

ORDERING PROCEDURES FOR TASK ORDERS

Under the terms of this contract, Task Orders will be issued when needs for the specific requirements outlined in the Performance Work Statement (PWS) arise and funding is available to support those needs. After contract award, individual task orders will be issued to the contract holder in accordance with the terms of the offeror's proposal to the Master IDIQ.

In the event issues pertaining to a proposed task cannot be resolved to the satisfaction of the Ordering Contracting Officer (OCO), the OCO reserves the right to withdraw and cancel the proposed task. In such event, the Contractor shall be notified in writing of the OCO's decision. This decision is final and conclusive and shall not be subject to the "Disputes" clause or the "Contract Disputes Act." The order procedures below are provided for informational purposes only. The actual procedures (including response times) may vary according to individual order circumstances.

- (a) **Single Award Contract Ordering Procedures.** It is anticipated that each order will be placed in accordance with the following procedures:

- (1) *Task Order Information.* The Government will issue task orders in accordance with the agreed unit prices on the Unit Price Matrix. CLINs 0001, 0002, 0004, 0005, 0006 and 0007 will have a period of performance that shall not exceed 12-months per task order. Services under CLIN 0003 are non-severable and will include a delivery date.

For travel and Other Direct Cost (ODCs) procured at the task orders, the Government will request a quote from the contractor that shall contain specific information to include but not limited to unit prices and quantity of items. Travel estimates shall include a breakdown of cost per FAR 31.205-46. Other Travel Related expenses accounted in the ODC CLIN shall be in accordance with the Department of State Standardize Regulation (DSSR).

- (2) *Task Order Award.* This single award IDIQ enables non-competitive task orders.

- (a) An SF 1449 will be executed by the Contracting Officer and sent to the contractor via e-mail as notice to begin work. The contractor is cautioned that no work is to be started prior to receipt of a properly signed and executed SF 1449 or other authorization by the Contracting Officer. Orders may be issued orally by the Contracting Officer; however, orally issued orders will be followed up with a written order within 5 business days."

- (b) **Contractor Notification.** The contractor is responsible for immediately notifying the Contracting Officer of any difficulties in performing in accordance with the terms of the order.

- (c) **Government Furnished Equipment.** Any equipment or facility provided by the Government will be defined and provided at the task order level.

- (d) **Unit Price Information.** The unit fixed prices proposed at time of base IDIQ contract solicitation shall apply to all Task Orders issued under this contract. However, the Contractor may offer discounts to their established ceiling rates on individual Task Orders.