What is an SRD?

After evaluating the proposals and selecting an Awardee, the Task Order Contracting Officer’s Representative (COR) prepares a Selection Recommendation Document (SRD) describing the review process and providing a rationale for recommendation of the Awardee. **All proposals submitted must be fully evaluated.**

The Task Order Contracting Officer (CO) reviews and approves the SRD before submitting it to the NIHCATS III CO in eGOS for concurrence. To facilitate this step of the task order process, the NIHCATS III Program Support Team developed this SRD template.

The SRD must include

* the selection criteria/methodology for evaluating submitted proposals as originally defined in the TORP package;
* a list of the contractors that responded to the TORP;
* rationale for the recommendation of the task order Awardee, including a summary of evaluation results, any negotiations conducted, price analysis, and award analysis

**Note:** Feel free to reference attachments if you already have a justification written as part of your evaluation.

Time to submit for review!

The Task Order CO uploads the SRD in the electronic Government Ordering System (eGOS) 'Selection' screen and submits it to the NIHCATS III CO and COR for review and concurrence. **The Task Order CO cannot process the award until concurrence is received.**

Upon concurrence, the Task Order CO processes the award document (e.g. OF-347) and uploads the signed award document to the "Selection" screen. The Task Order CO will then resubmit the selection, with the SRD and the award document attached - to the NIHCATS III CO and COR. Please be sure to capture the FPDS report for the Task Order CO task order file.

The NIHCATS III CO sends the awardee an award letter along with the award document provided by the Task Order CO. **Contractors are not to begin work unless they receive the award document from the NIHCATS III CO**. In addition, the NIHCATS III CO approves the selection in eGOS which triggers the release of an award notice to all the contractors informing them of the award.

Questions about the SRD template or any other aspect of the task order process should be directed to the NIHCATS III Program Support Team (NIHCATSIII@mail.nih.gov).

# Task Order Information

| Task Order (TO) Title: | *Task Order Title* |
| --- | --- |
| Task Order Request Package (TORP) Number: | *#XXXX* |
| Date Evaluation Completed: | Click here to enter a date. |
| Requesting NIH IC/Federal Agency: | *Enter Text Here* |
| TO Period of Performance: | *Enter Dates Here* |

# Contractors' Response Information

|  |  |  |
| --- | --- | --- |
| **Contractor Name Contract Number** | **Proposal Submitted** | **No Response Statement Submitted** |
| AFYA, Inc. (HHSN263201800007I) | **[ ]**  | **[ ]**  |
| BETAH Associates, Inc. (HHSN263201800031I) | **[ ]**  | **[ ]**  |
| BLH Technologies, Inc (HHSN263201800032I) | **[ ]**  | **[ ]**  |
| EnDyna, Inc. (HHSN263201800033I) | **[ ]**  | **[ ]**  |
| Guardians of Honor (HHSN263201800034I) | **[ ]**  | **[ ]**  |
| Kauffman and Associates, Inc. (HHSN263201800035I) | **[ ]**  | **[ ]**  |
| NOVA Research Company (HHSN263201800036I) | **[ ]**  | **[ ]**  |
| Professional and Scientific Associates (PSA) (HHSN263201800037I) | **[ ]**  | **[ ]**  |
| Strategic Results (HHSN263201800038I) | **[ ]**  | **[ ]**  |
| Synergy Enterprises, Inc. (HHSN263201800039I) | **[ ]**  | **[ ]**  |
| The Event Planning Group (HHSN263201800040I) | **[ ]**  | **[ ]**  |
| The Hill Group, Inc. (HHSN263201800041I) | **[ ]**  | **[ ]**  |
| The Scientific Consulting Group, Inc. (HHSN263201800042I) | **[ ]**  | **[ ]**  |

# Recommended Contractor

|  |  |
| --- | --- |
| Contractor Name: | Choose an item. |
| Contractor Address:  | Choose an item. |
| Please type in the address if different than above:*Enter Text Here* |
| **Contractor Point of Contact** |
| Name: | *Enter Contractor POC Name Here* |
| Phone Number:  | *(XXX) XXX-XXXX* |
| Fax Number: | *(XXX) XXX-XXXX* |
| E-Mail Address: | *name@company.com* |

# Documentation of Award Decision

1. Was the TORP announced to all prime contractors? If not, confirm that an exception to the Fair Opportunity rule was cited in the TORP and cite below the exception used.

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

*Enter Text Here*

2. List the selection criteria/methodology used to evaluate the competing prime contractors. **Note**: **Please include the selection criteria/methodology that were listed in the original TORP package.**

*Enter Text Here*

3. Provide rationale for the recommendation of the task order Awardee including a narrative summarizing the evaluation results for each contractor's submission. The narrative should include specific details regarding any negotiations conducted and price analysis. **Note:** Feel free to reference attachments if you already have a justification written as part of your evaluation.

*Enter Text Here*

4. Summarize the price/cost proposed by the selected Awardee. Enter the value for each contract period and press the arrow keys or tab key to move to the next field.

| Contract Period | Total Cost |
| --- | --- |
| Base Period | $0.00 |
| Option Period 1 | $0.00 |
| Option Period 2 | $0.00 |
| Option Period 3 | $0.00 |
| Option Period 4 | $0.00 |
| TOTAL | $ 0.00 |

**Task Order CO Signature:** ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_