

**Standard Operating Procedures
&
ORDERING GUIDE**

**AIR FORCE CIVIL
ENGINEERING CENTER
Decentralized Ordering (DCO) Process
A-E NEXT**

**Version:
24 APR 2023**

PREFACE

The A-E NEXT DCO Ordering Guide contains the information needed to properly use the contract vehicle to award a Task Order (TO) responsive to the customer's requirements. The Ordering Guide also describes the steps for preparing a requirements package, the roles and responsibilities of key individuals and positions for initiating and managing DCO Task Orders. It also provides guidance, oversight, review, and approval procedures.

Task Orders processed under this Indefinite Delivery Indefinite Quantity contract will be decentralized. Installation contracting officers (CO)s will solicit IDIQ holders in the appropriate Pool for local requirements and administer the resulting orders.

The purpose of this document is to provide ordering procedures and usage guidance for Indefinite Delivery Indefinite Quality (IDIQ) Multiple Award Task Order Contract (MATOC) for Architect-Engineer (A-E) Services for Traditional Title 1, Title II, and Other Architect Engineer Services "AE NEXT". Each MATOC IDIQ A-E contract will support their respective infrastructure design and construction mission.

The A-E NEXT DCO Ordering Guide is applicable to all DoD organizations and activities with delegated authority to award and administer Task Orders against these contracts. Sample documents and forms will be added / deleted as required, and revisions will be made to this ordering guide as necessary.

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PART 1 - GENERAL INFORMATION

A. SCOPE OF A-E SERVICES MATOC

The objective of these contracts is to provide A-E Services for Design and Engineering-related Title I, Title II and other A-E Services identified in the Statements of Work (SOWs) of each Pool identified below. The projects will primarily involve new, demolition, restoration, renovation, sustainment and/or modernization within the Department of Defense (DoD) and Non- DoD facilities.

Prior to conducting market research (i.e. Request for Qualifications, Discussions) or releasing a solicitation, identify the appropriate pool of contractors to perform, justifying the selection in block 11a of the DD Form 2579, in accordance with and where required by the procedures below. A “Blanket” DD Form 2579 shall not be issued for Pool 1 or Pool 4 due to these pools being Full and Open.

Three (3) Pools of contractors are available on the AENEXT:

- **Pool 1 Airfield Infrastructure –**
 - Full & Open (All projects for airfield infrastructure, including airfield pavement, must utilize Pool 1))
- **Pool 3 General Infrastructure –**
 - Small Business Set-Aside for United States and Outlying Areas (as defined in Far 2 - Definitions); Refer to Pool 3 SOW Section 2.a for scope of projects appropriate for utilization of Pool 3. Note- scope does not include facility design.
- **Pool 4 Facilities & General Infrastructure –**
 - Full and Open for complex CONUS and ALL Outside United States and Outlying Areas (as defined in Far 2 – Definitions). Acquisition team will need to provide justification to their cognizant SB liaison for utilization of Pool 4 for CONUS (i.e. work was too complex for performance by small business). Refer to Pool 4 SOW for scope of projects appropriate for utilization of Pool 4.

Select the appropriate pool for the planned project construction scope, utilizing the following procedures:

- 1) Pool 1 is appropriate for all airfield projects; sufficient justification for utilization of Pool 1 simply acknowledges in the DD Form 2579 that the task order is for an airfield project, briefly describing the scope of work. A DD Form 2579 is required for all projects occurring within the US and its outlying areas as defined in Far 2 – Definitions.
- 2) Pool 3 will both be utilized first for all general infrastructure work (utility systems, water distribution, etc.) in the United States and its outlying areas as defined in Far 2 – Definitions. If none of the A-E contractors positively responding to the RFQ are found adequately qualified, coordination with the appropriate Small Business Office on the justification is required.
- 3) Pool 4 is appropriate for all general infrastructure and facility designs for work outside the US and Outlying Areas. Pool 4 is appropriate for CONUS facility design that is *too complex for Small Business*. No DD Form 2579 preparation or justification of pool selection is required for projects outside the US and its outlying areas as defined in Far 2 – Definitions; however, projects occurring within the US and its outlying areas using Pool 4 require justification and a DD Form 2579 coordination with the appropriate Small Business Office and SBA.
- 4) Where Pool 3 market research (RFQ/Discussions) does not identify a qualified contractor,

the Contractor Selection Memorandum (CSM) will document that finding. The CO will coordinate the finding with the appropriate Small Business Office prior to proceeding with Pool 4 market research. If Pool 4 use is justified, an additional CSM must be drafted to evaluate the Pool 4 contractors following Pool 4 market research.

- 5) Discussions will be conducted with no more than 3 contractors; if less than 3 A-E contractors respond to the RFQ confirming capacity/interest, Discussions will be conducted with the 1 or 2 responding contractors. If no A-E contractors respond for Pools 2 or 3 projects, this will be documented in block 11a of the AF2579 DD Form 2579 and use of Pool 4 is justified. The Pool 3 CSM will simply document the lack of available contractors and a separate Pool 4 CSM will be drafted.

The DD Form 2579 will include Pool selection justification language for the appropriate Small Business Office review and coordination.

No further FAR 19 set-asides were intended for Pool 4. If utilizing Pool 4, all contractors should be given Fair Opportunity. In general, this ordering guide does not provide additional guidance or instructions for further exceptions to Full and Open Competition or Fair Opportunity. If CO is seeking exception, they must follow appropriate FAR 6/16 guidelines and Justification and Approval (J&A) procedures.

B. CONTRACT PERFORMANCE PERIOD

The A-E NEXT contract provides for an effective five-year base period, and a five (5) year option period for a total ordering period of ten (10) years for each Pool.

C. TASK ORDER PERFORMANCE PERIOD

Individual task order performance periods may extend beyond the contract performance period.

D. CONTRACT CAPACITY

Government makes no guarantee as to the total amount of services to be required beyond the minimum guarantee and reserves the right to require no additional services during the contract period and to obtain similar services from other sources. Each MATOC IDIQ A-E contract will share a not to exceed (NTE) program ceiling of \$2 Billion dollars.

E. AUTHORITY TO PLACE TASK ORDERS

All warranted COs are delegated authority to award and administer task orders under this contract provided that the Award Information Form (see Attachment A) is submitted to the A-E NEXT Corporate Contracting Officer (CCO) *after* the award is made to 772ESS.AENEXT.contracting@us.af.mil. All COs seeking to place orders against the MATOC contract agree to comply with the terms and conditions of the MATOC contract, this Ordering Guide, and FAR 16.505(b) Fair Opportunity procedures. The

The U.S. Air Force is responsible for providing all A-E Contractors with fair opportunities as required by FAR 16.505 and may intervene in cases where a task order CO is not providing a fair opportunity to one or more A-E Contractors.

Questions regarding the placement of task orders against this contract should be directed to the A-E NEXT Corporate Contracting Officer (CCO), Corporate Contracting Specialist (CCS), Corporate Program Manager (CPM) or Technical Program Manager (TPM) for this contract:

Karin Werner (CCO)

3515 S General MacMullen
Bldg 1 Bay 3 San Antonio
TX 78226-2018

karin.werner.1@us.af.mil

Ashley Perez (CCS)

3515 S General MacMullen
Bldg 1 Bay 3 San Antonio
TX 78226-2018

ashley.perez.8@us.af.mil

Dennis Guadarrama (P.E.)

San Antonio, TX 78226

dennis.guadarrama@us.af.mil

Michael Jackson (TPM)

San Antonio, TX 78226

michael.jackson.105@us.af.mil

F. TASK ORDER FUNDING AND FEES

Funding shall be authorized at the task order level and shall be the type deemed appropriate for the services to be acquired. No unfunded task orders are authorized. Specifics regarding funding streams (e.g., full funding or partial/incremental funding) will be provided with each task order.

G. CONFLICTS OF INTEREST

All applicable federal laws and regulations relating to conflicts of interest apply to solicitations and awards of task orders under this contract. The A-E shall not furnish information or services pertaining to this contract to any individual or firm other than the Contracting Officer or an authorized representative, except as required to obtain quotations for materials and supplies for subcontract work.

PART 2

ROLES AND RESPONSIBILITIES

A. CORPORATE CONTRACTING OFFICER (CCO)

The MATOC CCO has overall responsibility for management and administration of the MATOC contract, as well as the following:

- 1) Serving as a general informational point of contact for MATOC customers
- 2) Providing information regarding the services available under the contracts
- 3) Providing administrative procedures for placing orders
- 4) Providing advice and guidance to Ordering Offices as appropriate
- 5) Gathering, and compiling A-E Contractor reviews for evaluation purposes
- 6) Monitoring base year and option year contract capacities
- 7) Ensuring fair opportunity is provided to all A-E Contractors

B. TASK ORDER CONTRACTING OFFICER

The Task Order CO is responsible for the following:

- 1) Serves as the local contracting focal point for coordination and award of task orders
- 2) Ensuring the task order requirements are within the appropriate Pool based on contract scope, geographic location. Pool 3 must always be considered prior to utilization of Pool 4.
- 3) Conducting market research for each task order. For each task order for facilities or general infrastructure requiring activities, CO will conduct market research for Pool 3 (whichever is applicable to the project scope) prior to conducting market research for or utilization of an A-E contractor from Pool 4. If Pool 3 market research for the task order fails to identify an adequately qualified A-E contractor in Pool 3, the CO must document justification for use of Pool 4 in the DD 2579 package. The package will include the Request for Qualifications (RFQ), RFQ responses, Discussions, Discussions Responses, the CSM documenting the findings from the RFQ/Discussions process, and the CO Determination (in block 11a of the DD 2579). Justification in the CSM must document confirmation of one or more of the following findings in the market research:
 - a. Available Pool 3 A-E contractor(s) lack the professional qualifications to perform the services of the task order. (*Example: None of the Pool 3 contractors were able to staff a licensed structural engineer with qualifications to perform a seismic retrofit, which requires unique professional qualifications and experience.*)
 - b. Available Pool 3 A-E contractor(s) lack the capacity to conduct the task order services within the Government's established Period of Performance. (*Example: The Government requires a CCR to be completed within 10 months, but Discussions confirms none of the A-E contractors in Pool 3 can complete the task order within that timeframe; Alternate Example: No A-E contractors in Pool 3 respond to the RFQ to confirm capacity/interest in performing task order.*)
 - c. Available Pool 3 A-E contractor(s) lack sufficient specialized experience to support a demonstration of the necessary technical competence to perform the services in the task order,

including performance of the unique technical aspects of the design. (*Example: Project designs a hangar retrofit to meet tornado shelter hardening requirements, but no A-E contractors in the pool adequately demonstrate recent and relevant project profiles demonstrating the necessary specialized experience in application of the tornado shelter design standards.*)

- d. Available A-E Contractors(s) lack sufficient demonstration of the knowledge of locality necessary to conduct the services on the task order. (*Example: when replacing privatized utility infrastructure, the providing local utility requires a licensed engineer in that state to sign and seal documents, but none of the Pool 3 A-E contractors have access to such an appropriately licensed individual with the required professional qualifications.*)

- 4) Negotiating task order terms to fit the government's needs
- 5) Ensuring that task order request packages are properly prepared, and provide all required information
- 6) Coordinating task order requests with the CCO/CPM, or designated points of contacts as required, in order to monitor and track primary contract capacity.
- 7) Providing notice to the CCO or CPM of all task order awards on the form provided
- 8) Completing Contractor Performance Assessment Reporting System (CPARS)
- 9) Performing appropriate actions to closeout task order.

C. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The Task Order CO may delegate authority to a COR. This authority is typically to:

- 1) Accomplish day-to-day surveillance of A-E Contractor performance
- 2) Inform the contracting officer of any potential performance problems
- 3) Prepare and submit to the contracting officer a written evaluation of the A-E Contractor's performance upon completion of the task order.
- 4) Review invoices in comparison to actual performance accomplished

The task order CO should consider the nomination submitted by the requiring activity that identifies a government employee who is technically qualified and trained to become a COR. The COR nomination letter shall indicate the time that will be allocated to perform COR duties.

Task order COR delegations shall require CORs to ensure that the A-E Contractor's performance is properly documented and that required reports are provided to the contracting activity for contract administration and oversight purposes and to properly document the official contract file.

D. A-E NEXT CONTRACTOR (A-E Contractor)

The A-E contractor is responsible for the following:

- 1) Submitting monthly update reports to the task order contracting officer that updates the status of all task orders submitted and currently in progress
- 2) Ensuring that performance and deliverables meet the requirements set forth in the primary contract and each individual task order
- 3) Performing work and providing the services in accordance with the terms and conditions of the task order, and at prescribed levels of quality control
- 4) Submitting a proposal in accordance with the request from the Ordering Office

PART 3

THE REQUIREMENTS PROCESS AND PLACING ORDERS

A. TASK ORDER STATEMENT OF WORK (SOW)

This basic contract SOW provides a general framework for the type of work, ordering limitations, and geographical limitations (US and territories or WORLDWIDE) that can be ordered against this contract. Specific task order (TO) SOWs will be tailored to identify specific requirements at the TO level and may be any format and for any type of work that fits the general framework/intent/scope of this basic contract SOW. Task Order CLINS shall *reference* the Base Contract CLIN 0001 (FFP) but each Task Order shall have its own, independent CLIN structure, formatted to fit the specific requirement of that task order, starting at CLIN 0001, and using any number of CLINS and/or SubCLINs necessary for proper identification of task order requirements, and to allow for efficient funding and invoicing procedures.

B. INDEPENDENT GOVERNMENT ESTIMATES

A conceptual cost estimate preferably based on appropriate unit costs (i.e. square feet, acres) of similar type work or construction. The estimate is often prepared without a fully defined scope of work, and is developed primarily for funding and budgeting purposes, and determining an estimated cost magnitude for the project / task order. The estimate is not intended to be a comprehensive line item estimate, but should account for major cost elements and systems associated with the task order, such as:

- Anticipated square footage and building type
- Anticipated site development including existing and proposed facilities
- Anticipated mechanical and electrical needs (i.e., will the structure be heated and/or cooled?)
- Anticipated structural systems
- Anticipated utility needs (i.e., will the site require leach field or well?)
- Anticipated utility systems

C. GRAPHICAL / PICTORIAL / PHOTOGRAPHIC DOCUMENTATION

When applicable, the task order request shall include all available, as-builts, floor plans, design drawings, photographs, and other record data and information, for the A-E Contractor's use in executing a design/build, or purely construction project. However, it is ultimately the A-E Contractor's responsibility to verify actual "as-built" conditions, and request any as-built drawings (if available), that would be applicable to the project.

D. CONTRACTOR SELECTION MEMORANDUM

The A-E Contractor Selection Memorandum (CSM) shall follow the format IAW FAR Part 36.602 and 36.602-1(a)(b)(c).

E. ORDERING PROCEDURES

Reference SOW paragraph 14.

1) Customer Task Order Request (To Task Order CO):

- a. The following documentation to initiate a RFQ (RFQ):

- Cover letter describing the requirement, planned pool, and points of contact
- Draft RFQ
- Draft Task Order Statement / Scope of Work (SOW)
Planned SOW Attachments

2) Request for Information (RFI) (CO/CS to A-E Contractor):

- a. **Definition:** Document sent to A-E Contractor requesting qualifications for performing the services of the specific task order. The RFI requests the following and provides the following information:
 - Confirmation of capacity and interest to perform the work
 - Description of knowledge of locality (if required for the task order A-E contractor evaluation)
 - Description of the proposed team composition for the task order, identifying scope to be conducted by each participating firm (e.g. prime A-E contractor, each participating JV partner, teaming partners, subcontractors, etc.)
 - Identification of relevant and recent specialized experience and technical competence to be used in Government's evaluation of each responding A-E contractor's SF-330.
 - RFI identifies that the A-E contractor may **elect** to append to the RFI response a *supplement* to the Contractor's SF-330. The supplemental SF-330 data will be incorporated into the A-E contractors SF-330 and utilized for this and all future A-E selections. No page limit applies to the SF-330 supplement.
- b. **RFI must be sent for every requirement.**
 - If A-E contractor does not respond within the timeframe set for response, they may NOT be considered for this project.
 - ONLY the A-E contractors that respond to the initial RFI may be further considered for selection in the task order, including participation in Discussions and receipt of a Request for Proposal (RFP).
- c. **The CO does NOT need to send all supplemental SF-330's** to the following workflow inbox at **772ESS.AENEXT.Contracting@us.af.mil**. The supplemental SF330's are to be stored in KTFS for the appropriate TO award for the order office.
- d. **Response to RFI from A-E Contractor:**
 - LIMIT response from A-E contractors to 2 pages (minus cover page).
 - No additional demonstration of specialized experience or technical competence, including project descriptions, are to be requested or provided in the RFI or provided in the 2-page RFI response. Evaluation of specialized experience and technical competence is limited to the information in the SF-330, including all SF-330 supplements.

- Project profiles or specialized experience information provided in the RFI response will not be evaluated as specialized experience or technical competence.
- No page limit applies to the SF-330 supplement.

3) **Review of SF-330's and Response to RFI (Requiring Activity/Program Office/Customer/CO)**

- Program Office to review those A-E contractors who responded to the RFI
- Specialized experience and technical competence are to be evaluated based on each responding A-E contractor's SF-330, including SF-330 supplements provided by this and any other task order RFI. Any discussion of projects in the 2-page RFI response will be excluded from the evaluation of specialized experience and technical competence, although they may be considered for knowledge of locality.
RFI responses will be utilized for evaluation of capacity, professional qualifications, and location/knowledge of locality.

4) **Discussions**

- Discussions are mandatory and must be held with the three (3) most highly qualified A-E contractors determined from step #3 above**
Note: If there are less than 3 qualified or interested A-E contractors, Discussions are to be held with the one (1) or two (2) A-E contractors that were qualified and interested.
- Discussions to be held In Accordance With (IAW) FAR 36.6**
- Discussions may be conducted via email, VTC, phone calls; however, all information obtained in discussions must be documented in the CSM.

5) **Contractor Selection Memorandum (CSM) (from Requiring Activity to CO)**

- Created after Step 3 & 4 evaluations
- Identifies, and justifies selection of, the most highly qualified, the 1st alternate, and the 2nd alternate A-E contractor (as applicable). The A-E contractor selection as the most highly qualified will receive Request for Proposal (RFP).
- FAR 36.602 Selection of Firms

6) **Task Order Request (To A-E Contractor):**

- Request for Proposal* (RFP) sent after CSM completed by Requiring Activity/Technical Representative and approved by TO CO.

7) **Review / Evaluation of A-E Contractor Proposals and Responses (Requiring Activity/Program Office/Customer/CO)**

- Ordering rules provided in SOW paragraph 14 and Pricing of Task Orders under paragraph 15 of SOW.
- Task Order proposed rates should not exceed negotiated pricing on basic contract.

8) **Task Order Negotiation & Award**

- Follow local contracting guidelines.
- Pricing Lists may be requested from CCO/CPM

9) Task Order Award Notification to contractors

- a. An email notification to those contractors whom replied to the RFI shall be sent to allow the firms ability to track TO award decisions and to “close the loop” for their company.
- b. Use the following format below when sending the email:

Hello <<INSERT CONTRACTORS NAME>> Team,

Thank you for taking the time and interest for <<INSERT PROJECT NAME>> Task Order under the AENEXT 2020 Pool <<INSERT POOL #>>. Our office has determined the following information below for the above referenced Task Order in regards to award.

Task Order #: <<INSERT TO #>>

Pool: <<INSERT POOL #>>

Project Title: <<INSERT PROJECT NAME>>

Location: <<INSERT LOCATION>>

Name of Selected Firm: <<INSERT FRIM SELECTED>>

Date of Award: <<INSERT AWARD DATE>>

Thank you again and we look forward to partnering with your company on future projects under the AENEXT 2020 MATOC.

<<SIGNATURE BLOCK>>

10) Submit CSM / Award to AENEXT Organizational Email Box

- a. 772ESS.AENEXT.contracting@us.af.mil.

F. Memorandum of Agreement

The A-E NEXT Corporate Team, in conjunction with the requiring activity CO, will accomplish a Memorandum of Agreement (MOA) for all non-Air Force/Army activities.

If the requesting activity needs to request additional ceiling reservation, the Requesting Activity’s Contracting Office must submit a short justification why an increase is required to 772ESS.AENEXT.contracting@us.af.mil. Any award made for an amount higher than the amount approved by the Corporate Team and agreed to in the MOA, without prior approval may result in the rejection of any future use of this MATOC.

PART 4

CONTRACT / TASK ORDER ADMINISTRATION AND MONITORING

A. CONTRACT & TASK ORDER ADMINISTRATION

The CCO is responsible for contract administration and management of the primary MATOC contract. Under no circumstances shall any understanding, agreement, contract modification, or any other action in deviation from the terms and conditions of the primary contract, be effective or binding upon the Government. All such actions must be initiated and executed by the CCO.

The CCO/CPM/CTPM are available to answer questions concerning planning and developing task orders, review and approval procedures, provide overall guidance and oversight for MATOC task orders, and general information regarding the MATOC contract.

All contract administration associated with individual task orders will be performed by the contracting officer issuing the task order.

A-E Contractor manpower Reporting shall be IAW SOW paragraph 18.

B. CONTRACT PERFORMANCE ASSESSMENT REPORT (CPAR)

At the completion of each MATOC task order, the task order CO shall ensure a CPARS is completed in accordance with FAR 42.1502 and forwarded to 772ESS.AENEXT.contracting@us.af.mil. The CCO will include completed CPARs in the primary contract file. The preparation and completion of the CPAR is the responsibility of the task order contracting officer/COR.

C. SUBCONTRACTING PLAN AND ANNUAL SUBCONTRACTING REPORTS

Provide Subcontracting Plan IAW the SOW paragraph 11. The annual subcontracting report shall be accomplished IAW the SOW paragraph 12.

D. CHANGES IN TEAM MEMBERS/SUBCONTRACTORS

The A-E Contractor may not add team members or primary sub-contractors to the awarded contract team without prior authorization to do so. The A-E Contractor shall advise the CCO of team member changes as they occur via email.

The A-E Contractor is permitted to add team members as required to meet the unique requirements of task orders being competed by individual ordering offices. These actions are viewed as single events. Changes to A-E Contractor team composition that will impact more than one task order shall be executed at the primary contract level. Requests to modify team composition may be submitted to the CCO at any time.

E. SF-330

A-E Contractors may elect to provide updated SF-330's in response to an RFQ. Such SF-330 supplements will be evaluated in that task order selection and as a part of future selections. In addition to the SF-330

supplements, yearly on 1 November, A-E Contractors may provide an annual update to the SF-330. The annually updated SF-330s are to be submitted to 772ESS.AENEXT.contracting@us.af.mil.

F. GOVERNMENT PROPERTY

It is anticipated that for some tasks, Government Furnished Equipment (GFE) will be specified in the individual task order (at the discretion of the Government) with specified delivery dates and in specified condition. Such equipment shall be returned to the Government upon the conclusion of the task order. Office automation equipment to perform routine office tasks is considered A-E Contractor supplied.

Government Furnished Information (GFI) relevant to the tasks to be performed under this contract will be provided to the A-E Contractor for use during the performance of the task as specified in the task orders (at the discretion of the Government) with specified delivery dates. These documents shall be returned to the Government upon conclusion of the task order.

G. A-E CONTRACTOR STAFF TRAINING

Reference SOW section titled “Personnel Qualifications and Experience.

H. WORK ON A GOVERNMENT INSTALLATION

In performing work under this contract on a Government installation or in a Government building, the A-E Contractor shall fully comply with the Air Force /Department of Defense, local, city, state and federal laws, regulations and/or ordinances pertinent to performance of the contractual services required under this contract. Specifically, the A-E Contractor shall:

- 1) Conform to the specific safety requirements established by this contract, and the bureau
- 2) The A-E Contractor and his/her employees shall observe all rules and regulations pertaining to fire, safety, sanitation, severe weather, admission to the facility, and conduct not directly addressed in this contract
- 3) Take all reasonable steps and precautions to prevent accidents and preserve the life and health of all Government and A-E Contractor personnel connected with performance under this contract
- 4) Take such additional immediate precautions as the Contracting Officer or COR may reasonably require for safety and accident prevention purposes.

I. CONTRACT /TASK ORDER MANAGEMENT

The A-E Contractor shall submit a Task Order Plan (TOP) in response to all task order requests. The TOP shall include the A-E Contractor’s approach to satisfy the task order requirements, including assumptions, risks, risk mitigation, etc. The A-E Contractor shall manage and execute task orders using performance-based service contracting (PBSC) techniques to the greatest extent possible.

- 1) **Contract-Level Program Management:** The A-E Contractor shall provide the technical and functional program management necessary for the management of the primary contract, and all subsequent task orders. Productivity and management methods such as Quality Control, Configuration Management, Work Breakdown Structuring, and Personnel Management/Scheduling at the task order level shall be developed and provided to the COR, by the A-E Contractor. The A-E Contractor shall provide centralized administrative, clerical, documentation, and related functions.

- 2) **Task Order Management:** The A-E Contractor shall prepare a TOP describing the technical approach, organizational resources and management controls to be employed to meet the cost, performance and schedule requirements of each task order throughout its execution.

J. ADDITION OF CLAUSES AT THE TASK ORDER LEVEL

Clauses may be added at the task order level in so much as they do not conflict with clauses included in the primary contract. For example, Option clauses 52.217-8 titled Option to Extend Services and, 52.217-9 titled Option to Extend the Term of the Contract may be included and tailored at the task order level. Other clauses may be included where required or necessary as determined at the local level.

K. TASK ORDER FEEDBACK

Provide feedback in accordance with FAR Part 16.505(6)(i)(ii)(iii).

L. TASK ORDER CONTRACT FILE

The official task order file will be maintained and administered at each ordering office.

M. INVOICES AND PAYMENTS

The contract calls for invoices to be submitted within 10 calendar days after the billing month.

PART 5
ATTACHMENT

A-E NEXT MATOC

**Award Information Form
Or
Modifications that Change the Amount Awarded**

DATE:

FROM:

Task Order Contracting Officer

Address: _____

Phone: _____

E-mail: _____

TO:

Karin Werner
Corporate MATOC Contracting Officer
772ESS.AENEXT.contracting@us.af.mil

IDIQ Contract No.: _____

Name of A-E Contractor: _____

Task Order No.: _____

Task Order Amount: _____

Amount based on _____ Actual Value or __ Expected Value (check one) __ Revised Value (i.e. modification)

Method of Acquisition (check one)

Competed among all MATOC A-E Contractors

Competed among _____

Non-competitive direct award

Modification to existing Task Order, Modification No. _____

Other:

Performance Assessment Rep

_____ Completed Contracting Performance Assessment Report (CPAR) must be submitted for each task order