Let's get started!

All requirements for the NIH-Wide Business and Professional Support Services II contract (NIHBPSS II) are fulfilled using task orders. **The first step towards initiating the task order process is completing a Task Order Request Package (TORP).** The TORP will provide details of the specific services requested. This form will guide you through the information required for manual creation of a TORP for NIHBPSS II.

When an Institutes and Centers (IC) determines a need exists for business operation and professional support services, a Task Order Contracting Officer's Representative (COR) and Task Order Contracting Officer (CO) will first be identified. The Task Order COR may or may not be the requestor for services, but must be FAC-COR certified. The Task Order COR completes the TORP, and is responsible for all technical aspects of the task order. The Task Order CO will award. Evaluate, and administer the task order.

In the future, NIHBPSS II may operate using the NIHBPSS II electronic Government Ordering System (eGOS). The Standard Operating Procedures (SOP) available on the NIHBPSS II website (<http://NIHBPSS.olao.od.nih.gov/>) will be updated at that time to provide specific, streamlined guidance on how to use eGOS in creating and placing a task order. **This form will not be used after implementation of eGOS.**

Do you have everything?

The TORP form collects standardized information from all customers along with additional documentation required to detail and complete package requirements. A complete TORP will include:

|  |  |
| --- | --- |
| [ ]  | Completed TORP forms (attached) |
| [ ]  | Statement of Work (SOW), Statement of Objectives (SOO), or Performance Work Statement (PWS) providing a description of the work required and any other specific information related to your task order to include deliverables, schedule, etc. |
| [ ]  | Independent Government Cost Estimate (IGCE) (not released to contractors) |
| [ ]  | Signed Determinations and Findings (D&F) report. D&F is needed for all Labor Hour and T&M Type Task Orders. (not released to contractors) |
| [ ]  | Acquisition Plan for TORPs with a total value, base plus options, of greater than the Simplified Acquisition Threshold ($250,000) |
| [ ]  | Funding Memorandum confirming availability of approved monetary funds to cover the costs of the base period of your task order (not required when a signed Acquisition Plan is provided) |

Time to submit for review!

After confirming all information and fields of the TORP are complete, **the Task Order COR will submit the TORP to the Task Order Contracting Officer (CO) for review.** Upon approval, **the Task Order CO will forward the TORP to the NIHBPSSII CO via e-mail (****NIHBPSSII@mail.nih.gov****).** The NIHBPSSII CO and NIHBPSS II COR will assign a TORP number, review the TORP for scope and completeness, and will contact the Task Order CO with any questions, if necessary. Upon approval of the TORP, the NIHBPSS II CO will release the TORP to the contactors.

*Please refer to the NIHBPSS Website (*[*http://NIHBPSS.olao.od.nih.gov*](http://NIHBPSS.olao.od.nih.gov/)*) to view the complete Task Order Guidelines. Contact the NIHBPSS Program Support Team (**NIHBPSSII@mail.nih.gov**) for additional information.*

|  |
| --- |
| ***(To be completed by the NIHBPSS II CO)* TORP Number:**  |

 ***This form will guide you through the required information and fields for creation of a Task Order Request Package (TORP) for the NIH Wide Business and Professional Support Services II (NIHBPSS II) Contract.***

# Requestor Information

|  |  |
| --- | --- |
| Requesting NIH IC: |  |
| Requestor Name: |  |
| Requestor E-Mail Address: |  |
| Requestor Phone Number:  | (  )  -   |
| Verify that the Task Order (TO) Contracting Officer’s Representative (COR) is "FAC-COR certified”. | [ ]  Yes, the Task Order COR is "FAC-COR certified". |
| TO Contracting Officer’s Representative Name: |  |
| TO Contracting Officer’s Representative E-Mail Address: |  |
| TO Contracting Officer’s Representative Phone Number: | (  )  -   |
| Verify that the Task Order (TO) Contracting Officer (CO) is "FAC-C certified". | [ ]  Yes, the Task Order CO is "FAC-C certified". |
| TO Contracting Officer Name: |  |
| TO Contracting Officer E-Mail Address: |  |
| TO Contracting Officer Phone Number: | (  )  -   |

# Task Order Title

***Customers should create a meaningful title for their task order. The task order title will be viewable by contractors when opening the TORP.***

****

# Contract Type

This task order will be performed on a:

|  |  |
| --- | --- |
| [ ]  | Labor Hours |
| [ ]  | Time and Materials Basis  |
| [ ]  | Fixed Price |

***Task orders type designated as either Labor Hours or Time and Materials require a signed Determinations and Findings (D&F) report.***

# Task Areas

|  |  |
| --- | --- |
| [ ]  | 1. Financial Analysis, Business Solutions, and Acquisition Lifecycle Support
 |
| [ ]  | 1. Business Process Improvement and Organizational Assessment
 |
| [ ]  | 1. Communication and Training
 |
| [ ]  | 1. Program Planning and Management Services
 |
| [ ]  | 1. Policy Development, Implementation, and Administration
 |
| [ ]  | 1. System Integration Work – **Note: All services in this Task Area are to be used only in direct support of the other Task Areas.**
 |
| [ ]  | 1. Center of Excellence (CoE) Support
 |

# Fair Opportunity

Is this task order an exception to Fair Opportunity?

***In accordance with the Federal Acquisition Regulations (FAR), all contractors will be given an opportunity to respond to each TORP that is released.***

***The default response is "No". In explanation of “Yes (under $700,000)”, NIHBPSSII is a Partial Small Business set-aside. Task order proposals for orders with an estimated value of $700,000 and below will receive priority consideration for award from small businesses as stated in G.3.c of the contract. If "Yes (other)", briefly describe your justification and attach the approval of the Contracting Officer, in accordance with the FAR, Subpart 16.505 (b) (2).***

|  |  |
| --- | --- |
| [x]  | No |
| [ ]  | Yes (under $700,000): In accordance with the terms of the NIHBPSSII IDIQ and FAR Subpart 16.505(b)(2)(i)(F), this task order request for proposals is set-aside for small business contract holders. |
| [ ]  | Yes (other): |

# Place of Performance

This task order requires the contractor to provide services from:

|  |  |
| --- | --- |
| [ ]  | Contractor-Owned Facilities |
| [ ]  | Government-Owned/Leased Facilities\* |

***\*If requesting that the contractor provide services from Government-Owned/Leased Facilities, please describe the place of performance using details as appropriate.***

****

# Period of Performance

The period of performance is from date of award to completion.

***Enter the dates in the space provided if applicable.***

****

# Security

All security clauses outlined in the NIHBPSS II master contract are hereby incorporated by reference. The following security-related information is specific to this task order.

1. Position Sensitivity Designations

(1) The following position sensitivity designations, associated clearance, and investigation requirements apply under this task order.

***Check all position sensitivity designations that apply. If more than one of the below designations apply to the task order, the Task Order Contracting Officer (CO), Task Order Contracting Officer's Representative (COR) and Information Systems Security Officer (ISSO) may wish to consider whether there is a need to identify specific Contractor Position Titles with the applicable sensitivity designations. Additional Note: It is expected that the majority of positions under this contract will be Level 1. Levels 2, 3, and 4 are reserved for National Security positions which are generally not applicable to this type of contract.***

***For additional information and assistance for this security clause, please see Table 2, Position Sensitivity Designations for Individuals Accessing Agency Information at:*** [***http://ocio.nih.gov/security/table2.htm***](http://ocio.nih.gov/security/table2.htm)*.*

|  |  |
| --- | --- |
| [ ]  | Level 6: Public Trust - High Risk (Requires Suitability Determination with a Background Investigation (BI)). Contractor employees assigned to a Level 6 position are subject to a BI. |
| [ ]  | Level 5: Public Trust - Moderate Risk (Requires Suitability Determination with National Agency Check and Inquiry Investigation plus a Credit Check (NACIC), a Minimum Background Investigation (MBI), and/or a Limited Background Investigation (LBI)). Contractor employees assigned to a Level 5 position with no previous investigation and approval shall undergo a NACIC, MBI, and/or LBI. |
| [ ]  | Level 1: Non-Sensitive (Requires Suitability Determination with a National Agency Check and Inquiry Investigation (NACI)). Contractor employees assigned to a Level 1 position are subject to a NACI. |

***(Optional) Use the space below if you wish to provide additional context for any of the levels checked above.***

****

(2) Contractor/subcontractor employees shall comply with the HHS criteria for the assigned position sensitivity designations prior to performing any work under this task order. The following exceptions apply:

Levels 5 and 1: Contractor/subcontractor employees may begin work under the task order after the contractor has submitted the name, position and responsibility of the employee to the Task Order COR, as described in subparagraph a (2) above.

Level 6: In special circumstances the Task Order COR may request a waiver of the pre-appointment investigation. If the waiver is granted, the Task Order COR will provide written authorization for the contractor/subcontractor employee to work under the task order.

**Information Security Training**

HHS policy requires contractors/subcontractors receive security training commensurate with their responsibilities for performing work under the terms and conditions of their contractual agreements. The contractor shall ensure that each contractor/subcontractor employee has completed the NIH Computer Security Awareness Training course at: <http://irtsectraining.nih.gov/> prior to performing any task order work, and thereafter completing the NIH-specified fiscal year refresher course during the period of performance of the task order.

The contractor shall maintain a listing by name and title of each contractor/ subcontractor employee working under this task order that has completed the required training. Any additional security training completed by contractor and subcontractor staff shall be included on this listing.

***If the requestor will require contractor/subcontractor staff to take additional security training, please list below. Otherwise, leave the box empty.***

****

1. Rules of Behavior

The contractor/subcontractor employees shall comply with the National Institutes of Health (NIH) Information Technology General Rules of Behavior at: <http://ocio.nih.gov/security/nihitrob.html>.

1. Personnel Security Responsibilities

The contractor shall perform, adhere to, and document the actions and responsibilities identified in the "Employee Separation Checklist" (<http://ocio.nih.gov/nihsecurity/Emp-sep-checklist.pdf>) when a contractor/subcontractor employee terminates work under this contract. All documentation shall be made available to the Task Order COR and/or Task Order CO upon request.

1. Commitment to Protect Non-Public Departmental Information Systems and Data

(1) Contractor Agreement

The contractor and its subcontractors performing under this SOW shall not release, publish, or disclose non-public Departmental information to unauthorized personnel, and shall protect such information in accordance with provisions of the following laws and any other pertinent laws and regulations governing the confidentiality of such information:

- 18 U.S.C. 641 (Criminal Code: Public Money, Property or Records)

- 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information)

- Public Law 96-511 (Paperwork Reduction Act)

(2) Contractor-Employee Non-Disclosure Agreements

Each contractor/subcontractor employee who may have access to non-public Department information under this task order shall complete the Commitment to Protect Non-Public Information - Contractor Agreement (<http://irtsectraining.nih.gov/NIH_Non-Disclosure_Agreement.pdf>). A copy of each signed and witnessed Non-Disclosure agreement shall be submitted to the Task Order COR prior to performing any work under the contract.

1. Confidential Treatment of Sensitive Information

***Include this subsection if the contractor will have access to sensitive information/data during the performance of the task order that needs to be handled confidentially by the contractor, but including the clause at HHSAR352.224-70, Confidentiality of Information, would be inappropriate.***

The contractor shall guarantee strict confidentiality of the information/data that it is provided by the Government during the performance of the task order. The Government has determined that the information/data that the contractor will be provided during the performance of the task order is of a sensitive nature.

Disclosure of the information/data, in whole or in part, by the contractor can only be made after the contractor receives prior written approval from the Task Order CO. Whenever the contractor is uncertain with regard to the proper handling of information/data under the contract, the contractor shall obtain a written determination from the Task Order CO.

# Government Furnished Equipment (GFE) / Government Furnished Information (GFI)

***Check any boxes that apply to this task order.***

|  |  |
| --- | --- |
| [ ]  | Government furnished property will not be provided for the performance of this task order. |
| [ ]  | Government will provide: |

# Evaluation Criteria

***Select the evaluation criteria below that apply to your task order.***

***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.***

The Government will award a task order resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following that is not an exclusive list of factors may be used to evaluate offers.

|  |  |
| --- | --- |
| [ ]  | Understanding of the requirements |
| [ ]  | Technical approach |
| [ ]  | Procedures for assuring quality of work, products, and deliverables |
| [ ]  | Quality Assurance Plan |
| [ ]  | Staffing plan  |
| [ ]  | Past performance (must be considered) neutral if they have none |
| [ ]  | Cost/Price to perform the task order (must be considered) |

**See attached SOW for Response Instructions**

The Task Order COR and Task Order CO will evaluate the Offerors' technical and price task order proposals.

The Government reserves the right to award without holding clarifications or discussions with contractors. Clarifications or discussions, if held, shall involve at a minimum the Task Order CO, Task Order COR, and contractor management. Others such as the NIHBPSS II CO and proposed staff may also participate. Offerors shall be treated equitably and fairly during this evaluation process. After evaluation and clarifications or discussions (if required), the Task Order COR and Task Order CO will perform an analysis of the information contained in the proposals using the stated evaluation criteria.

The Task Order COR and Task Order CO are responsible for ensuring that proprietary information contained in the Offerors' proposals is protected from unauthorized disclosure. It is the contractor’s responsibility to ensure that all proprietary information is appropriately marked.

# Response Instructions

***Provide proposal response instructions in the space below. Several recommended instructions have been offered for your convenience.***

* ***Contractors shall include separate technical and price proposals.***
* ***Technical proposals shall be limited to*  *pages.***

**See attached SOW for Response Instructions**

# Order Processing Schedule

***Enter the desired order processing schedule (subject to NIHBPSS II Program Support Team approval).***

***The RELEASE DATE is the day the TORP will be released to the contractors by the NIHBPSS II Program Support Team.***

Release Date: Click here to enter a date.

***The QUESTIONS DEADLINE is the day that closes the period contractors have to submit questions.***

Questions Deadline: 3:00PM Click here to enter a date.

***The PROPOSAL DEADLINE is the day when contractors are required to email their technical and business proposals to the Task Order CO and COR copying the NIHBPSS II e-mail address. Task Order COs will establish a solicitation response time that will afford contractors a reasonable opportunity to respond to the requirement. When establishing the solicitation response time, Task Order COs will consider the circumstances of the individual acquisition and account for factors such as the complexity, availability, and value of the requirement.***

Proposal Deadline: 3:00PM Click here to enter a date.