

CIO-CS Ordering Guide

▶ Ordering overview

This guide provides ordering procedures for the Government-Wide Acquisition Contract (GWAC), **Chief Information Officer-Commodities and Solutions (CIO-CS)** administered by the National Institutes of Health Information Technology Acquisition and Assessment Center (NITAAC) within Department of Health and Human Services. The scope of CIO-CS covers any IT commercial item that can be fixed price, using one of these two models:

1. **On-Premise Model:** deploy commodities and products onsite either within the Government site or at a contractor site. In this model, additional “bundled” services may be required which include, but are not limited to, provisioning, deployment, installations, warranty and maintenance, engineering and assessment studies and training.
2. **Managed Services Model** (includes deployment on the Public Cloud): deploy IT commodities via managed services and the Cloud. Note that Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS) capabilities are becoming more commonplace where the commodity service is managed through a Service Level Agreement (SLA) and is based on a subscription model. In addition, commodity enabling services that ensure the successful operation and sustenance of the IT commodities may be included.

▶ Who can use CIO-CS?

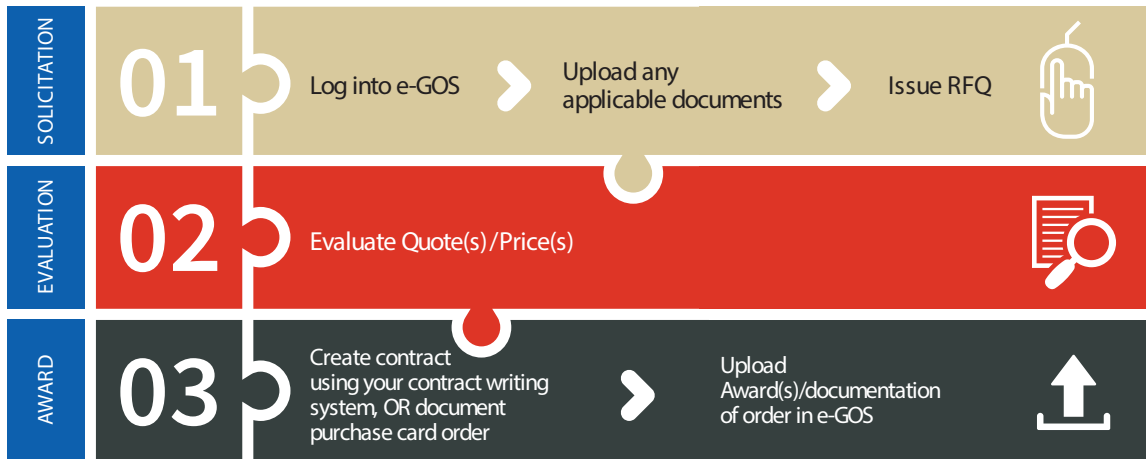
The CIO-CS contract can be used by all federal agencies and approved federal contractors. There is no special delegation required for federal agency government personnel that have obtained procurement authority through their agency.

Use of CIO-CS by authorized contractors. To authorize a contractor to purchase from CIO-CS, the authorizing Ordering Contracting Officer (OCO) should:

1. Review the policy at FAR 51.101, and any agency specific guidance or policy, and include in their contract file a written finding, as required by FAR 51.102(a).
2. Submit a request to NITAAC via email to the NITAAC help desk and include the following:
 - a. Copy of the OCO letter of authorization to the contractor to use the CIO-CS GWAC and contact information for the OCO (*name, title, address, telephone number, and email address*).
 - b. Authorized contractor contact information including, prime contract number, prime contractor corporate contact information, and name of prime contractor authorized buyer with an associated title, telephone number, and email address
 - c. The effective date and duration of the authorization

▶ Ordering process

CIO-CS orders must be placed in accordance with the requirements of fair opportunity as defined in FAR 16.505. In addition, Ordering Contracting Officers (OCOs) should follow their respective Agency policies and procedures for issuing orders under a GWAC.



For assistance with any matter related to using CIO-CS, please feel free to contact the NITAAC Customer Support Center at NITAACsupport@nih.gov or 1-888-773-6542.

▶ Notes:

- OCOs, at their discretion, may set aside orders for small business participation
- Small businesses on the contract include:
 - > Forty-four (44) Small businesses
 - > Six (6) 8(a) businesses
 - > Seven (7) Economically Disadvantaged Women Owned Small businesses
 - > Eight (8) HUBZones
 - > Six (6) Small Disadvantaged Veteran Owned Small businesses

▶ Contract Access Fee

NIH Contract Access Fee (NCAF) covers the cost of operating and administering the CIO-CS GWAC Program and will be included in all quotes. The NCAF for CIO-CS is .35%.