Attachment 2: Sample Task Order Request for Proposal

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| Department of Health & Human Services  Centers for Medicare & Medicaid Services  7500 Security Boulevard  Baltimore, Maryland 21244-1850 | Identity Mark of the Centers for Medicare & Medicaid Services. |

**OFFICE OF ACQUISITION AND GRANTS MANAGMENT**

[*Insert Date*]

***VIA ELECTRONIC MAIL***

The MITRE Corporation

Attn: Jon D. Kunzman

7515 Colshire Drive

McLean, VA 22102-7508

Dear Mr. Kunzman:

**Subject: Task Order Request for Proposal (TORP) [*Insert TORP #*] under the Health FFRDC IDIQ Contract #** **75FCMC23D0004 - [*SOW Title*]**

CMS requests a proposal for the attached Statement of Work entitled, [*Insert Title*]. A cost-plus fixed fee (CPFF) task order is anticipated for this work. [*Note: IDIQ Contracting Officer approval is required for firm fixed-price (FFP) arrangements only.*]

Please submit both a Project Work Plan and cost proposal in response to this TORP in accordance with the Health FFRDC Ordering Guide and directions provided below:

1. **Project Work Plan (PWP):** [*The CO will tailor the proposal requirements for each order accordingly*] The PWP will become the basis for managing the project from proposal to closeout. The PWP should contain a scope statement, work breakdown structure (WBS), and WBS dictionary in order to ensure the contractor understands the nature of the work described for each task order and provides an approach for accomplishing the requirements provided. It should also contain a deliverable schedule and staffing plan.
2. **Business Proposal:** Categories and amounts for labor, materials, travel, computer time, subcontractor costs, indirect loadings, and other direct costs required.

* The estimated direct labor dollars (broken out by hours and rates for each month of effort) for each individual proposed for the task order. The hours and rates shall be appropriate for the labor category/position title of each individual proposed.
* Any applicable indirect loadings and fee shall be applied for cost reimbursement orders.
* Proposed travel (if applicable) broken out into number of trips, number of travelers, and duration of trip (including transit time) for each destination.
* An explanation and basis shall be provided for each item of “Other Direct Cost” proposed such as materials, reproduction costs, etc.
* Conflict of Interest – Identify any potential, actual, or apparent conflicts of interest and propose mitigation strategies.

1. **Additional information may be requested in individual TORPs.**

Business Proposal Notes:

* Offeror shall provide certified cost or pricing data when required by FAR 15.403-4, along with data other than certified cost or pricing data as necessary to establish a fair and reasonable price.
* This order is subject to FAR 15.403-4 requiring certified cost or pricing data. Please submit a signed certificate of current cost or pricing data in accordance with FAR 15.406-2.

This is anticipated to be a X-month base period of performance with an estimated start date of [*Insert Start Date*], and will include [*insert option periods here, if contemplated*].

The proposal shall be submitted electronically at your earliest convenience, but **no later than 2:00 PM EST on [*Insert Date, typically 10 business days after date of request*]**. The proposal shall be emailed to the following:

* [*Insert POC Info*].

Please be advised that this TORP does not commit CMS to reimburse any costs associated with the preparation and/or submission of a proposal nor to procure or contract for the services described herein. In addition, the Contracting Officer is the only individual who can legally commit the Government to the expenditures of public funds in connection with the proposed procurement.

You may direct any questions regarding this TORP to the following at [*Insert e-mail address*].

Sincerely,

//Signed//

[*Insert Contracting Office. Example: OAGM CO or CS*]

Attachment: Statement of Work

Draft Task Order Terms and Conditions