After completion of the evaluation of the proposals and selection of the Awardee, the Task Order Contracting Officer’s Representative (COR) will prepare a Selection Recommendation Document (SRD) documenting the review process and providing a rationale for recommendation of the Awardee. **All proposals submitted must be fully evaluated.**

The Task Order Contracting Officer (CO) will review and approve the SRD before emailing it to the PICS III CO via the PICS III email ([PICSIII@mail.nih.gov](mailto:picsii@mail.nih.gov)) for concurrence. To facilitate this step of the task order process, the PICS III Program Support Team has developed this SRD template.

The SRD must include:

* the selection criteria/methodology for evaluating submitted proposals as originally defined in the TORP package;
* a list of the contractors that responded to the TORP;
* rationale for the recommendation of the task order Awardee, including a summary of evaluation results, any negotiations conducted, price analysis, and award analysis (you may reference attachments if you already have a justification written as part of your evaluation); and
* signature of the Task Order CO.

The Task Order CO submits the SRD to the PICS III Support Team by emailing it to [PICSIII@mail.nih.gov](mailto:PICSII@mail.nih.gov) for review and concurrence. **The Task Order CO cannot process the award until concurrence is received.**

Upon concurrence, the Task Order CO processes the award document (e.g. OF-347) and submits the signed award document via [PICSIII@mail.nih.gov](mailto:PICSII@mail.nih.gov) to the PICS III CO and COR. Please be sure to capture the FPDS report for the Task Order CO task order file.

The PICS III CO and COR will announce the task order award by emailing the contract award along with an award letter to the winning contractor. The Task Order CO and COR will be copied on this email. **Contractors are not to begin work unless they receive the award document from the PICS III Support Team.**

Upon release of the award letter to the winning contractor, **the Task Order CO will email unsuccessful offeror letters within 3 days of contract award** to those contractors that submitted a proposal but did not win the task order and copy PICSIII@mail.nih.gov.

Once the unsuccessful offeror letters have been released, the PICS III Support Team will email an award notice to all PICS III contractors informing them of the task order award.

Questions about the SRD template or any other aspect of the task order process should be directed to the PICS III Support Team ([PICSIII@mail.nih.gov](mailto:picsii@mail.nih.gov)).

# Task Order Information

|  |  |
| --- | --- |
| Task Order (TO) Title: |  |
| Task Order Request Package (TORP) Number: |  |
| Date Evaluation Completed: | Click here to enter a date. |
| Requesting NIH IC: |  |
| TO Period of Performance: |  |

# Contractor’s Response Information

| **Contractor Name** | **Contract Number** | **Proposal Submitted** | **No Response Statement Submitted** |
| --- | --- | --- | --- |
| Aptive Resources | (75N98025D00024) |  |  |
| Banyan Communications, Inc. | (75N98025D00011) |  |  |
| BETAH Associates, Inc. | (75N98025D00012) |  |  |
| BLH Technologies, Inc. | (75N98025D00013) |  |  |
| Capital Consulting Corporation (CCC) | (75N98025D00025) |  |  |
| CommunicateHealth, inc. | (75N98025D00014) |  |  |
| Crosby Marketing Communications | (75N98025D00026) |  |  |
| Fors Marsh Group LLC | (75N98025D00015) |  |  |
| Hager Sharp, Inc. | (75N98025D00016) |  |  |
| Hendall, Inc. | (75N98025D00017) |  |  |
| IQ Solutions, Inc. | (75N98025D00018) |  |  |
| Lumina Corps | (75N98025D00019) |  |  |
| Manhattan Strategy Group LLC (MSG) | (75N98025D00027) |  |  |
| Marketing for Change Co. | (75N98025D00020) |  |  |
| Palladian Partners, Inc. | (75N98025D00021) |  |  |
| Synergy Enterprises, Inc. | (75N98025D00022) |  |  |
| The Scientific Consulting Group, Inc. | (75N98025D00023) |  |  |

# Recommended Contractor

|  |  |
| --- | --- |
| Contractor Name: | Choose an item. |
| Contractor Address: | Choose an item. |
| Please type in the address if different than above:  *Enter Text Here* | |
| **Contractor Point of Contact** | |
| Name: |  |
| Phone Number: | **(  )  -** |
| E-Mail Address: |  |

# Documentation of Award Decision

1. Was the announcement of the task order requirement made to all prime contractors? If not, confirm that an exception to the Fair Opportunity rule was cited in the TORP and cite the fair opportunity exception used.

|  |  |
| --- | --- |
|  | Yes |
|  | No |

*Enter Text Here*

2. List the selection criteria/methodology used to evaluate the competing prime contractors.   
**Note**: The selection criteria/methodology must match what was listed in the original TORP package.

*Enter Text Here*

3. Provide rationale for the recommendation of the task order Awardee including a narrative summarizing the evaluation results for each contractor's submission. The narrative should include specific details regarding any negotiations conducted and price analysis.

*Enter Text Here*

4. Enter the value for each contract period

|  |  |
| --- | --- |
| Contract Period | Total Cost |
| Base Year | $0.00 |
| Option Period 1 | $0.00 |
| Option Period 2 | $0.00 |
| Option Period 3 | $0.00 |
| Option Period 4 | $0.00 |
| TOTAL | $ 0.00 |

# Approvals

|  |  |
| --- | --- |
| **Technical Evaluation Panel (TEP) Chairperson** | |
| Name: |  |
| NIH IC/Agency |  |
| Phone Number: | **(  )  -** |
| E-Mail Address: |  |
| Signature: | x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | Click here to enter a date. |

|  |  |
| --- | --- |
| **Task Order Contracting Officer** | |
| Name: |  |
| NIH IC/Agency |  |
| Phone Number: | **(  )  -** |
| E-Mail Address: |  |
| Signature: | x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | Click here to enter a date. |