

ITOP II

FREQUENTLY ASKED QUESTIONS

These “Frequently Asked Questions” and answers are not incorporated into the ITOP2 GWAC and are INFORMATIONAL ONLY.

Question 1:

What is the ITOP2 Contract ceiling? I understand the contract has expired, but there is an allowance for contracts to have a performance period of up to 5 years past January 2006?

Answer 1:

The ITOP 2 GWAC has a ceiling of \$10 billion and will not be reached with the remaining ITOP2 Task Orders that are still active. ITOP2 Task Orders have a maximum term of 5 years. Active Task Orders can be performed past the expiration of the ITOP2 Contract, as long as the award took place before January 13, 2006. No new Task Orders are being placed under ITOP2.

Question 2:

I cannot enter my small business dollars in the e-SRS. Why is this?

Answer 2:

(THIS APPLIES TO “OTHER THAN SMALL BUSINESS” CONCERNS)

The e-SRS system pulls the contract numbers that are registered in the FPDS-NG. If the ITOP2 Contract Number is not listed in e-SRS, then it is probably not in the FPDS-NG. Also data downloads must occur between the FPDS-NG and e-SRS on a frequent basis. If the specific ITOP2 Contract Number does not appear in the e-SRS, call the PCO immediately. Do not substitute using another agency’s contract number.

Government personnel may research the ITOP2 small business achievement goals in e-SRS using the Contractors’ DUNS number located on the ITOP2 website at www.gsa.gov/ITOP2.

Question 3:

The Contracting Officer has “accepted” my e-SRS report submission. Does that mean the report was approved?

Answer 3:

"Acceptance" does not mean approval, per se, but it does mean that the Government has reviewed the report and that it appears to be complete. Since an on-site compliance review later on could identify flaws in the preparation of the report, the Government always has the right to reject a report that has previously been accepted.

Question 4:

I have Task Orders awarded on my ITOP2 GWAC but do not have any subcontractors, do I have to submit a J-11 SUBCONTRACTING REQUEST BREAKDOWN report?

Answer 4:

(THIS APPLIES ONLY TO “SMALL BUSINESS” CONCERNS)

Yes. If there is no subcontractors, enter “0” in the Subcontractor sections, and complete the Contractor portion. All Task Orders that have been awarded on your ITOP2 GWAC must be reported on the J-11 report until the work is completed – regardless of what reporting period the Task Order was awarded. An individual report is required for each Task Order.

If a Task Order was reported on the previous reporting period and work was completed during the previous reporting period, it does not need to be reported during this period.

The report format requires the contract manager’s signature. The contract manager is responsible for the accuracy and completeness of the report(s). If there are any questions regarding the report(s), the contract manager should notify the PCO immediately.

The sample format is available in Section J of the ITOP2 RFP at www.gsa.gov/ITOP2, under document library.

Question 5:

Where does the ITOP2 Industry Partner register to respond to the past performance?

Answer 5:

The NIH Contractor Performance System (CPS) and the Contractor Performance Assessment Reporting System (CPARS) are web-based systems used to input data on contractor performance. Once the data is inputted to the CPS/CPARS system, this data is then uploaded to the Past Performance Information Retrieval System (PPIRS) database and is made available for use in source selections. In order to view and comment to your company's past performance survey, a company representative will be required to register in both systems, or as directed by the Contracting Officer. If the company representative has left the organization, the contractor is required to re-register a new person and notify the PCO immediately. Information on the CPS, the system used by the Enterprise GWAC Center, is available at:

National Institutes of Health Contractor Performance System

<http://cps.od.nih.gov/>

http://oamp.od.nih.gov/OD/CPS/cps_contractor.htm

<https://cpscontractor.nih.gov/>

<http://cps.od.nih.gov/files/CRManual.doc>

PAST PERFORMANCE FORM (sample)

<http://cps.od.nih.gov/files/standardreport.doc>

Once you have registered, an email alert will be forwarded to you when a Contracting Officer has completed the survey in these systems. You will have 30 days to respond to the comments.

Past performance should be completed for all active Contracts and Task Orders awarded on an annual basis. See Subpart 42.15—Contractor Performance Information.

Government Source Selection personnel may research the Contractors' past performance using the Contractors' DUNS number located on the ITOP2 website at www.gsa.gov/ITOP2.

Question 6:

What is required from the ITOP2 Industry Partner for the GWAC Contract closeout?

Answer 6:

The Contractor will be required to complete the Summary Close-out Report indicating all Task Orders awarded to your company under the designated ITOP2 Contract. We will need copies of all formal close-out documentation for Task Orders listed on the

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spreadsheet (e.g., final close-out modification, statement of contract close-out, FINAL invoice(s), 'Release of Claims', etc.).