CIO-SP2i – TORP Transmittal Letter

Award Date: 12/21/2000 Expiration Date: 12/20/2010

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CIO-SP2i TORP Transmittal Letter

Note: Words in italics are used to provide general guidance and/or example content.

Customers may use the U.S. mail, fax, or e-mail to provide the TORP except where indicated that a hard copy of a signed document is required. NITAAC expects delivery of documents in printed form and soft copy on an INTEL PC 3.5" floppy. When customers use e-mail, NITAAC expects soft copy to be in MS Word or WordPerfect; and MS Excel or Lotus 123.

Customer Agency and Sub-Agency Inside Address Date
NITACC/CIO-SP2*i*6011 Executive Blvd., Suite 503 L
Rockville, MD 20892
ATTN: CIO-SP2*i* Contracting Officers
This letter transmits the following TORP:

1. Task Order Data

Task Order Title:	

2. The Points of contact for this task order are:

СО	
Customer Name	
Job Title	
Address	
City	
State Code	
Zip Code	
Phone	
Fax	
Email	
AMO	
Customer Name	
Job Title	
Address	
City	

State Code	
Zip Code	
Phone	
Fax	
Email	
COTR	
Customer Name	
Job Title	
Address	
City	
State Code	
Zip Code	
Phone	
Fax	
Email	

The AMO and the CO may be the same individual if the order is placed through local (i.e., the agency) channels. If no local agency CO is available, the CO from the agency authorized to sign the order should be cited and the AMO from the customer agency should be cited in the appropriate boxes.

3. The package includes the following items

Hard Copy	Soft Copy	E-Mail	Item
			Statement of Work including evaluation criteria, evaluation factors, deliverable schedule, period of performance and location.
			Exception to Fair Opportunity to be Considered if applicable- signed by the appropriate agency official
			Independent Government Cost Estimate
			Posting Instructions - Identification of whether the Prime Contractors should respond with a written proposal (submitted electronically) or an oral presentation (which must be adequately documented)
			Proposal Preparation Instructions and delivery date
			Proposal Delivery Instructions
	N.A.	N.A.	For DHHS customers, either of the following certifications: TORP Security Certification (PDF) (Word) or TORP Security Certification Not Applicable (PDF) (Word)

Yes	No	Name (if applicable)				
5. Exce	ption to Fa	air Opportunity to be Consider	d			
(If yes, i		R exception and provide rational	e).			
	FAR Ex	ception				
6. Antic	ipated Co	ntract Type				
6. Antic	ipated Co	ntract Type Cost Plus Award Fee				
	-	<u> </u>				
	CPAF	Cost Plus Award Fee				
	CPAF CPFF	Cost Plus Award Fee Cost Plus Fixed Fee				
	CPAF CPFF FFP	Cost Plus Award Fee Cost Plus Fixed Fee Firm Fixed Price				
	CPAF CPFF FFP T&M	Cost Plus Award Fee Cost Plus Fixed Fee Firm Fixed Price Time & Materials				
	CPAF CPFF FFP T&M CS	Cost Plus Award Fee Cost Plus Fixed Fee Firm Fixed Price Time & Materials Cost Sharing				
7. Fund	CPAF CPFF FFP T&M CS	Cost Plus Award Fee Cost Plus Fixed Fee Firm Fixed Price Time & Materials Cost Sharing	ementally funde	ed, options,	etc). <i>Describe</i>	the
7. Fund	CPAF CPFF FFP T&M CS ing Strate e funding a	Cost Plus Award Fee Cost Plus Fixed Fee Firm Fixed Price Time & Materials Cost Sharing gy approach (e.g., fully funded, inc strategy, e.g., obligated totally incompleted.				

8. Proposal Preparation Instructions

Oral
Written

Due Date

For example: The offeror's proposal shall be divided into three sections.

- Section 1-Management (15 page limit).
 Must address the offeror's management plan including steps for assurance of meeting schedule and budget goals, as well as risk mitigation. Must include experience citation of directly related experience and the resume(s) of any key management individuals, as determined by the offeror.
- Section II—Technical (5 page limit)
 Must discuss the offeror's technical approach to satisfying the requirements of the task
 order. Special emphasis should be placed on unique aspects of the approach and how
 the application of these unique approaches ahs been successful on other directly related
 experience of the offeror.
- Section III Cost (no page limit)

9. Proposal Delivery Instructions:

Proposal Preparation Instructions:	Oral	Written
Proposal Due Date: days	after posting a	nnouncement
Other Instructions:	For example, sending e-ma	Please advise the agency POC if you are il.

10. Attac	hments	
Please lis	st titles of attached documents.	