



**U.S. General Services Administration**

# MILLENNIA

## Ordering Guide



**Enterprise GWAC Center  
9988 Hibert Street, Suite 310  
San Diego, CA 92131  
1 (877) 534-2208**

**<http://www.gsa.gov/millennia>**

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### Overview:

The Millennia GWAC is a multiple award, indefinite delivery / indefinite quantity (IDIQ) contract vehicle with a ceiling value of \$25 Billion. Millennia was awarded on April 28, 1999 and has a base period of performance of 5 years with one 5-year option, which was exercised in 2004. The period of performance may extend up to 5 years beyond the last day of the contract, to April 27, 2014. Millennia was awarded under the Federal Acquisition Streamlining Act (FASA) and the Clinger-Cohen Act, which require that the prime contractors be given a Fair Opportunity to be Considered (FOC) for TO awards. Task orders issued against Millennia are not subject to the Economy Act.

On October 1, 2003, the Millennia Contract Administration and Program Management were transferred to the Enterprise GWAC Center, in San Diego, California. All tasks performed under Millennia are initiated through the award of a task order awarded by a government contracting officer. Millennia task orders are awarded to the following prime contractors, the leaders in Information Technology (IT):

- Booz Allen Hamilton, Inc.
- Computer Sciences Corporation
- CSC Systems and Solutions, LLC
- Lockheed Martin Services, Inc.
- Northrop Grumman Information Systems, Inc.
- Raytheon Technical Services Company
- Science Applications International Corporation
- Systems Research and Applications Corporation
- Unisys Corporation

Task Orders under Millennia may be performed anywhere in the world. Support provided under Millennia encompasses all IT requirements, including hardware, software, firmware and related resources and support services. Millennia provides technology solutions in three functional areas:

- Systems Integration
- Software Engineering
- Communications

Each of these functional areas has a fairly broad definition, but also well-defined limitations. Any questions about potential scope issues must be brought to the attention of the Millennia Procurement Contracting Officer (PCO) prior to issuing a task order solicitation/Request for Proposal (RFP). Each task order awarded under Millennia is allowed a total period of performance up to five years, including all options and modifications.

## **Task Order Awards:**

Millennia Task Orders can be awarded in one of the following two ways:

### **1. CUSTOMER-MANAGED ACQUISITIONS:**

This is also called Direct Order / Direct Bill (DODB) authority, in which the client agency enters into a Memorandum of Understanding (MOU) for interagency contracting with GSA. Then the client agency contracting officers receive DODB training and a Delegation of Administrative Contracting Authority (DoCA) from the Millennium PCO to issue, modify, and manage task orders. Under DODB authority, the client agency is responsible for its own acquisition and program/project management activities.

### **2. GSA-MANAGED ACQUISITIONS:**

A client agency may elect to have GSA provide full acquisition and/or program/project management services from cradle to grave. This includes Assisted Services provided by GSA's Federal Technology Service (FTS) Client Support Centers in which FTS provides end-to-end support services to the client agency through a FTS Interagency Agreement (IA). The Millennium website—[www.gsa.gov/millennia](http://www.gsa.gov/millennia)--provides comprehensive FTS contact information.

## **Contract Access Fee:**

The Enterprise GWAC Center receives a Contract Access Fee (CAF) for task orders placed under Millennium. This CAF covers the operating costs associated with the management and administration of Millennium. Each task order must have a separate Contract Line Item Number (CLIN) to cover this CAF, and CAF must be funded with task order award.

### **Customer-Managed Acquisitions:**

CAF shall be 0.75% of the total task order award.

### **GSA-Managed Acquisitions:**

CAF shall be 0.75% of the total task order award with a cap of \$25,000.00 per task order. Assisted Services through FTS Client Support Centers requires payment of separate fees to FTS based on the interagency agreement between FTS and the client agency.

## **Six Easy Steps to Awarding a Millennium Task Order:**

The following six-step process has been prepared in accordance with FAR 16.505.

- Step 1 – Develop acquisition plan
- Step 2 – Request DODB authority/training, MOU, and DoCA
- Step 3 – Develop statement of work (SOW)
- Step 4 – Prepare Request for Proposal (RFP)
- Step 5 – Evaluate proposals
- Step 6 – Award task order

**Step 1 – Develop an acquisition plan**

Per 16.505(a)(7), an acquisition plan (per FAR 7.1) and an Information Technology strategy (per FAR 39) must be in place before a solicitation/RFP can be issued for a new task order under Millennia.

**Step 2 – Request DODB authority/training, MOU and DoCA**

The client agency will enter into an MOU with GSA which is required for interagency contracting. The client agency then designates their contracting officer(s) for DODB training. Upon completion of DODB training, the Millennia PCO will issue a DoCA to the client agency's contracting officer(s).

**Step 3 – Develop statement of work**

When defining requirements for IT services, the client agencies are encouraged to consider the use of performance-based work statements with measurable performance standards to the maximum extent practicable.

When ready, the client agency will forward their SOW to the Millennia PCO for review. The Millennia PCO will then determine whether the client agency's IT requirements are in compliance with the Millennia's master contract scope.

**Step 4 – Prepare Request for Proposal (RFP)**

Upon receipt of a notification of scope compliance, the client agency will prepare/issue an RFP to all Millennia prime contractors. Client agencies' contracting officers shall give every Millennia prime contractor a fair opportunity to be considered for a task order exceeding \$2,500 unless one of the following statutory exceptions applies (competition requirements in FAR Part 6 do not apply):

1. **Urgency** – The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays.
2. **Specialization** – Only one awardee is capable of providing the supplies or services required at the level of quality required because the supplies or services are unique and highly specialized.
3. **Efficiency and Economy** – The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order.
4. **Minimum Guarantee** – It is necessary to place an order to satisfy a minimum guarantee.

Additionally, the client agencies' contracting officers will ensure that the requirements issued under any exception to fair opportunity are fully documented, and a copy of such documentation will be forwarded to the Millennia PCO.

An RFP can be submitted using three different methods. 1. Using the “**RFP to all**” email link on the Millennia website (within the Industry Partner page). 2. Using GSA's electronic RFP/RFQ system: **E-buy**. 3. Using GSA's **ITSS**.

### Step 5 – Evaluate proposals

Proposals must be evaluated in accordance with selection criteria identified in the RFP. Option periods may be included in task orders in accordance with FAR Subpart 17.2. Funding for an individual option must be available prior to exercising each option period and no continuation of service shall be permitted until the option has been properly exercised by issuance of the necessary task order modification. When including option periods in a task order, the full performance of the work (including all option periods) must be defined and fully priced and evaluated.

The client agency's selection decision on each task order shall be final and shall not be subject to the protest of disputes provisions of the contract, except for a protest that the task order increases the scope, period, or maximum value of Millennia. Disputes relating to other matters affecting the task order award may be directed to the GSA Ombudsman designated for Millennia. The Ombudsman will be responsible for those duties described in FAR 16.505(b)(5).

### Step 6 – Award task order

Upon award, the client agency will submit the following information to the Millennia PCO:

- Who the award was made to
- Contract type
- Exception to fair opportunity (if applicable)
- Number of bids received

To preserve equity, fairness, and competition on Millennia, debriefs are strongly encouraged.

The Enterprise GWAC Center will continue to provide support and assistance throughout the life of each task order. Client agencies may call with any comments and concerns to 1-877-534-2208 or email the Millennia PCO.

(Note: The processes and procedures described in this ordering guide do not override your agency-specific procedures.)

### **Millennia Contracting & Program Management Support:**

The Enterprise GWAC Center manages Millennia and other GWACs to ensure the client agencies are apprised of the appropriate use of GWACs. The Enterprise GWAC Center maintains regular communication with the Millennia prime contractors and holds quarterly program review meetings with them to improve administrative processes and assess current and future trends in technology.

The Enterprise GWAC Center, client agencies, and the Millennia prime contractors have important roles and responsibilities in the Millennia contracting and program management processes, including the task order award process. The roles of GSA and the client agencies may differ depending on whether the task order is awarded through Client-Managed acquisition or GSA-Managed acquisition effort.

Millennia PCO: The Millennia PCO has overall responsibility for Millennia. He/she is the only individual authorized to revise Millennia master contracts, change terms and conditions, terminate the contracts, and issue DoCA.

Contracting Officer (CO): Contracting officers within GSA have the authority to issue, modify, and terminate task orders up to his/her warrant authority. The Millennia PCO may issue a DoCA to contracting officers of the client agencies to award, administer, and terminate task orders.

Millennia Program Manager (PM): The Millennia PM provides centralized oversight and management regarding the Millennia program to the contractors, GSA, and the client agencies at the direction of the Millennia PCO.

Contracting Officer's Technical Representative (COTR) (FTS assisted services only): The GSA FTS COTR serves as the focal point for all task order activities. The COTR coordinates client agency activities, performs liaison activities, and serves as the primary point of contact with the Millennia contractors. The COTR may not make commitments/changes to the price, terms, or delivery provisions nor provide supervisory or instructional assistance to contractor personnel. Within FTS, COTRs are often referred to as Acquisition Project Manager (APM) or IT Manger (ITM) The COTR:

- Provides technical advice and assistance to clients in identifying and defining requirements
- Tracks contractor performance including the timeliness and quality of deliverables
- Performs acceptance of all supplies and services

Client Representative (CR) (FTS assisted services only): The client representative is responsible for monitoring technical performance under the task order for the client agency. The CR has no express or apparent authority under the Millennia contract to either make commitments for the Government or authorize changes to the contract or task order terms and conditions.

Contractor PM: The contractor PM is responsible for overall contractor performance including all phases of contractor management, workflow, and contractor resource management. Millennia treats this position differently from other GWACs. The PM must be a corporate officer, and program management is part of the contractor's indirect costs – there is no labor category or direct charge for program management support under Millennia.