

## APPENDIX F: TASK ORDER SOLICITATION TEMPLATE

### 1.0 BMO/BMO SB Task Order Solicitation Notice

- 1.1 NAICS Code and Size Standard: The principle nature of the requirements described in this solicitation is consistent with services performed by industries in the [insert the NAICS code and title] with a size standard of [insert small business size standard].
- 1.2 PSC Code: The services in this solicitation are best represented by PSC Code [Insert the applicable PSC Code and Title].
- 1.3 Service Category(ies) Covered
- 1.4 Extent of Competition: [Check the boxed that apply] This solicitation will be based on ☐ fair opportunity procedures; ☐ an exception to fair opportunity as designated below:
- 1.4.1 Exception: ☐A, ☐B, ☐C, ☐D, ☐E, ☐F (set-aside category below)
- 1.5 Types of Services and Performance Locations: Services will be performed in [Insert city(ies) and state(s)]. (If performance will be in multiple locations, identify in solicitation section 2.0, Description of Services which services are performed where.)

### 2.0 Description of Services

[Use the format below or your agency preferred format for your statement of work. Remember that Performance Work Statements are preferred]

- 2.1 Background
- 2.2 Scope
- 2.3 Statement of Work
- 2.4 Places of performance and work conditions/hours

### 3.0 Delivery and Performance Information

[Enter a table of deliverables, if applicable, and/or other applicable service delivery terms. Include performance standards and metrics that will apply to your performance work statements, 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.]

### 4.0 Contract Line Items and Contract Type

[List the CLINs with their descriptions and pricing information. Remember to use separate distinct CLINs for work with different pricing types and to use a separate CLIN for the CAF. See example CLINs below.]

CLIN 0001 (Firm Fixed Price) Provide HVAC maintenance. These services are performed Washington, D.C. Solicitation sections 3.1, 3.2, 3.3, 3.4, and 3.5 apply.

CLIN 0002 Contract Access Fee (Cost-reimbursable)

## 5.0 Solicitation Provision and Clauses

5.1 In accordance with BMO/BMO SB contract Part II, Section I, all *Applicable* and *Required* provisions/clauses set forth in FAR 52.301 automatically flow down to all BMO/BMO SB task orders, based on their specific contract type (e.g. fixed price, time and materials, etc.), statement of work, competition requirements, and dollar value as of the date the task order solicitation is issued. All fill-in clauses and provisions need to be included in the task order solicitation.

5.2 Agency specific provisions and clauses: The following provisions and clauses apply to this task order: [add any agency specific provisions and clauses here that will apply to the order solicitation and resultant task order].

## 6.0 Proposal Preparation and Submission

[Insert instructions for preparation and submission of proposals. Keep submission requirements to a minimum.]

## 7.0 Evaluation Factors and Basis of Award

[Identify the factors to be considered in selecting a proposal for award. Tailor this section based on the dollar value of the task order.]

[The procedures in FAR Part 15.3 (Source Selection) DO NOT apply to the MA IDIQ ordering process. In accordance with FAR 16.505, “**The contracting officer may exercise broad discretion in developing appropriate order placement procedures. The contracting officer should keep submission requirements to a minimum. Contracting officers may use streamlined procedures, including oral presentations.**” The task order solicitation and award process should be as streamlined as practical to reduce solicitation and proposal preparation costs and time for both the Government and the Contractor, respectively.]

## 8.0 Government Contacts

[Identify Government contacts information for solicitation inquiries and proposal submission.]