

**ORDERING INSTRUCTIONS
2 JULY 2025**

For task orders under the SENTRA IDIQ:

1. The Contracting Officer will provide the Contractor with a Request for Proposal (RFP) letter with all information necessary for a proposal. This will include a description of work to be performed, budget, desired completion date and other requirements.
 - a. The Contractor shall then:
 - i. submit to the Contracting Officer a technical proposal;
 - ii. submit a cost proposal identifying labor categories and hours within each category required for the performance of the proposed work. The Contractor shall utilize the labor categories and labor rates agreed to on the SENTRA IDIQ;
 - iii. identify and provide rationale for all non-labor cost elements required for performance;
 - iv. identify any Government property required for performance; and
 - v. any other requested documentation.
 - b. Upon receipt of the proposal, the Government will analyze the proposal and conduct fact-finding and negotiations necessary prior to issuance of any order. In the event issues pertaining to the proposed work cannot be resolved to the satisfaction of the Contracting Officer, the Contractor shall be notified in writing of the Contracting Officer's decision. This decision shall be final and conclusive and shall not be subject to the Disputes clause or the Contract Disputes Act.
2. The Contractor is not authorized to commence performance prior to issuance of the Order by the Contracting Officer.
3. Orders may be issued unilaterally, i.e., upon the Contracting Officer's signature alone, at the proposed costs and terms confirmed in writing by the Contractor and Contracting Officer at the end of negotiations. The Contractor's failure to notify the Contracting Officer of its intent to reject the Order within 7 business days after receipt of a unilaterally issued Order shall constitute Contractor acceptance of the terms and conditions of the Order as written.
4. In accordance with 10 USC Section 3406(f), a protest is not authorized in connection with the issuance or proposed issuance of an individual task order less than \$35,000,000 except for a protest on the grounds that the order increases the scope, period, or maximum value of the contract under which the order is issued.

For Rapid Assessment Capabilities (RACs) under the Initial Task Order

1. The Contracting Officer will provide the Contractor with a RAC Request for Estimate with all information necessary for an estimate.
 - a. The Contractor shall then submit the following within five (5) business days of receiving a RAC Request for Estimate:
 - i. submit to the Contracting Officer a technical proposal and RAC Statement of Work (SOW);
 - ii. submit a cost proposal identifying labor categories and hours within each category required for the performance of the proposed work. The Contractor shall utilize prior agreed upon labor categories and labor rates identified in the basic SENTRA IDIQ;
 - iii. identify and provide rationale for all non-labor cost elements required for performance;
 - iv. identify any Government property required for performance; and
 - v. any other requested documentation.
 - b. Upon receipt of the proposal, the Government will analyze the proposal and conduct fact-finding and negotiations necessary prior to issuance of any order. In the event issues pertaining to the proposed work cannot be resolved to the satisfaction of the Contracting Officer, the Contractor shall be notified in writing of the Contracting Officer's decision. This decision shall be final and conclusive and shall not be subject to the Disputes clause or the Contract Disputes Act.
2. The Contractor is not authorized to commence performance prior to issuance of a modification by the Contracting Officer.