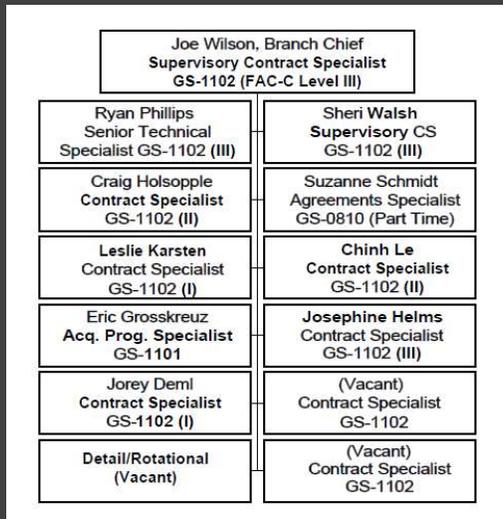




Organization Chart



Roles and Responsibilities

Contracting Officer	Project Manager/ COR	PST	A&E
Authorized Signatory of TO's and Modifications	Overall Project Delivery	Project Support & Engagement	Engineer of Record
Sole Authority to bind the Government through issuance of a TO. Any work performed prior to issuance of a TO, by the CO, is an unauthorized commitment; therefore, the Contractor may not be compensated.	Seamless project delivery to partners/customers	Conveys expectations, institutional knowledge and compliance checks.	Responsible and Accountable for the Engineering and Delivery of the Contract Documents
Task Orders may be issued verbally when appropriate.	Main Point of Contact for partners		QA/QC of ALL deliverables
	Lead & manage coordination and communication between PST & A/E		
	COR delegated authority (by appointment letter)		

TO Competition Method 1

1. The CO sends the RFP and a Request for Qualifications (RFQ) to all IDIQ holders with selection criteria defined in the RFQ.
2. All contract holders that choose to respond will provide a technical proposal *and* a price proposal to the Government within the timeframe established in the RFQ.
3. The Government reviews the technical proposals and selects the most qualified firm based on the technical qualifications.
4. The Government opens the price proposal of the most qualified firm and proceeds with negotiations.
5. In the event the Government cannot negotiate a fair and reasonable price for the work to be performed, the Government will terminate negotiations and proceed to negotiate with the second most qualified firm.
6. This selection process will be followed until the Government negotiates a fair and reasonable price for the work.

TO Competition Method 2

1. The CO sends the RFQ to all IDIQ holders with selection criteria defined in the RFQ.
2. All contract holders that choose to respond will provide a technical proposal to the Government within the timeframe established in the RFQ.
3. The Government reviews the technical proposals and selects the most qualified firm based on their technical qualifications.
4. The Government sends a RFP to the highest ranked technical firm.
5. Within the timeframe provided in the RFP the Firm provides a price proposal to the Government with the following:
 - 1) Proposed changes to the Statement of Work (SOW).
 - 2) A price proposal based on the loaded hourly rates and travel rates contained within the contract. The price proposal shall show work hours, contract rates, and total direct labor costs for each personnel classification. Total travel costs shall be broken into per diem, mileage and other factors based upon the current government rates. Other direct costs not included in overhead should be listed and justified with the appropriate data to back up those costs.
6. The Government reviews the proposal and schedules a level-of-effort discussion if necessary; otherwise, proceeds with negotiations.
7. During negotiations the SOW is finalized, proposed personnel are approved, period of performance is finalized and firm-fixed-price is established.
8. In the event the Government cannot negotiate a fair and reasonable price for the work to be performed, the Government will terminate negotiations and request a proposal from the second most qualified firm.
9. This selection process will be followed until the Government negotiates a fair and reasonable price for the work.

CO Determination Method

1. The CO determines that the work must be procured from only one IDIQ holder and documents the file citing reasons why the firm was selected and why fair opportunity was not provided to all IDIQ contract holders.
2. The CO sends a Request for Proposal (RFP) to the selected Firm.
3. Within the timeframes established in the RFP the Firm provides a price proposal to the Government with the following:
 - (1) Proposed changes to the Statement of Work.
 - (2) A price proposal based on the loaded hourly rates and travel rates contained within the contract. The proposal must show work hours, contract rates, and total direct labor costs for each personnel classification. Total travel costs must be broken into per diem, mileage, and other factors, and be based on the current government rates. Other direct costs not included in overhead should be listed and justified with the appropriate back-up data.
4. The CO reviews the proposal and schedules a level of effort discussion or proceeds with negotiations as necessary.
5. The negotiation determines the finalized scope of work, personnel, period of performance and establishes the Firm-Fixed Price.

Fair Opportunity

FAR 16.505 Ordering

(b) *Orders under multiple-award contracts -*

(1) Fair opportunity.

(i) The contracting officer **must provide each awardee a fair opportunity to be considered for each order** exceeding \$3,500 issued under multiple [delivery-order contracts](#) or multiple task-order contracts, except -

(A) As provided for in [paragraph \(b\)\(2\)](#) of this section; or

(B) Orders issued under [19.504\(c\)\(1\)\(ii\)](#).

(ii) The contracting officer may exercise broad discretion in developing appropriate order placement procedures. The contracting officer should keep submission requirements to a minimum. Contracting officers may use streamlined procedures, including oral presentations. If the order does not exceed the simplified acquisition threshold, the contracting officer need not contact each of the multiple awardees under the contract before selecting an order awardee if the contracting officer has information available to ensure that each awardee is provided a fair opportunity to be considered for each order. The competition requirements in part 6 and the policies in [subpart 15.3](#) do not apply to the ordering process. However, **the contracting officer must -**

(A) Develop placement procedures that will provide each awardee a fair opportunity to be considered for each order and that reflect the requirement and other aspects of the contracting environment;

(B) Not use any method (such as allocation or designation of any preferred awardee) that would not result in fair consideration being given to all awardees prior to placing each order;

(C) Tailor the procedures to each acquisition;

(D) Include the procedures in the solicitation and the contract; and

(E) Consider price or cost under each order as one of the factors in the selection decision.

