

- Please provide a budget to accomplish the above stated work.

The Contracting Officer (CO) and Contract Specialist (CS) will explain operational details of IDIQ contracting.

D. Additional Instructions:

Please allow approximately one-half hour for a question and answer period immediately following the presentation by the Contractor.

E. Evaluation Factors:

The plan will be reviewed by the COR, CS and CO based on the following factors in order of importance:

- Qualifications of the Team and Key Personnel;
- Quality and Feasibility of project plan and work structure; and
- Cost reasonableness.

The proposed plan will be carefully evaluated based on the above criteria.

F. Order Response: Please provide, in Part II of this form, an estimate of the costs and effort required for performance of this Task Order.

G. Order Response Due Date:

The completed Task Order is due with the initial submission of the RFP.

TASK ORDER PROPOSAL RESPONSE

Contractor: _____ TBD _____ Contract No: _____ TBD _____

Pending Order No: #1 Modification No: 0 Date Prepared: _____

Part II. CONTRACTOR’S RESPONSE TO ORDER REQUEST

(*The Contractor shall attach a detailed budget to this form to identify all proposed costs.)

A. Estimated Cost and Effort:

1. Labor hours – list order leader, specific individuals to be assigned, labor category, and estimated hours for each.
2. Labor costs – list by labor category and total.
3. Employee benefits.
4. Direct materials.
5. Travel.
6. Subcontracts.
7. Other direct costs.
8. Indirect costs.
9. Total estimated costs for this Order: _____ *

B. Detailed description of the approach to be used and of the deliverable(s). (Be specific):

*Note: The cost of this Task Order may not be \$0.00.

APPROVAL TO PROCEED: The Contractor shall not exceed the estimated labor hours, estimated Order amount, or change the Order leader without the prior written approval of the Contracting Officer’s Representative and the Contracting Officer.

1. For the Contractor: _____ Date: _____
(Signature)

Typed Name: _____

2. For the Government: _____ Date: _____
Contracting Officer’s Representative (COR)

_____ Date: _____
Contracting Officer

TASK ORDER COMPLETION STATEMENT

Contractor: _____ TBD _____ Contract No: _____ TBD _____
Order No: #1 Modification No: 0 Date Prepared: _____

Part III. CONTRACTOR’S REPORT OF ORDER PERFORMANCE

(*The Contractor shall attach a detailed itemization of costs to this form to identify all expenditures under this Order)

A. Actual Cost and Effort:

1. Labor hours – List specific assigned individuals, labor category, and actual hours worked.
2. Labor costs – list labor category, individual, and total amount.
3. Employee benefits.
4. Direct Materials.
5. Travel.
6. Subcontracts.
7. Other direct costs.
8. Indirect costs.
9. Total costs for this Order: _____.

B. Report of Progress and/or Deliverables:

REVIEW AND APPROVAL OF SATISFACTORY PERFORMANCE

The signatures below indicate that the services/products required under Order No. ____ have been delivered, received, and satisfactorily meet the requirements of this Order.

1. For the Contractor: _____ Date: _____
(Signature)

Typed Name: _____

2. For the Government: _____ Date: _____
Contracting Officer’s Representative (COR)

_____ Date: _____
Contracting Officer