

**CIO-SP2i – TORP Transmittal Letter**

**Award Date:** 12/21/2000  
**Expiration Date:** 12/20/2010  
**Contact:** Greg Holliday Tel: 301- 402 - 3069



**CIO-SP2i TORP Transmittal Letter**

*Note: Words in italics are used to provide general guidance and/or example content. Customers may use the U.S. mail, fax, or e-mail to provide the TORP except where indicated that a hard copy of a signed document is required. NITAAC expects delivery of documents in printed form and soft copy on an INTEL PC 3.5" floppy. When customers use e-mail, NITAAC expects soft copy to be in MS Word or WordPerfect; and MS Excel or Lotus 123.*

Customer Agency and Sub-Agency Inside Address  
 Date  
 NITACC/CIO-SP2i  
 6011 Executive Blvd., Suite 503 L  
 Rockville, MD 20892  
 ATTN: CIO-SP2i Contracting Officers  
 This letter transmits the following TORP:

**1. Task Order Data**

Task Order Title:	
-------------------	--

**2. The Points of contact for this task order are:**

<b>CO</b>	
Customer Name	
Job Title	
Address	
City	
State Code	
Zip Code	
Phone	
Fax	
Email	
<b>AMO</b>	
Customer Name	
Job Title	
Address	
City	

State Code	
Zip Code	
Phone	
Fax	
Email	
<b>COTR</b>	
Customer Name	
Job Title	
Address	
City	
State Code	
Zip Code	
Phone	
Fax	
Email	

The AMO and the CO may be the same individual if the order is placed through local (i.e., the agency) channels. If no local agency CO is available, the CO from the agency authorized to sign the order should be cited and the AMO from the customer agency should be cited in the appropriate boxes.

### 3. The package includes the following items

Hard Copy	Soft Copy	E-Mail	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement of Work including evaluation criteria, evaluation factors, deliverable schedule, period of performance and location.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exception to Fair Opportunity to be Considered if applicable- signed by the appropriate agency official
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Independent Government Cost Estimate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posting Instructions - Identification of whether the Prime Contractors should respond with a written proposal (submitted electronically) or an oral presentation (which must be adequately documented)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposal Preparation Instructions and delivery date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposal Delivery Instructions
<input type="checkbox"/>	N.A.	N.A.	For DHHS customers, either of the following certifications: <i>TORP Security Certification</i> ( <a href="#">PDF</a> ) ( <a href="#">Word</a> ) <b>or</b> <i>TORP Security Certification Not Applicable</i> ( <a href="#">PDF</a> ) ( <a href="#">Word</a> )

**4. Fair Opportunity to be Considered**

Is there an incumbent?

Yes	No	Name (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	

**5. Exception to Fair Opportunity to be Considered**

(If yes, indicate FAR exception and provide rationale).

<input type="checkbox"/>	FAR Exception

**6. Anticipated Contract Type**

<input type="checkbox"/>	CPAF	Cost Plus Award Fee
<input type="checkbox"/>	CPFF	Cost Plus Fixed Fee
<input type="checkbox"/>	FFP	Firm Fixed Price
<input type="checkbox"/>	T&M	Time & Materials
<input type="checkbox"/>	CS	Cost Sharing

**7. Funding Strategy**

Describe funding approach (e.g., fully funded, incrementally funded, options, etc). Describe the proposed funding strategy, e.g., obligated totally with initial task order, or obligated partially via modifications to task order.


**8. Proposal Preparation Instructions**

<input type="checkbox"/>	Oral
<input type="checkbox"/>	Written

