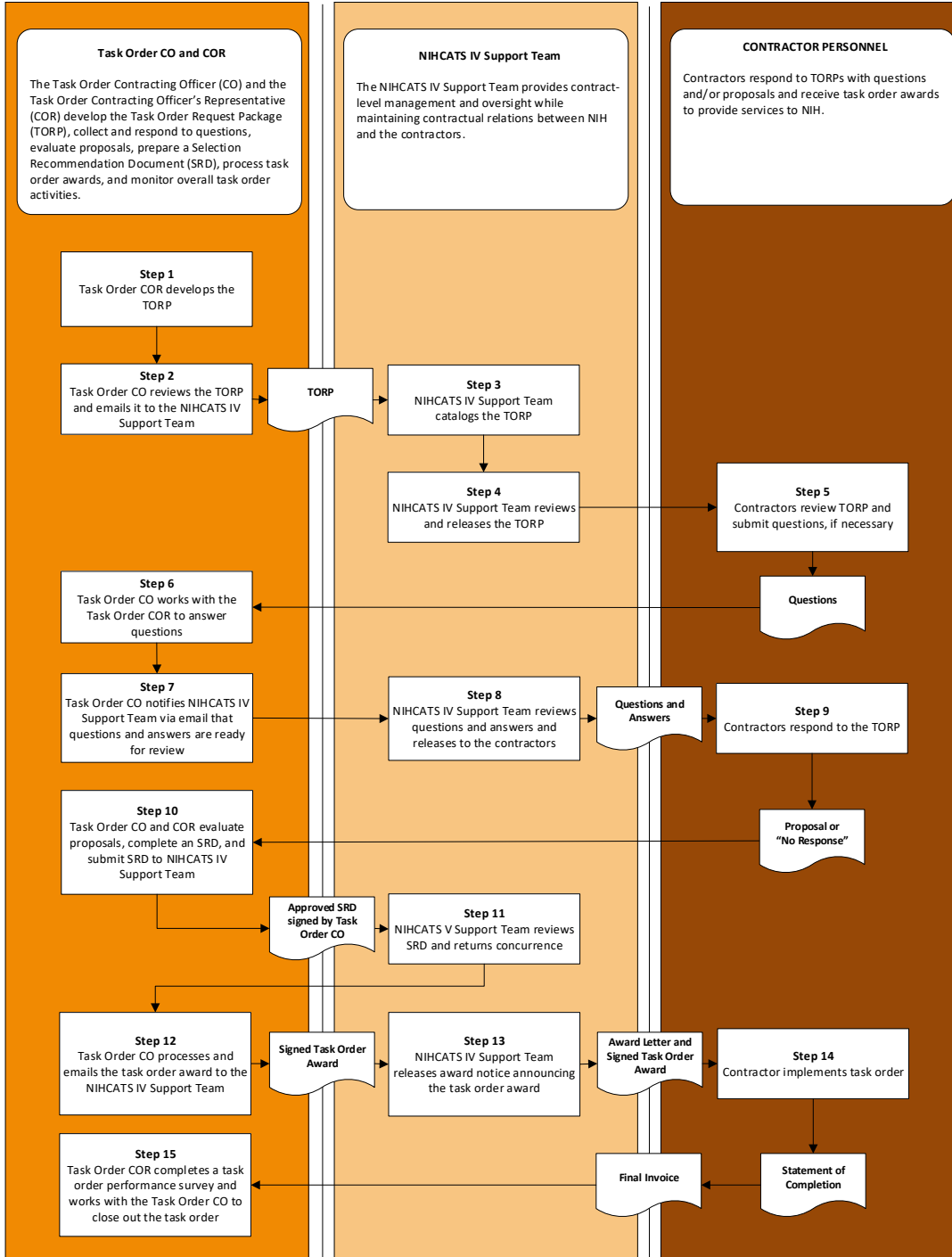


Task Order Procedures

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 NIHCATS IV Website (<http://NIHCATS.olao.od.nih.gov>).



For additional information and support, please e-mail the NIHCATS IV Support Team at:

NIHCATSIV@mail.nih.gov



Step 1 - Task Order COR develops TORP and sends it to the Task Order CO for review

The Task Order Contracting Officer's Representative (COR) develops the Task Order Request Package (TORP) using the TORP Form available online and then submits the TORP to the Task Order Contracting Officer (CO) for review.



Step 2 - Task Order CO reviews the TORP and sends it to the NIHCATS IV Support Team

The Task Order CO reviews the TORP and then sends it to the NIHCATS IV Support Team via the NIHCATS IV e-mail (NIHCATSIV@mail.nih.gov).



Step 3 – NIHCATS IV Support Team receives the TORP and assigns a TORP number

The NIHCATS IV Support Team, assigns the TORP an official number prior to review.



Step 4 – NIHCATS IV Support Team reviews and releases the TORP

The NIHCATS IV Support Team review the TORP for completion and scope. Following this review, the NIHCATS IV Support Team will release the TORP to all contractors via e-mail in accordance with the Fair Opportunity Process.



Step 5 - Contractors review TORP and submit questions, if necessary, to the Task Order CO (copying the NIHCATS IV email)

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 collect and answer questions

The Task Order CO and Task Order COR sufficiently respond to any questions submitted.



Step 7 - Task Order CO sends questions and answers to NIHCATS IV Support Team

The Task Order CO sends the questions and answers to the NIHCATS IV Support Team via the NIHCATS IV email (NIHCATSIV@mail.nih.gov) once finalized.



Step 8 – NIHCATS IV Support Team releases questions and answers to the contractors

The NIHCATS IV Support Team releases the questions and answers to all the contractors.



Step 9 - Contractors respond to the TORP

The contractors submit a written proposal or a "No Response" statement to the Task Order CO via e-mail copying the NIHCATS IV e-mail.



Step 10 - Task Order CO and COR evaluate the proposals and select an awardee

The Task Order CO and Task Order COR evaluate the proposals and select an Awardee. The Task Order COR completes a Selection Recommendation Document (SRD) providing a rationale for the selection. The Task Order CO reviews the SRD, signs it, and sends it to the NIHCATS IV Support Team via the NIHCATS IV email (NIHCATSIV@mail.nih.gov) for concurrence.



Step 11 – NIHCATS IV Support Team reviews and concurs on the SRD

NIHCATS IV Support Team reviews SRD and upon concurrence responds to the Task Order CO.



Step 12 - Task Order CO processes the task order award

The Task Order CO processes the task order award after receiving concurrence and sends a signed copy of the award to the NIHCATS IV Support Team via the NIHCATS IV email (NIHCATSIV@mail.nih.gov).



Step 13 – NIHCATS IV Support Team releases award letter to Awardee, Task Order CO, and Task Order COR announcing the task order award

The NIHCATS IV Support Team releases an award letter along with the signed task order award to the winning contractor copying the Task Order CO and Task Order COR.



Step 14 - Contractor implements task order

The contractor is authorized to start work on the task order period of performance start date.



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 (when complete send to the NIHCATS IV CO the NIHCATS IV email (NIHCATSIV@mail.nih.gov)).



Task Order
CO / COR



NIHCATS IV
CO / COR



Contractor
Personnel