

Attachment A—IAA #:

Client Agency Responsible	USA Contact Responsible	Task
		Conduct of market research, including small business set-aside determination
		Commitment and obligation of all funds in client agency finance system
		Development of statement of work
		Development of independent government cost estimate
		Development of acquisition plan
		Development of overall acquisition strategy
		Identification of any client agency specific unique terms, conditions, and requirements that must be incorporated into the task order
		Development of technical evaluation factors
		Development of price schedules, proposal submission instructions and proposal evaluation and award criteria
		Development of source selection plan
		Provision of personnel to conduct technical evaluation
		Development of justification for the use of a time-and-materials task order
		Preparation and execution of a determination and findings with regard to the use of other than fixed-price contract type
		Issuance of task order RFQ
		Execution of task order competition
		Preparation of answers to vendor questions
		Conduct of technical evaluation, including preparation of technical questions
		Conduct of business evaluation, including price or cost analysis
		Conduct of discussions with offerors and making competitive range determinations
		Conduct of technical/price trade-off analysis
		Provision of Source Selection Authority
		Development of price negotiation memorandum
		Execution of task order
		Provision of award notices and conduct of post-award debriefs
		Provision of Administrative Contracting Officer
		Nomination of Contracting Officer's Technical Representative (COTR) and conduct of COTR duties
		Appointment of COTR
		Commitment of funds for any task order changes, claims, and disputes
		Receive, inspect, and reject or technically accept supplies/services in a timely manner
		Manage and administer all personnel security matters
		Manage and administer all information technology security matters
		Execute contractor payments in accordance with the Prompt

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		Payment Act
		Negotiate, prepare, and execute task order modifications
		Resolve contractual problems or issues, and adjudicate disputes with the vendor
		Evaluate contractor past performance under the task order
		Conduct task order close-out
		Completion of any FPDS-NG reporting related to the task order
		Provision of contracting support for any claim or dispute
		Provision of contract termination services