

DOE/ICP TASK ORDER REQUEST FORM

Task Order Title: _____

Concurrence/Approval

Prepared by (may be multiple):

1.	Requestor	Date:	
2.	Project Controls	Date:	
3.	Task Order Manager or Task Order Integration Manager	Date:	

Concurrences

	Concur	Non-Concur	Signature	Date
<i>Applicable AM</i>				
Environment & Waste Programs	<input type="checkbox"/>	<input type="checkbox"/>		
INTEC Programs	<input type="checkbox"/>	<input type="checkbox"/>		
Business & Acquisition Management	<input type="checkbox"/>	<input type="checkbox"/>		
Operational Oversight	<input type="checkbox"/>	<input type="checkbox"/>		
Project Controls Supervisor	<input type="checkbox"/>	<input type="checkbox"/>		

Approvals

	Approve	Disapprove	Signature	Date
<i>Approval can be either or both</i>				
Deputy Manager	<input type="checkbox"/>	<input type="checkbox"/>		
ICP Manager	<input type="checkbox"/>	<input type="checkbox"/>		
Contracting Officer	<input type="checkbox"/>	<input type="checkbox"/>		

Comment Section:

Additional approval may be required for contract actions anticipated to be greater than the HCA threshold (\$25M)

1: Brief Description of Task Order (TO)

1.0 New Task Order Modification to Existing Task Order No:

1.1 TO Title:

1.2 TO End State Objective (refer to Statement of Objectives on page 4):

1.3 Section of Master IDIQ PWS (ex: Section C.8.0 with brief in-scope determination):

By checking this box, the TO Manager confirms this TO is within scope and correlates to the Master IDIQ PWS. (Rule of thumb: At the time the solicitation was issued, would the bidding parties have assumed a TO like this would have taken place?)

2: Additional Required Information

2.1 Project Baseline Summary (PBS):

PBS12 PBS13 PBS14 PBS30 PBS40 Other

Projected TO Period of Performance (POP):

Anticipated start date:

Anticipated completion date:

2.2 Will other TOs be impacted as a result of this TO?

No Yes (explain below)

2.3 Are there impacts to regulatory milestones?

No Yes (explain below)

2.4 Contemplated TO type:

CPAF CPIF CPFF FFP Hybrid

Rationale:

3: DOE and IEC Integrated Project Team (IPT)

DOE IPT Members:

Task Order Integration Manager:

Task Order Manager:

Contracting Officer:

Contract Specialist:

Project Controls:

Other SMEs:

IEC IPT Members (Name and Title):

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4: Justification and Required Documentation (select A, B, C, or D)

4. If the CO Course of Action is:

A) New RTP or a TO Change – (Bilateral Action). Page 4 must include the following:

1. Draft SOO
2. Additional information not included in the SOO (e.g. assumptions, risks, regulatory milestones, etc)
3. Justification for the requested change to the TO (if applicable)
4. Planning and Budget Assumptions
- 5a. NTE Value, if applicable
- 5b. Justification for NTE

The DOE team shall coordinate with the Contractor team to establish a joint understanding of the scope requirements prior to the issuance of the formal RTP.

B) Change Order (Unilateral Action). Page 4 must include the following:

1. Draft revised SOO
2. Additional information not included in the SOO (e.g. assumptions, risks, regulatory milestones, etc)
3. Justification for the requested change to the contract (if applicable)
4. Planning and Budget Assumptions
- 5a. NTE Value, if applicable
- 5b. Justification for NTE

If approved, the CO will issue a unilateral modification with an NTE value. This undefinitized contract action must be definitized within 180 days of NTE issuance.

C) REA (Contractor initiated change). In a separate Word document, attach the following:

1. Merit determination and justification for affirming the request in form of a final determination
2. PWS confirmation
3. Deliverables/Assumptions/Risks
4. Schedule or due date for scope completion (refer to 2.1)

If the recommendation is to accept the REA, a technical and cost evaluation will be completed followed by negotiation and a subsequent bilateral contract modification. CO shall provide notice to the Contractor within 15 days of receipt of the REA.

If the recommendation is to deny the REA based on a written determination that the request lacks merit, provide the justification for the denial in sufficient detail. The CO shall provide notice to the Contractor within 15 days of receipt of the REA.

D) Other (explain. Use separate sheet if needed):

Definitions:

CHANGE ORDER – Authorizing work with an NTE value before the Contractor has submitted a proposal and scope has been negotiated.

IDIQ – Indefinite Delivery/Indefinite Quantity

IGCE – Independent Government Cost Estimate

NTE – Not to Exceed dollar value to begin work in parallel with the requested cost and schedule estimate

PBS – Project Baseline Summary

POP – Period of Performance

PWS – Performance Work Statement

REA – Request for Equitable Adjustment (initiated by the Contractor)

ROM – Rough Order of Magnitude

RTP – Request for Task Order Proposal (DOE initiated change) (synonym with Cost and Schedule Estimate)

SOO – Statement of Objectives

TO – Task Order

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4. Planning and Budget Assumptions:

5a. NTE Value, if applicable:

5b. Justification for NTE:

Draft RTP/Definitization Schedule:

- a. DOE issues formal RTP (with signed TO form attached):
- b. Partnering kickoff and Q&As:
- c. Contractor drafts proposal/PWS:
- d. Meet again (as needed):
- e. Contractor submits proposal:
- f. DOE evaluates proposal:
- g. Negotiations commence:
- h. Finalize Award/Modification:

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IDAHO CLEANUP PROJECT TASK ORDER FORM

[This page for DOE ICP internal distribution only]

THIS SECTION MUST BE COMPLETED IN COORDINATION WITH PROJECT CONTROLS PRIOR TO ROUTING

Internal Planning and Budget Assumptions (IGCE or Waiver required for proposals >\$250K):

(Coordinate with Project Controls)

IF DIRECTING A UNILATERAL CHANGE ORDER (REFER TO 4.B):

NTE Value

Document the basis for the NTE value:

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