



**DEPARTMENT OF WAR
WASHINGTON HEADQUARTERS
SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155**



ATTACHMENT 12

INTEGRATED SECURITY SERVICES CONTRACT (ISSC 5) ORDERING PROCEDURES

This Indefinite Delivery Indefinite Quantity (IDIQ) vehicle will be for a period of performance of five ordering years for the base period from the date of award, and five ordering year as option. Additionally, the IDIQ will have the option to extend services under FAR clause 52.217-8. Authorized activities may place orders any time during that period. Delivery Order (DO)/Task Orders (TO) may have a period of performance up to five years (base period and four option years with the option for a 6-month extension) in length and may extend five years past the ordering period (ceiling considerations notwithstanding).

This section provides guidance regarding contract administration for the Basic Contract, and where applicable, for each DO/TO issued under the Basic Contract. Additional contract administration requirements may be specified in each task order.

Services to be furnished under this contract shall be furnished solely at such times as ordered by the issuance of DO/TOs by the Contracting Officer (KO). All DO/TOs are subject to the terms and conditions of the Basic Contract. The Basic Contract will control in the event of conflict with any order.

One or more DO/TOs may be issued during the performance period of this contract. It is understood and agreed that the Government has no obligation to issue any DO/TOs except the minimum order. Further ordering procedures may be applied through separate local guidance.

Ordering procedures must comply with the following (reference FAR 16.505 and DFARS 216.505):

The KO shall include the evaluation procedures in the solicitation and establish the time frame for responding to the solicitation, giving the Contractor a reasonable proposal preparation time while taking into account the unique requirements and circumstances of the effort;

Each order shall be within the scope and issued within the Period of Performance (PoP) of the Basic Contract. Each order issued must be no more than the maximum order value outlined in the Basic Contract;

All costs associated with the preparation, presentation, and discussion of the Offeror's proposal in response to an RFP shall be at the Offeror's sole and exclusive expense; and

All Orders placed under the Basic Contract are subject to the terms and conditions of the Basic Contract at time of order award. In the event of any conflict between the Order and the Basic Contract, the Basic Contract will take precedence.

1. Ordering will be accomplished utilizing individual DO/TOs. DO/TOs will be issued on a Firm-Fixed Price (FFP) basis.
2. FFP labor rates corresponding to each PoP set forth in the contract are applicable to all DO/TOs and are set forth in Attachment 5, entitled "Labor Categories". Labor rates shall not exceed the rate in the labor table; however, rates may be proposed at a lower rate based on location and experience. Efforts identified in the Performance Work Statement (PWS) are described in general terms. DO/TOs shall be issued to the Contractor as necessary for efforts described more specifically in the DO/TO's PWS. The KO is the only individual authorized to award DO/TOs and modifications thereto under this contract.
3. **TASK ORDERS ORDERING INFORMATION:** DO/TOs issued will include, but not be limited to the following information (when applicable).

- 3.1. Request for Proposal (RFP): The KO or Contract Specialist (CS) will furnish the Contractor with a written RFP that includes:
 - 3.1.1. The Government will issue a PWS describing specific work to be performed;
 - 3.1.2. Anticipated performance period; and
 - 3.1.3. Any other pertinent information.
- 3.2. Proposal: The Contractor shall acknowledge receipt of any DO/TO within one (1) business day after receipt. The Contractor shall, within the time specified in the RFP, provide an original (additional copies, if requested) proposal that addresses:
 - 3.2.1. The Contractors shall provide the KO an original and copies (as specified) of a complete, detailed proposal. The proposal shall address technical, price, a comprehensive technical approach to accomplish the work effort and any other pertinent information described in the RFP.
 - 3.2.2. A detailed price proposal. The proposal shall include a breakout of direct labor (hours and IDIQ labor rates); a proposed schedule for completing the task order effort; material costs; and a lump sum (bottom-line pricing) price for the entire project.
 - 3.2.3. In an event that the Contractor's proposal includes subcontracts, a detailed breakdown of the price for materials and price for labor must be included.
 - 3.2.4 Capital Improvement Projects: Capital improvements to general equipment must be noted and awarded as such when a task order performs the following: (1) the improvement increases the asset's useful life by two or more years, or increases the assets capability, or increases its capacity or size, and (2) the cost of the improvement equals or exceeds the capitalization threshold (\$250K). The contractor shall note this in their proposal and the task order will be awarded under the capital improvement CLIN.
- 3.3. Communications: The KO will review the proposal and enter into communication with the contractor as necessary.
- 3.4. Modifications of Orders: Orders may be modified only by the KO. Any changes to the contract or task orders will be made by the KO.
- 3.5. The maximum order value for each DO/TO may not be changed except when authorized by a modification to the Basic Contract.
4. **ORDERING PROCEDURES FOR GOVERNMENT PURCHASE CARD (GPC):** The GPC will be used for all pre-priced projects less than \$25K. All pricing must be pre-priced using the pre-negotiated materials list and labor rate pricing on **contract HQ003426DEXXX**.
 - 4.1. Request for Proposal (RFP): The Contracting Officer Representative (COR) team will furnish the Contractor with a written RFP (for only potential credit card task orders) that includes:
 - 4.1.1. The Government will issue a PWS describing specific work to be performed;
 - 4.1.2. Anticipated performance period; and
 - 4.1.3. Any other pertinent information.

- 4.2. Proposal: The Contractor shall acknowledge receipt of any task order within one (1) working day after receipt. The Contractor shall, within the time specified in the RFP, provide an original (additional copies, if requested) proposal that addresses:
- 4.2.1. The Contractors shall provide the COR team an original and copies (as specified) of a complete, detailed proposal. The proposal shall address technical, price, a comprehensive technical approach to accomplish the work effort and any other pertinent information described in the RFP.
 - 4.2.2. A detailed price proposal. The proposal shall include a breakout of direct labor (hours and IDIQ labor rates); a proposed schedule for completing the task order effort; any other pertinent information.
- 4.3. Communications: The COR team will review the proposal and enter into communication with the contractor as necessary.
- 4.4. Modifications of Orders: Orders may be modified only by the KO. Any changes to the contract or task orders will be made by the KO. If modification still falls under the GPC requirements, the modification can be done by the COR.
- 4.5. The value for each order shall not exceed \$25K to include modifications.