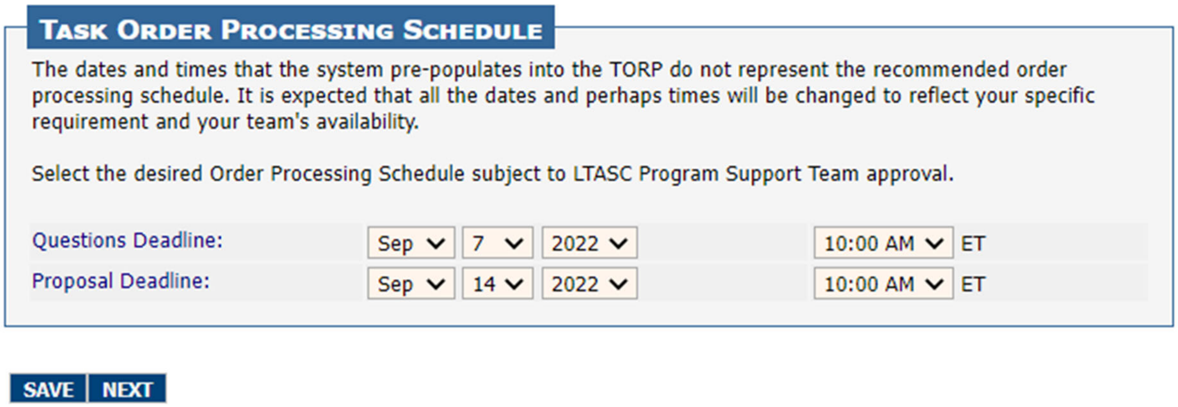


FIGURE 13: TASK ORDER PROCESSING SCHEDULE

4.2 Task Order Details

On the next screen users populate information related to the work location, period of performance, hours of operation, security requirements, Government furnished equipment and information, response instructions, and evaluation criteria.

4.2.1 Work Location

Users will specify the Government work location where the administrative personnel is to be expected. Users should use the text box to include additional details about the location, which may include the name of the office and the address (Figure 14).

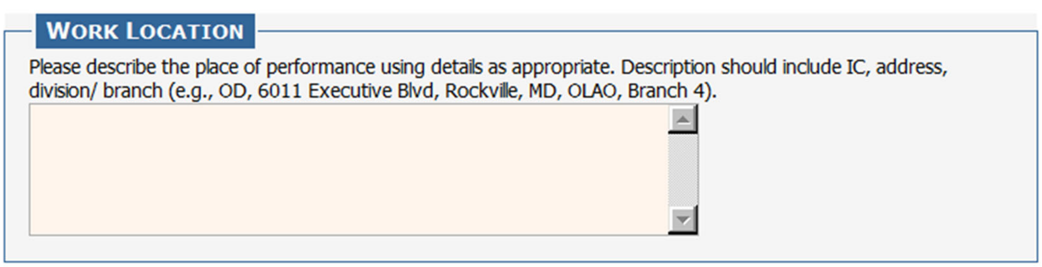


FIGURE 14: WORK LOCATION

4.2.2 Period of Performance

The period of performance will consist of one base year and up to four option years (Figure 15).

The number of option years available to you on your task order depends on where we are in the master contract's period of performance at the time of task order award. For example, task orders awarded during the base year of the master contract may have up to 4 option years but task orders awarded during the final year of the master contract will have no option years.

See the table below.

TASK ORDER AWARD DATE	OPTION YEARS AVAILABLE
August 1, 2022 – July 31, 2023	(4) Four
August 1, 2023 – July 31, 2024	(3) Three
August 1, 2024 – July 31, 2025	(2) Two
August 1, 2025 – July 31, 2026	(1) One
August 1, 2026 – July 31, 2027	(0) Zero

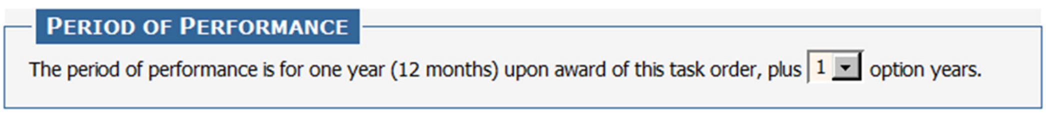


FIGURE 15: PERIOD OF PERFORMANCE

4.2.3 Hours of Operation

Users may identify the start and end time of a typical day for the administrative support personnel (Figure 16). If the task order requires more than one position, consider entering a start time and an end time that applies the most and then provide specific details for each position in an attachment. If your requirement has flexible hours, you may also indicate this in an attachment.

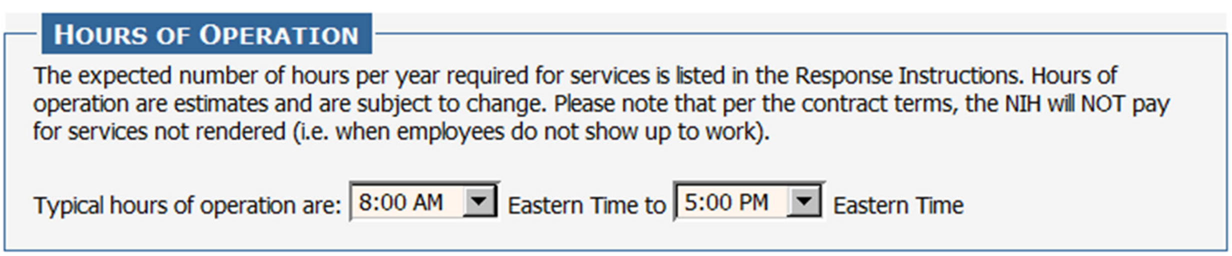
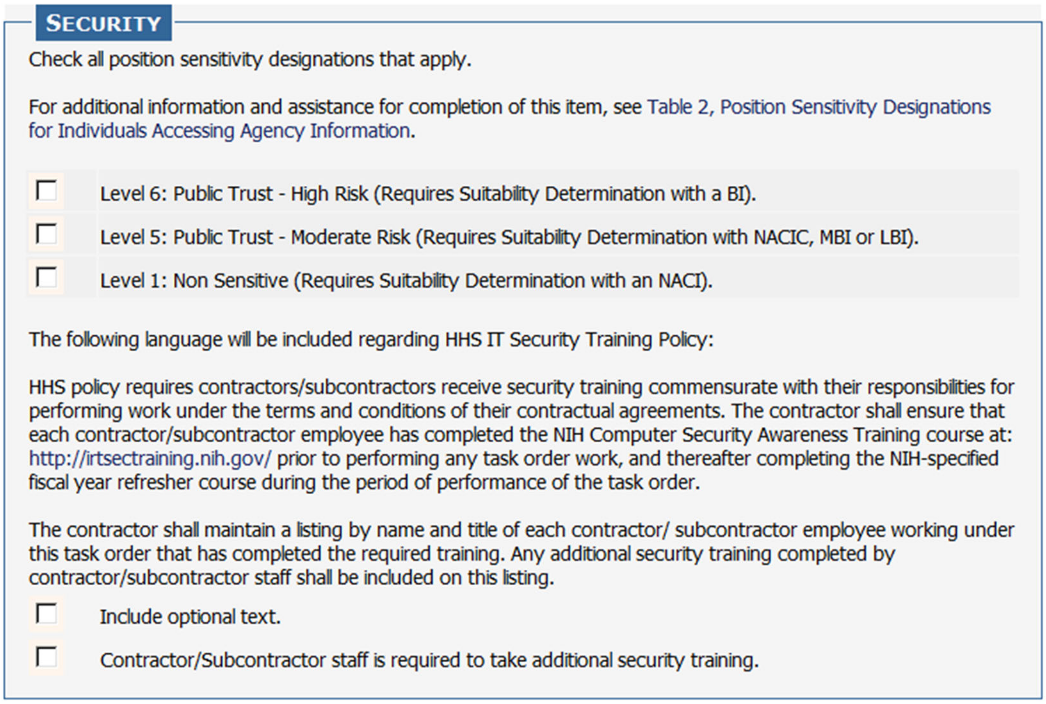


FIGURE 16: HOURS OF OPERATION

4.2.4 Security

Users may choose from among three security designations, depending on the level of security needed for the position. For task orders with multiple required positions, click all that apply, and then provide additional information identifying which positions apply to which level in the fields provided.

eGOS automatically includes standard security language, but if users wish to add specific security details relevant to the task order, they may click on the box for optional text. Likewise, if additional security training shall be taken by the contractor to comply with office policy, users may click on the other box and describe the mandatory courses (Figure 17).



SECURITY

Check all position sensitivity designations that apply.

For additional information and assistance for completion of this item, see Table 2, Position Sensitivity Designations for Individuals Accessing Agency Information.

- [ ] Level 6: Public Trust - High Risk (Requires Suitability Determination with a BI).
- [ ] Level 5: Public Trust - Moderate Risk (Requires Suitability Determination with NACIC, MBI or LBI).
- [ ] Level 1: Non Sensitive (Requires Suitability Determination with an NACI).

The following language will be included regarding HHS IT Security Training Policy:

HHS policy requires contractors/subcontractors receive security training commensurate with their responsibilities for performing work under the terms and conditions of their contractual agreements. The contractor shall ensure that each contractor/subcontractor employee has completed the NIH Computer Security Awareness Training course at: http://irtsectraining.nih.gov/ prior to performing any task order work, and thereafter completing the NIH-specified fiscal year refresher course during the period of performance of the task order.

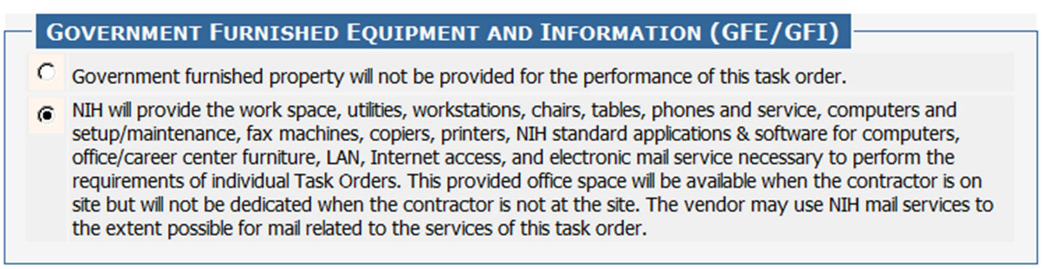
The contractor shall maintain a listing by name and title of each contractor/ subcontractor employee working under this task order that has completed the required training. Any additional security training completed by contractor/subcontractor staff shall be included on this listing.

- [ ] Include optional text.
- [ ] Contractor/Subcontractor staff is required to take additional security training.

FIGURE 17: SECURITY

4.2.5 Government Furnished Equipment (GFE)/Government Furnished Information (GFI)

Users may indicate if the Government will provide furnished equipment (e.g., workspace, computer, phone) (Figure 18). The default for this is that NIH will provide furnished equipment as that is generally the case for LTASC III task orders.



GOVERNMENT FURNISHED EQUIPMENT AND INFORMATION (GFE/GFI)

( ) Government furnished property will not be provided for the performance of this task order.

(•) NIH will provide the work space, utilities, workstations, chairs, tables, phones and service, computers and setup/maintenance, fax machines, copiers, printers, NIH standard applications & software for computers, office/career center furniture, LAN, Internet access, and electronic mail service necessary to perform the requirements of individual Task Orders. This provided office space will be available when the contractor is on site but will not be dedicated when the contractor is not at the site. The vendor may use NIH mail services to the extent possible for mail related to the services of this task order.

FIGURE 18: GOVERNMENT FURNISHED EQUIPMENT AND INFORMATION

4.2.6 Response Instructions

Users are able to create response instructions for contractors such as page limits. The system pre-populates this field with default text that directs the contractor to the statement of work (SOW) (Figure 19). This way any changes will only need to be made in the task order SOW.

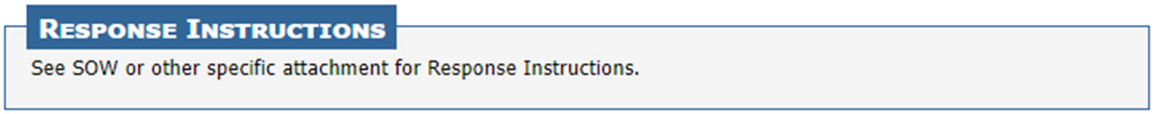


FIGURE 19: RESPONSE INSTRUCTIONS

4.2.7 Evaluation Factors

Users will include evaluation factors that will be used to evaluate contractor proposals in the task order SOW (Figure 20). You will be required to provide information on the importance of each factor to be used during proposal evaluation.

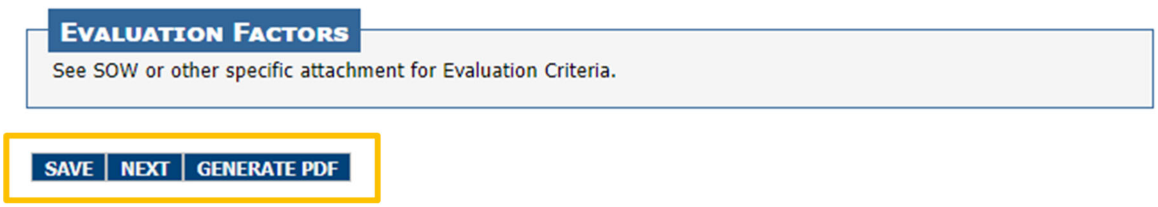


FIGURE 20: EVALUATION FACTORS

After all sections have been completed users will first click “Save” and then "Generate PDF". A PDF version of the requirements will be placed on the *Documents* Tab. **Please note that the system will not display the PDF after it is created. This will make it appear that the system is not responsive but the system will automatically attach it to the TORP**. A quick check of the *Documents* Tab will confirm that a PDF named "TorpForm - XXXX.pdf" was generated.

<u>If users make alterations to the requirements, a new PDF should be generated to replace the existing one. Please remember to click "Save" before generating the PDF in order to capture all the changes.</u>

Click "Next" to move to the attachments screen where you will be able to attach the required documents and any other relevant material.

4.3 Attachments

Users are able to attach the additional required documents to the TORP such as a statement of work outlining the specific tasks to be performed, funding document or acquisition plan, and an Independent Government Cost Estimate (IGCE).

When naming your attachments, please only use alphanumeric characters. Special characters (such as “#”) are not supported and will not allow users to download the document.

In addition to the required documents, the system will automatically attach the PDF generated earlier as discussed in the previous section.

Please note that depending on the document type chosen, attachments will be recorded as either "Visible to Contractors" or "Hidden to Contractors" (Figure 21).

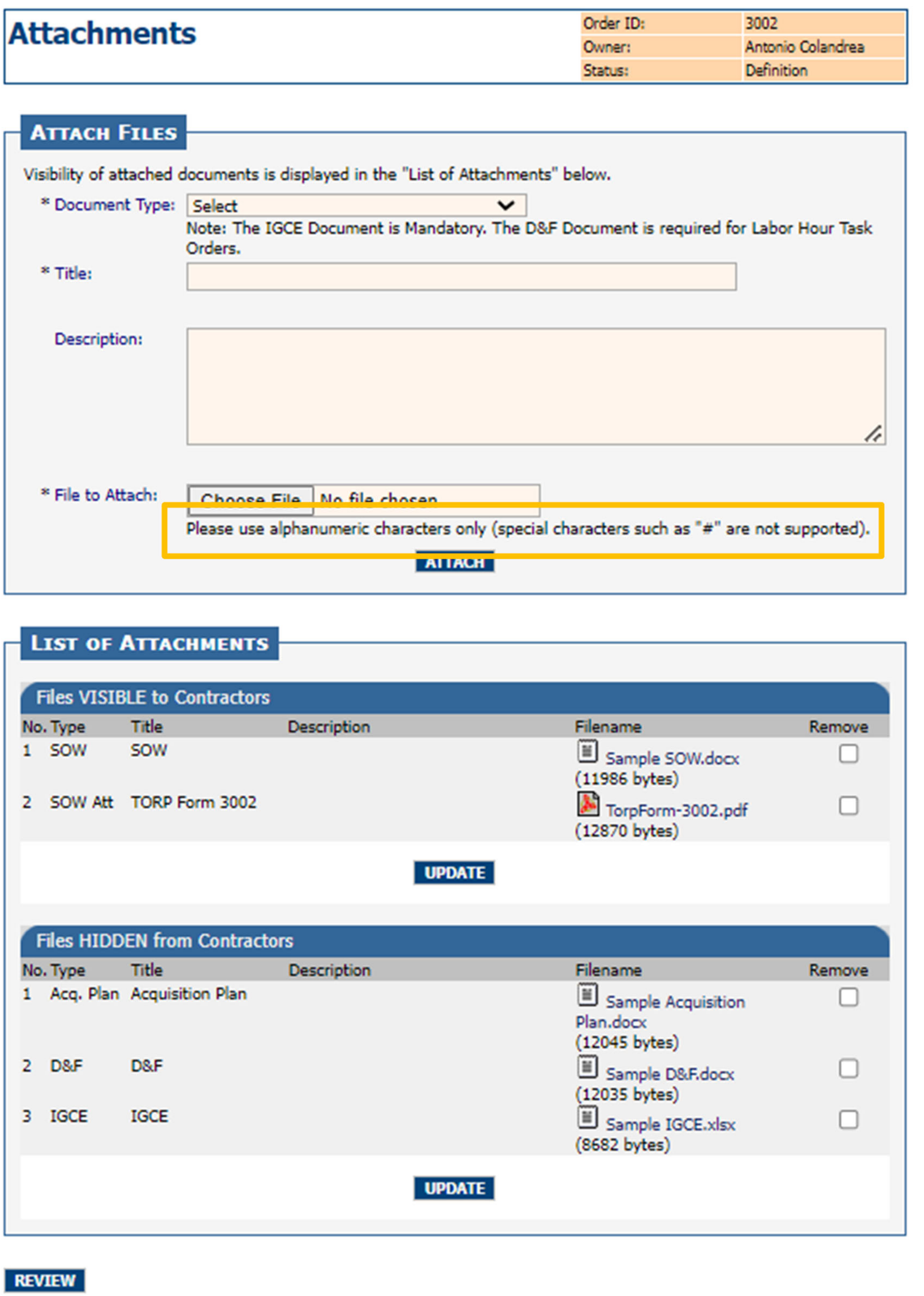


FIGURE 21: ATTACHMENTS SCREEN

4.4 Review and Submit

After users populate the TORP information and attach the required documents, it is recommended that they contact the Task Order CO either by phone or via email to notify them that the TORP is ready for their review and approval. *Only the Task Order CO is able to submit the TORP to the LTASC III Support Team for final review prior to release to the contractors.*

The Task Order CO will click on the "Review" at the bottom of the attachments screen and then click on the "Submit to LTASC III" button at the bottom of the *Summary* Tab (Figure 22) or the link in the *Activity* Menu along the left side of the screen. This action routes the TORP to the LTASC III Support Team for review and release to the contractors.

The TORP may be routed back to the customer by the LTASC III Support Team if revisions are requested. Releasing the TORP to the contractors will be the responsibility of the LTASC III Support Team. The system will send out an email notification to the individuals assigned to the task order to inform them that the task order has been released.

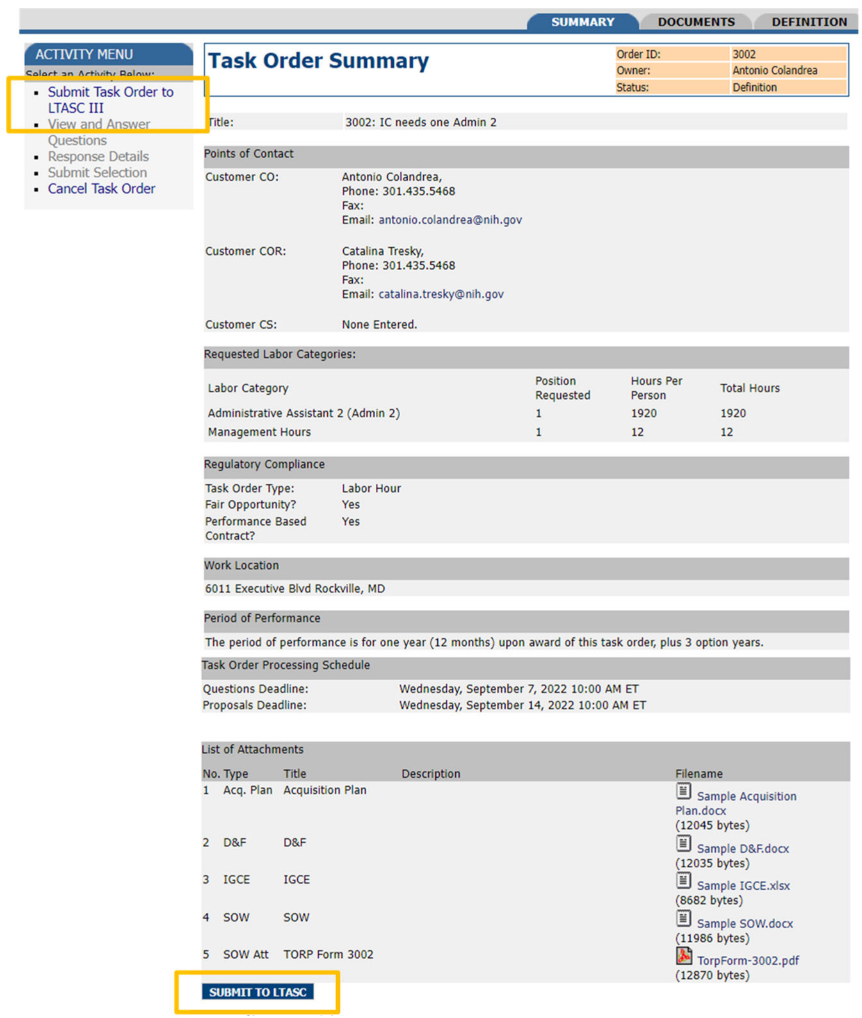


FIGURE 22: TASK ORDER SUBMISSION

5 View and Manage LTASC III Task Orders

After an LTASC III task order is initiated in the system, users may return at any time to view and manage the task order. Users would click on "View and Manage LTASC III Task Order" if they needed to return to a TORP to complete the definition process. If a TORP has been released, users would return to the task order to perform activities such as answer questions, create an amendment, review proposals, and make an award selection. The following sections will describe these activities.

5.1 Respond to Questions

Contractors will have an opportunity to submit questions during the period of time between the release date and the questions deadline as defined by the order processing schedule. Individuals assigned to a task order will receive an email notification indicating that the question period has ended. However, those assigned to the task order may enter the system at any point before the deadline passes to see the questions submitted.

To view or respond to the submitted questions, users may enter the system and click on "View and Answer Questions" located on the left side of the *Summary* Tab screen under the *Activity* Menu. Users are able to type answers in the provided fields at any time but must remember to click "Save" to save their responses. Only the Task Order Contracting Officer can release the answers to the LTASC III Support Team by selecting the “Notify LTASC III” button (Figure 23). This will prompt a system generated, pre-populated email addressed to the LTASC III Support Team notifying them that the answers are ready to be reviewed and released to the contractors. Please send this pre-populated email when it opens. Once the LTASC III Support Team releases the answers to the contractors, the Task Order Owner, Contracting Officer, and COR will receive a notification. **It is best to wait until after the question deadline has passed before releasing your answers to the LTASC III Support Team.**

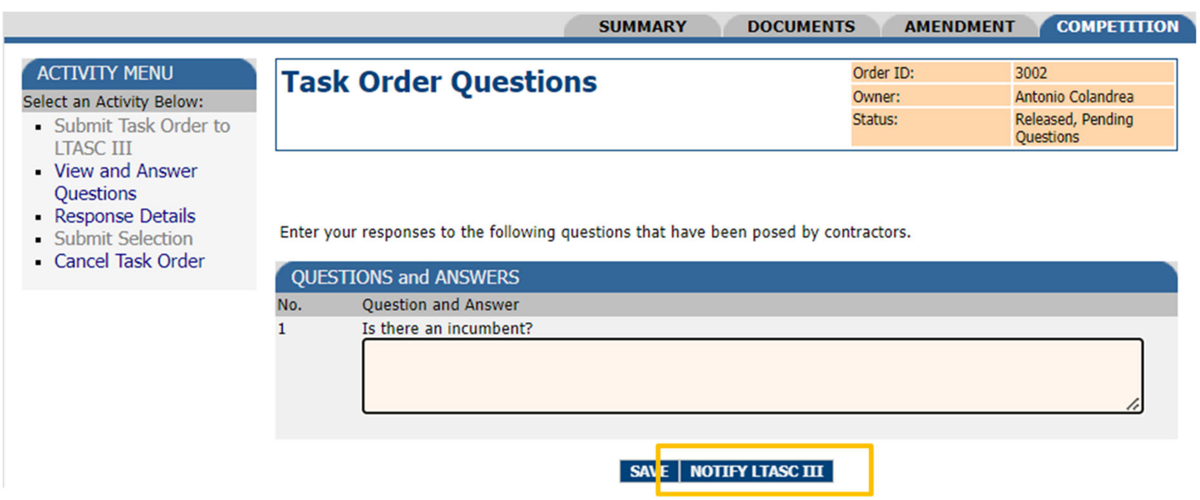


FIGURE 23: QUESTIONS AND ANSWERS

5.2 Create an Amendment

If users need to make a change to a TORP after it has been released to contractors, they have the ability to create an amendment on the *Amendment* Tab. During the time after the TORP is released and before the proposals are due, users may click on the *Amendment* Tab if they wish to make a change to the original TORP. Changes could include altering points of contact, order processing schedule, and content.

The amendment is created in the system by the Task Order CO, approved by the LTASC III Support Team, and released to the contractors. An email notification will be sent automatically to all individuals assigned to the task order and to the contractors informing them that an amendment was released.

Click on "New Amendment" in the menu along the left-hand side to begin (Figure 24). The Task Order CO will be required to upload a document indicating the details of the amendment. It is recommended that a memo be completed and attached detailing the change. Note that contractors will be able to see the document(s) attached and the description of the document(s) in eGOS. Users may use the open field after uploading the document to briefly describe the change. The text entered in the open field will appear in the email notification received by the contractors and those assigned to the task order.

The Task Order CO will submit the amendment to the LTASC III Support Team that will review the change to verify that that it is within scope. If approved, the amendment will be released to the contractors. The email notification will direct contractors to the system where the attached amendment may be viewed in the *Documents* Tab.

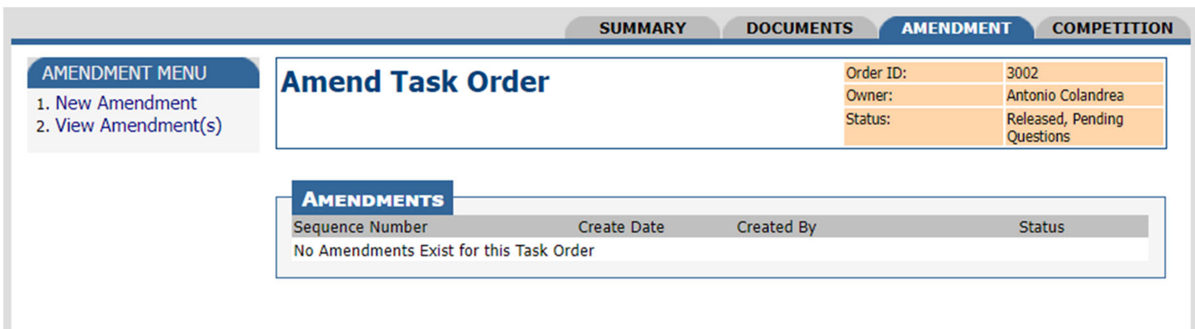


FIGURE 24: AMENDMENT SCREEN

5.3 Cancel Task Order

Should you need to cancel a task order, the Task Order CO will need to process the cancellation. The Task Order CO will need to access the Activity Menu located on the *Summary* Tab and select "Cancel Task Order" (Figure 25). If cancelling after the task order has been submitted to the LTASC III Support Team, include a reason for cancellation. Once the reason is submitted, the following page will serve as confirmation that the task order has been cancelled.

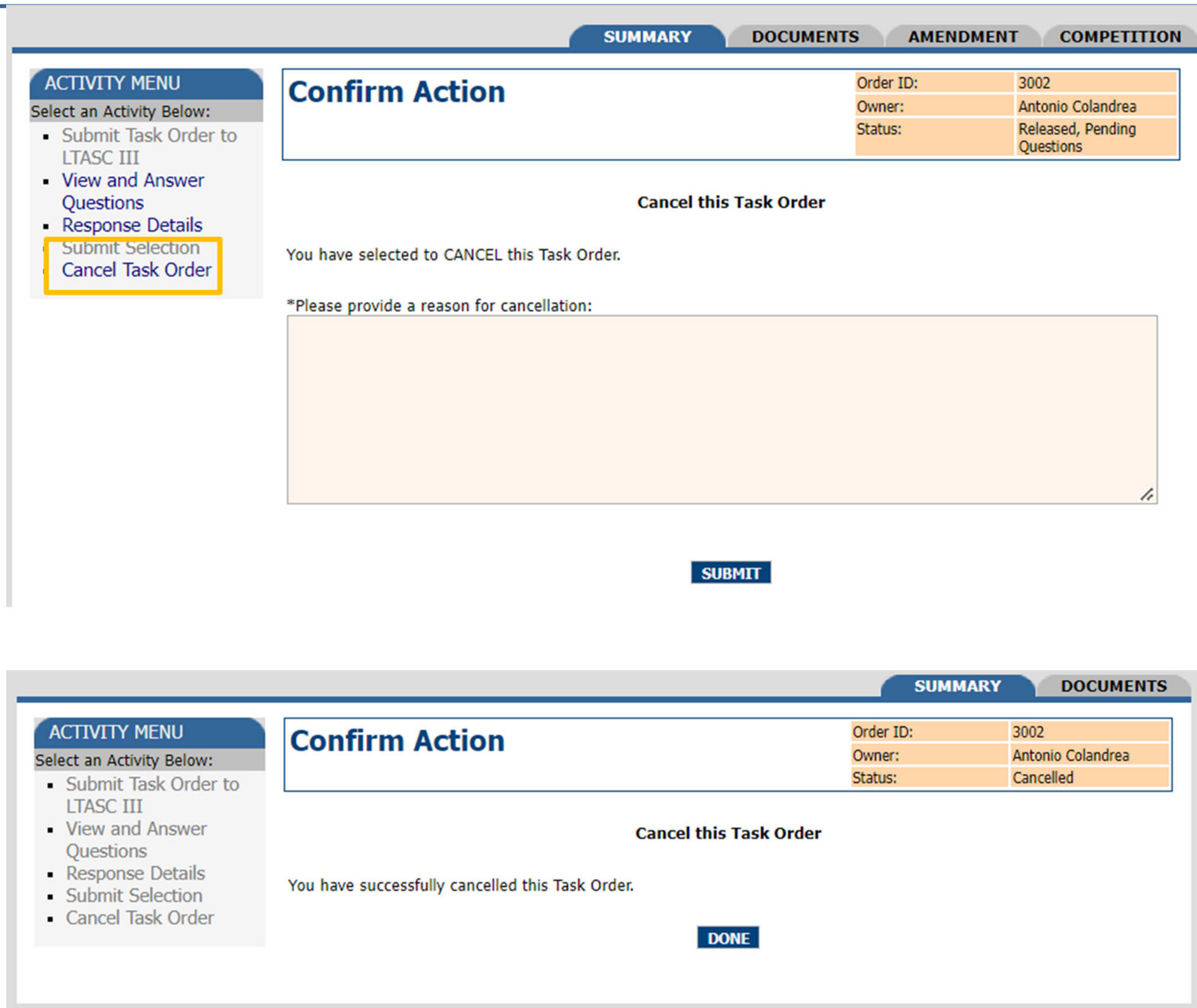


FIGURE 25: CANCELLATION SCREENS

5.4 Evaluate Proposals

The evaluation period begins once the proposal deadline passes. Individuals assigned to the task order will receive a notification indicating that the proposal deadline has passed, triggering them to enter the system. Though the proposals are accessible once the contractors submit them, **it is recommended that users enter the system and view the submitted proposals after the deadline has passed since the contractors have the ability to replace an existing proposal up until the proposal deadline.**

Click on the *Documents* Tab to view the proposals submitted by the contractors (Figure 26). Each participating contractor shall include a technical proposal and business proposal in their submission.

FIGURE 26: VIEWING PROPOSALS

5.5 Complete Awardee Selection

After the proposals have been evaluated, users must make a selection recommendation using the *Selection* screen shown in Figure 27. Users will indicate the recommended awardee using the dropdown menu, provide a justification for their choice, and then record the price/cost. A Selection Recommendation Document (SRD) must be used to justify the choice and uploaded to the system. An SRD template can be found on the LTASC III Website (http://LTASC.od.nih.gov).

The Task Order COR will be able to recommend the awardee from the dropdown and enter the justification. Once the awardee has been selected and the completed SRD attached, the Task Order CO will submit the selection to the LTASC III Support Team for review. The Task Order will **click on "Review"** from the *Selection* screen. Performing this action will take the user to the *Summary* screen. On the *Summary* screen, the Task Order CO will **click on "Submit Selection"** from the Activity Menu along the left side of the screen (see Figures 27 and 28). *Only the Task Order CO will be able to submit the recommendation and release it to the LTASC III Support Team.*

When the Task Order CO submits the recommendation, the LTASC III Support Team will receive an email notifying them that a recommendation has been made. At this point, the LTASC III Support Team will return the selection either concurring with the recommendation or communicating any concerns to the Task Order CO.

Once the recommendation has passed the review, the Task Order CO will be notified and will need to begin processing the award. The Task Order CO will upload the signed award document (OF347 or comparable award document) to the *Selection* screen using the attachment link below the justification text box. Lastly, the Task Order CO will resubmit the selection - with the SRD and award document - to the LTASC III Support Team. Please be sure to capture the FPDS report for the Task Order CO task order file.

The awardee will receive the notification that they have been awarded the task order once the final approval has been given by the LTASC III Support Team. The LTASC III Support Team will send the awardee an award letter along with the award document provided by the Task Order CO. In addition, the LTASC III Support Team will approve the selection in eGOS which will trigger the release of an award notice to all the contractors informing them of the award.

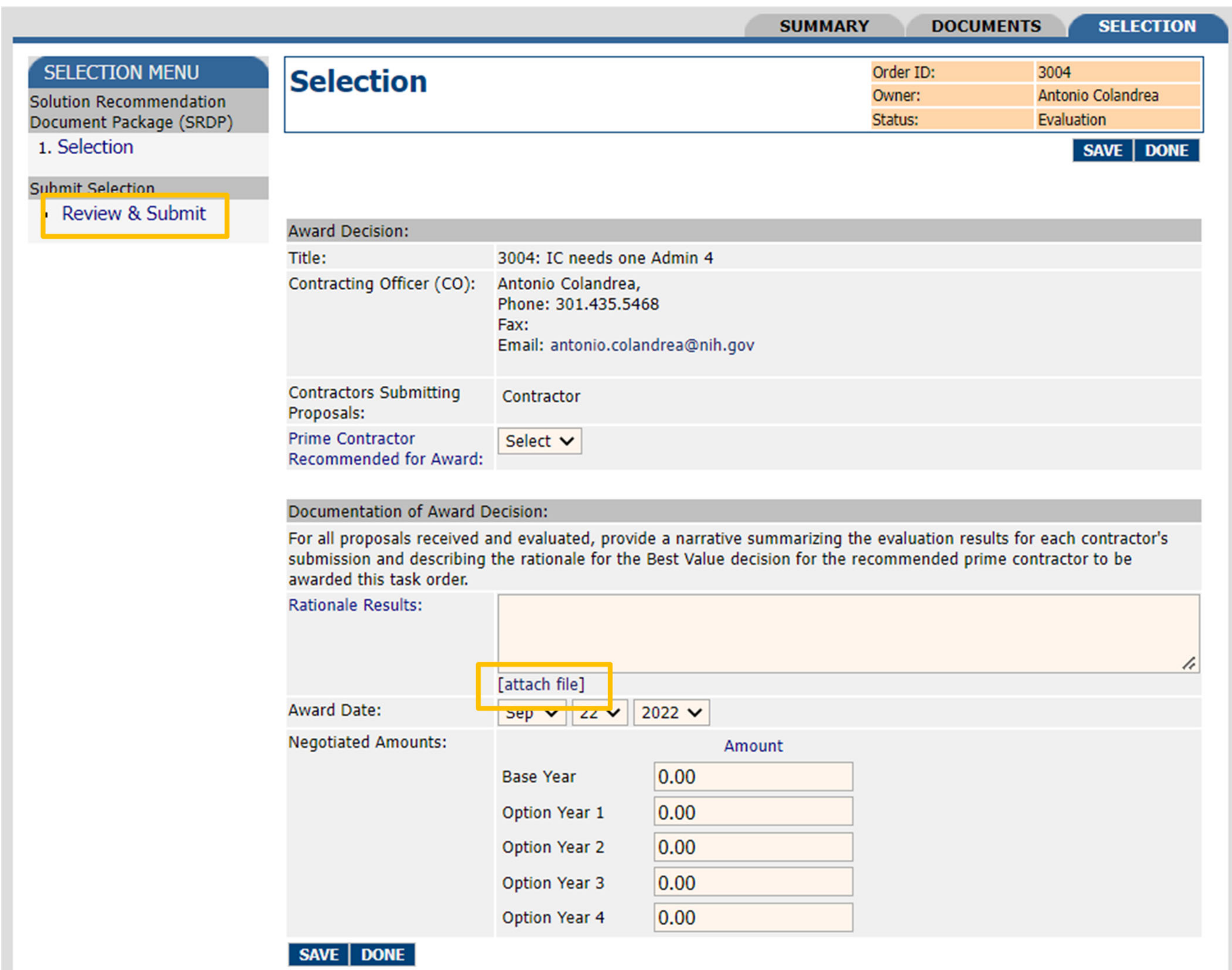


FIGURE 27: SELECTION SCREEN

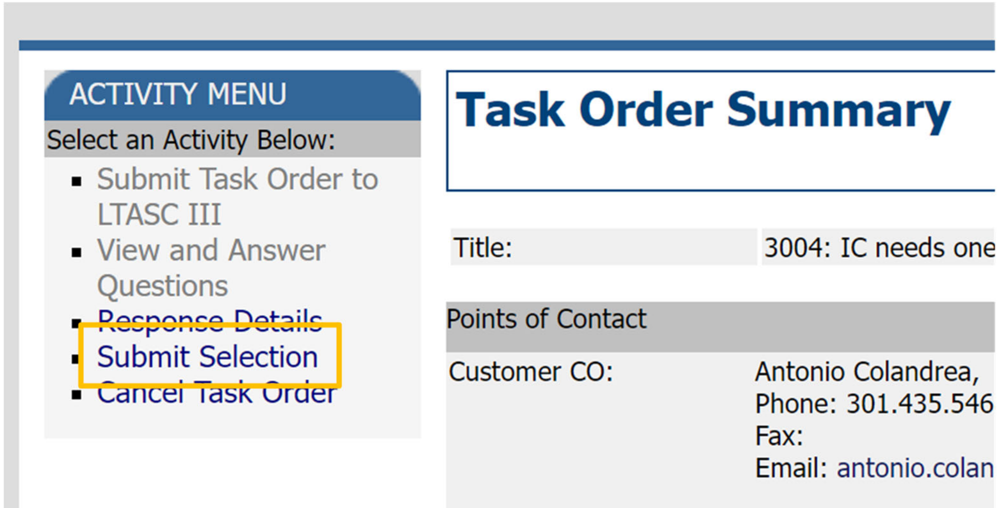


FIGURE 28: SUBMIT SELECTION

6 Closing Remarks

If help is needed as you begin to use eGOS, or if you have questions regarding the process detailed in the eGOS manual, please contact the LTASC III Support Team via LTASCIII@mail.nih.gov or call 301-435-5468.