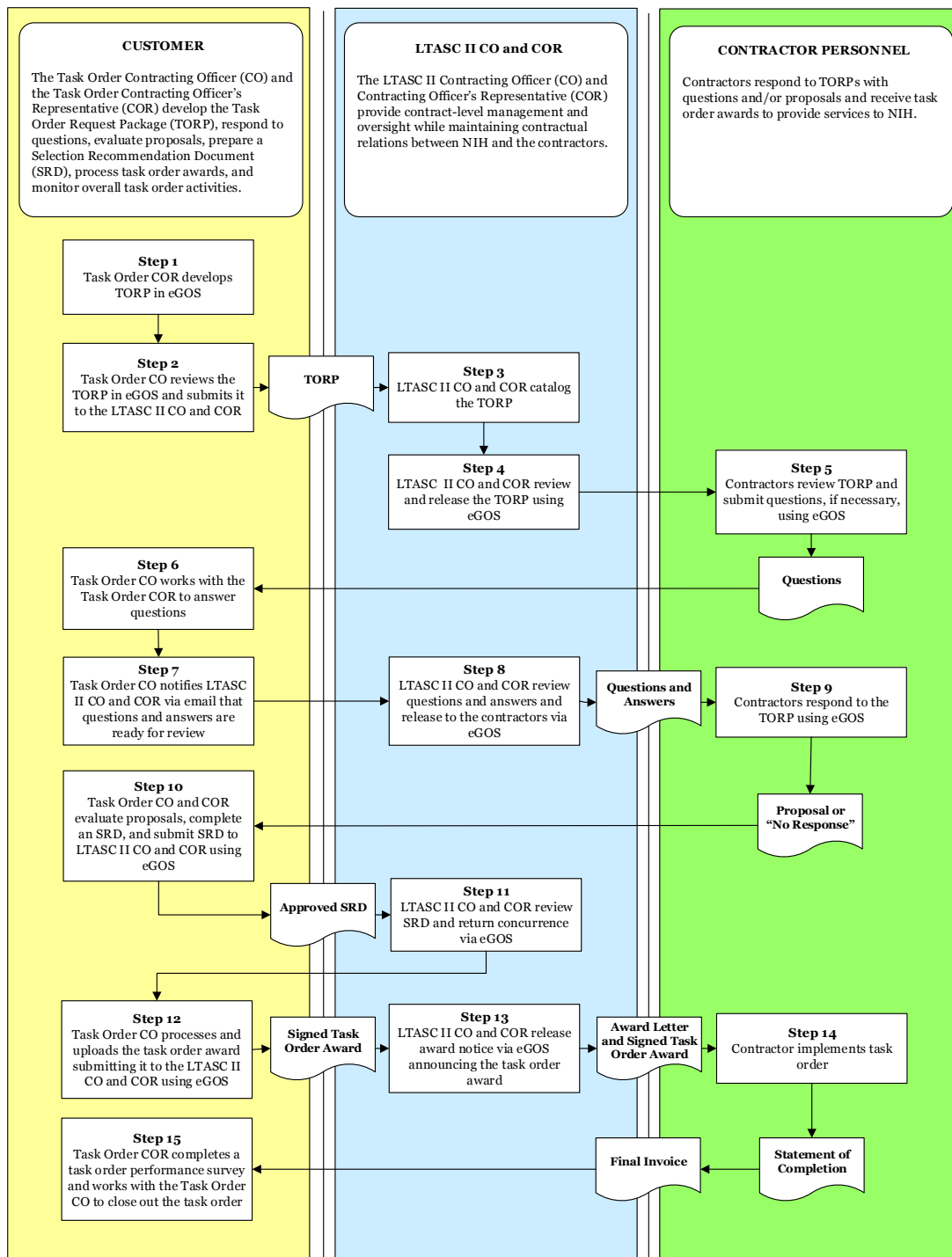

















Task Order Procedures

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 II Website (<http://LTASC.od.nih.gov>).



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

-  **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 II CO and COR**
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 II CO and COR catalog the TORP**
The TORP number assigned by the eGOS system will serve as the task order tracking number.
-  **Step 4 - LTASC II CO and COR review and release the TORP using eGOS**
The LTASC II CO and COR review the TORP for completion and scope. Following this review, the LTASC II CO 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 II CO and COR 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 II CO and COR through eGOS that responses are ready for review.
-  **Step 8 - LTASC II CO and COR release questions and answers to the contractors via eGOS**
The LTASC II CO and COR perform a cursory review and release 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 II CO and COR for concurrence.
-  **Step 11 - LTASC II CO and COR review SRD and return concurrence via eGOS**
After reviewing and concurring with the SRD, the LTASC II CO and COR will notify 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 II CO and COR using eGOS**
The Task Order CO processes the task order award after receiving concurrence, uploads a signed copy into eGOS along with DCIS, and clicks submit again on the 'Selection' screen.
-  **Step 13 - LTASC II CO and COR release award notice via eGOS announcing the task order award**
The LTASC II CO and COR will announce the task order award by releasing an award notice to all contractors via eGOS. The LTASC II CO 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 II
CO / COR



Contractor
Personnel