### APPENDIX B: TASK ORDER SOLICITATION TEMPLATE (rev MARCH 2022)

*[Upon filling out the following template, please delete all instructional information in red and any sections that do not apply. Also, this template format is not mandatory; however, the minimum information herein is necessary for a proper solicitation under OASIS]*

**TASK ORDER REQUEST FOR PROPOSAL (RFP) No.** [Insert Solicitation Number]

**Issued Under OASIS** [Insert Small Business or Unrestricted and Pool]

**Solicitation Title:** [Insert brief description of work]

**Issuing Office:** [Insert Agency Name and Address]

**Agency Contact(s):** [Insert Name(s), Telephone number(s), and email address(es) of OCO and/or Contract Specialist]

**RFP Issue Date:** [Insert Date RFP was issued]

**Questions Due Date:** [Insert Time, Time Zone, and Date Questions are due and where to send/email questions]

**Proposal Due Date:** [Insert Time, Time Zone, and Date Proposals are due and where to send/email proposal]

**1.0. OASIS TASK ORDER INFORMATION**

1.1. OASIS Pool Being Solicited/Awarded: [insert the Pool number]

1.2. NAICS Code and Small Business Size Standard: The principal nature of the requirements described in this solicitation is consistent with services performed by industries in the [insert the NAICS code and title] with a small business size standard of [insert small business size standard]

1.3. Product Service Code (PSC): The services in this solicitation are best represented by PSC Code: [insert the applicable PSC Code and title. See PSC Manual located at [www.acquisition.gov](http://www.acquisition.gov/) under acquisition systems]

1.4. Type of Contract: The primary type of contract resulting from this solicitation is: [insert the Predominant contract type (Cost Plus Fixed Fee, Firm Fixed Price, Time and Materials, etc.) Note: If a hybrid type of contract results from this solicitation identify Contract Type by CLIN in Section 2.0.]

1.5. Type of Services: The services required are: \_\_\_\_\_Commercial \_\_\_\_\_ Non-Commercial

1.6. Extent of Competition: This solicitation will be based on: [check the box that applies. **NOTE: If 1.6.1. applies, delete 1.6.2. and 1.6.3. altogether]**

 \_\_\_\_\_*Fair Opportunity procedures (*[*FAR 16.505(b)(1)*](https://www.acquisition.gov/far/16.505)*)*

\_\_\_\_\_*Exception to Fair opportunity for a Competitive Socio-Economic Set-aside* ***(***[*FAR 16.505(b)(2)(F)*](https://www.acquisition.gov/far/16.505)*)* [Only available under OASIS SB, check specific socio-economic category below. Note that use of a competitive set aside under the 8(a) SubPool is not applicable here, as the 8(a) SubPool is already a competitive set-aside at the MAC level]

\_\_\_\_\_ *HUBZone small business concerns*

\_\_\_\_\_*Service-disabled veteran-owned small business (SDVOSB) concerns*

\_\_\_\_\_ *Economically disadvantaged women-owned small business (EDWOSB) concerns eligible under the Women-Owned Small Business Program or,*

\_\_\_\_\_ *Women-owned small business (WOSB) concerns eligible under the Women-Owned Small Business Program*

\_\_\_\_\_ *Exception to Fair opportunity as designated below (*[*FAR 16.505(b)(2)*](https://www.acquisition.gov/far/16.505)*)* ***[Check only one exception below]***

\_\_\_\_\_ [*FAR 16.505(b)(2)(A)*](https://www.acquisition.gov/far/16.505) *[The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays]*

\_\_\_\_\_ [*FAR 16.505(b)(2)(B)*](https://www.acquisition.gov/far/16.505) *[Only one awardee is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized]*

\_\_\_\_\_[*FAR 16.505(b)(2)(C)*](https://www.acquisition.gov/far/16.505) *[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]*

\_\_\_\_\_[*FAR 16.505(b)(2)(E)*](https://www.acquisition.gov/far/16.505) *[For orders exceeding the simplified acquisition threshold, a statute expressly authorizes or requires that the purchase be made from a specified source]*

1.7. Security Clearances:

1.7.1. The clearance level is: \_\_\_\_\_Unclassified \_\_\_\_\_Classified

1.7.2. The Facility Clearance Level is: \_\_\_\_\_Unclassified \_\_\_\_\_Secret \_\_\_\_\_Top Secret

[IF N/A delete 1.7.2. Note: For individual security clearance levels and instructions, please identify in the PWS/SOW or Labor Category section of the solicitation]

1.8. Performance Location(s):

1.8.1. The performance locations for this PWS/SOW are: \_\_\_\_\_CONUS \_\_\_\_\_OCONUS

 \_\_\_\_\_Mix of Both

1.8.2. The labor will be performed at: \_\_\_\_\_Government Site(s) \_\_\_\_\_Contractor Site(s)

\_\_\_\_\_ Mix of Both

1.8.3. Place(s) of Performance: The places of performance(s) for this PWS/SOW are:

 [insert city(ies), state(s), and/or country(ies) services will be performed in;If performance will be in multiple locations and/or a mix of CONUS, OCONUS, Government and Contractor sites, also identify in the solicitation’s Section 3.0, Description of Services, which services are performed where. Also, identify if Gov’t Site or Contractor Site]

1.9. Period of Performance: The period of performance for this PWS/SOW is:

 [Enter the Period of Period of Performance for the Task Order. For example: “The period of performance for this task order is from date of award through 1 year thereafter, with 5 (1-year) options that may extend the cumulative term of this task order to 5 years” If the period of performance and options are different by CLIN, address the period of performance for each CLIN in Section 2.0 below]

**2.0. Contract Line Items (CLINs) and Contract Type by CLIN**

[List the CLINs with their descriptions and pricing information. Remember to use separate distinct CLINs for work with different pricing types and to use a separate Cost Reimbursement CLIN for the CAF. **Repeat for each Option Year(s) as applicable.** See example CLINs below. Tailor CLINs necessary to meet your requirement specifically]

**CLIN 0001 (Firm Fixed-Price):**  Provide Program Management and oversight support services for the Citizens Assistance and Response to Emergencies (CARE) Program. These services are performed in CONUS, on Government site, in Washington, D.C. Sections 3.1, 3.2, 3.3, 3.4, and 3.5 apply.

Total Firm Fixed Price: $

**CLIN 0002 (Cost Plus Fixed Fee):** Provide Engineering and Logistics support services to the CARE Operations Centers in Washington, D.C.; New York, NY; San Francisco, CA; and Chicago, IL. These services are performed in a mix of Government and Contractor facilities as delineated in Sections 3.0. 3.1, 3.6, 3.7, 3.8, and 3.9.

Total Estimated Cost:

Fixed Fee:

Total Estimated Cost Plus Fixed Fee:

**CLIN 0003 Contract Access Fee (CAF):** (Cost-reimbursable) **[IMPORTANT!: The CAF CLIN must be present and CAF Percentage must be present in all Task Orders]**

The total CAF Percentage for this task order is: Fill-in [Note: The CAF Percentage applies to all Prices/Costs, i.e., all Labor, ODCs, materials, equipment, travel and subcontractors]

Total Not-To-Exceed CAF: [Note: For additional CLINs, Identify any Ancillary support by CLIN and Contract type such as any labor subject to construction wage rates or service contract labor standards, travel, materials, equipment, and subcontracting]

**3.0. Description of Services**

[Use your agency preferred format for your PWS/SOW/SOO. Remember that performance-based is preferred. For Example:

3.1 Background

3.2 Scope

3.3 Performance Work Statement/Statement of Work

3.4 Places of performance and work conditions/hours

ETC.]

**4.0. Delivery and Performance Information**

[Enter a table of deliverables, if applicable, and/or other applicable service delivery terms. Include performance standards and metrics that will apply to your performance-based statement of work, or performance measurements that will be used to verify non­performance-based services. Address, quantity and quality considerations, due dates, deliverable submittal instructions, and similar information related to the basis for contractor performance evaluations]

**5.0.Labor Categories and Descriptions**

[Identify the labor categories, definitions and skill requirements necessary for successful completion if applicable to your requirement. See Section J.1., labor categories/descriptions of the OASIS Contract located at www.gsa.gov/oasis. Identify security clearance levels if applicable]

**6.0. invoicing instructions**

 [Identify invoice instructions and procedures]

**7.0. Solicitation Provisions and TASK ORDER Clauses**

All Applicable and Required provisions/clauses set forth in [FAR 52.301](https://www.acquisition.gov/far/52.301) automatically flow down to all OASIS task orders, based on their specific contract type (e.g. cost, fixed price, etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the task order solicitation is issued. Representation and Certification Provisions from the OASIS master contracts automatically flow down to all OASIS task orders.

7.1. FAR Optional and Agency specific Task Order Provisions/Clauses. The following additional provisions and clauses apply to this task order: [Add any FAR Optional or Agency Specific provisions and clauses here that will apply to the task order solicitation and resultant task order award. Remember to provide any Fill ins to any flow down clauses or optional/agency specific clauses.]

[When preparing solicitations for T&M and/or L-H task orders only, the OCO must identify one of the following provisions in the task order solicitation.

1. [FAR 52.216-29](https://www.acquisition.gov/far/52.216-29) Time-and-Materials/Labor-Hour Proposal Requirements—Non-Commercial Item Acquisition With Adequate Price Competition

2. [FAR 52.216-30](https://www.acquisition.gov/far/52.216-30) Time-and-Materials/Labor-Hour Proposal Requirements—Non-Commercial Item Acquisition Without Adequate Price Competition

3. [FAR 52.216-31](https://www.acquisition.gov/far/52.216-31) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition

**8.0. Proposal Preparation and Submission**

[Insert instructions for preparation and submission of proposals. Keep submission requirements to a minimum]

**9.0. Evaluation Factors and Basis of Award**

[Identify the evaluation factors to be considered in selecting a proposal for award. Identify if a trade-off is going to be considered. Tailor this section based on the dollar value and complexity of the task order.]