**DETERMINATION AND FINDINGS**

DEPARTMENT OF HEALTH AND HUMAN SERVICES

NATIONAL INSTITUTE OF HEALTH

DETERMINATION AND FINDINGS

AUTHORITY TO ENTER INTO A TIME AND MATERIALS CONTRACT TASK

FAR 16.601

**I HEREBY FIND THAT**:

(1) The Office of the Director (OD), Insert your Institute here proposes to enter into a time and materials task order against the NIH Conference, Administrative, and Travel Services IV contract to provide logistical and administrative support.

(2) The anticipated benefits, anticipated costs and contract time frames are as follows: an independent government cost estimate was developed which estimated the cost to be approximately $000000.00. The period of performance is anticipated to be (POP Start Date) through (POP End Date). This task will support several programs and activities:

* Please provide the name and details of your conference
* …
* …

(3) The recommended contracting approach is: A time and materials task order placed against the NIHCATS IV Contract Vehicle. The Task Order Request Package (TORP) number is XXXX.

(4) Tradeoffs (cost, schedule, performance) for this approach among other approaches considered: A time and materials task order will provide the most economic means to obtain travel and honoraria support for speakers. A firm fixed price contract mechanism would not be cost effective due to the extreme variability of travel costs, especially since the cities from which the speakers would be traveling are not yet known.

(5) The services cannot be obtained as conveniently or economically by contracting directly with a private source.

*This is just a sample document, please insert information relevant to your requirement*

**I HEREBY DETERMINE THAT:**

The authority exists under FAR 16.601, to enter into a time and materials task order as the most advantageous to the Government, notwithstanding fees and the increased risk associated with assisted contracting. Steps will be taken to ensure that task order funding will comply with the bona fide needs rule and the Anti-Deficiency Act.

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Date/Contracting Officer

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Head of the Contracting Activity

National Institutes of Health

*HCA signature is required for any T&M task order greater than three years.*