

Steps for Utilizing IT Staffing Support Contracts

- I. Using Agency determines need for IT Staffing Support.
 - A. The Using Agency reviews the Staffing Support Areas document to determine in which of the five (5) Staffing Support Areas the agency's staffing support need is located.
- II. After the Staffing support area of need is determined, a Task Order Request for Response (TORFR) must be created. A TORFR is an informal process used to seek additional information to assist the Using Agency make a best value determination.
 - A. The TORFR can include, but is not limited to, the following:
 1. A statement of work that includes such things as:
 - a) The work to be performed;
 - b) Location of the work;
 - c) Period of performance;
 - d) Deliverable schedule;
 - e) Applicable performance standards;
 - f) Acceptance criteria;
 - g) Any special requirements (e.g. security clearances, special knowledge, etc.)
 2. Request for submittal of a project plan for performing the task and information on the Contractor's experience and/or past performance performing similar tasks;
 3. Request for submittal of firm-fixed hourly rates for the service which are no higher than the hourly rates offered in the Staffing Supporting Contract.
 - B. The TORFR may require the Contractors to give oral presentations in lieu of a written response to a TORFR.
 - C. A minimum of one (1) week shall be provided for submittal of a response to the TORFR. A minimum of two (2) weeks shall be provided to prepare an oral presentation.
 - D. The TORFR or invitation to present shall be sent to all Tier One Contractors holding a contract in the pertinent Staffing Support Area(s).
- III. Determine all Contractors holding a contract in the Staffing Support Area of need.
 - A. Open the Awarded Contractors Spreadsheet on the OSP IT Staffing Support website.

Note: As the list is constantly being updated, the spreadsheet should be opened from the website rather than from a saved copy.

 1. The Staffing Support Areas are columns F-J.
 2. Click the filter button (looks like a down arrow) in row 1 for the desired Staffing Support Area.
 3. Click (Blanks) button to remove (Blanks) as a selection and click Ok.
 4. This is the list of all Contractors holding a contract in the Staffing Support Area of need.
 5. Email the TORFR to all Contractors in the Staffing Support Area. The email addresses can be copied and pasted as a group from the Excel spreadsheet into an email.
 6. Each Contractor should respond to the TORFR with either a TORFR Response or a written notification that no TORFR Response will be submitted.

IV. Evaluation and Selection

A. Evaluation

The Using Agency determines which response to the TORFR represents the best value to the Using Agency by considering price and other factors including, but not limited to:

1. Technical Qualifications
2. Administrative Cost
3. Qualifications and experience of proposed Staff
4. Compatibility with the using Agency's environment
5. Effective utilization of Contractor and Using Agency resources
6. Understanding of the Using Agency's Needs

B. Task Order

The Using Agency will issue a Staffing Support Task Order which will incorporate Using Agency and project specific information as necessary. It will also incorporate a Statement of Work (SOW) specifying the details of the work to be performed and authorized under the Task Order and deliverables required from the Contractor. If agreement is not reached on the terms of the Task Order within ten (10) business days or if the selected Contractor fails to deliver the specified resources within ten (10) business days or an alternative schedule approved by the Using Agency, the Using Agency may elect to cancel the Task Order and issue the Task Order to the Contractor offering the next best value to the Using Agency. The terms and conditions of the Staffing Support Contract shall not be re-negotiated in the Task Order.