

TASK ORDER TEMPLATE

Functional Area I: Multifunction Device and Network Printer Fleet Assessment

TEMPLATE 3: Vendor Neutral Recommendations and Bill of Material Creation

Template 3 is designed for the purpose of procuring fleet assessment services focused on developing functional specifications and salient characteristics for print output devices that can be used in the procurement and implementation process for new devices.. The deliverables produced from this Task Order Template will be a Bill of Materials and/or Service Level Agreement standards that will be incorporated into a MFD and NP Request for Quote and Statement of Work. .

(Enter Ordering Activity Agency Name)

(The following is an example of a Performance Work Statement)

DATE: (Enter date)

Background: Describe background information about your agency's requirements. The definition of an "imaging fleet" is the sum of all devices that print, copy, scan, or fax a hard copy document within a defined environment. Describe your agency's "imaging fleet".

Include the size of the organization, current knowledge about the state of the MFD and NP environment, and operational responsibility for the MFD and NP fleet.

Provide basic background on the overall objectives of the FA II procurement that will be issued using the information produced in this procurement. General objectives may include:

- Replacement of legacy fleet devices
- Reduction in the total cost of ownership (TCO) of the fleet
- Improved operational efficiencies through technological advancements and strategic device placement

- Movement towards document management solutions through increased technological capabilities
- Improvement in key sustainability aspects including energy and paper consumption, GHG emissions, and recyclability

1.0 Statement of Work

Contract Type: State the type of order i.e. Firm Fixed Price, Time and Materials etc. that is applicable for this contract action. For information on contract types refer to FAR Part 16.

Geographical Location/Place of Performance: Indicate all locations in which the contractor is being asked to perform or state that it will be at the contractor’s facilities. If necessary, identify the main location(s), and approximately how far away any secondary locations are. Identify normal working hours and how you wish to address overtime or extra hours.

Period of Performance: Indicate the length of this project by using one of the following methods:

Method 1: Work to be performed in a specific time period with a period of performance of five years or less. The base period for this order is from (insert the date and year) through (insert the date and year) or one year from date of delivery and/or installation, with four available twelve month option periods to be exercised at the discretion of the government. Total of base period and option periods shall not exceed 5 years. The exercising of the options should begin 60 to 90 days prior to expiration date.

Method 2: Multi-year period of performance - Used when the need for supplies or services is non-severable and continuing over a period greater than one year. The period of performance shall not exceed 5 years.

Site Visit: If applicable – provide site visit information. If a site visit is not required please mark this section N/A or Reserved.

Performance Requirement	Method of Surveillance	Standards	Assessment
The contractor shall produce a list of vendor neutral salient performance characteristics for the technical requirements of the	COR will note when the report is produced	The salient characteristics will be customized in conjunction with the IT requirements of	The COR will determine if the task has been met adequately and the

imaging fleet		the agency without restricting competition unnecessary	requirement will be assessed on a pass/fail basis
The contractor shall recommend service level agreement standards customized to the needs of the requiring agency	COR will note when the report is produced	The service level agreements will be customized to the needs of the organization at optimal levels that balance price and need	The COR will determine if the task has been met adequately and the requirement will be assessed on a pass/fail basis

1.1 Scope of Work

Depending on the size of the fleet to be assessed, contractors may or may not make use of automated data collection agents (DCA's) that assist in the information gathering process. Agencies should clearly identify any issues that may exist regarding the use of DCA's.

Using the objectives of the future FA II procurements that will be executed as a result of the work performed here, agencies should outline the specific work that is being requested. Agencies should identify the format and content of the vendor-neutral recommendations that are being sought.

General content to be considered includes but is not necessarily limited to:

- Classifications of devices (MFD, NP, A3, A4, etc.)
- Minimum output speed and monthly capacity
- B&W vs. Color
- Paper handling capability
- Finishing capability
- Recommended configuration using standard industry offerings
- Security features
- Network connectivity
- Scanning capability

- Service Level Agreement (SLA) recommendations using FSSI SLA's as a baseline
- CLIN recommendations based on FSSI FA II CLIN structure

Agencies should describe the format of the recommendations that are to be made as a result assessment process with the expectation that the overall content will eventually be incorporated into future bills of materials (BOM).

RFQ Considerations:

Carefully consider whether the Task Order will be procured using a Performance Based Services approach. If the Contracting Officer intends to use Performance Based Contracting methods the Contracting Officer must consider how to implement and use a Quality Assurance Surveillance Plan. The Ordering Activity may utilize a system of incentives and disincentives rather than a pass/fail approach given their preferences.

The Ordering Activity Contracting Officer is responsible for developing the methodology for evaluating order quotations. Some options to consider are:

- Acceptable/Unacceptable Technical Offers that are the lowest price and meet or exceed salient performance characteristics
- Other technical factors are more highly valued by the government than price