



U.S. General Services Administration

COMMITTS NexGen ***(COMMITTS NG)***

Ordering Guide

GSA Version 2

**Dated
January 21, 2009**

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Small Business Governmentwide Acquisition Contracts Center

The General Services Administration (GSA), Federal Acquisition Service (FAS), Integrated Technology Services (ITS), Small Business Governmentwide Acquisition Contracts Center (the “Center”) offers a portfolio of pre-competed, Information Technology (IT) solutions contracts set aside exclusively for small business firms which include the: 8(a) STARS, COMMITS NG, and VETS GWACs.

COMMITS NG Features:

- Access to high-quality industry partners
- Pre-competed, multiple-award contracts
- Short procurement lead time/End Point Control
- Socioeconomic credit through FPDS-NG reporting
- Eliminates bundling concerns
- Section 803 compliance
- Customer focused staff with expertise in small business technology contracts
- Scope compatibility reviews of prospective task orders & modifications

How to reach us:

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- By mail Todd Tekesky
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 1500 East Bannister Road, Room 1076
 Kansas City, MO 64131

COMMITS NG OVERVIEW

The COMMITS NG (NG) program is an indefinite-delivery, indefinite-quantity (ID/IQ) task order contract designed to offer information technology (IT) services and IT-based solutions to Federal customers. The COMMITS NG program’s objectives are to:

- 1) Become the Government-Wide Acquisition Contract (GWAC) vehicle of choice for competitive IT solutions from a pool of exceptional small, small disadvantaged, small women-owned, small veteran-owned, service disabled veteran-owned, and small HUBZone businesses;
- 2) Deliver top quality, performance-based IT services and IT services-based solutions that meet government mission requirements; and
- 3) Deliver IT services and IT services-based solutions with a streamlined acquisition methodology.

Small businesses are the bedrock of America's competitiveness and essential to our nation's economic infrastructure. COMMITTS NG levels the "playing field" as a small business GWAC that is convenient for ordering IT services from high quality small businesses. In today's streamlined acquisition environment, many IT requirements that once were publicly announced are now met through task order contracts. COMMIT NG gives small businesses the opportunity to compete and grow.

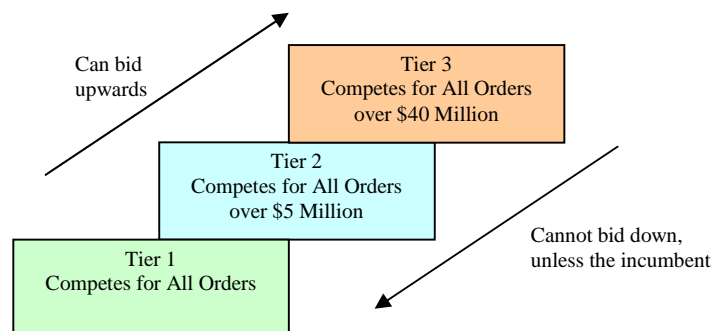
This guide applies to all COMMITTS NG customers and contractors, establishes the procedures for managing the program, and defines roles and responsibilities for the major parties involved in making this contract a value-added resource.

COMMITTS NG TIER STRUCTURE

COMMITTS NG contracts are awarded to a variety of small business contractors in three size-standard tiers as described below. Contractors in Tier I are certified under NAICS codes with \$7 million or \$15 million size standards and compete for all task orders regardless of life cycle value. Contractors in Tier II are certified under NAICS codes with size standards of \$25 million or 500 employees and compete for all task orders with a life cycle value greater than \$5 Million. Contractors in Tier III are certified under NAICS codes with a size standard of 1500 employees and can only compete for task orders with a life cycle value greater than \$40 million. A listing of the COMMITTS NG prime contractors in each tier may be found at www.gsa.gov/commits.

Tier Level	NAICS Size Standard
Tier I	\$7M or \$15M Size Standard
Tier II	\$25M or 500 Employees
Tier III	1500 Employees

COMMITTS NG features tiered competition that matches the right contractor to the customer's task order requirement.



COMMITTS NG incumbent contractors with a current COMMITTS NG contract may compete in any tier for a task order previously awarded under COMMITTS NG, regardless of Life Cycle Value provided the following criteria are met:

- Incumbent contractor has an active COMMITTS NG contract
- Existing project for which incumbency status is claimed was awarded on a COMMITTS NG task order
- Project for which incumbency status is claimed was not awarded pursuant to a Fair Opportunity Exception

Note: If the OCO implements a size re-representation as a condition to receive the award and the incumbent is no longer a small business based on that re-representation, the incumbency status is overridden pursuant to SBA final rule issued on 11/15/06.

LIVING DOCUMENT

The acquisition procedures described in this guide represent COMMITTS NG's current business practices. With lessons-learned, these practices will be refined for greater speed and efficiency and included in later versions. The most current version of the COMMITTS NG Ordering Guide may be found on the COMMITTS NG homepage at www.gsa.gov/commits.

Section Two: COMMITTS NG Contract

Scope

The COMMITTS NG GWAC scope includes all information technology services and associated products necessary to meet IT services-based solutions requirements. The preponderance of any task order on the COMMITTS NG contract must be information technology services-based; product may be added as part of a total solution.

The basic task value and any modifications must stay within scope of the task order (and the contract).

Task Order Performance Period

The contract was originally awarded in January 21, 2005 providing a 1-year base ordering period plus five 1-year ordering option periods, Task orders can only be awarded during the COMMITTS NG ordering period which ends January 20, 2011. Task order periods of performance (including all options) shall not extend the task order lifecycle beyond January 20, 2016. Task order option periods are independent of the COMMITTS master contract and are exercised at the discretion of the Ordering Contracting Officer (OCO) regardless of COMMITTS master contract disposition.

Task Order Value

The total estimated value of a procurement, including options, should be considered in developing an acquisition strategy. Tasks shall not be split to avoid threshold limitations. The contract ceiling for the

overall contract is \$8 Billion and there is no individual task order ceiling. (unless that order will result in exceeding the \$8B master contract ceiling). The SBGWAC center monitors the overall master contract value.

Task Order Types

Authorized task order terms available under this GWAC are:

- Fixed-Price Family (FAR 16.2 and 16.4)
- Cost Reimbursable (FAR 16.3)
- Time & Materials (FAR 16.6)
- Labor-Hour (FAR 16.6)

If not using Fixed-Price terms, the FAR requires contracting officers to document the rationale.

Some task orders may have work containing a combination of contract types, i.e., Fixed-Price, Time & Materials, Cost Reimbursable and Labor-Hour terms. The ordering agency is responsible for identifying the applicable order type(s), and making the task order terms clear, which should be stated in the RFQ/RFP and resulting task order.

Contract Access Fee (CAF)

The CAF for each task order is .75% or .0075. This fee is paid to GSA by the COMMITS Industry Partner. The contractors price will reflect the CAF in all but cost reimbursement orders where it will be identified as a separate line item.

Section Three: Task Order Award Process

Delegation of Procurement Authority (DPA)

Warranted contracting officers must obtain a DPA from the COMMITS NG Procuring Contracting Officer (PCO) prior to issuing/administering a task order under the COMMITS NG contract. Warranted contracting officers may request a DPA after completing a COMMITS NG delegation training session. Training sessions may be held in a variety of formats, including on-site, teleconference, webinar, and online training. Further instructions on obtaining a delegation of procurement authority may be located at the COMMITS NG website, www.gsa.gov/commits or by contacting the COMMITS team via e-mail at commits@gsa.gov.

Please note: A DPA will only be granted to a warranted contracting officer.

Requests for Quotes/Proposals

Customers may use their discretion to determine how to best issue an RFP/RFQ on the COMMITS NG contract. Current methods of distribution include email, postal mail and the use of GSA's e-Buy system.

A streamlined fair opportunity/competition procedure is available utilizing the following steps pursuant to FAR 16.505(b)(1)(iii)(A)(5)(ii). Otherwise known as a multi-phased approach, this process allows for an opt in/opt out contractor response on the first phase of a task order solicitation. Use of the multi-phased approach often reduces the number of offers to review, increasing end-point control.

Phase One

1. Determine the appropriate tier for the requirement based on life cycle value and identify the contractors who must be provided a fair opportunity to be considered
2. Develop a requirement synopsis
 - Include salient characteristics of the specific requirement (e.g. security clearance, specialized information, certifications, deliverables, response requirements)
 - The synopsis should instruct contractors on how to respond and provide a response deadline
 - Instruct contractors that failure to respond to an opt in/opt out opportunity, per the synopsis instructions, is considered to be opting out
3. Transmit the phase one notice/synopsis to the entire list of industry partners in the appropriate tier or tiers to determine their interest in the acquisition. Please note the tier competition requirements below:
 - T1 primes shall be included in every solicitation
 - T2 primes shall be included in every solicitation over \$5M
 - T3 primes shall be included in every solicitation over \$40M
 - Incumbency Policies apply-please contact the COMMITS NG PCO for additional information on re-compete projects previously awarded under the COMMITS NG contract
4. Maintain a record of all transmittals and responses to document the use of fair opportunity procedures. Promptly investigate any failed transmittals.
5. A non-response to a phase one synopsis by an industry partner (by the identified response deadline) indicates no interest in the acquisition and eliminates that industry partner from further participation in that requirement as a prime contractor.
6. Note-cancellation of the phase one notice/synopsis is treated as cancellation of the solicitation.

Phase 2

1. The OCO shall then send the full solicitation to all eligible contractors that have opted in.
2. Note: The use of GSA's e-Buy is not recommended for Phase 2 of a multi-phased request for quote.

Performance-Based Task Orders

Acquisition-reform legislation requires agencies to use performance-based contracting techniques to the maximum extent practicable. In 1991, the Office of Federal Procurement Policy (OFPP) stated:

It is the policy of the Federal Government that (1) agencies use performance-based contracting methods to the maximum extent practicable when acquiring services; and, (2) agencies carefully select acquisition and contract administration strategies, methods, and techniques that best accommodate the requirements.

Prior to initiating a task order competition, agencies must determine the program's performance objectives and incorporate them into the RFQ/RFP. OFPP's Guide to Best Practices for Performance-Based Service

Contracting, <http://www.arnet.gov/Library/OFPP/BestPractices/PPBSC/BestPPBSC.html>, describes the key processes for implementing performance-based contracting.

Job Analysis determines the agency's needs, types of services, and outputs to be provided by the contractor, and forms the basis for establishing performance requirements, developing performance standards and indicators, writing the Performance Work Statement, and producing the Quality Assurance/Surveillance Plan.

Performance Work Statement (PWS) describes specific requirements the contractor must meet in performance of the contract, including a statement of the required services in terms of output and a measurable performance standard for the output.

Quality Assurance Plan and Surveillance defines what the government must do to ensure that the contractor has performed in accordance with the PWS performance standards, ranging from a one-time inspection to periodic in-process inspections.

Contract Type encourages the increased use of fixed-price contracts, where appropriate, and incentives for optimal contractor performance.

Contract Administration cites the importance of close cooperation between program and procurement offices to achieve effective contract administration and successful contract performance.

Conflict Resolution is informal and timely with the aid of the Ordering Agency Ombudsman.

As opposed to traditional service contract statements of work, performance-based contracting requires an acquisition be presented in terms of the purpose of the work. It requires the work to be defined in mission-related, outcome-oriented statements with quality assurance performance measures. In its simplest terms, it asks two basic questions:

1. What am I buying (outcome)?
2. How will I know if it is any good when I get it (quality assurance)?

The OFPP guide for performance-based service acquisition describes seven steps upon which the COMMITS NG ordering process is based:

The executive version of Seven Steps to Performance Based Services Acquisition is at http://acquisition.gov/comp/seven_steps/library/SevenSteps_execversion.pdf

Agencies that lack experience in drafting performance-based specifications or quality assurance surveillance plans may call the COMMITS NG PCO for assistance in developing these documents.

SOW/SOO Scope Review Process

GSA's Small Business GWAC Center offers, at no charge to Federal Agencies, a free advance scope review of any Statement of Work or Statement of Objectives to be issued on the COMMITS NG GWAC. This review will provide the customer with confirmation that the SOW/SOO scope appears to be a good fit for the COMMITS contract and confirm the correct tiers for competition purposes. GSA currently hosts weekly scope review periods on Tuesday and Thursday afternoons. Instructions for submitting opportunities for a free advance scope review can be found on the COMMITS website at www.gsa.gov/commits.

Ordering Process

The COMMITS NG fair opportunity competitive process features four main steps: acquisition planning, competition, review, and award. The time required to complete this streamlined process from posting a Request for Quote/Proposal to task order award typically varies from 30 and 60 days depending on the

complexity of the technical requirement, applicable FAR regulations, agency competition requirements, and other applicable ordering procedures.

Task order awards are subject to limited protestability as defined in FAR 16.505 and the National Defense Authorization Act of 2008, that we recommend customers be familiar with.

The Ordering Process is conducted in three phases described in the following table.

COMMITTS NG offers streamlined acquisition of performance-based IT services with quick access to contractors.

COMMITTS NG Ordering Process Steps And Responsibilities	
Phase I Pre-Solicitation	<ul style="list-style-type: none"> → Customer acquires training from GSA’s Small Business GWAC Center on the proper use of the COMMITTS contract → Customer is issued a bi-lateral agreement, known as a Delegation of Procurement Authority, which allows them access to the contract. DPA’s are issued on an individual basis
	<ul style="list-style-type: none"> → Customer prepares procurement package → Customer determines if project is a Tier I, II or III → Optional-Customer can request a free SOO/SOW review from GSA’s Small Business GWAC Center
Phase II Request for Proposal	<ul style="list-style-type: none"> → Customer Finalizes RFQ/RFP → Customer Issues RFQ/RFP to appropriate Tier(s) → Contractor Submits proposals → Customer Evaluates proposals → Customer Awards task order and provides GSA’s SBGWAC Center with copy of RFQ/RFP and award document
Phase III Task Performance	<ul style="list-style-type: none"> → Customer Performs quality assurance and surveillance → Customer Evaluates and streamlines performance measures → Customer Performs past performance assessment → PMO/ Customer/Contractor Perform other administrative requirements

NOTE: If a tier one or two solicitation provides for at least a 14 calendar day offer deadline and the Government receives no timely response(s) from even a single COMMITTS NexGen prime contractor by the designated deadline, the Government may re-issue the solicitation to all COMMITTS NexGen prime contractors in all tiers. This does not preclude the Government from re-releasing the opportunity again under the original Tier assignment.

Contractor Debriefings

Any offeror not receiving an award for an opportunity with an awarded value above \$5 million for which they competed must be afforded an opportunity for debriefing. The request for debriefing must be timely.

Ombudsman Participation

In accordance with FAR 16.505(b)(5) [and 10 U.S.C. 2305c(3)], complaints related to matters affecting task order award may be directed to the ordering agency's Ombudsman.

Unauthorized Activities

The following are not authorized under the COMMITS NG contract

- Renting (*it is ok for a contractor to enter into rental agreements to fulfill task order requirements, but the government will not be a party to them*)
- Leasing (*it is ok for a contractor to enter into leases to fulfill task order requirements, but the government will not be a party to them*)
- While Blanket Purchase Agreements (BPAs) are not allowed, the same benefits may be realized through flexible contractual line items.
- Task orders that are not primarily IT Service Orders.
- Task orders that are primarily supplies or software/hardware maintenance
- Task orders that are used to circumvent conditions or limitations on the use of funds .

Section Four: Tier Listing

Tier 1 COMMITS NG

The validity of the information contained on this list is the responsibility of the industry partner. Please visit the COMMITS NG website at www.gsa.gov/commits for the most current list of COMMITS NG industry partners.

Vendor Name	Vendor Address	City	ST	Zip
Digital Management, Inc.	6701 Democracy Blvd., Suite 500	Bethesda	MD	20817
E-Management Consultants, Inc.	1010 Wayne Avenue, Suite 1150	Silver Spring	MD	20910
M-Cubed Information Systems, Inc.	1400 Spring Street, Suite 100	Silver Spring	MD	20910
NetCentrics Corporation	3118 Ashburton Ave	Oak Hill	VA	20171-2354
Quality Technology Inc.	9475 Lottsford Road, Suite 100	Largo	MD	20774
VERIDYNE, Inc.	370 Reed Road, Suite 105	Broomall	PA	19008

Tier 2 COMMITS NG

The validity of the information contained on this list is the responsibility of the industry partner. Please visit the COMMITS NG website at www.gsa.gov/commits for the most current list of COMMITS NG industry partners.

Vendor Name	Vendor Address	City	ST	Zip
Allied Technology Group	1803 Research Blvd., Suite 601	Rockville	MD	20850
Analytical Services & Materials, Inc.	107 Research Drive	Hampton	VA	23666-1340
Daston Corporation	2010 Corporate Ridge, Suite 750	McLean	VA	22102
Electronic Consulting Services, Inc.	2750 Prosperity Avenue, Suite 510	Fairfax	VA	22031
FGM, Inc.	12021 Sunset Hills Road, Suite 400	Reston	VA	20190
Global Science & Technology, Inc.	7855 Walker Drive, Suite 200	Greenbelt	MD	20770
I.M. Systems Group, Inc.	3401 Bexhill Place	Kensington	MD	20895
Indus Corporation	1951 Kidwell Drive, 8th Floor	Vienna	VA	22182
InfoPro Inc.	8200 Greensboro Drive, Suite 1450	McLean	VA	22102
Integrated Communication Solutions, Inc.	5260 Westview Drive	Frederick	MD	21703
Interimage, Inc.	4301 N. Fairfax Drive, #205	Arlington	VA	22203
Johnston McLamb	14420 Albemarle Point Place, Suite 200	Chantilly	VA	20151-1678
Maden Tech Consulting, Inc.	2110 Washington Boulevard, Suite 200	Arlington	VA	22204
PSI International, Inc.	4000 Legato Road, Suite 850	Fairfax	VA	22033
REI Systems, Inc.	14325 Willard Road, Suite 200	Chantilly	VA	20151
Systems Plus Inc.	One Research Court, Suite 360	Rockville	MD	20850
Technology Concepts & Design, Inc.	11700 Plaza America Drive, Suite 300	Reston	VA	20190
The Centech Group, Inc.	4600 North Fairfax Drive, Suite 400	Arlington	VA	22203-1800
The MIL Corporation	4000 Mitchellville Road, Suite 210A	Bowie	MD	20716
TranTech Inc.	4900 Seminary Road, Suite 215	Alexandria	VA	22311-1811
ViaTech Inc.	PO Box 6685	Freehold	NJ	07728-6685

Tier 3 COMMITS NG

The validity of the information contained on this list is the responsibility of the industry partner. Please visit the COMMITS NG website at www.gsa.gov/commits for the most current list of COMMITS NG industry partners.

Vendor Name	Vendor Address	City	ST	Zip
Abacus Technology Corporation	5454 Wisconsin Avenue, Suite 1100	Chevy Chase	MD	20815
Advanced Technology Systems	7925 Jones Branch Road	McLean	VA	22102
AnviCom, Inc.	1934 Old Gallows Road, Suite 200	Vienna	VA	22182
Catapult Technology, Ltd	7500 Old Georgetown Road, 11th Floor	Bethesda	MD	20814
Client Network Services, Inc.	702 King Farm Boulevard, 2nd Floor	Rockville	MD	20850
G&B Solutions, Inc.	1749 Old Meadow Road, Suite 120	McLean	VA	22102
Pragmatics, Inc.	7926 Jones Branch Drive, Suite 711	McLean	VA	22102
Project Performance Corporation	1760 Old Meadow Road, 1st Floor	McLean	VA	22102
Research Analysis & Maintenance Inc.	9440 Viscount Blvd, Suite 200	El Paso	TX	79925-7054
Sabre Systems	65 W. Street Road, Suite A-200	Warminster	PA	18974
Science Systems & Applications, Inc.	10210 Greenbelt Road, Suite 600	Lanham	MD	20706
SGT, Inc.	7701 Greenbelt Road Suite 400	Greenbelt	MD	20770
STG, Inc.	11710 Plaza America Drive, Suite 1200	Reston	VA	20190

Section Five: Roles and Responsibilities

COMMITTS NG PROGRAM OFFICE (SMALL BUSINESS GWAC CENTER)

GSA's Small Business GWAC Center manages the COMMITTS NG Contract.

The SBGWAC Center may be reached at the following

Name: GSA Small Business GWAC Center
Address: Room 1192
1500 East Bannister Road
Kansas City, MO 64131
Phone: 1-877-327-8732 Fax 816-823-1608
Email: commits@gsa.gov

The COMMITTS NG Program Office:

- Provides information regarding available contract sources and the administrative procedures for placing and managing task orders.
- Ensures each Customer has the information and materials needed to meet their requirements and responsibilities.
- Establishes and maintains master contract and task order files and databases.
- Reviews and approves requests for Delegations of Procurement Authority.
- Ensures compliance with delegated authorities (e.g., reporting requirements under its Executive Agent status) and contractual requirements (e.g., directed task order limitations).

COMMITTS NG PROCURING CONTRACTING OFFICER

The COMMITTS NG PCO is responsible for managing all aspects of the COMMITTS NG contract. Only the COMMITTS NG PCO is authorized to take action on behalf of the Government to amend, modify, or deviate from the contract requirements, terms, and conditions.

The COMMITTS NG PCO is:

Name: Todd Tekesky
Address: GSA Small Business GWAC Center
Room 1192
1500 East Bannister Road
Kansas City, MO 64131
Phone: 816-823-2468 Fax 816-8-823-1608
Email: todd.tekesky@gsa.gov

COMMITTS NG CUSTOMER

The Agency Ordering Contracting Officer is responsible for the overall task order management, to include:

- Coordinates the activities of all non-COMMITTS NG Program Office personnel involved in task order administration (e.g., agency contracting officer, COR, accounting staff).
- Ensures all actions under the Customer's control are performed in accordance with applicable statutes, regulations, agency funding procedures, and contract/task order requirements.
- Identifies agency task order source selection officials.
- Provides copies of task orders and modifications awarded by the Customer's Delegated Procurement Authority/Contracting Officer to the COMMITTS NG Program Office within five business days of award.
- Submits task order data to the Federal Procurement Data System (FPDS)
- Performs task order monitoring functions and completes regular performance evaluations as required by individual task order specifications.
- Ensures property control accountability for any equipment or software delivered under the task order(s) in accordance with individual agency requirements.
- **Contractor Responsibility (task order level)**- Overall responsibility has been determined for each GWAC contractor. However, in accordance with FAR 9.405-1 and the Office of Federal Procurement Policy Memorandum, "Contractor Responsibility Determinations and Indefinite-Delivery Contracts," dated April 16, 2002, it is highly recommended that OCOs complete and document an Excluded Parties List review on contractors they intend to award task orders to *prior* to making each task order award. This policy is also consistent with DFARS 209.405-1.

COMMITTS NG Contractors

The role of COMMITTS NG contractors is to deliver high quality, well-managed IT solutions to government Customers. Specific authorities and responsibilities of COMMITTS NG contractors include:

- Respond to requests for quotes/proposals
- Ensure performance and deliverables meet the requirements set forth in individual task orders.
- Segregate cost accounting data by individual task order, if required.
- Provide comments on past performance evaluations.
- Provide the Customer with reports covering task order(s) progress and status as specified in the contract or in awarded task orders.
- Attend status meetings with the Customer as required.
- Identify and report to the COMMITTS NG Program Office potential conflicts of interest.
- Establish and maintain a quality assurance programs based on performance metrics.
- Submit monthly Task Order Status Report to the COMMITTS NG Program office.

Section Six: Glossary

COMMITTS NG	--	COMMITTS Next Generation GWAC
COR	--	Contracting Officer's Representative
DPA	--	Delegation of Procurement Authority
FAR	--	Federal Acquisition Regulation
FPDS	--	Federal Procurement Data System
GSA	--	General Services Administration
ID/IQ	--	Indefinite Delivery Indefinite Quantity
Incumbent	--	An "incumbent" for the purposes of the exception to the standard COMMITTS NG three-tier ordering process described in Sections C.2 and H.3 of the COMMITTS NG Master Contract, a firm must be the prime contractor currently performing the initial task order awarded under COMMITTS NG to which the new task order is a continuation of service.
IT	--	Information Technology
OCO	--	Agency Ordering Contracting Officer
PCO		Procuring Contracting Officer –GSA's contracting officer who manages the COMMITTS NG contract
PM	--	COMMITTS NG Project Manager
PMO	--	COMMITTS NG Program Office
PWS	--	Performance-based Work Statement