

Ordering Procedures
For
CENTCOM Headquarters IDIQ for Professional Services (CHIPS)
20 November 2024

1. **INTRODUCTION:** *The following instructions were developed and will be implemented in accordance with FAR 16.505. The Fair Opportunity Process is distinct from the source selection procedures and requirements described in FAR Part 15; regulations and policies related to Part 15 **DO NOT** inform or control the Fair Opportunity Process.*

A. The contractor shall provide services under this contract only as directed in Task Orders issued by authorized individuals. In accordance with FAR 16.505, each order will include:

1. Date of order;
2. Contract Number and order number;
3. Item number and description, quantity, and unit price. The corresponding line-item number from the base contract shall be included;
4. Delivery of performance schedule;
5. Place of delivery or performance (including consignee);
6. Any packaging, packing, and shipping instructions (if any);
7. Accounting and appropriation data;
8. Method of invoicing, payment, and payment office, will be outlined in each task order;
9. North American Industry Classification System (NAICS) code;
10. Scope of work;
11. Any other pertinent information as appropriate (i.e., Task order COR designation, Government Furnished Property, material, or facilities to be made available for performance of the order, security requirements, etc.)

B. In accordance with DFARS 252.216-7006, Ordering, the following individuals (or activities) are authorized to place orders against this contract:

1. All warranted Department of the Air Force, 6 Contracting Squadron Contracting Officers, with the procurement authority at or above the estimated task order award value are considered designated ordering officials for this IDIQ.

C. If multiple awards have been made, the contact information for the ombudsman is:

1. The Air Mobility Command (AMC) Ombudsman will be provided in every task order. The ombudsman is responsible for reviewing complaints from multiple award contractors and ensuring that all contractors are afforded a fair opportunity to be considered for orders more than \$10,000.00, consistent with procedures in the contract. However, it is not within the designated ombudsman's authority to prevent the issuance of an order or to disturb an existing order. Contractors are encouraged to settle their complaints through the Competition Advocate chain of command, seeking review by the Competition

Advocate at AFICC/KM Contracting will be provided at award before taking complaints to the Air Force Competition Advocate General.

D. **ORDERING PROCESS:** After contract award, individual task orders will be competed within the pool(s) established in the base contract. Travel shall be priced separately under each task order in accordance with Section 16 of the (CHIPS) PWS. All task orders issued under this contract shall be fixed-priced except for travel and surge support. Labor hour efforts will be based on the fixed hourly rate proposed/evaluated at the contract task order award terms and conditions.

E. All CHIPS IDIQ contract holders will be provided a fair opportunity to be considered on task orders, in accordance with FAR 16.505(b)(1), unless exempted in accordance with applicable terms of the Federal Acquisition Regulation. As this procurement is solicited to multiple Small Business socioeconomic concerns, there will not be further set-asides at the task order level. Each task order will identify the Small Business socioeconomic pool.

F. In the event issues pertaining to a proposed task cannot be resolved to the satisfaction of the Ordering Contracting Officer (OCO), the OCO reserves the right to withdraw and cancel the proposed task. In such event, the Contractor(s) shall be notified in writing of the OCO's decision. This decision is final and conclusive and shall not be subject to the "Disputes" clause or the "Contract Disputes Act."

G. The order procedures below are provided for informational purposes only. The actual procedures (including response times) may vary according to individual order circumstances.

H. Multiple Award Contract (MAC) Ordering Procedures: It is anticipated that each competitive order will be placed in accordance with the following procedures:

1. Requirements Documentation: Upon identification of a requirement, the cognizant technical code will develop a draft Performance Work Statement (PWS) and other requirements documents consistent with the technical requirements of this contract and the specific effort. Firm-Fixed-Price type and Firm-Fixed Price Hybrid Time and Material/Labor Hour orders may be issued under this contract.

2. Task Order Request: The Government will issue a fair opportunity proposal request (FOPR) which will contain the finalized requirements documents and selection procedures for the order. All eligible CHIPS IDIQ awardees will receive the FOPR. The time allotted for the submission of proposals is typically 10 to 15 business days (subject to change depending on requirement and complexity).

3. Source Selection Procedures: For a given order, the selection procedures will be based on lowest price technically acceptable process. In accordance with FAR 16.505(b)(1)(ii), FAR 15.3 will not apply. Each FOPR will provide instructions to the CHIPS contractors as to the specific procedures for responding to the FOPR and describe what information shall be presented to the Government to be considered for award of the order. The Government may conduct interchanges with and/or seek proposal revisions from as many/as few offerors as deemed appropriate.

4. Evaluation and Award: The Government will evaluate proposals and make award based on the evaluation criteria set forth in the FOPR. Once an offeror's proposal has been selected for award, a SF 1449 will be executed by the Contracting Officer and sent to the contractor via e-mail as notice to begin work. The contractor is cautioned that no work is to be started prior to receipt of a properly signed and executed SF 1449 or other authorization by the Contracting Officer. Orders may be issued orally by the Contracting Officer; however, orally issued orders will be followed up with a written order within three (3) business days. Within a reasonable amount of time (usually within one (1) business day) after order award, the name of the awardee and the total value of the order will be provided to all CHIPS contractors.

5. Contractor Notification: The contractor is responsible for immediately notifying the Contracting Officer of any difficulties in performing in accordance with the terms of the order.