PICS III
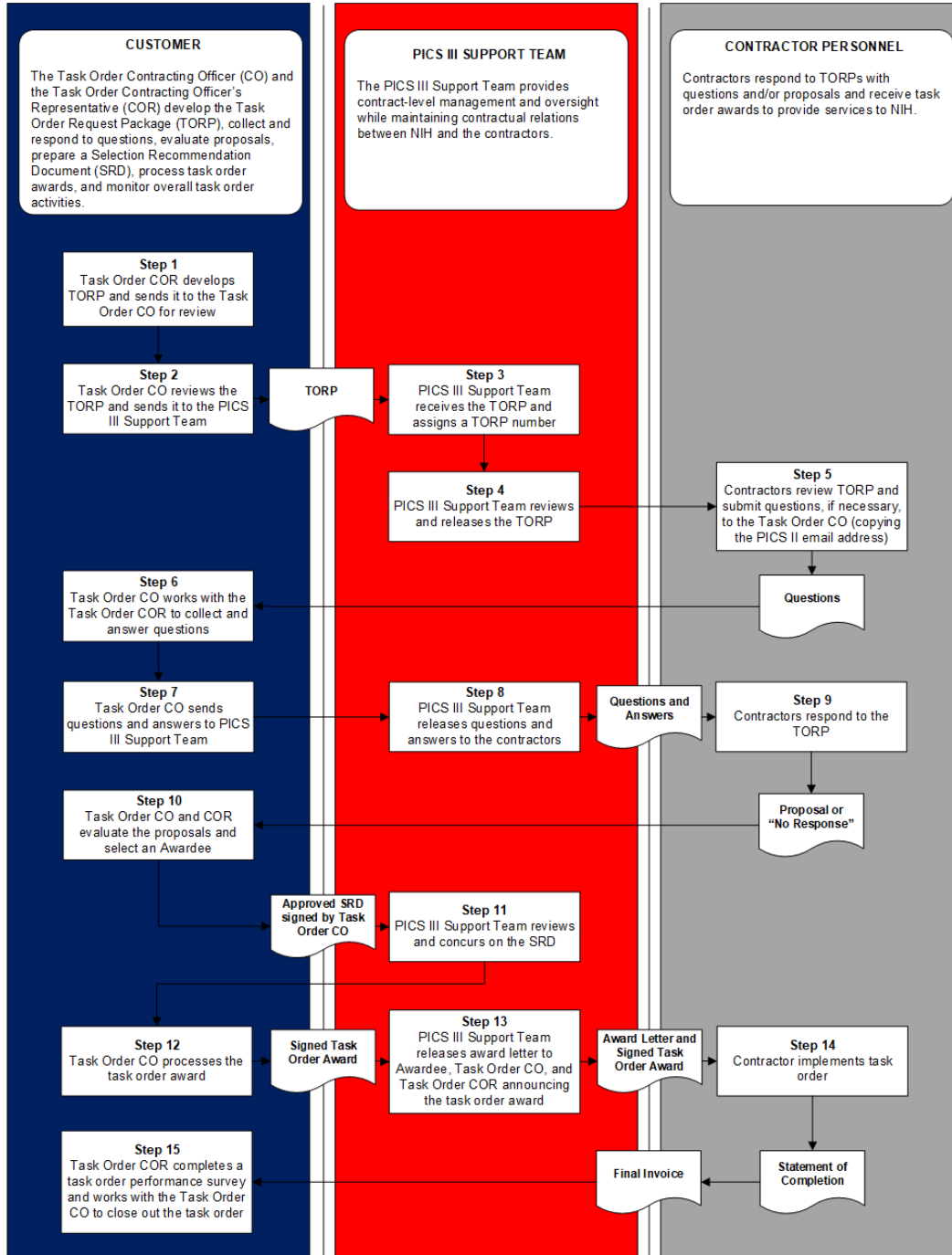Public Information and Communication Services

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 PICS Website (http://PICS.olao.od.nih.gov).

CUSTOMER

The Task Order Contracting Officer (CO) and the Task Order Contracting Officer's Representative (COR) develop the Task Order Request Package (TORP), collect and respond to questions, evaluate proposals, prepare a Selection Recommendation Document (SRD), process task order awards, and monitor overall task order activities.

PICS III SUPPORT TEAM

The PICS III Support Team provides contract-level management and oversight while maintaining contractual relations between NIH and the contractors.

CONTRACTOR PERSONNEL

Contractors respond to TORPs with questions and/or proposals and receive task order awards to provide services to NIH.

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

Step 2
Task Order CO reviews the TORP and sends it to the PICS III Support Team

TORP

Step 3
PICS III Support Team receives the TORP and assigns a TORP number

Step 4
PICS III Support Team reviews and releases the TORP

Step 5
Contractors review TORP and submit questions, if necessary, to the Task Order CO (copying the PICS II email address)

Step 6
Task Order CO works with the Task Order COR to collect and answer questions

Questions

Step 7
Task Order CO sends questions and answers to PICS III Support Team

Step 8
PICS III Support Team releases questions and answers to the contractors

Questions and Answers

Step 9
Contractors respond to the TORP

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

Proposal or "No Response"

Approved SRD signed by Task Order CO

Step 11
PICS III Support Team reviews and concurs on the SRD

Step 12
Task Order CO processes the task order award

Signed Task Order Award

Step 13
PICS III Support Team releases award letter to Awardee, Task Order CO, and Task Order COR announcing the task order award

Award Letter and Signed Task Order Award

Step 14
Contractor implements task order

Step 15
Task Order COR completes a task order performance survey and works with the Task Order CO to close out the task order

Final Invoice

Statement of Completion

For additional information, please e-mail the PICS III Support Team at:

PICSIII@mail.nih.gov.

NIH National Institutes of Health

Task Order Procedures

PICS III
Public Information and Communication Services

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 PICS III Support Team
The Task Order CO reviews the TORP and then sends it to the PICS III support team via the PICS III email (PICSIII@mail.nih.gov).

Step 3 – PICS III Support Team receives the TORP and assigns a TORP number
The PICS III support team assigns the TORP an official number prior to review.

Step 4 - PICS III Support Team review and release the TORP
The PICS III support team reviews the TORP for completion and scope. Following this review, the PICS III support team will release the TORP to all contractors via email in accordance with the Fair Opportunity Process.

Step 5 - Contractors review TORP and submit questions, if necessary, to the Task Order CO (copying the PICS III 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 PICS III Support Team
The Task Order CO sends the questions and answers to the PICS III support team via the PICS III email once finalized.

Step 8 - PICS III Support Team releases questions and answers to the contractors
The PICS III 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 email copying the PICS III email.

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 PICS III support team via the PICS III email for concurrence.

Step 11 – PICS III Support Team reviews and concurs on the SRD
The PICS III support team reviews 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 PICS III support team via PICS III email.

Step 13 – PICS III Support Team releases award letter to Awardee, Task Order CO, and Task Order COR announcing the task order award
The PICS III 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 PICS III support team via the PICS III email).

Customer   PICS II
                  CO / COR   Contractor
                                    Personnel

NIH National Institutes of Health