

Task Order Proposal Request (TOPR) Instructions and Award Process

A. Task Order Process: Prior to starting each new task order, the Contracting Officer shall request a proposal from the Contractor by providing a description of the tasks to be completed. Within 10 days the Contractor shall provide to the Contracting Officer all estimated quantities on the attached Pre-Priced CLIN sheet for building identified in the proposal request (one sheet for each building). The Contractors proposed estimated quantities shall be validated by the Government and any discrepancies will be negotiated to agreement with the Contracting Officer. Upon agreement of all estimated quantities by both parties, the Task Order can be awarded. The Contractor may want to work together with the Government to complete estimated quantities for the next planned building. Issuance of an order under this TOPR, should an award be made, shall follow the ordering procedures outlined in FAR 16.505, as supplemented.

B. Contractor Proposal: The proposal submitted in response to this TOPR must be in compliance with the terms and conditions of this single award Indefinite-Delivery Indefinite-Quantity (IDIQ) contract, and requirements as stated in the TOPR and attachments. The Contractor shall submit in writing any questions or concerns about the TOPR prior to submitting their proposed quantities on the Pre-Priced CLIN sheet. Offerors shall clearly identify any exception to the terms and conditions and shall provide complete supporting rationale. The Government reserves the unilateral right to determine whether any such exceptions are acceptable.

C. Discrepancies: If an Offeror believes the requirements in these instructions contain an error, omission, or are otherwise unsound, the Offeror shall immediately notify the Contracting Officer (CO) in writing with supporting rationale as well as the remedies the Offeror is asking the CO to consider as related to the omission or error.

D. Period of Performance: The Contractors proposal shall include a clearly defined Period of Performance (PoP), including delineation of materials ordering, on-site performance start date and performance completion date. No performance of a given task order shall exceed 365 days.

E. Proposal Submission: The Contractor shall submit proposal, as defined herein, electronically via email in a format readable by the current version of Microsoft (MS) Word, Adobe Acrobat X Pro, MS Excel, and/or MS-Power Point, as applicable, to the Contracting Officer. All electronic submissions shall reference the complete TOPR number and Title in the subject line. The proposal shall also include points of contact with email/phone and who is authorized to contractually obligate the company; a statement that the company understands the requirements specified and will meet the performance standards and requirements therein; and a statement that the company does or does not take exception to any of the requirements of this order.

F. Task Order Evaluation: The Government will evaluate the Contractors proposal based upon a comparison of all proposed quantities to the physical site of the fiber run; the criteria outlined in this instruction and for compliance with all other contract terms and conditions of this contract. All concerns arising from this evaluation will be negotiated directly with the Contractor's appointed POC with authority to bind the company and the Contracting Officer. A revised proposal will be required to incorporate any agreed upon changes.

F. Task Order Award: The Government intends to make award after proper submission of an acceptable proposal, contingent on availability of funds. The pricing used to make award shall be pulled directly from the current period as of the date of award, not based on the date of proposal. The Government reserves the right to award task orders for as much premise wiring as funds become available, as early as funds become available, subject only to the limitation of performance completion within 365 days of the date of task order award.

G: Non-conformance with these instructions shall be considered non-performance of the contract.

End of Instructions