Attachment 8: ORDERING PROCEDURES

1.0 General

This is a Single-Award Indefinite Delivery/Indefinite Quantity (IDIQ) contract. Task orders issued under this contract shall be governed by FAR 16.505 and the terms and conditions of the resulting contract. Task orders will be Firm Fixed Price. Orders may be issued at any time during the effective period of the contract, including any exercised option periods, provided the cumulative value of orders does not exceed the contract maximum. The Government is under no obligation to issue orders beyond the stated minimum guarantee. The contract minimum and maximum quantities and dollar values are identified in clause 52.216-19 of the contract.

2.0 Authority to Issue Orders

Only warranted Contracting Officers are authorized to issue, modify, or terminate task orders under this contract. No other Government personnel are authorized to obligate the Government.

3.0 Task Order Request Process

The Contracting Officer shall provide the Contractor a written Task Order Request (TOR) that may include:

- Performance Work Objectives;
- Required deliverables;
- Performance period;
- Place(s) of performance;
- Security requirements, if applicable;
- Labor categories

4.0 Contractor Proposal

Unless otherwise specified in the Task Order Request, the Contractor shall submit a task order proposal within ten (10) business days of receipt. The proposal shall contain:

- Technical approach;
- Staffing plan and labor mix;
- Schedule and milestones;
- Estimated labor hours;
- Firm-fixed price
- Any assumptions affecting performance.

The Government may negotiate task order requirements, labor hours, or pricing before issuance of a task order.

5.0 Task Order Issuance

Task orders shall be issued in writing by the Contracting Officer. Performance shall not commence until receipt of a signed task order from the Contracting Officer.

Task orders shall incorporate by reference the terms and conditions of the IDIQ contract. In the event of a conflict between an individual task order and the IDIQ contract, the contract shall control unless specifically authorized by the Contracting Officer.

6.0 Task Order Pricing

Task orders may be issued on a Firm-Fixed-Price basis using the labor categories and ceiling rates established in the contract. The Contractor shall support proposed task order pricing with an appropriate level of detail sufficient for the Government to determine price fairness and reasonableness.

The Government reserves the right to negotiate lower labor rates, reduced labor hours, or alternative pricing arrangements at the task order level when determined to be in the Government's best interest.

7.0 Ordering Period

Orders may be issued at any time during the base period or any exercised option period. Any task order issued before contract expiration may extend beyond the contract ordering period, provided performance is completed within the terms of the task order and applicable FAR limitations.

8.0 Task Order Administration

The Contracting Officer may designate a Contracting Officer's Representative (COR) for each task order. The COR may monitor performance and provide technical direction within the scope of the task order but is not authorized to modify contract terms, direct additional work, or obligate Government funds.

9.0 Labor Category Mapping

The labor categories established under the IDIQ contract represent the functional capabilities available to support future task orders and are not intended to limit the Contractor's ability to propose personnel possessing varying levels of experience, certifications, education, or expertise within a labor category.

For each task order proposal, the Contractor may propose personnel whose qualifications exceed or differ from the baseline labor category description provided in Attachment 5, provided the proposed personnel perform work substantially within the scope of the awarded labor category.

The Contractor may map internal labor categories, position titles, or skill levels to the awarded contract labor categories. The Contractor shall provide a crosswalk identifying the proposed internal labor category and corresponding awarded contract labor category.

The Contractor shall not bill a labor category rate higher than the awarded contract labor category rate without a contract modification executed by the Contracting Officer.

During task order negotiations, the Government reserves the right to require a different labor mix, level of effort, or labor category mapping to ensure the proposed solution represents the best value and appropriate skill mix for the requirement.