

RD AN NO. 3919 (2036-A)
November 21, 2003

SUBJECT: Termination Clause for Task Order Renewals

TO: Rural Development State Directors

ATTN: Administrative Programs Directors

PURPOSE/INTENDED OUTCOME: The Government-wide contract for a Travel Management Center (TMC) and a Travel Services Solution (TSS) have been awarded, and the implementation of the nationwide contract is now being finalized. However, many TMC contracts will be expiring and it will be necessary to sign a new Task Order to continue services.

IMPLEMENTATION RESPONSIBILITIES: In order to prevent added cost to the Government, the Contracting Officer may be required to terminate the Task Order in accordance with the General Services Administration's Federal Supply Schedule contract clause 52.212-4, "Contract Terms and Conditions - Commercial Items," Section (l), "Termination for the Government's convenience," and Section (m), "Termination for cause."

We have been advised by the Departmental Office of the Chief Financial Officer that the following paragraph must be included in the Task Order in Block 14 of the SF-30, "Amendment of Solicitation/Modification of Contract."

"NOTE: THE GOVERNMENT RESERVES THE RIGHT, WITH A 30-DAYS' NOTIFICATION, TO TERMINATE THE SERVICES UNDER THE TASK ORDER, AT NO ADDITIONAL COST TO THE GOVERNMENT, AND CONTRACT FOR THE SERVICES UNDER THE USDA NATIONWIDE CONTRACT."

EXPIRATION DATE:
November 30, 2004

FILING INSTRUCTIONS:
Preceding RD Instruction 2036-A

Attached for your information is a sample notification that may be sent to the contractor.

If you or your staff have any questions regarding the above, please contact your State Contracting Program Manager or D. Irene Wofford, Travel Management Specialist, at 202-692-0030.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

Attachment

Sent by electronic mail on 11-25-03 at 3:15 by SSD.

Contractor's Name
Contractor's Address

Subject: Task Order Number _____, Travel Management Services

Dear _____:

This letter is the courtesy 30-days' notification to advise you that the Government has determined that the continuity of services under Task Order _____ is no longer required. In accordance with the General Services Administration's Federal Supply Schedule Number _____, clauses 52.212-4(l), "Termination for the Government's convenience," and 52.212-4(m), "Termination for cause," the Government will issue a modification to the Task Order to terminate the services under the subject Task Order.

Your continued support in the USDA, Rural Development's procurement requirements is greatly appreciated. If you need more information, please do not hesitate to contact me at (____) ____-____.

Sincerely,

Contracting Officer