

 **CIO-SP2 i – Approval Letter**

Award Date: 12/21/2000
Expiration Date: 12/20/2010
Contact: Wanda F. Russell Tel: 301- 402-3085

Approval Letter

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service
National Institute of Health
Bethesda, Maryland 20892

November 16, 2001
Mr. John Doe
Director, Office of Management
Office of Management/XXXX/XXXXX
1234 Procurement Avenue
Rockville, MD 20852

Mr. John Doe:

Your CIO-SP2 *i* Task Order, **Task Order Title**, has been approved for award in the amount of * \$333,583.00 (Base), \$0.00 (Option 1), \$0.00 (Option 2), \$0.00 (Option 3), \$0.00 (Option 4), \$0.00 (Option 5), \$0.00 (Option 6), \$0.00 (Option 7), \$0.00 (Option 8), \$0.00 (Option 9), to **Selected Contractor** under Contract Number **263-01-D-XXXX**. Your CIO-SP2 *i* Task Order Authorization Number for this task is **XXX-XXXX-XXXX-C-XXXX-T-00**.

NITAAC will provide a copy of this Approval Letter to **Selected Contractor**. This Approval Letter will also serve as notification to **Selected Contractor** to proceed with performance on your task order only upon receipt of your funding document/order. You must fax or otherwise deliver a copy of your funding document/order to the **CIO-SP2 i CO** at the following address within 5 days of award:

National Institute of Health
Division of Information Technology Acquisitions
NITAAC/CIO-SP2 *i*
6011 Executive Boulevard, Rm. 503 L
Rockville, MD 20892
Fax: (301) 496-8486

Please note that **Selected Contractor** may begin work on the task order once the funding document/order is received by the company and the CIO-SP2 *i* CO.

* Includes 1% NIH fee

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The NITAAC 1% processing fee (which is 1% of the obligated amount of the task order and/or modification) is required to be paid by external customers using the method specified in Chapter 5 of the CIO-SP2 *i* Task Order Guidelines. If the customer's modification requirement alters the scope, adds additional work or increases the period of performance or provides for major changes, the customer must request approval from the CIO-SP2 *i* Contracting Officer prior to the issuance of the modification.

If this task order is subsequently modified to add additional funds that were contemplated and described in the original task order (e.g., incremental funding actions, exercise of options, etc.), two copies of the task order modification must be sent to the CIO-SP2 *i* CO at the address provided above. If the amount of the task order modification is \$25,000 or less, NITAAC policy prescribes that the external customer pay a minimum-processing fee of \$250.

"Prime Contractor Collection" method of payment of the NIH processing fee is required. In accordance with the CIO-SP2 *i* Ordering Guide, you must include the NIH 1% processing fee, which is 1% of the obligated task order amount, and totals **\$3,302.80 (base)**, \$0.00 (option 1), \$0.00 (option 2), \$0.00 (option 3), \$0.00 (option 4), \$0.00 (option 5), \$0.00 (option 6), \$0.00 (option 7), \$0.00 (option 8), \$0.00 (option 9),' as a separate line item on your funding document/order. The NIH processing fee will be due and payable to NITAAC through **Selected Contractor** upon receipt of its invoice. See paragraph 5.3.1 of the CIO-SP2 *i* task Order Guidelines for further information.

Thank you for using CIO-SP2 *i* Contract. If you have any questions, please do not hesitate to call me at (XXX) XXX-XXXX

Sincerely,

XXXXXXXXXXXXXXXXXXXXX
CIO-SP2 *i* Contracting Officer

cc: **Selected Contractor**