

Evaluation Services
IDIQ 2.0
Task Order Process

1. Program identifies need for program evaluation or is identified as meeting criteria for required program evaluation per IHS policy.
2. Program Representative (PR) contacts DPER/COR (COR).
3. PR completes the IDIQ Referral Work Sheet with assistance from the COR:
 - a. Clarify scope of Program & Evaluation
 - b. Identify internal resources
4. Once the COR has reviewed the evaluation request and agrees that it meets the evaluation criteria, then the COR submits the package to the Contract Specialist/Contracting Officer (CS/CO).
5. CS/CO will issue a Task Order Request for Proposal (TORP) to the Contractor(s).
6. Contractor(s) prepares Task Order proposal:
Each proposal response timeframe will vary by each TORP based on the complexity of the requested evaluation.

Proposals:

- a. Technical Approach:
 - i. Understanding of the Program's need
 1. Evaluation questions
 2. Implementation strategy
 - ii. Task breakdown
 1. Deliverables
 2. Schedule
 - iii. Management Approach
 - iv. Personnel
 - b. Business:
 - i. Levels of effort
 - ii. Labor rates
 - iii. Budget with narrative
7. CS/CO will provide proposal(s) to COR for initial review and comments. Clarification requests will be provided to the contractor(s) as needed.
 8. Formal Best Value evaluations will be conducted by the Technical Evaluation Team
 9. Task Order is finalized and awarded

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10. Task Order Kick-off meeting
11. Contractor executes Proposal
12. Ongoing monitoring by PR, COR and CS.
13. Final Task Order Report from Contractor
14. COR provides feedback to both program, DPER and CS/CO (as needed) on overall task performance