



## Task Order Request Package (TORP)

### Let's get started!

All requirements for the NIH Public Information and Communications II contract (PICS II) are fulfilled using task orders. **The first step towards initiating the task order process is completing a Task Order Request Package (TORP).** The TORP will provide details of the specific services requested. This form will guide you through the information required for manual creation of a TORP for PICS II.

Please refer to the PICS II Website (<http://PICS.olao.od.nih.gov>) to view the complete Task Order Guidelines. Contact the PICS II Program Support Team ([PICSII@mail.nih.gov](mailto:PICSII@mail.nih.gov)) for additional information.

When an IC determines a need exists for communication services, a Task Order Contracting Officer's Representative (COR) and Task Order Contracting Officer (CO) must first be identified. The Task Order COR may or may not be the requestor for services, but must be FAC-COR certified. The Task Order COR completes the TORP, and is responsible for all technical aspects of the task order.

**Note: For Task Orders involving conferences/meetings:** All required conference/meeting forms and waivers (if applicable) based upon NIH's most recent policy guidance must be approved and submitted with this TORP

### Do you have everything?

The TORP form collects standardized information from all customers along with additional documentation required to detail and complete package requirements. A complete TORP will include:

	Completed TORP form (attached)
	Statement of Work (SOW) providing a description of the work required and any other specific information related to your task order
	Independent Government Cost Estimate (IGCE) (not released to contractors)
	For Task Orders involving conferences/meetings – all required conference/meeting forms and waivers (approvals required by time of award)
	Acquisition Plan for TORPs with a total value, base plus options, of greater than the Simplified Acquisition Threshold (\$250,000)
	Funding Memorandum confirming availability of approved monetary funds to cover the costs of the base period of your task order (not required when a signed Acquisition Plan is provided)

### Time to submit for review!

After confirming all information and fields of the TORP are complete, **the Task Order COR will submit the TORP to the Task Order Contracting Officer (CO) for review. Upon approval, the Task Order CO will forward the TORP to the PICS II CO via e-mail ([PICSII@mail.nih.gov](mailto:PICSII@mail.nih.gov)).** The PICS II CO and PICS II COR will assign a TORP number, review the TORP for scope and completeness, and will contact the Task Order CO with any questions, if necessary. Upon approval of the TORP, the PICS II CO will release the TORP to the contactors.



# Task Order Request Package (TORP)

<b>(To be completed by the PICS II CO)</b>	<b>TORP Number:</b>
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This form will guide you through the required information and fields for creation of a TORP Form for the NIH Public Information and Communication Services II (PICS II) Contract.

## Requestor Information

Requesting NIH IC:		
Requestor Name:		
Requestor E-Mail Address:		
Requestor Phone Number:		
TO Contracting Officer's Representative Name:		
Verify that the Task Order COR is "FAC-COR certified".	<input type="checkbox"/>	Please place an "X" in the box to the left to indicate the Task Order COR is FAC-COR certified.
Task Order COR E-Mail Address:		
Task Order COR Phone Number:		
TO Contracting Officer Name:		
Verify that the Task Order CO is "FAC-CO certified".	<input type="checkbox"/>	Please place an "X" in the box to the left to indicate the Task Order CO is FAC-CO certified.
Task Order CO E-Mail Address:		
Task Order CO Phone Number:		

## Task Order Title

Customers should create a meaningful title for their task order.

## Contract Type

This task order will be performed on a:

*Please check the box next the contract type that you will be using.*

<input type="checkbox"/>	Fixed Price Basis
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## Task Order Request Package (TORP)

<input type="checkbox"/>	Time and Materials Basis <i>(For Time and Materials task orders, please submit the required D&amp;F)</i>
<input type="checkbox"/>	Hybrid Basis of Fixed Price and Time and Materials <i>(For Hybrid task orders, please submit the required D&amp;F)</i>

Task order type may be designated as either Fixed Price, Time and Materials, or Hybrid. Though Fixed Price type task orders are preferred, Time and Materials and Hybrid are permitted but require a signed *Determinations and Findings (D&F)* report. If the task order is in excess of 3 years, the D&F must be signed by the NIH Head of Contracting Activity. Time and Materials and Hybrid type task orders should only be used if Fixed Price type task orders are not suitable for the designated task order.

### Fair Opportunity

Is this task order an exception to the Fair Opportunity Act?

In accordance with the Federal Acquisition Regulations (FAR), all contractors will be given an opportunity to respond to each TORP that is released.

Please check the option that fits your task order. The default response is "No." If "Yes," briefly describe your justification and attach the approval of the Contracting Officer.

<input checked="" type="checkbox"/>	No
<input type="checkbox"/>	Yes:

### Place of Performance

This task order requires the contractor to provide services from:

Please check the box next to the one that applies.

<input type="checkbox"/>	Contractor-Owned Facilities
<input type="checkbox"/>	Government-Owned/Leased Facilities*

\*If requesting that the contractor provide services from Government-Owned/Leased Facilities, please describe the place of performance using details as appropriate.



## Task Order Request Package (TORP)

### Period of Performance

Enter the dates of the event(s) in the space provided if applicable. Please identify the base period and any option periods.

### Security

All security clauses outlined in the PICS II master contract are hereby incorporated by reference. The following security-related information is specific to this task order.

a. Position Sensitivity Designations

- (1) The following position sensitivity designations, associated clearance, and investigation requirements apply under this task order.

*Check all position sensitivity designations that apply. If more than one of the below designations apply to the task order, the Task Order Contracting Officer (CO), Task Order Contracting Officer's Representative (COR) and Information Systems Security Officer (ISSO) may wish to consider whether there is a need to identify specific Contractor Position Titles with the applicable sensitivity designations.*

*For additional information and assistance for this security clause, please see Table 2, Position Sensitivity Designations for Individuals Accessing Agency Information at: <http://ocio.nih.gov/security/table2.htm>.*

	Level 6: Public Trust – High Risk (Requires Suitability Determination with Background Investigation (BI)). Contractor employees assigned to a Level 6 position are subject to a BI.
	Level 5: Public Trust – Moderate Risk (Requires Suitability Determination with National Agency Check and Inquiry Investigation plus Credit Check (NACIC), a Minimum Background Investigation (MBI), and/or a Limited Background Investigation (LBI)). Contractor employees assigned to a Level 5 position with no previous investigation and approval shall undergo a NACIC, MBI, and/or LBI.
	Level 1: Non Sensitive (Requires Suitability Determination with a National Agency Check and Inquiry Investigation (NACI)). Contractor employees assigned to a Level 1 position are subject to a NACI.

*(Optional) Use the space below if you wish to provide additional context for any of the levels checked above.*

- (2) Contractor/subcontractor employees shall comply with the HHS criteria for the assigned position sensitivity designations prior to performing any work under this task order. The following exceptions apply:

Levels 5 and 1: Contractor/subcontractor employees may begin work under the task order after the contractor has submitted the name, position and responsibility of the employee to the Task Order COR.

Level 6: In special circumstances the Task Order COR may request a waiver of the pre-appointment investigation. If the waiver is granted, the Task Order COR will provide written authorization for the contractor/subcontractor employee to work under the task order.

### **Information Security Training**

HHS policy requires contractors/subcontractors receive security training commensurate with their responsibilities for performing work under the terms and conditions of their contractual agreements. The contractor shall ensure that each contractor/subcontractor employee has completed the NIH Computer Security Awareness Training course at: <http://irtsectraining.nih.gov/> prior to performing any task order work, and thereafter completing the NIH-specified fiscal year refresher course during the period of performance of the task order.

The contractor shall maintain a listing by name and title of each contractor/ subcontractor employee working under this task order that has completed the required training. Any additional security training completed by contractor and subcontractor staff shall be included on this listing.

*If the requestor will require contractor/subcontractor staff to take additional security training, please list below. Otherwise, leave the box empty.*

- b. **Rules of Behavior**  
The contractor/subcontractor employees shall comply with the National Institutes of Health (NIH) Information Technology General Rules of Behavior at: <http://ocio.nih.gov/security/nihitrob.html>.
- c. **Personnel Security Responsibilities**  
The contractor shall perform, adhere to, and document the actions and responsibilities identified in the "Employee Separation Checklist" (<http://ocio.nih.gov/nihsecurity/Emp-sep-checklist.pdf>) when a contractor/subcontractor employee terminates work under this contract. All documentation shall be made available to the Task Order COR and/or Task Order CO upon request.
- d. **Commitment to Protect Non-Public Departmental Information Systems and Data**  
(1) Contractor Agreement



## Task Order Request Package (TORP)

The contractor and its subcontractors performing under this SOW shall not release, publish, or disclose non-public Departmental information to unauthorized personnel, and shall protect such information in accordance with provisions of the following laws and any other pertinent laws and regulations governing the confidentiality of such information:

- 18 U.S.C. 641 (Criminal Code: Public Money, Property or Records)
- 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information)
- Public Law 96-511 (Paperwork Reduction Act)

(2) Contractor-Employee Non-Disclosure Agreements

Each contractor/subcontractor employee who may have access to non-public Department information under this task order shall complete the Commitment to Protect Non-Public Information - Contractor Agreement ([http://irtsectraining.nih.gov/NIH\\_Non-Disclosure\\_Agreement.pdf](http://irtsectraining.nih.gov/NIH_Non-Disclosure_Agreement.pdf)). A copy of each signed and witnessed Non-Disclosure agreement shall be submitted to the Task Order COR prior to performing any work under the contract.

e. Confidential Treatment of Sensitive Information

*Include this subsection if the contractor will have access to sensitive information/data during the performance of the task order that needs to be handled confidentially by the contractor, but including the clause at HHSAR352.224-70, Confidentiality of Information, would be inappropriate.*

The contractor shall guarantee strict confidentiality of the information/data that it is provided by the Government during the performance of the task order. The Government has determined that the information/data that the contractor will be provided during the performance of the task order is of a sensitive nature.

Disclosure of the information/data, in whole or in part, by the contractor can only be made after the contractor receives prior written approval from the Task Order CO. Whenever the contractor is uncertain with regard to the proper handling of information/data under the contract, the contractor shall obtain a written determination from the Task Order CO.

### Government Furnished Equipment (GFE)/Government Furnished Information (GFI)

Check the box that applies to this task order.

	Government furnished property will not be provided for the performance of this task order
	Government will provide:

### Evaluation Criteria

Please see the Statement of Work (SOW) for evaluation criteria.



Public Information and Communication Services

## Task Order Request Package (TORP)

### Response Instructions

Please see the Statement of Work (SOW) for response instructions.

### Order Processing Schedule

Enter the desired order processing schedule (subject to PICS II Program Support Team approval).

*The QUESTIONS DEADLINE is the day that closes the period contractors have to submit questions.*

Questions Deadline: \_\_:\_\_ EST on \_\_\_\_\_

*The PROPOSAL DEADLINE is the day when contractors are required to email their technical and business proposals to the Task Order CO and Task Order COR copying PICSII@mail.nih.gov. Task Order COs will establish a solicitation response time that will afford contractors a reasonable opportunity to respond to the requirement. When establishing the solicitation response time, Task Order COs will consider the circumstances of the individual acquisition and account for factors such as the complexity, availability, and value of the requirement.*

Proposal Deadline: \_\_:\_\_ EST on \_\_\_\_\_