

# How to Place an Order

CIO-SP3 Contract Holders went through a rigorous source selection process prior to award, which includes dimensions such as technical capabilities, past performance, price and cost. This enables CO's to use simplified evaluations at the task order level, resulting in significant savings in time, money and resources.

Ceiling rates were negotiated at the Master Contract level to be the best available. When your agency places a task order, you are already starting with the most cost competitive rates, and competition will drive them even lower.

NITAAC's online system (e-GOS) streamlines the acquisition process even further with automatic distribution, built-in FAR guidance and more.

## **NITAAC offers the following program benefits to all customers:**

- Easy-to-use, secure web-based e-GOS ordering system for automated task order competition, management, awardee selection and notification
- No special "Delegation of Procurement Authority" is required by NITAAC
- Customer Support Center provides 1-hour response to any contractual, technical or procedural question
- 1-day turnaround on free, comprehensive SOW/SOO assessment for every task order assures quality responses
- Free training on GWACs, FAR 16, NITAAC contracts and NITAAC online ordering systems; certification for 2 CLPs awarded

## **NITAAC's online ordering system, e-GOS, streamlines the ordering process in a few easy steps:**

1. Customer submits request for proposal (RFP)
2. NITAAC reviews scope and releases to eligible contract holders
3. Optional question-and-answer period follows
4. Contract holders submit proposal
5. Customer evaluates and selects awardee
6. Contracting Official prepares award in agencies' contract writing system (e.g., PRISM), using the CIO-SP3 contract number
7. Contracting Official loads award documents in e-GOS and submits to winning bidder

## **Processing Fee**

NIH is required to collect an NIH Contract Access Fee (NCAF) from its customers to reimburse the cost of operating and administering the CIO-SP3 contract. NIH has determined this fee to be 1% charged against all task orders and applied to the total award value for contractor performance. The total award value is all-inclusive: labor; fees, including award fees and

incentive pools; and other direct costs (ODC), including travel. The NCAF is included in all proposals as a separate contract line item.

**For More Information**

**Contact:** [Amy Hilbert](#), Aquilent CIO-SP3 Program Manager 301.939.1235  
General Aquilent CIO-SP3 email: [cio-sp3@aquilent.com](mailto:cio-sp3@aquilent.com)