



**U.S. ARMY CONTRACTING AGENCY**



# TASK ORDER TRAINING

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*Supporting Soldiers Through Contracting*

# ACA



# Training Objectives

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- To become familiar with streamline procedures
- To know how to handle Past Performance
- To know how to conduct Feedback Sessions
- To become familiar with the role of the Task Order Ombudsman
- To recognize Current Impediments and Lessons Learned



# Objectives (Cont)

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- To know the documents needed for review and approval by the ACASR PARC
- To appreciate the differences between FAR Parts 15 and 16, and to know the benefits
- To become familiar with FIRST Ordering Guide



# Requirement

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- The requirement at the task order level should be:
  - Clear
  - Concise
  - Easily understood
  - Measurable terms
- Performance Work Statement (PWS) must be performance-based



# 12 Task Areas of FIRST



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- ✓ Information/Technology Support
- ✓ Program Management and Operations
- ✓ Quality Assurance Support
- ✓ Training Support
- ✓ Army Transformation Logistics Support
- ✓ Program Support
- ✓ Transportation/Supply Support
- ✓ Parts Support – Sets, Kits, and Outfits



# Task Areas (Cont)

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- ✓ Installation Management Command
- ✓ Support to Directorates of Logistics and
- ✓ Maintenance – All other Organizations
- ✓ Comprehensive Support for Centrally Managed Programs
- ✓ Command Wide Logistics Enterprise System Program Support



# Streamline Procedures



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- Using Streamlined procedures allows you to:
  - Award a task order faster
  - Use an informal evaluation plan
  - Keep submission requirements to a minimum



# FIRST Master Performance Work Statement (PWS)



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- Specifies the basic requirements, performance standards and assessment measures that apply to the FIRST contract.
- Describes each of the 12 Task Areas
- Provides information for general Task Order Management
- Provides information for within scope determinations





# The FIRST Ordering Guide



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- Contains information needed to properly award a Task Order
- Describes the roles and responsibilities
- Describes steps for preparing a request for Task Order Response (TOR)
- Outlines the review and approval procedures
- Provides guidance and oversight





# The Ordering Process



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- Services >\$100K will follow procedures in DFARS 216.505-70
- All contractors within a particular suite must be given a fair opportunity to compete
- Competition requirements in FAR Part 6 and the policies in FAR Subpart 15.3 do not apply



# The Ordering Process (Cont)



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- Task Order types may be firm-fixed price, cost reimbursement, time and material, labor hour or a combination of types
- Firm-fixed price is the preferred type for task orders
- Metrics must be included in each task order at the task order level. The contractor's performance measurement will include quality of service, cost effectiveness, timeliness of performance and customer satisfaction.



# PARC REVIEW AND APPROVAL



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- The PARC has review and approval authority and oversight over all task orders at or above \$5 million at installation task order level, and at or above \$10 million at the Regional Contracting Centers.



# REVIEW AND APPROVAL CONT...



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- Each Ordering Office is required to submit documents to the PARC Staff for review and approval within the stated dollar thresholds
- Ordering Offices shall assemble two separate review submissions
- Submission One:
  - ✓ Request for Task Order Response (TOR)
  - ✓ PWS and Pricing/CLIN Schedule
  - ✓ Local legal review
  - ✓ IGE
  - ✓ Quality Assurance Surveillance Plan (QASP)



# REVIEW AND APPROVAL CONT...



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- Submission Two:
  - ✓ Task Order Decision Document (TODD)
  - ✓ A copy of the draft Task Order
  - ✓ Local legal review of the draft task order and TODD
- The PARC Staff will review the documents and provide an approval or guidance for immediate correction of documents or other viable alternatives within seven (7) working days



# Differences in FAR Parts 15 and 16



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- There are major differences in FAR Parts 15 and 16
  - Part 16 allows you to:
    - ✓ Use streamline procedures when placing orders
    - ✓ keep contractor submission at a minimum
    - ✓ Affords all CSBS contractors a fair opportunity to submit an offer
    - ✓ Use informal evaluation plans and scoring of quotes or offers is not required
    - ✓ Limits past performance evaluation to information from previous orders
    - ✓ Eliminates the need to synopsise orders
    - ✓ Make an award faster
  - Part 15 does not allow you to do any of the above and establishing a competitive range is not advised



# FAR DIFFERENCES CONT...



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- Do not use FAR Part 15.3, Source Selection
- Do use FAR Part 16.505, Ordering, and DFARS 216.505-70, Orders under Multiple Award Contracts







# PAST PERFORMANCE



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- Evaluation of past performance should be limited to past performance information of previous task orders where possible
- Requests for contractor submission of past performance information with proposal submission under MATOCs shall be eliminated (AFARS 5116.5(4))



# FEEDBACK SESSIONS



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- Although the Contracting Officer is not required under FAR Part 16.505 to provide debriefings for task orders, the ACASR is encouraging and recommending that feedback be given to the offerors
- The feedback sessions should point out the weaknesses or deficiencies in a contractor's proposals
- During the feedback session the Government should discuss what was required and expected of the offeror and how or why the offeror did not provide what was requested



# FEEDBACK SESSIONS CONT...



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- The feedback shall not include point-by-point comparisons of the offeror's proposal with those of other offerors
- The feedback session is provided only as a courtesy to contractors as a sign of good faith on behalf of the Government and to assist the contractors in preparing future proposals
- The feedback may be done orally, in writing or by any other method acceptable to the Contracting Officer



# Task Order Ombudsman



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- The role of the ombudsman is to:
  - Review complaints from contractors
  - Ensure contractors are afforded a fair opportunity to be considered
- The ombudsman is a senior agency official at ACASR who is independent of the Contracting Officer



# Current Impediments



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- Unique aspects of the contract
- Learning curve
- Inexperience in awarding task orders
- Developing the PWS



# LESSONS LEARNED



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- Seek assistance early during the acquisition planning stage
- Do not use FAR Part 15.3 procedures
- If you become confused during any stage of the ordering process





# LESSONS LEARNED CONT...



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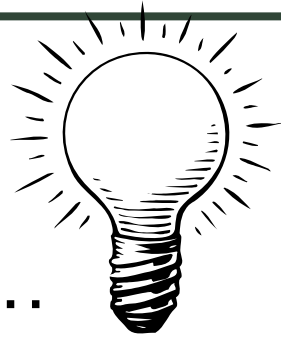
- REQUEST IMMEDIATE ASSISTANCE FROM ACASR
- Who to call for help....
  - ✓ Ms. Pauline Pituk, ACASR POC (404) 464-3199 or [pauline.pituk@forscom.army.mil](mailto:pauline.pituk@forscom.army.mil)
  - ✓ Mr. Ronnell Booker, ACASR POC at (404) 464-1986 or [ronnell.booker@forscom.army.mil](mailto:ronnell.booker@forscom.army.mil)



# LESSONS LEARNED CONT...



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Remember.....

- If you choose to use FAR Part 15 procedures to issue a task order, against our advice, you may be setting yourself up for the Comptroller General to review any protest or inquires as a Part 15-type acquisition
- Currently protests under FAR Part 33 are not authorized in connection with the issuance of a proposed task order, except if the order increases the scope of the basic contract, period of performance or the maximum value of the basic contract





# QUESTIONS

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