

Below is a synopsis of our acquisition process **AFTER** client has provided a draft PWS and IGE:

We will be coordinating with you on the following:

1. **Interagency Agreement, Part A** for your organization (good for 5 years from signature date) and **Part B** for this specific task order only will be provided for your organization's review/signature. The surcharge will be determined by the total award value of the task (please confirm with your SCO/CAS/CAM). Please note after Part A and B have been signed by your organization and GSA it will be reviewed prior to exercising each option year of the task.
2. Once acquisition type **(ACQUISITION TYPE GOES HERE..IE OASIS LB, PROFESSIONAL SERVICES SCHEDULE ETC..)** is confirmed we will send a Request for Information **(RFI)** in our acquisition system GSA Advantage E-buy for the purpose of determining contractor interest in providing a quote for your requirement.
3. We will need you to re-review in it's entirety the **PWS** "after" we have made final edits. Please pay close attention to the performance matrix, scope, travel, any odcs, training and estimated workload. Once updates are made we will request final concurrence.
4. We will review the provided **IGE** and make updates as needed, once updates are made we will request final concurrence.
5. A **DD254** will be required. Once provided the document will be provided during rfq to all contractors for faster completion by the winning contractor including installation security office signature once chosen.
6. We will provide for your review a Quarterly Assurance Surveillance Plan **(QASP)** with what you want measured based on your scope and deliverables. It can contain the same information as the Performance Matrix on the PWS or it can be adjusted as needed.
7. **Instructions to the Offeror (ITO)** these are the specific directions provided to the vendors who will bid on your requirement. Please note there may be some differences in the evaluation factors. We will need your review and concurrence.
8. **Evaluation criteria/documentation/rating** used during technical evaluations to rate contractors will be developed for your review and acceptance. We suggest at least three (3) - odd number on the Evaluation panel with one member as a leader and possible tiebreaker. You may want to begin the process of determining who you want on the panel and include them on the review of the evaluation documentation for concurrence. We will need your final list of participants as soon as possible so we may provide them with **conflict of interest/disclosure statements** for signature prior to actual evaluation.
9. **COR and Alternate COR documentation** – We will require your ethics training and COR training certificates, for COR and Alternate COR appointments, COR conflict of interest, COR nomination etc..We will provide these for signature. **(PLEASE NOTE COR REQUIREMENTS MAY DIFFER FOR DOD AND CIVILIAN TASKS)**
10. **Your concurrences** to the above referenced list of documentation should be minimal and will be requested via email based on groupings of the documents (ie one (1) concurrence for PWS/IGE/QASP/ITO) (a separate email for one (1) concurrence to Evaluation documentation, completion of DD254, COR documents etc...).
11. After your concurrences and once we create required GSA internal documentation our internal mgmt will review all documents.
12. Once GSA internal management has approved required documentation a **request for quote** will open in our ITSS acquisition database for a minimum of 30 days **(PLEASE NOTE TIMEFRAME MAY DIFFER FOR DOD AND CIVILIAN TASKS)** for receipt of official quotes from the contractors.

12. **Evaluation meeting** – Estimated days, date, time and location for meeting TBD.
13. After evaluation, final pre-award documentation is prepared for GSA internal review and acceptance.
14. Final award of requirement – TBD

Based on the above process the timeline for acquisition process to award can vary from an estimated 3 - 5 months.