

# **THE MEDICAL RDA SUPPORT AND SERVICES HANDBOOK**



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## GLOSSARY

The definitions in this section reflect USAMRAA's interpretation of terms and concepts used in this guideline.

**Award Recommendation Document Package (ARDP)**- This documentation includes a discussion of the evaluation process and the rationale for award, copies of all proposals, checklist and signature by the AMO. These orders may be funded fully in the first year, funded by options, or incrementally funded.

**Best Value Analysis** - The analysis of technical and cost proposals to determine which proposal offers the best trade-off between price/cost and performance, where quality is considered an integral performance factor.

**Contractor** - One of nine contractors holding an IDIQ contract awarded by USAMRAA. Only these contractors may receive task order awards. Each contractor leads a team of contractor employees and/or subcontractors that may perform work on a customer's order, but it is the contractor with whom the Government maintains a contractual relationship. The contractor is also referred to as the "vendor".

**Customer** - This term includes personnel in both USAMRMC ordering activities and in all other Federal Agencies. The term "external customer" means any customer agency that is not a part of the USAMRMC.

**Fair Opportunity to be Considered** -All contractor teams and their designated subcontractor(s) are considered to possess the basic qualifications for success in all of the task areas for which they qualified upon award of the base contracts. Therefore the statutory and regulatory requirement for "fair opportunity to be considered" will be deemed to have been met by the announcement (through e-mail) of all task orders that do not fall under one of the exceptions at FAR 16.505(b)(2). See below for exceptions. Each task order will be evaluated, at a minimum, on selection criteria, which includes past performance, technical/management approach, and price/cost.

Exceptions to the fair opportunity process (selecting a single contractor for a specific task order) include:

1. The agency need for services are of such urgency that providing such opportunity would result in an unacceptable delay.

2. Only one contractor is capable of providing the required services at the level of quality required because the services ordered are unique or highly specialized. Consideration may be given to this exception when the SOW is written in a manner that would reveal proprietary information of a single contractor. Proprietary information could include a single contractor's technical or intellectual solution or a unique method of solving a problem.

3. The task order is a logical follow-on to a previous task order(s) issued under this contract and "fair opportunity to be considered" rules were adhered to in the award of the original task order. In citing this exception, the customer must make a case that at least a significant subtask has been completed on the previous task order, and the follow-on is a logical continuation or next phase of the task(s).

4. The task order is awarded to meet the minimum contract requirements.

**Funding Document/Order Number** - This is the unique customer number identifying the Funding Document/Order. The funding document/order also must cite the Task Order Authorization Number and must include the proper processing fee as a separate FFP line item, where appropriate.

**Loaded Labor Rates** - These are the Contractors' rates that are provided in each of the contracts. These rates are fully burdened composite hourly rates used in T&M and FFP orders. These rates include overhead, G&A and profit but they do not include Other Direct Costs (ODCs) and travel. ODCs are set out as multipliers (which do not include profit) that are set forth in the contractor's contract and rate schedule. The handling of the rates is different for each order type.

**Task Order (TO) Authorization Number** - This is the number that USAMRAA assigns to a task order once the Selection Recommendation Document Package (ARDP) has been approved. It is provided to the customer (with a copy to the contractor) via the approval letter. It must appear on the customer's funding document/order. The contractor shall not accept any orders without this number.

**Task Order Contracting Officer's Representative (TOCOR)** - The individual nominated by the AMO and appointed by the Contracting Officer who serves as the principal point of contact between the customer, the task order vendor and USAMRAA. This individual provides technical direction to the task order contractor.

**Task Order Requirements Package (TORP)**- The complete documentation prepared and submitted by the customer (both USAMRMC and external) to initiate a task order request.

**Task Order Type:**

**Firm Fixed Price** - Used for the acquisition of commercial items/services or for acquiring other supplies or services on the basis of reasonably definite functional or detailed specifications when the Contracting Officer can establish fair and reasonable prices at the outset. The contractor estimates the quantity of hours required for the effort to arrive at the firm fixed price of the labor portion of the order. ODCs are computed separately and added to the labor price to arrive at the order's total FFP. No post award accounting of hours expended or personnel qualifications are required.

**Time and Material (T&M)** - This type of task order is used for the acquisition of supplies or services on the basis of: (1) direct labor hours at specified fixed hourly rates that include wages, overhead, general and administrative expenses, and profit and (2) materials at cost, including, if appropriate, material handling costs as a part of material costs. The contractor is reimbursed at the applicable rate for each hour of effort delivered. Personnel must meet the minimum qualifications of the labor category against which they are billed. ODCs are computed separately. A T&M Task Order may only be used when it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence. This contract type places maximum risk on the Government. The customer must follow the requirements of FAR 16.601.

**Cost Reimbursable** - Used only when uncertainties involved in task order performance do not permit costs to be estimated with sufficient accuracy to use any type of fixed-price contracts. Contracts that provide for payment of allowable incurred costs to the extent prescribed in the contract. There is an estimate of the total costs for the purpose of obligating funds and a ceiling that the vendor may not exceed (except at its own risk) without approval of the contracting officer.

**Cost Plus Fixed Fee (CPFF)** -A cost reimbursement task order that provides for payment to the vendor of a negotiated fee that is fixed at the inception of the contract.

**Cost Plus Award Fee (CPAF)** (typically greater than \$2 million)- This is a cost reimbursement type task order that provides for a fee

consisting of (a) a base amount (which may be zero) fixed at the inception of the contract and (b) an award amount, based upon a judgmental evaluation by the Government. The award amount should be sufficient to provide motivation for excellence in contract performance. Award fee evaluation criteria must be specified in the TORP

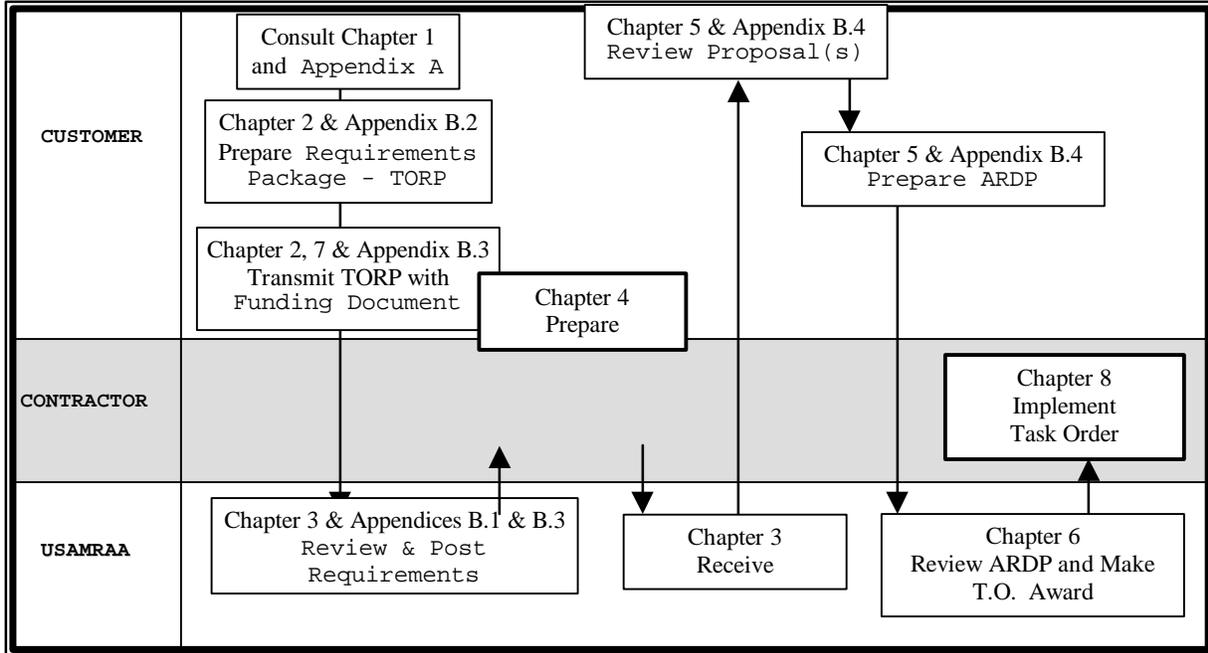
**USAMRAA Processing Fee** - This is the fee that USAMRAA receives for processing a task order or task order modification to award and is intended to cover the costs associated with the solicitation, award, and administration of the awards.

**USAMRAA Tracking Number** - This is the number assigned by USAMRAA at the beginning of the task order process. Both USAMRMC and external customers use the tracking number. It is used for internal tracking of the task order until ARDP approval is provided and a Task Order Authorization Number is assigned.

The Following chart depicts the process flow for  
Initiating Task Orders under the

MEDICAL RDA SUPPORT AND SERVICES

IDIQ TASK ORDER CONTRACT



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## CHAPTER 1.0 GENERAL INFORMATION ON THE TASK ORDER PROCESS

### OVERVIEW

The IDIQ task order contracts provide a flexible support alternative for the execution of medical research, development and acquisition mission requirements within the U.S. Army Medical Research and Materiel Command and other Federal Government agencies. There are nine (9) contracts available to provide support and personnel for Contracted Advisory and Assistance Services (CAAS) or non-CAAS work categorized as follows:

Category A -- Studies, Analyses, and Evaluations (defined in figure 1.1 below);

Category B -- Management and Professional Support Services (defined in figure 1.2 below);

Category C -- non-CAAS Research, Development and Acquisition Program and Support Studies (defined in figure 1.3 below).

All nine contracts have the same Statement of Work (SOW) definitions and will follow the same task order initiation, management, and execution processes. Task Orders may be awarded for work in the 16 functional areas listed in Table 1.1 as long as the funding for such efforts is associated with one or more of the six "controlling authorities" categories listed in Table 1.2. Projects within a task order must align with one or more of the project areas listed in Table 1.3.

TABLE 1.1 TASK ORDER FUNCTIONAL AREAS (16)

Contract and Task Order Management	Issues dealing with the conduct and results of medical science and technology
Personnel, Resource, and Information Management	Strategic planning
Reengineering	Technology insertion and demonstration
Readiness	Medical RDA in force integration
Leader Development	RDA program management
Research and Development	Medical logistics
DOD Acquisition Program	Medical C4I (command, control, communications, computers and information)
Organizational Design	Medical systems design and management

TABLE 1.2: CONTROLLING Authorities

	Public law specific for medical research, development and acquisition (medical RDA)
	Congressional language in authorizations and appropriations specific for medical RDA
	Department of Defense Directives and Instructions in the 5000 series (e.g., DODD 5000.1)
	Department of Army Regulations in the 70 series (e.g., AR 70-1, AR70-3, AR 70-6 etc.)
	OTSG and/or MEDCOM Policy and Guidance documents related to RDA and/or the medical supply, equip and maintain missions of the Army Medical Department
	USAMRMC Activity's Organizations and Functions Document (e.g., Memorandum 10-1)

TABLE 1.3: TASK ORDER PROJECT AREAS (32)

Contract and Task Order Management	Financial Management of DOD and Service RDA Programs
Systems Analysis and Design	Manpower Management/Administration
Functional Integration	Programmatic Nonpersonal Services Conduct of various analyses/studies/evaluations/investigations/assessments
Accreditation	Preparation of various reports/white papers/posture statements
Scientific, Programmatic and Executive Meetings	Management of joint projects and interoperability/standardization programs
RDA Program Manager (PM) Matrix Support	Design, development, modeling validation and fielding of systems
Public Affairs and Marketing	Development, review, revision, integration and maintenance of plans
Documentation	Development and maintenance of automated databases
Regulatory Compliance	Development, review and integration of Standing Operating Procedures (SOPs)
Quality Assurance	Host, conduct or attend committee, board, working group or conferences
Concepts and Doctrine	Monitor, review and report on status of government contract data requirements
Research and Development programs	Trip reports, minutes, significant activity/accomplishment reports, fact sheets,

		historical reports, information papers, briefings and summary sheets
	DOD Acquisition Programs	Design, development, delivery and support to fielded medical systems training programs and materials
	Training Development for Medical Systems	Development, publication and dissemination of references and manuals
	Leadership, Organizational and Materiel Development	Acquisition and total package fielding of medical logistics systems
	Integrated Medical Logistics	Management of prepositioned war reserve materiel and unit equipment sets

# CATEGORY A

## *Studies, Analyses, and Evaluations (SAE)*

### DEFINITION

Studies, Analyses, and Evaluations (SAE) are organized, in-depth, analytical assessments needed to provide the insights necessary for understanding complex issues or improving policy development or decision-making. These analytic efforts result in formal, structured documents containing data or leading to conclusions and/or recommendations.

### CRITERIA

- The Objective is to enhance understanding of complex issues or to improve the quality and timeliness of agency policy development or decision-making by providing new insights into, understanding of, alternative solutions to, or recommendations on agency policy and program issues, through the application of fact finding, analysis and evaluation.
- Areas of application are all subjects, issues, or problems involving policy development or decision-making in the agency. These may involve concepts, organization, programs (e.g., research, development, acquisition, logistics support, materiel fielding, business process improvement) and other systems, and the application of such systems.
- Numbers and characteristics of people involved include teams of people from non-governmental analytic organizations including Federally Funded Research and Development Centers (FFRDCs). The teams may consist of non-professional as well as professional staff members. The professional members of the team are characterized by either (a) Special knowledge in the field being studied, or (b) A high level of skill in using the concepts and techniques of analysis or evaluation.
- Outputs are formal structured documents containing or leading to conclusions and/ recommendations with associated briefing/marketing media and public affairs/regulatory compliance plans. Data bases, models, methodologies, and related software created in support of a study, analysis, or evaluation are to be considered part of the overall study effort.

### ADDITIONAL CHARACTERISTICS AND GUIDANCE

- The subjects, issues, or problems addressed by SAEs require more information, skill, or experience.
- The data, assumptions, principles, calculations, alternatives considered, and reasoning leading to the conclusions or recommendations in SAE shall be fully explained in clear, written form.
- Simulation, model building, economic analysis, statistical analysis, decision processes, game theory, operations research, design of experiments, and cost-benefit or cost-effectiveness analyses are the tools typically used in developing formal SAE documents. Data bases, models, methodologies, and related software created in support of a study, analysis, or evaluation are to be considered part of the overall study effort.
- Technical projects using basic scientific information or operational experience as inputs and that are focused on a class of problems, broad issues, or present or proposed policies, or that are generic efforts (i.e., not a weapon system or equipment development effort), are covered by this category.
- Engineering studies related to specific physical or performance characteristics of existing or proposed systems are not covered by this category. However, market surveys that include an assessment of previously conducted development work/engineering studies are covered by this category.
- Research on theoretical mathematics and fundamental physical, biological, social, or psychological phenomena unrelated to particular issues or systems are not covered by this category.

## CAAS Task Order

CONTRACT No: DAMD17-98-D-xxxx

FIGURE 1.1

# CATEGORY B

## *Management and Professional Support Services (MPSS)*

### DEFINITION

Management and professional support services (MPSS) take the form of advice, training, or direct assistance for organizations to ensure more efficient or effective operations of managerial, administrative, or related systems.

### CRITERIA

- The objective is to ensure more efficient or effective operation of management support or related systems by providing advice, training, or direct assistance associated with the design or operation of such systems.
- Areas of application are management support or related systems such as program management, intellectual property management, project monitoring and reporting, data collection, logistics management, budgeting, accounting, auditing, personnel management, paperwork management, records management, space management, and public relations/marketing.
- Numbers and characteristics of people involved include teams of people from non-governmental organizations, usually private sector management services companies or Federally Funded Research and Development- Centers (FFRDCs). The teams may consist of non-professionals well as professional staff members. The professional staff members are characterized by special knowledge or skills in managerial, administrative, and related areas.
- Outputs are services are in the form of information, opinions, advice, training or direct assistance that lead to the improved design or operation of managerial, administrative, or related systems. This does not include training which maintains skills necessary for normal operations. Written reports are normally incidental to the performance of the service.

### ADDITIONAL CHARACTERISTICS AND GUIDANCE

Excluded from Category B are

- Managerial or administrative services by the designer or producer of end-item hardware that are non-separable from the development, production, or operational support processes. In this context, "non-separable" means managerial or administrative systems (e.g., subcontractor monitoring or configuration control) that cannot reasonably be operated or performed by anyone other than the designer or producer of the end-item hardware.
- Initial training, training aids, and technical documentation acquired as an integral part of the lease or purchase-of equipment.
- Routine maintenance of office equipment, routine administrative services (e.g., mail, reproduction, telephone), printing services, and direct advertising (media) costs.
- Academic education or general training to enhance basic managerial or administrative skills.

### POLICIES AND PROCEDURES

- Advice or recommendations offered shall be limited to the more efficient and effective operation of the managerial, administrative, or related system being supported.
- MPSS shall be used to create an in-house capability as soon as practicable thereby avoiding long-term dependency on contractor support.
- MPSS as defined here shall not be procured by means of a personal service contract. To the extent applicable and practicable, contracts for these services shall: require a written report which typically documents the service delivered and may in part take the form of software packages.

## CAAS Task Order

### CONTRACT No: DAMD17-98-D-xxxx

FIGURE 1.2

# CATEGORY C

## *Research, Development and Acquisition Program and Support Studies (RDAPSS)*

### DEFINITION

Research, development and acquisition investigations, evaluations, and science and technology projects are scientific and/or applied science and engineering inquiries designed to facilitate delivery of health care to DOD personnel in situations and occupations relevant to military operations.

### CRITERIA

- Objectives are
  - To enhance understanding of complex issues in prevention, diagnosis, and treatment of injury through delivery of information or medical materiel products across the military health care continuum at the various echelons from the U.S. base of operations to the soldier deployed in military assignments.
  - To improve the health and fitness of uniformed DOD personnel by applying appropriate research processes and tenets of scientific inquiry.
  - To provide relevant sets of data scientifically collected and analyzed for leaders to enhance the quality of decisions regarding disease prevention, and military health care delivery, economy, efficiency and quality.
- Areas of Application include But Are Not Limited To: All medical research, development and acquisition- related subjects, issues or problems involving military health care. Included are medical science and technology projects and technical projects involving medical materiel supplies, equipment, and device development.
- Numbers and Characteristics of People Involved Include: Teams of people from non-governmental research and analytical organization including Federally Funded Research and Development Centers (FFRDCs). The teams may consist of non-professional as well as professional staff members. The background of team members is characterized by appropriate medical science and technology, research and development skills, abilities in synthesizing concepts, and evidence of research knowledge and experience to support the study.
- Outputs are: The end product for all studies will be a formal research document containing databases, data analysis, and fully described methodology leading to conclusions and/or recommendations. Some studies may include and/or require: regulatory compliance documentation (e.g., animal use, human use, GLP, cGMP, GCP, NEPA, etc) ; periodic peer review, periodic progress review and assessment from which modifications to the study may result.
- The final product from some studies may include open literature publication, software packages, procedures manuals, training packages, etc. All outputs should enable military research, development and acquisition programs to be improved and/or expedited in such a manner as to provide more rapid technological enhancements to the health services to all DOD uniformed personnel.

### ADDITIONAL CHARACTERISTICS AND GUIDANCE

**Excluded** from Category C are clinical investigations conducted within the Military Health Services Systems of the Military Services and studies to improve the delivery of civilian patient care

## **Task Order (non-CAAS) CONTRACT No: DAMD17-98-D-xxxx**

FIGURE 1.3

## **CONTRACT STRUCTURE**

Indefinite Delivery/Indefinite Quantity (IDIQ) contracts utilize task orders that may be Fixed Price or Cost Reimbursement. Each master contract awarded includes loaded labor rates incorporated for fixed price proposal purposes. Loaded labor rates are composite rates which include direct labor costs, overhead, General and Administrative Expenses (G&A), and profit). Other Direct Costs (ODCs) will be separately negotiated for each task order. Each Contractor will provide their cost reimbursement labor rates with their individual Task Execution Plan proposals.

Factors to be considered in determining task order type include, but are not limited to:

- Type and complexity of the requirement,
- Contractor's technical capability,
- Adequacy of the contractor's (and subcontractor's, if applicable) accounting system, and
- The definitiveness of the Statement of Work (SOW) (see FAR 16.104) for further discussion).

The USAMRAA Contracting Officers will be responsible for selection of the appropriate contract type for a particular task order. The Customer may recommend a particular type in the Task Order Requirements Package (TORP).

## **USAMRAA PROCESSING FEE FOR EXTERNAL CUSTOMERS ONLY**

A 1% fee or \$1,500.00, which ever is greater, for all non-MRMC customers will apply to each requirement. Non-MRMC Customers are requested to contact the USAMRAA Budget office at 301/619-2249 or 2391 for instructions on how to submit the funding document which will include the processing fee.

## **MINIMUM TASK ORDER AMOUNT**

The minimum task order amount is \$25,000.00, unless otherwise stated.

## **"FAIR OPPORTUNITY TO BE CONSIDERED"**

In accordance with the Federal Acquisition Regulations, USAMRAA provides each contractor with a "fair opportunity to be considered" for each task order, unless one of the exceptions cited in the base contracts and/or at FAR 16.505 applies. This is

accomplished by announcing customer-developed, USAMRAA-approved task order requirements and evaluation criteria to each contractor via e-mail. Each announcement contains sufficient information to help contractors quickly evaluate the opportunity and respond in an accelerated time frame. The customer shall evaluate the proposals received based upon the evaluation criteria and an best value analysis. The customer shall then document the recommendation for award and submit it to USAMRAA. USAMRAA will review the documentation. If USAMRAA agrees with the documentation, then they will issue an award. If they do not agree, then they will return the documentation for correction or contact the customer directly to discuss problems.

### ***CLASSIFIED MATERIAL***

Regardless of the classification of the work to be performed within the task order, all task order packages will be unclassified.

### ***FISCAL YEAR CUTOFF DATES***

Task Order Requirements Packages (TORPs) that are supported by funds that expire at the end of the current fiscal year must be submitted by August 31st of the current fiscal year. Sufficient time may not exist after August 31<sup>st</sup> to guarantee completion of the award process.

### ***SUPPORTING DOCUMENTATION SUBMISSION***

The preferred channel for delivery of all correspondence is E-mail. The USAMRAA's POC's are identified in the forward. When a signature is required, such as for the exceptions to the Fair Opportunity for Consideration rule, or for Award Recommendation Document Packages (ARDP's), and other associated documentation, please fax a copy of the signature document(s). Other pertinent documentation may be faxed or e-mailed. If the volume of the correspondence is large, please mail or hand deliver to the address in the Forward.

Microsoft Word is the preferred format for all textual documents. Word Perfect closely follows the preference and lastly, if necessary, by ASCII. Spreadsheets shall be submitted in MS -Excel or Lotus 123 formats.

### ***SAMPLE FORMS & DOCUMENTS***

Appendix B of this document provides blank forms for each document in the TORP, Transmittal letter and the ARDP. In the near future, these forms are also provided as downloadable files from the USAMRAA WebSite (<http://www.usamraa.army.mil>).

### **TASK ORDER PROCESSING TIME LINES**

T.O. timelines are targeted at 7 to 28 days depending on order type and extent of competition. Table 1.4 depicts the performance goals for processing the TORP from receipt by USAMRAA through award of the task order to a contractor. These processing timelines start once a complete; acceptable TORP is received by USAMRAA. Incomplete or unacceptable TORPs will require additional time on USAMRAA's part to advise the customer on acceptable minimum requirements.

Table 1.4. Task Order Processing Timelines by Procurement Type

Procurement Type	T&M/FFP	CPFF/CPAF
Exception to Fair Opportunity (Sole Source)	7 to 14 business days	14 to 21 business days
Competition	14 to 21 business days	21 to 28 business days

## **CHAPTER 2.0 TASK ORDER GUIDELINES**

### ***PREPARATION OF THE TASK ORDER REQUIREMENTS PACKAGE***

The customer prepares and submits a complete TORP to the Contracting Officer. A complete TORP shall contain all of the paragraphs in [Appendix A](#), preferably transmitted via E-mail, with those documents that require signature separately faxed to the Contracting Officer.

### ***EXCEPTION TO THE FAIR OPPORTUNITY TO BE CONSIDERED PROCESS***

Any FAR 16.505 qualified exceptions to the "Fair Opportunity to be Considered" rule must be signed by the USAMRAA Contracting Officer.

### ***SUBMISSION OF THE TORP***

The TORP shall be submitted to the point-of-contact listed in the forward and shall contain all of the paragraphs shown in Appendix A.

### ***VERIFYING USAMRAA RECEIPT OF TORP***

If not contacted within three business days after submission of the TORP, the customer should contact the USAMRAA POC to verify receipt of the TORP. A Tracking Number will be assigned by USAMRAA after receipt and is the primary means of identifying the customer effort prior to award authorization. All correspondence and interaction with USAMRAA should reference the Tracking Number to expedite processing.

### ***USAMRAA REVIEW OF TORP***

The USAMRAA staff will evaluate the package and determine, among other things, the following particular items:

- applicability of the statement of work with respect to scope
- adequacy of the evaluation criteria
- realism of the independent government cost estimate
- appropriateness of selected contract type
- adequacy of the justification used for the exception to the requirements for fair opportunity to be considered

## ***FAIR OPPORTUNITY PROCESS***

Upon acceptance of the TORP by the USAMRAA the requirement will be transmitted to the applicable contractors via E-mail.

## **CHAPTER 3.0 CONTRACTOR PREPARATION OF TASK ORDER PROPOSALS**

### ***General***

Each contract describes the general procedures that the contractors must follow when developing a Task Order Execution Plan (TEP). The contractors will be allowed between two (2) to five (5) business days to prepare and submit written proposals; however, more or less time may be necessary based on the particular task order requirements. The proposal due date shall be set forth in each announcement and proposals will be determined to be complete and responsive only if both the Technical and Cost Proposals are received by the due date.

### ***Technical Proposals***

Oral and/or written technical proposals shall address all requirements of the SOW (See [Appendix B](#)). The technical proposal should contain the following, as applicable:

- Task Execution Plan (TEP)
- Key Personnel and resumes
- Quantities/hours of personnel by labor categories
- Other Direct Costs (ODCs) and rationale
- Notification and request for consent to use new subcontractors
- Labor category qualifications of any new labor categories to be used for the task order

### ***Cost Proposals***

The contractor shall submit a fax/hard copy and/or electronic copy of the cost proposal. The cost proposal shall include detailed cost/price amounts of all resources required to accomplish the task, (i.e., man-hours, equipment, travel, etc.).

The offeror will provide an original cost/price proposal to USAMRAA identifying labor categories and associated hours in accordance with Section B of the contract (Labor Rate Tables) and the number of hours required for performance of the task. They will also identify hardware, software, turnkey systems, and Other

Direct Cost items if required, including associated elements (e.g., installation, shipping, maintenance, warranty, etc.).

The offeror shall provide a cost proposal which includes the identification and rationale for all non-labor, and ODC cost elements and identify any additional Government Furnished Property (GFP) and/or Government Furnished Information (GFI) required for task performance.

***No Bids***

If a contractor (suggested/recommended source) cited in the announcement (posting) is unable or otherwise cannot perform a requirement, a NO BID will be made to the USAMRAA point of contact as soon as possible.

***USAMRAA Transmittal of Contractor Proposals***

Within three (3) days after receipt of the proposal, USAMRAA will transmit a copy to the customer for evaluation in accordance with the criteria contained in the TORP.

## **CHAPTER 4.0 CUSTOMER REVIEW AND AWARD RECOMMENDATION**

### ***Evaluation and Discussions***

The customer will evaluate the contractors' written and/or oral technical proposals and written cost proposals in accordance with the evaluation criteria identified in the TORP. If initial evaluation shows differences between the SOW requirements and an otherwise acceptable Contractor's proposal, discussions may be necessary. The customer should transmit to the USAMRAA POC a listing of any areas where discussions may be necessary for the USAMRAA staff member to review. If discussions are necessary USAMRAA will conduct the discussions with the offeror and the customer as appropriate. Discussions may range from e-mail or telephone discussions to formal face-to-face negotiations. After evaluation and any discussions, the customer will perform a Best Value analysis of the information contained in the proposals using the stated evaluation criteria. Based on the results of the evaluation, it is ultimately the customer's responsibility to recommend a selection of the contractor that can provide the best value to the Government.

The customer is responsible for ensuring that proprietary information contained in a contractor's proposal is protected from unauthorized disclosure. It is the contractor's responsibility to ensure that all proprietary information is appropriately marked.

### ***ARDP Contents***

After completion of the evaluation, the customer prepares a complete ARDP to be sent to the USAMRAA Contracting Officer for approval of the task order for award. See the example contained in [Appendix C](#).

### ***Copies of All Proposals***

Copies of all proposals received in response to a task order announcement should be submitted to the Contracting Officer along with the ARDP.

## **CHAPTER 5.0 USAMRAA REVIEW AND APPROVAL--TASK ORDER AWARD**

### ***General***

Upon receipt of the ARDP from the customer, the USAMRAA team will conduct a review to ensure that the ARDP is adequately documented, and proper evaluation procedures were followed and documented.

### ***AWARD ANNOUNCEMENTS***

USAMRAA will announce the award decision to all contractors that submitted technical proposals. This announcement will be via e-mail.

### ***DEBRIEFINGS***

If a non-selected contractor has questions as to why it was not selected for a task order award, the contractor should contact the USAMRAA Contracting Officer. The USAMRAA Contracting Officer and the non-selected contractor may discuss the reasons why they were not selected. However, the USAMRAA Contracting Officer will not (1) discuss the other contractors' proposals, (2) compare contractors' proposals, or (3) allow the non-selected contractor access to the ARDP. NOTE: The Customer shall not conduct any discussions with a non-selected contractor under any circumstances.

### ***PROTESTS***

No protests are authorized in connection with the issuance or proposed issuance of a task order, except for protest on the grounds that the order increases the scope, period, or maximum value of the contract. However, under FAR 16.505(b)(4), contractors may contact the USAMRMC-designated contract ombudsman with complaints on specific task orders on this contract. The ombudsman will review all complaints and ensure that all vendors are offered a fair opportunity to be considered, consistent with regulation, this contract, and ordering guide. The designated USAMRMC ombudsman is:

[Mr. Craig Lebo](#)

Competition Advocate

***CONTRACTOR IMPLEMENTATION OF TASK ORDER***

The contractor shall be authorized to start work upon receipt of a signed copy of the USAMRAA task order.

## APPENDIX A

### **Task Order Requirements Package (TORP)**

**Point of Contact:** Name, title, address, and phone number, fax number and e-mail address

**Task Order Title:**

**Agency:**

**Statement of Work:**

As of mm/dd/yy

The SOW must have an "as of" date. If the SOW is revised or corrected during the pre-award phase, each revision must have a new date with changes marked by revision bars. When a SOW is revised for task order modifications (after award) it must be given a new "as of" date. SOW's must be page numbered.

1. **Task Order Title:** Include a short title of services or a general description of items to be acquired. This title should be unique and descriptive, and should be used consistently throughout the task order process.

2. **Background:** Justify this effort in relationship to the Section C of the basic contract.

FUNCTIONAL AREA SUPPORTED: (See Table 1.1 and Section C.2.2.3.)  
CONTROLLING AUTHORITY: (See Table 1.2 and Section C.2.)

PROJECT AREA (S): (See Table 1.3 and Section C.2.2.3.1.)

DISCUSSION: List other historical or parallel efforts such as other agency activities and/or industry efforts that provide additional information related to this SOW.

3. **Objectives:** Provide a concise overview of the customer's goals and expectations as a result of this task order.

4. **Scope:** Describe the general scope of the work. Identify each Task Order work category required to ensure that your tasks are within contract scope.

For Example: "Task Area 1: Contract-Level and Task Order (TO) Management"  
"Task Area 2: Reinvention Resourcing"  
"Task Area 4: Integration Services "

**5. Specific Tasks:** Provide a narrative of the specific tasks and/or products that make up the SOW. Number the tasks sequentially, e.g. Task 1 and narrative, Task 2 and narrative, etc. Task 1 for each SOW must be for "Contract-Level and Task Order (TO) Management' and must contain two subtasks at a minimum, with the following narratives:

5.1 Task I - Contract-Level and Task Order (TO) Management (mandatory)

5.1.1 Subtask 1 - Contract Level Program Management. Provide the technical and functional activities at the contract level needed for program management of this SOW. Include productivity and management methods such as Quality Assurance, Configuration Management, Work Breakdown Structure, and Human Engineering at the Contract level. Provide the centralized administrative, clerical, documentation and other related functions.

5.1.2 Subtask 2 - Task Order Management. Prepare a Task Order Management Plan describing the technical approach, organizational resources and management controls to be employed to meet the cost, performance and schedule requirements throughout task order execution.

5.1.3 Subtask 3 - In progress Review Support Provide a monthly status report monitoring the quality assurance, configuration management, and security management applied to the task order (as appropriate to the specific nature of the SOW.)

5.2 Task 2 - Example: Programmatic Bottoms Up Review. A task title is mandatory. Text in this section precisely describes the work to be performed and/or the products requested. The requirements must be defined sufficiently for the contractor to submit a realistic proposal and the Government to negotiate a meaningful price.

EXAMPLE:

5.2.1 Subtask 1 - Review Requirements Definition

5.2.2 Subtask 2 - Science and Technology Review of State-of-the-Art

- 5.2.3 Subtask 3 - Conduct Subject Matter Expert (SME) Evaluation
- 5.2.4 Subtask 4 - Integrate SME Inputs
- 5.2.5 Subtask 5 - Document SME Inputs
- 5.2.6 Subtask 6 - Conduct Program Manager Evaluation
- 5.2.7 Subtask 7 - Integrate Program Manager and SME Evaluations
- 5.2.8 Subtask 8 - Analyze and Document Combined Evaluation and Develop Recommendations
- 5.2.9 Subtask 9 - Provide Executive Summary and Analysis of Recommended Options

6. **Contract (Task Order) Type:** State the recommended contract type contemplated (FFP, T&M, CPFF, CPAF). USAMRAA will review and agree or select a more appropriate contract (task order) type. (See the Glossary for a definition of these types.)

7. **Place of Performance:** Specify whether work is to be performed at the contractor site or at a Government site.

8. **Period of Performance:** State the total number of calendar days after the Task Order award necessary for performance. If the task order is to be awarded with a base period and options so state. If the task order is to be awarded and funded incrementally state the base obligation period and incremental funding periods.

9. **Deliverables/Delivery Schedule:** Describe precisely the items to be delivered both during the period of performance and at completion of the task order. Describe the schedule either in terms of calendar days from the date of Task Order award or in calendar days when other projects or program elements are dependent on the delivery (e.g., 10 calendar days after draft plan is approved).

EXAMPLE

ITEM No.	DELIVERY ITEM	REFERENCE	DESTINATION	QUANTITY	DATE
1	Maintain Files	1.5	As required		On-going
2	Meeting materials	1.1.1	Bldg. xx,Rm xx	1	
a	"Paste-up" Draft	1.1.1	Bldg. xx,Rm xx	1	5 work days after request
b	Coordination draft	1.1.1	Bldg. xx,Rm xx	1	5 workdays after gov't review of

					2a
c	Final draft	1.1.1	Bldg. xx,Rm xx	1	2 workdays after gov't review of 2b
d	Production/ Printing/ copying	1.1.1	Bldg. xx,Rm xx	500-5000	10 workdays after acceptance of 2c
3	Monthly Report	4.3	Bldg. xx,Rm xx	1	see Section 4.3

10. **Security:** Describe the physical security level required for the specific work to be done.

11. **Government Furnished Equipment:** (GFE)/Government Furnished Information (GFI) Identify any GFE and/or GFI and any limitations that will be provided to the contractor.

12. **Packaging, Packing, and Shipping Instructions:** At a minimum, the SOW must state "The contractor shall ensure that all items are preserved, packaged, packed and marked in accordance with best commercial practices to meet the packing requirements of the carrier and to ensure safe and timely delivery at the intended destination." All data and correspondence submitted shall reference:

- (1) The Task Order Authorization Number
- (2) The USAMRAA Tracking Number
- (3) The government end user agency
- (4) The name of the TOCOR

Containers shall be clearly marked as follows:

- (1) Name of contractor
- (2) The Task Order Authorization Number
- (3) The USAMRAA Tracking Number
- (4) Description of items contained therein
- (5) Consignee's name and address

State special requirements if they exceed these requirements.

13. **Inspection and Acceptance Criteria:** At a minimum, the SOW must state "Final inspection and acceptance of all work

performed, reports and other deliverables will be performed at the place of delivery". State special requirements if they exceed the contract requirement.

**14. Accounting and Appropriation Data:** Specify customer's standard funding documentation (e.g. Common Accounting Number etc.). A statement must be made that funds are available for this task order or will become available prior to award. If funds are to be provided from the next fiscal year a statement that the task order is subject to availability of funds must be made in the task order request.

**15. Other Pertinent Information or Special Considerations:** Include any special considerations or unique requirements necessary to accomplish the task order (e.g., specialized experience etc.) and/or any additional information that will be helpful in determining reasonable approaches and cost estimates for the task order. As appropriate, this section needs to contain:

a. Identification of possible follow-on work that may result from completion of this task order.

b. Identification of potential conflicts of interest (COIs) that may influence which contractor should be awarded the task order. (See FAR 9.501).

c. Contractor Travel - Describe any local or long distance travel the contractor will have to perform to execute the task order. Identify the to/from locations of the travel, number and duration of the trip.

d. Standards - Describe requirements for compliance with agency standards (e.g., data delivered must be in compliance with USAMRMC office automation file types).

**16. Post-Award Administration:** Discuss monitoring and milestones to be used for evaluation of Contractor's progress. Discuss any formal management systems to be used to monitor the Contractor. Delineate the timing of periodic status reports. Include the requirement for Past Performance Evaluations to be completed at least annually and at the end of the task.

**17. Evaluation Criteria:** List the evaluation criteria for this SOW. At a minimum the criteria must list AND DESCRIBE the following criteria:

- a. Past Performance
- b. Technical/Management Approach
- c. Cost/Price

A statement must be made regarding the relative importance of each evaluation criterion. This may be accomplished through the use of an adjective description or the assignment of weights, at the discretion of the customer.

**18. Independent Government Cost Estimate (IGCE):**

Date: 1 June 1997 to 30 March 1998

DIRECT LABOR			
Category	Hours	Rate	Total
xxxxxxx	xx	xx	\$xxxx
		Subtotal	\$xxxx

OTHER DIRECT COSTS	
Item	Total
xxxx	\$xxxx
Subtotal	\$xxxx
USAMRAA FEE (1%)	\$xxxx
TOTAL	\$xxxx

19. **Suggested Source(s):** Propose one or more of contractor for Task Order Award. If only one contractor is proposed, "OTHER THAN FAIR CONSIDERATION" is applicable and full justification has to be made in the TORP and the TORP transmittal document (sample below).

## **SAMPLE TORP Transmittal Letter**

(NOTE: Customers must provide the information requested below describing the contents of the Task Order Requirements Package (TORP). The format assumes that the TORP transmittal is via E-mail. Transmittals via standard surface mail may require other format standards specific to the agency.

Customers may use the U.S. mail, fax or e-mail to provide the TORP, except where indicated that a hard copy of a signed document is required. When surface mail is used to deliver the ARDP in hardcopy, USAMRAA expects delivery of documents in printed form and an electronic copy on an INTEL PC 3.5" floppy disk media; USAMRAA expects the information to be in MS Word for Windows; and MS EXCEL for Windows.

When customers use e-mail to transmit the ARDP, USAMRAA expects the information to be in MS Word for Windows, and MS EXCEL for Windows. Customers should check with USAMRAA to determine the current version of software being used by the Contracting Officer.)

Author: Sponsoring Customer Official  
Date: Day, month, year and time  
Priority: Normal

TO: USAMRAA Contracting Officer  
CC: USAMRAA Contract Support Team

Subject: Task Order Requirements Package - New Start/Major Modification

{Body of e-mail message follows:}

This email transmits the following TORP:

1. Task Order Data  
Task Order Title:  
USAMRAA Tracking Number:

2. The Points of contact for this task order are:

Contracting Officer  
 AMO  
 TOCOR

Provide the name, job title, address, telephone number, fax number and email address for each of the individuals above. (Note: The AMO and the contracting officer may be the same individual if the order is placed through local (i.e. the agency) channels.)

3. The package includes the following items:

Hard Copy	Soft Copy	E-Mail	Item
			Statement of Work including evaluation criteria, evaluation factors, deliverable schedule, period of performance and location.
			Exception to Fair Opportunity to be Considered if applicable -signed by the appropriate agency official and faxed or sent by U.S. mail to the Contracting Officer.
			Independent Government Cost Estimate
			Posting Instructions - Identification of whether the Contractors should respond with a written proposal (submitted electronically) or an oral presentation (which must be adequately documented)
			Proposal Preparation Instructions and delivery date
			Proposal Delivery Instructions

4. Suggested Sources:

Exception to Fair Opportunity to be considered  
 Fair Opportunity to be considered

Contractor(s):  
 Anticipated Contract Type:

## 5. Funding Strategy:

Describe funding approach (e.g., fully funded, incrementally funded). Describe the proposed method of payment (e.g. contractor, OPAC, Credit Card, MIPR). See Chapter 5 of this Guideline.

## 6. Proposal Preparation Instructions:

For Example: The offeror's proposal shall be divided into three sections.

Section I - Management (15-page limit). Must address the offeror's management plan including steps for assurance of meeting schedule and budget goals, as well as risk mitigation. Must include experience citation of directly related experience and the resume(s) of any key management individuals, as determined by the offeror.

Section II- Technical (5 page limit) Must discuss the offeror's technical approach to satisfying the requirements of the task order. Special emphasis should be placed on unique aspects of the approach and how the application of these unique approaches has been successful on other directly related experience of the offeror

Section III - Cost (no page limit)

## 7. Proposal Delivery Instructions:

Proposal Preparation Instructions:

Oral: Request contractor(s) schedule an Oral Presentation with (name and telephone number) within two days after the posting date of this SOW. Oral Proposals will be presented on the 3rd and 4th day from posting announcement.

Written: Request written proposal be provided via email to (name and email address) NLT 4:00 p.m. two days after USAMRAA posting announcement.

Other Instructions:

For Example, "Please call the agency POC to let him know you are sending an e-mail".

8. Attachments:

## APPENDIX B

### SECTION C - DESCRIPTION/SPECS./WORK STATEMENT

#### C.1. DEFINITIONS

C.1.1. Contracted Advisory and Assistance Services (CAAS): Those services acquired by contract from non-governmental sources to support or improve organization policy development decision-making management and administration program and/or program management and administration or to improve the effectiveness of management processes or procedures.

C.1.2. Contracting Officer: The person with the authority to enter into, administer and/or terminate contracts and make findings and determinations on behalf of the government.

C.1.3. Task Order Contract: Contract for services that does not procure or specify a firm quantity of services (other than a minimum and maximum quantity) and that provides for the issuance of orders for the performance of tasks during the period of the contract.

C.1.4 Past Performance Information: Relevant information regarding a contractor's actions under previously awarded contracts. It includes the contractor's record of conforming to specifications and to standards of good workmanship; the contractor's record of containing and forecasting costs on any previously performed cost reimbursable contracts; the contractor's adherence to contract schedules including the administrative aspects of performance; the contractor's history for reasonable and cooperative behavior and commitment to customer satisfaction; and generally the contractor's business-like concern for the interest of the customer.

C.1.5. Abbreviations:

See Attachment 1.

#### C.2. GENERAL.

The contractor shall provide all personnel necessary to provide non-personal contracted advisory and assistance services (CMS) in the categories of:

- Studies, Analyses, and Evaluations (Technical Exhibit A);

- Management and Professional Support Services (Technical Exhibit B), and
- non-CMS Research, Development and Acquisition Program and Support Studies (Technical Exhibit C).

These services will support and/or provide:

- assistance in executive management and policy development related to medical research, development and acquisition (medical RDA) programs and activities;
- execution and accomplishment of Defense Medical Research, Development, Test and Evaluation (RDT&E) objectives;
- medical materiel and information systems acquisition program objectives/strategies;
- analytical and business operations support services for the U.S. Army Medical Research and Materiel Command (USAMRMC) and its subordinate elements.

Attachment 2 summarizes missions, functions and responsibilities of USAMRMC for which CMS and non-CMS support is required .

Work performed under this contract shall be restricted to CMS and non-CMS activities related to business and program operations and management where the controlling authority for such work, programs and operations is one of the following:

- Public law specific for medical research, development and acquisition (medical RDA);
- Congressional language in authorizations and appropriations specific for medical RDA;
- Department of Defense Directives and Instructions in the 5000 series (e.g., DODD 5000.1);
- Department of Army Regulations in the 70 series (e.g., AR 70-1, AR70-3, AR 70-6 etc.);
- OTSG and/or MEDCOM Policy and Guidance documents related to RDA and/or the medical supply, equip and maintain missions of the Army Medical Department;
- USAMRMC Activity's Organizations and Functions Document (e.g., Memorandum 10-1).

Specific work will be identified, initiated and awarded by Task Orders.

C.2.1. The government reserves the right, should the need arise, to modify this contract to include other government and/or DOD agencies.

C.2. 2. Contractor's Personnel.

C.2.2.1. Point of Contact: The contractor shall provide a Program Manager as the single point of contact to oversee the performance of this contract. Also, the contractor shall provide a Task Order Manager for each Task Order awarded who will act as the single point of contact to oversee the performance of the Task Order.

C.2.2.2. In Process Reviews (IPRs)

C.2.2.2.1. The contractor's program manager shall meet with the Contracting Officer's representative (COR) on a regular basis to discuss any problems that the contractor or contractor's personnel may be experiencing during the performance of this contract. Unresolved problems will be referred to the Contracting Officer for resolution.

C.2.2.2.2. The contractor's Task Order Manager shall meet with the Contracting Officer's task order representative (COTOR) on a regular basis to discuss any problems that the contractor or contractor's personnel may be experiencing during the performance of a task order. Unresolved problems will be referred to the COR for resolution.

C.2.2.3. USAMRMC functional areas requiring service and support shall include, but not be limited to the following 17 areas:

1. Contract and Task Order Management
2. Personnel, Resource, and Information Management
3. Reengineering
4. Readiness
5. Leader Development
6. Research and Development
7. DOD Acquisition Program
8. Organizational Design
9. Issues dealing with the conduct and results of medical science and technology
10. Strategic planning
11. Technology insertion and demonstration
12. Medical RDA in force integration
13. RDA program management
14. Medical logistics

15. Medical C41 (command, control, communications, computers and information)
16. Medical systems design and management
17. Intellectual Property Management and Technology Transfer Program

C.2.2.3.1. Services may include the provision of assistance as applied to and in support of RDA business and DOD laboratory management in the following 32 project areas:

1. Contract and Task Order Management
2. Systems Analysis and Design
3. Functional Integration
4. Accreditation
5. Scientific, Programmatic and Executive Meetings
6. RDA Program Manager (PM) Matrix Support
7. Public Affairs and Marketing
8. Documentation
9. Regulatory Compliance
10. Quality Assurance
11. Concepts and Doctrine
12. Research and Development programs
13. DOD Acquisition Programs
14. Training Development for Medical Systems
15. Leadership, Organizational and Materiel Development
16. Integrated Medical Logistics
17. Financial Management of DOD and Service RDA Programs
18. Manpower Management/Administration
19. Programmatic Nonpersonal Services Conduct of various analyses/studies/evaluations/investigations/assessments
20. Preparation of various reports/white papers/posture statements
21. Management of joint projects and interoperability/standardization programs
22. Design, development, modeling validation and fielding of systems
23. Development, review, revision, integration and maintenance of plans,
24. Development and maintenance of automated databases
25. Development, review and integration of Standing Operating Procedures (SOPs)
26. Host, conduct or attend committee, board, working group or conferences
27. Monitor, review and report on status of government contract data requirements
28. Trip reports, minutes, significant activity/accomplishment reports, fact sheets, historical reports, information papers, briefings and summary sheets

- 29. Design, development, delivery and support to fielded medical systems training programs and materials
- 30. Development, publication and dissemination of references and manuals
- 31. Acquisition and total package fielding of medical logistics systems
- 32. Management of prepositioned war reserve materiel and unit equipment sets

C.2.3. Personnel Qualifications and potential labor categories for these requirements are shown in Technical Exhibit D.

C.2.4. Duty Hours: Hours of performance will be specified in each task order.

#### C.2.5. Restrictions and Constraints

C.2.5.1. The contractor shall not employ a current DOD employee, military or civilian, to provide services under this contract.

C.2.5.2. Location of the performance site will be identified in each Task Order.

C.2.5.3. Travel, both domestic and foreign, may be required in support of individual task orders. Contractor personnel may be required to travel to work sites away from their primary work site in order to accomplish assigned tasks.

C.2.5.4. The contractor may be required to acquire the necessary security clearances. Each task order will identify the level of Security Clearance required to accomplish the task. It is anticipated that the highest clearance required will be SECRET. The appropriate security clearance forms will be provided to the contractor for compliance in accordance with FAR Clause 52.204-2 in Section 1.

C.2.5.5. The contractor shall properly and adequately safeguard sensitive (FOR OFFICIAL USE ONLY) or classified government materials in accordance with DODD 5200.1-R, DODD 5200.1-PH, Army Regulation (AR) 380-5 and AR 380-40. Work will not be performed in classified areas unless appropriate clearances are received IAW DODD 5220.22-M.

C.2.5.6. The contractor shall provide electronic data, materials, and products that are compatible with the USAMRMC's standard automation architecture and/or the architecture of the automated system at the performance site. During the conduct of activities

leading to the delivery of services under a Task Order, the "in process data, materials, and products" shall be available to the government and the USAMRMC "intranet" via the contractor's links with the internet. If, after delivery and acceptance of a deliverable, the government assigns file retention responsibility to the contractor, pursuant to Task Order requirements, all electronic files shall be available to the USAMRMC intranet via the contractor's link to the internet. Government access to electronic files, at a minimum, will be from 0730-1700 hours each federal workday of the year. Individual task orders may require additional access capability which will be negotiated as part of the Task Order award process. The current office automation standard within USAMRMC is Microsoft Office Suite and Lotus Corp. cc-MAIL. USAMRMC corporate ORACLE databases are accessible on Windows NT networks via JAVA-compliant browsers.

C.3. GOVERNMENT FURNISHED PROPERTY AND SERVICES: Government furnished property and services will only be as stated in the task orders.

C.4. CONTRACTOR FURNISHED EQUIPMENT/MATERIALS: Facilities, supplies equipment and services shall be furnished by the contractor while performing off-site. Automation equipment, software systems, and internet access that is compatible with the USAMRMC Information Systems architecture and systems is required.

C.5. REQUESTS FOR TASK EXECUTION PLAN (TEP) OUTLINE.

The government desires that the Task Order award process be timely and efficient. Principles of DOD Acquisition Reform will be utilized to the greatest extent possible.

C.5.1. Individual TEP outlines will be requested from the contractor(s) using a task order description wherein the work to be performed shall be described in terms of scope and/or products required, lists of appropriate reference material scheduled milestones, descriptions of any report requirements, source selection criteria and other information and data as deemed necessary. The contractors TEP response time and minimum TEP

acceptance period will be identified in each request for TEP outline.

C.5.2. The Contracting Officer will provide task requirements to contractor(s) in Microsoft Word files by electronic mail (e-mail)-receipt requested. For e-mail transmittals that are not "confirmed receipt" within 2 working days, the Contracting Officer will follow-up each transmittal with phone confirmation. If electronic transfer of the requirement fails, the government reserves the right to issue the requirement in writing by surface mail or facsimile transfer (FAX). This does not relieve the contractor from responding as described in section C.5.4.

C.5.3. Upon receipt of task order description, the contractor (s) shall submit to the USAMRAA: A TEP outline describing how it shall perform the required task (s). The TEP outline shall include the following as a minimum:

- Name of Task Order Manager
- Task(s) Approach (i.e., how will the task order be executed - a technical proposal)
- Estimated level-of-effort (i.e., person-hours and rates by labor category)
- Proposed material cost/other direct costs (ODCs)
- Proposed indirect costs
- Proposed Fee
- Proposed Subject Matter Experts with Curricula Vitae
- Proposed Subcontracts
- Personnel Documentation as required (e.g., security clearances)
- Description of necessary government support required, such as but not limited to: Government Furnished Equipment (GFE) and facilities access for onsite contractor personnel.
- Contemplated computer time/usage, when applicable. Proposed commencement and completion dates.

C.5.4. All contractor responses shall utilize automation systems by submitting TEPs in Microsoft Word files and transmitting the files to the Contracting Officer by e-mail - receipt requested. If the government does not provide "confirmed receipt- within 2 working days, the contractor will follow-up each transmittal with phone confirmation and re-transmittal if necessary.

C.5.5. Upon completion of the task order evaluation process, the Contracting Officer will issue a task order to the successful contractor on DD Form 1155, Order of Supplies and Services, to authorize performance of the services.

C.5.6. Applicable Documents: Documents applicable to this scope of work are listed below. The documents have been coded as advisory or mandatory. The contractor is required to follow all mandatory documents to the extent they apply to this contract. Contractors are responsible for obtaining these documents.

C.5.6.1. Mandatory

- AR 5-5 15 Oct 81 Army Studies and Analyses
- AR 5-14, 5 Jan 93 Management of Contracted Advisory and Assistance Services
- AR 380-5 25 Feb 88 DOD Information Security Program
- AR 380-40 Current edition Policy for Safeguarding and Controlling Classified Documents
- DODD 4205.02 10 Feb 92 Acquiring and Managing Contracted Advisory and Assistance Services
- DODD 5200 1-PH Current edition Guide to Marking Classified Documents
- DODD 5200 1-R Current edition National Industrial Security Program
- DODD 5220-22-H Current edition Industrial Security Manual Safeguarding Classified Information
- DODD 6220 22-R Current edition Industrial Security Regulation

C.5.6.2. Advisory

- AR 310-25 21 May 86 Dictionary of US Army Terms

C.6. TASK ORDER ASSIGNMENTS

a. Performance under this contract will be in accordance with task order assignments issued by the Contracting Officer to the contractor. As scheduling and funding permits, task order assignments will be made by the Contracting Officer within the requirement of the scope of work set forth in Section C and consistent with the technical and business proposals incorporated into the contract. New task order assignments will be made by the Contracting Officer with due consideration given to previously uncompleted task order assignments and commensurate with their performance schedules.

b. All task order assignments are subject to the terms and conditions of this contract. In the event of a conflict between a task order assignment and this contract, the contract shall control.

c. A task order assignment is considered issued when the Government's Contracting Officer has signed.

d. The quantities specified in the (solicitation and/or contract) Schedule are estimates only. The Government shall not be obligated

to purchase the estimated quantities provided by this contract. If the Government's requirements do not result in order in the quantities described as "estimated" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

e. The Government estimates awarding a minimum of three task order assignments during the five year contract.

f. The Contractor shall perform in accordance with the contract schedule and as called for by task order assignments issued in accordance with this clause.

g. No representative of the Contracting Officer shall give, and the contractor may not accept, oral instruction to perform any work under the contract. The Government is not bound to accept any supplies or services described in the contract except in accordance with the task order assignments made by it.

h. Whenever it appears to the contractor that the actual cost to complete any task order assignment may exceed the estimated cost of such task, the contractor shall immediately, and in no event later than the incurrence of 75% of the estimated task assignment cost, notify the Contracting Officer in writing and furnish a revised estimate for the completion of the task order assignment. The contractor shall not incur costs to perform work under any specific task order assignment in excess of the cost estimate authorized for the task order assignment until the Contracting Officer notifies the contractor in writing that such amount has been increased. Issuance of a task order assignment is not authorization for the contractor to incur costs in excess of the funds obligated to-date under the contract:

i. Any task order assignment issued during the effective period of this contract and not completed within the contract period shall be completed by the contractor within the time specified in the approved task order assignment. The contract shall govern the contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period.

j. Selection Criteria for Awarding Task Orders

(1) Each awardee shall be provided a fair opportunity to be considered for each task order assignment in excess of \$2,500 except as stated below in Paragraph (4).

(2) In determining the procedures for providing awardees a fair opportunity to be considered for each task order assignment, Contracting Officers shall exercise broad discretion and will consider factors such as past performance, quality of deliverables, cost control, price, cost or other factors that the Contracting Officer, in the exercise of sound business judgment, believes are relevant to the placement of orders. The procedures for selecting

awardees for the placement of particular orders need not comply with the competition requirements of FAR, Part 6. A formal evaluation plan for scoring task execution plans will not be employed.

(3) The Contracting Officer is not required to contact each of the multiple awardees under the contract before selecting a task order awardee if the Contracting Officer has information available to ensure that each awardee is provided a fair opportunity to be considered for each.

(4) Awardees will not be given an opportunity to be considered for a particular order in excess of \$2,500 if the Contracting Officer determines that:

(i) The agency need for such services is of such urgency that providing such opportunity would result in unacceptable delays;

(ii) Only one such contractor is capable of providing such supplies or services required at the level of quality required because the supplies or

(iii) The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order; or

(iv) It is necessary to place an order to satisfy a minimum guarantee.

END OF SECTION C

## APPENDIX C

### Award Recommendation Document Package (ARDP)

(NOTE: Customers must provide the information required in the Award Recommendation Document Package (ARDP). The form below is provided to insure that the requested information is provided to USAMRAA.

Customers may use the U.S. mail, fax or e-mail unless otherwise directed. When surface mail is used to deliver the ARDP in hardcopy, USAMRAA requires delivery of documents in printed form and an electronic copy on a 3.5" floppy disk media. USAMRAA requires all electronic media to be in MS Word and MS EXCEL for Windows.)

#### 1. Task Order Data

Task Order Title:  
USAMRAA Tracking Number:  
Funding Document/Order Number:  
Funding Citation:

#### 2. The package includes the following items:

Hard Copy	Soft Copy	E-Mail	Item
			TORP (if SOW or other contents revised from original submission) Revisions: ( ) Yes ( ) No
			Copy of all proposals received

#### 3. Selection Documentation

The ARPD must contain a thorough analysis of the technical and cost proposals received in accordance with the evaluation criteria in the TORP. This evaluation must contain strengths, weaknesses, and identification of any areas where discussion may be necessary. Provide the Company Name for the Contractor recommended for award. If adequate documentation is not received, it will be returned to the customer for correction.

The Best Value Analysis must contain a logical and complete justification for the recommended Contractor selection.