



## Image World2 *New Dimensions* – Forms



**Award Date:** 12/21/2000  
**Expiration Date:** 12/20/2010  
**Contact:** 1-888-773-6542

### **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/IW2nd  
 6011 Executive Blvd., Suite 503J  
 Rockville, MD 20892

ATTN: IW2nd Contracting Officers  
 This letter transmits the following TORP:

#### **1. Task Order Data**

Task Order Title:	
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#### **2. The Points of Contact for this Task Order are**

<b>Contracting Officer</b>	
Customer Name	
Job Title	
Address	
City	
State Code	
Zip Code	
Phone	
Fax	
Email	
<b>Accountable Management Official</b>	
Customer Name	
Job Title	
Address	
City	
State Code	
Zip Code	
Phone	

Fax	
Email	
<b>Contracting Officer Technical Representative</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 may 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

### 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
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**6. Technology Functional Area(s):**

**( ) Business ( ) Medical Sciences ( ) GIS/Scientific**

**7. Anticipated Contract Type**

<b>x</b>	FFP	Firm Fixed Price
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**8. 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.*

<b>FULLY FUNDED, OBLIGATED TOTALLY WITH INITIAL TASK ORDER</b>
<b>ORDER</b>

**9. Proposal Preparation Instructions**

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

Section 1–Management (specify page limit).

Must address the offeror;s management plan including steps for assurance of meeting schedule and budget goals, as well as risk mitigation. Must include experience citation of directly related experience and the resume(s) of any key management individuals, as determined by the offeror.

Section II–Technical (specify page limit)

Must discuss the offeror's technical approach to satisfying the requirements of the task order. Special emphasis should be placed on unique aspects of the approach and how the application of these unique approaches ahs been successful on other directly related experience of the offeror.

Section III - Cost (no page limit)

## 10. Proposal Delivery Instructions

## 11. Attachments

Please list titles of attached documents.

<b>Statement of Work</b>
<b>Independent Government Cost Estimate</b>

## NITAAC Statement of Work (SOW)

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**Task Order Title**  
**Statement Of Work**  
**As of mm/dd/yy**  
**Agency**

The Statement of Work (SOW) must have an as of date. If the SOW is revised or corrected during the pre-award phase, each revision must have a new date with changes marked by revision bars. When a SOW is revised for task order modification (after award) it must be given a new As of date. SOW's pages must be numbered.

*Note: Words in italics are used to provide general guidance and/or example content.*

*Customer 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 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.*

### Task Order Title

Include a short title of services or a general description of items to be acquired. This title should be unique and descriptive, and should be used consistently throughout the task order process.

### Background

Justify this effort in relationship to the customers' agency mission. List other historical or parallel efforts such as other agency activities and/or industry efforts that provide additional information related to this SOW.

### Objectives

Provide a concise overview of the customer's goals and expectations as a result of this task order.

### Scope

Describe the general scope of work. The SOW must be performance-based in accordance with FAR 37.6, unless a rationale is provided for not using performance based contracting methods. Each SOW must identify the **Technical Functional Areas (TFA's)** each IW2 *nd* Task Order and work category required to ensure that your tasks are within contract scope.

For example:

IW2 *nd* TFA 1 Business  
 IW2 *nd* TFA 2 Medical Sciences  
 IW2 *nd* TFA 3 Geographic Information System (GIS) / Scientific

## 5. Specific TFA's

The Image World 2 *New Dimensions* (IW2 *nd*) contracts provide commercial hardware, software, solutions and services for the implementation of imaging technology requirements within the National Institutes of Health (NIH) and other Government agencies. Working in a partnership with the prime contractors, the NIH Information Technology Acquisition and Assessment Center (NITAAC) manages the contracts. The following imaging applications are covered under these contracts:

Document Conversion and Electronic Storage  
 Electronic Document Management  
 Administrative Correspondence Workflow  
 Clinical, Biological, Radiological Image Processing

The contract is partitioned into three Technology Functional Areas (TFA's). Note that not every IW2 *nd* prime contractor has been awarded a contract that offers the three TFA's specified below:

- TFA 1 - Business Imaging Applications
- TFA 2 - Medical Imaging Applications
- TFA 3 - Scientific/GIS Imaging Applications

All twenty-four IW2 *nd* contractors have the same Statement of Work (SOW).

**6. Contract Type**

State the contract type of contemplated (FFP)

**7. Place of Performance**

Specify whether work is to be performed at the contractor site or at a Government Site.

**8. Period of Performance**

State the total number of calendar days after the Task Order award necessary for performance. State, if the task order is to be awarded with a base period and options. If the task order is to be awarded and funded in phases state the base obligation period and phase funding periods.

**9. Deliverables/Delivery Schedule**

Describe precisely the items to be delivered, both during the period of performance and at completion of the task order. Describe the schedule either in terms of calendar days from the date of Task Order award or in calendar days when other projects or program elements are dependent on the delivery (e.g., 10 calendar days after draft plan is approved).

**EXAMPLE:**

SOW TASK #	DELIVERABLE TITLE	#CALENDAR DAYS AFTER TO AWARD
1 Task Order Technical/Management Approach		Draft - 15, Final - 30
2 Status Report		Monthly, on 10th calendar day (Continue as needed document all deliverables)

**10. Security**

Describe the IT security required for the specific work to be done.

**11. Government Furnished Equipment (GFE)/ Government Furnished Information (GFI)**

Identify any GFE and/or GFI and any limitations that will be provided to the contractor.

**12. Packaging, Packing, and Shipping Instructions**

At a minimum, the SOW must state that the contractor shall ensure that all items are preserved, packaged, packed and marked in accordance with best commercial practices to meet the packing requirements of the carrier and to ensure safe and timely delivery at the intended destination. All data and correspondence submitted shall reference:

- 1.The IW2 *nd* Task Order Authorization Number
- 2.The NITAAC Tracking Number
- 3.The government end user agency
- 4.The name of the COTR

Containers shall be clearly marked as follows:

- 1.Name of contractor
- 2.The IW2 *nd* Task Order Authorization Number
- 3.The NITAAC Tracking Number
- 4.Description of items contained therein
- 5.Consignee(s) name and address

State special requirements if they exceed these requirements.

### **13. Inspection and Acceptance Criteria**

At a minimum, the SOW must state a Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery. State special requirements if they exceed the contract requirement.

### **14. Accounting and Appropriation Data**

Specify customer's standard funding documentation (e.g., Common Accounting Number etc.). A statement must be made that funds are available for this task order or will become available prior to award. If funds are to be provided from the next fiscal year a statement that the task order is subject to availability of funds must be made in the task order request.

### **15. Other Pertinent Information or Special Considerations**

Include any special considerations or unique requirements necessary to accomplish the task order (e.g., specialized experience with UNIX etc.) and/or any additional information that will be helpful in determining reasonable approaches and cost estimates for the task order. As appropriate, this section needs to contain:

- 1.Identification of possible follow-on work that may result from completion of this task order.
- 2.Identification of potential conflicts of interest (COI's) that may influence which contractors should be awarded the task order. (See Far 9.501)
- 3.Specify procedures for reduction of fees or for reductions in the price of the task order when services are not performed or do not meet task order requirements.
- 4.Use measurable performance standards (i.e., in terms of quality, timeliness, quantity, etc.) and include performance incentives where appropriate.

### **16. Post-Award Administration**

Discuss monitoring and milestones to be used for evaluation of Prime Contractors progress.

Discuss any formal management systems to be used to monitor the Prime Contractor. Delineate the timing of periodic status reports. Include the requirements for Past Performance Evaluations to be completed at least annually and at the end of the task.

### **17. Evaluation Criteria**

List the evaluation criteria for this SOW. At a minimum the criteria must be list AND DESCRIBE the following criteria:

- 1.Past Performance
- 2.Technical/Management Approach
- 3.Cost/Price

A statement must be made regarding the relative importance of each evaluation criterion. This may be accomplished though the use of an adjective description or the assignment of weights, at the discretion of the customer.

## Independent Government Cost Estimate for FFP

Customers should use established loaded labor rates from the IW2 nd contracts to compute the Government estimate.

NITAAC IW2 nd Tracking #	
Task Order Title	
Customer Name	
Customer Agency	
Task Description	

### Supply Items


<b>Sub Total</b>	
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### Fees

<b>NITAAC IW2 nd Fee</b>	
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Thresholds	\$0 - \$1M	\$1M - \$5M	\$5M - \$10M	Over \$10M
Large Business%	1%	1%	1%	1%
Small Business %	1%	0.75%	0.50%	0.25%

<b>Sub Total</b>	
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### Government Cost Estimate—CPFF, CPAF & CS

NITAAC Tracking #	
Task Order Title	
Customer Name	
Customer Agency	
Contract Type	

IW2 <i>nd</i> Direct Labor	Hours	Dollars
Professional		\$
Support		\$
Sub Total		\$
Fringe Benefit @ ___% of Direct Labor		\$
Materials/Supplies		\$
Equipment		\$
Travel		\$
Consultants		\$
Computer Costs		\$
Subcontracts		\$
Other Direct Costs		\$
<b>Total Direct Costs</b>		<b>\$</b>
Overhead/G&A @ ___% of Total Direct Costs		\$
<b>Total Estimated Costs</b>		<b>\$</b>
Fixed Fee or Estimated Award Fee		\$
NIH Fee @ 1% of Total Estimated Costs		\$
<b>Total Cost (including fees)</b>		<b>\$</b>
Year 1		\$
Year 2		\$

## IW2 *nd* Posting Notice

The form below is provided to familiarize customers with the IW2 *nd* e-mail Posting notice.

<b>From</b>	NIH IW2 <i>nd</i>
<b>Sent</b>	Date, Time
<b>To</b>	List of IW2 <i>nd</i> contractors and their contact's names
<b>CC</b>	List of IW2 <i>nd</i> stakeholders
<b>Subject</b>	IW2 <i>nd</i> Task Order Tracking #

"FAIR OPPORTUNITY FOR CONSIDERATION or Exception to Fair Opportunity for Consideration"

NIH IW2 *nd* Award Opportunity Announcement

Date of Announcement

End User customer

Exception to Fair Opportunity

Incumbent

Anticipated Contract type

NIH POC: *NIH POC Name and Phone*

Agency POC for consideration

Written proposals are due on *Month, dd, Year*, by *time* to *Agency POC* by *delivery instructions* at the address above.

SOW	SOW	SOW
Att 1	Att 2	Att 3

## NITAAC Solution Recommendation Document Package (SRDP)

Customers must provide the information required in the Solution Recommendation Document Package (SRDP). The sample form below is provided to insure that the requested information is provided to NITAAC.

Customers may use the U.S. mail, fax or e-mail unless otherwise directed. 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 WordPerfect or MS Word; and MS EXCEL or Lotus 123.

### 1. Task Order Data

**Task Order Title**  
**Statement Of Work**  
**As of mm/dd/yy**  
**Agency**  
**Funding Document/Order Number**

### 2. The package includes the following items

Hard Copy	Soft Copy	E-Mail	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TORP. (If SOW or other contents revised from original submission) Revisions Yes No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of all proposals received

### Accountable Management Official

The SRD must be signed by an Accountable Management Official (AMO) of the Customer's organization. The AMO's signature attests that the Fair Opportunity requirements specified in the IW2 nd Task Order Guidelines have been met. **At a minimum, the AMO signature page must be mailed or faxed to the IW2 nd Contracting Officer.**

<b>3</b>	<b>Accountable Management Official</b>		
	The SRD must be signed by an Accountable Management Official (AMO) of the Customer's organization. The AMO's signature attests that the Fair Opportunity requirements specified in the IW2 nd Task Order Guidelines have been met. <b>At a minimum, the AMO signature page must be mailed or faxed to the IW2 nd Contracting Officer.</b>		
	AMO Name	Last	First MI
	Job Title		
	Address	City	State code Zip
	Phone		
	Fax		
	E-Mail		
	Address		
	Date	(mm/dd/yy)	
<b>4</b>	<b>List each of the IW2 prime contractors who responded to your SOW</b>		
<b>5</b>	<b>The Prime Contractor recommended for award:</b>		
	Prime Contractor Name		
	IW2 nd Contract Number		
	Address	City	State code Zip
	POC Name		
	POC Phone		

	POC	Fax																		
	POC	E-mail																		
<b>6 Documentation of Award Decision</b>																				
<p>For all proposals received and evaluated, provide a narrative summarizing the evaluation results for each contractor's submission and describing the rationale for the Best Value decision for the recommended prime contractor to be awarded this task order. The justification should be streamlined and must contain the following:</p> <ol style="list-style-type: none"> <li>1. A statement indication whether announcement of the task order requirement was made to all prime contractors or if an exception to the Fair Opportunity to be considered rule was cited in the TORP (cite the exception used).</li> <li>2. The selection criteria/methodology used to evaluate the competing prime contractors;</li> <li>3. The results of the evaluation using the evaluation criteria from the SOW;</li> <li>4. Rationale for the recommendation of the task order awardee, including a summary of negotiations conducted, cost/price analyses, and best value analysis.</li> <li>5. You must show negotiated amounts and applicable fee for each Option year.</li> </ol> <p>Example</p> <table border="1"> <thead> <tr> <th>Base</th> <th>Option Yr1</th> <th>Option Yr2</th> <th>Option Yr3</th> </tr> </thead> <tbody> <tr> <td>\$xxx,xxx.00</td> <td>\$xxx,xxx.00</td> <td>\$xxx,xxx.00</td> <td>\$xxx,xxx.00</td> </tr> <tr> <td>Fee: \$x,xxx.00</td> <td>Fee: \$x,xxx.00</td> <td>Fee: \$x,xxx.00</td> <td>Fee: \$x,xxx.00</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Base	Option Yr1	Option Yr2	Option Yr3	\$xxx,xxx.00	\$xxx,xxx.00	\$xxx,xxx.00	\$xxx,xxx.00	Fee: \$x,xxx.00	Fee: \$x,xxx.00	Fee: \$x,xxx.00	Fee: \$x,xxx.00	Total			
Base	Option Yr1	Option Yr2	Option Yr3																	
\$xxx,xxx.00	\$xxx,xxx.00	\$xxx,xxx.00	\$xxx,xxx.00																	
Fee: \$x,xxx.00	Fee: \$x,xxx.00	Fee: \$x,xxx.00	Fee: \$x,xxx.00																	
Total																				
<b>7 NIH Processing Fee and Funding Strategy (Non-NIH customers)</b>																				
<p><i>State the fee as dollar amount. Submit any required documentation indicated in Chapter 5, including a discussion of funding strategy (e.g., whether the task order award is to be fully funded, partially funded, or if the obligated amount on the task order is only a partial funding where further obligations will be made as task order obligations against the funded amount).</i></p>																				

**AMO Name and Title**  
**AMO Signature:** \_\_\_\_\_  
**cc: Customer Name:** \_\_\_\_\_  
**cc: COTR Name** \_\_\_\_\_

## Approval Letter

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service  
National Institute of Health  
Bethesda, Maryland 20892

November 16, 2001

Mr. John Doe

Director, Office of Management

Office of Management/XXXX/XXXXX

1234 Procurement Avenue

Rockville, MD 20852

Mr. John Doe:

Your IW2 Task Order, **Task Order Title**, has been approved for award in the amount of \* \$333,583.00 (Base), \$0.00 (Option 1), \$0.00 (Option 2), \$0.00 (Option 3), \$0.00 (Option 4), \$0.00 (Option 5), \$0.00 (Option 6), \$0.00 (Option 7), \$0.00 (Option 8), \$0.00 (Option 9), to **Selected Contractor** under Contract Number **263-01-D-XXXX**. Your IW2 Task Order Authorization Number for this task is **XXX-XXXX-XXXX-C-XXXX-T-00**.

NITAAC will provide a copy of this Approval Letter to **Selected Contractor**. This Approval Letter will also serve as notification to **Selected Contractor** to proceed with performance on your task order only upon receipt of your funding document/order. You must fax or otherwise deliver a copy of your funding document/order to the **IW2 CO** at the following address within 5 days of award:

National Institute of Health  
Division of Information Technology Acquisitions  
NITAAC/IW2  
6011 Executive Boulevard, Rm. 625  
Rockville, MD 20892  
Fax: (301) 496-8486

Please note that **Selected Contractor** may begin work on the task order once the funding document/order is received by the company and the IW2 CO.

\* Includes 1% NIH fee

Task Order (XXX-XXXX-XXXX-C-XXXX-X-XX) Approval Letter.

Page 2

The NITAAC 1% processing fee (which is 1% of the obligated amount of the task order and/or modification) is required to be paid by external customers using the method specified in Chapter 5 of the IW2 Task Order Guidelines. If the customer's modification requirement alters the scope, adds additional work or increases the period of performance or provides for major changes, the customer must request approval from the IW2 Contracting Officer prior to the issuance of the modification.

If this task order is subsequently modified to add additional funds that were contemplated and described in the original task order (e.g., incremental funding actions, exercise of options, etc.), two copies of the task order modification must be sent to the IW2 CO at the address provided above. If the amount of the task order modification is \$25,000 or less, NITAAC policy prescribes that the external customer pay a minimum-processing fee of \$250.

"Prime Contractor Collection" method of payment of the NIH processing fee is required. In accordance with the IW2 Ordering Guide, you must include the NIH 1% processing fee, which is 1% of the obligated task order amount, and totals **\$3,302.80 (base)**, \$0.00 (option 1), \$0.00 (option 2), \$0.00 (option 3), \$0.00 (option 4), \$0.00 (option 5), \$0.00 (option 6), \$0.00 (option 7), \$0.00 (option 8), \$0.00 (option 9),<sup>1</sup> as a separate line item on your funding document/order. The NIH processing fee will be due and payable to NITAAC through **Selected Contractor** upon receipt of its invoice. See paragraph 5.3.1 of the IW2 task Order Guidelines for further information.

Thank you for using IW2 Contract. If you have any questions, please do not hesitate to call me at (XXX) XXX-XXXX

Sincerely,

XXXXXXXXXXXXXXXXXXXXX  
IW2 Contracting Officer

cc: **Selected Contractor**