***HCaTS-TASK ORDER SOLICITATION TEMPLATE***

***Revised Nov-2018***

*[Note 1: This template format is not mandatory. Please include additional information not addressed herein as necessary/applicable.*

*Note 2: Upon filling out this template, please delete all instructional information in red and any sections that do not apply.*

*Note 3: See the Sample Task Order and other samples available in the Acquisition Gateway Document Library* <https://hallways.cap.gsa.gov>*.*]

**TASK ORDER - REQUEST FOR PROPOSAL (RFP) No.** [Insert Solicitation Number]

**Issued Under:**

**GSA’s Human Capital and Training Solutions (HCaTS)**

**Indefinite-Delivery, Indefinite-Quantity (IDIQ) Contract**

1.0. HCaTS Task Order General Information

**HCaTS Vehicle:**  [Choose either HCaTS Unrestricted or HCaTS Small Business]

**HCaTS Pool:**

[Choose Pool 1 if your NAICS code is 611430, 611699, 624310

Choose Pool 2 if your NAICS code is 541611, 541612, 541613, 541618, 611710]

**Solicitation Title:** [Insert brief description of work]

**Issuing Office:** [Insert Agency Name and Address]

**Agency Contact:** [Insert Name/Phone/e-Mail address of OCO or Contract Specialist]

**Alternate Contact:** [Insert Name/Phone/e-Mail address of Alternate Contact]

**RFP Issue Date:** [Insert RFP Issue Date]

**Questions Due Date:** [Insert Time, Time Zone, Date and address/e-Mail to send/e-Mail questions]

**Proposal Due Date**: [Insert Time, Time Zone, Date and address/e-Mail to send/e-Mail proposal]

2.0 TASK ORDER Contract INFORMATION

2.1. NAICS Code and Small Business Size Standard: The principal nature of the requirements described in this solicitation is consistent with services performed by industries in the [insert the NAICS code/title] with a small business size standard of [insert small business size standard].

2.2. Product Service Code (PSC): The services in this solicitation are best represented by PSC Code:

[Insert the applicable PSC Code/Title. See PSC Manual at [www.acquisition.gov](http://www.acquisition.gov) under acquisition systems.]

2.3. Type of Contract: The primary type of contract resulting from this solicitation is:

[Insert the predominant contract type (Cost-Plus-Fixed-Fee, Firm-Fixed-Price, Time-and-Materials, etc.).   
Note: If a hybrid type of contract results from this solicitation, identify contract type by CLIN in Section 2.0.]

2.4. Type of Services: The type of services under this solicitation is:

Commercial Items  Non-Commercial Items  Mix of Both

2.5. Extent of Competition: This solicitation will be based on:

[Check the box that applies. Note: If 2.5.1. applies, delete 2.5.2 altogether.]

2.5.1.Fair opportunity procedures (FAR 16.505(b)(1))

2.5.2.Exception to fair opportunity as designated below (FAR 16.505(b)(2)) [Check one exception below.]

FAR 16.505(b)(2)(A) [The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays]

FAR 16.505(b)(2)(B) [Only one awardee is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized]

FAR 16.505(b)(2)(C) [The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order]

FAR 16.505(b)(2)(E) [For orders exceeding the simplified acquisition threshold, a statute expressly authorizes or requires that the purchase be made from a specified source]

Other: FAR Part 6.3 exception [Fill-in exception.]

2.6. Security Clearances:

2.6.1. The clearance level for this PWS/SOW is:

Unclassified  Classified  Mix of Both

2.6.2. The Facility Clearance Level for this PWS/SOW is:

Unclassified  Secret  Top Secret

[If N/A, delete 2.6.2. Note: For individual security clearance levels and instructions, please identify in the PWS/SOW or Labor Category section of the solicitation.]

2.7. Performance Location(s):

2.7.1. The performance locations for this PWS/SOW are:

CONUS  OCONUS  Mix of Both

2.7.3. The labor will be performed at on:

Government Site  Contractor Site  Mix of Both

2.8. Place(s) of Performance:

2.8.1. The places of performance(s) for this PWS/SOW are:

[Insert City/State/Country. If performance will be in multiple locations or a mix of CONUS, OCONUS, Government and Contractor sites, identify in the solicitation’s Section 4.0, Description of Services what services are to be performed at which locations. Also, identify if Government Site or Contractor Site.]

2.9. Period of Performance:

2.9.1. The period of performance for this PWS/SOW is:

[Enter the period of performance for the Task Order. If the period of performance and options are different by CLIN, address the period of performance for each CLIN in Section 2.0.]

2.10. Kickoff Meeting:

[Enter information about the Kick-off meeting if required.]

3.0. Contract Line Items (CLINs) and Contract Type

List of CLIN(s) and Sub-CLIN(s):

[List the CLINs with their descriptions and pricing information. Remember to use separate, distinct CLINs for work with different pricing types. Repeat for each Option Year as applicable.]

The multiple Optional CLIN(s) may be exercised by the Government unilaterally under FAR 52.217-7, per the Services and Price Schedule in this section. [Delete if there is no Optional-CLIN.]

**[\*\*\*\*IMPORTANT Note: CAF Percentage (0.75%) must be present in all Task Orders as a separate CLIN.]**

The total CAF Percentage applicable to this task order is: [Fill-in]

[Note: The CAF Percentage applies to total costs; i.e., all Labor, ODCs, materials, equipment, travel and subcontracts.]

Total Not-To-Exceed CAF: [Fill-in]

[Note: For additional CLINs, identify any ancillary support by CLIN and contract type such as any labor subject to construction wage rates or service contract labor standards, travel, materials, equipment, and subcontracts.]

4.0. Description of Services/SCOPE OF WORK

[Use your agency preferred format for your PWS/SOW.]

5.0. Performance Management Approach

[Include specific requirements for quality assurance approach. You can request the contractor to include the QASP Plan and Staffing Plan.]

6. Key Personnel Appointments

[HCaTS Contractors have 2 Key Personnel available. See HCaTS Contract Section G.2.6 for a detailed description. However, if you need an additional key personnel or technical point of contact, you can include the title and roles and responsibilities required for your task order here.]

7.0. Delivery and Performance Information

[Enter a table of deliverables, if applicable, or other applicable service delivery terms. Include performance standards and metrics that will apply to your performance-based statement of work, or performance measurements that will be used to verify non-performance-based services. Address, quantity and quality considerations, due dates, deliverable submittal instructions, and similar information related to the basis for contractor performance evaluations]

8.0. labor categories AND DESCRIPTIONS

[Identify the labor categories, definitions and skill requirements necessary for successful completion to your requirement. See HCaTS Contract Section B.2.1 for the qualification required for each level of expertise for Junior, Journeyman, Senior and SME. Also, Identify security clearance levels if applicable]

9.0. COPYRIGHT Disclosure Agreement

[Identify any requirement for Data Copyright needed.]

10.0. Non-Disclosure Agreement (NDA)

[Identify any requirement for Non-Disclosure Agreement (NDA) if needed for Safeguarding Sensitive Data and Information Technology Resources.]

11.0. invoicing instructions

[Identify invoice instructions and procedures.]

12.0. Solicitation Provisions and TASK ORDER Clauses

All Applicable and Required provisions/clauses set forth in FAR 52.301 automatically flow down to all HCaTS task orders, based on their specific contract type, statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the task order solicitation is issued. Representation and Certification Provisions from the HCaTS master contracts automatically flow down to all HCaTS task orders.

12.1. FAR and Agency Specific Task Order Provisions/Clauses. The following additional provisions and clauses apply to this task order:

[Add any FAR optional and/or Agency specific provisions/clauses here that will apply to the task order solicitation. Consider the following:

* **FAR 52.204-14 Service Contract Reporting Requirements** (HCaTS includes 52.204-15); See FAR 4.1704 Contracting Officer Responsibilities
* FAR 52.227-14 (or FAR 52.227-17) Rights in Data General/Special Works
* FAR 16.505, FAR 16.3 for Ordering Process & Fair Opportunity
* FAR 30 & FAR 31 for Cost Type Task Orders
* SCA Provisions/Clauses and Wage Determination, if necessary

[Note: When preparing solicitations for T&M and/or L-H task orders only, the OCO must identify one of the following provisions in the task order solicitation:

* FAR 52.216-29 Time-and-Materials/Labor-Hour Proposal Requirements—Non-Commercial Item Acquisition with Adequate Price Competition
* FAR 52.216-30 Time-and-Materials/Labor-Hour Proposal Requirements—Non-Commercial Item Acquisition without Adequate Price Competition
* FAR 52.216-31 Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition

Note: For organizations within DoD, when selecting FAR 52.216-29, the OCO must also identify DFARS 252.216-7002, Alternate A.]

13.0. Proposal Preparation and Submission

[Insert instructions for preparation and submission of proposals.]

14.0. Evaluation Factors and Basis of Award

[Identify the evaluation factors to be considered in selecting a proposal for award. Identify if a trade-off is going to be considered. Tailor this section based on the dollar value and complexity of the task order.]