

# Request for Task Order Proposal (RFTOP) Procedures

These procedures and listed documents are provided as a basis for you to begin the preparation of your Request for Task Order Proposal (RFTOP) packages and to initiate coordination activities with the APMO for those Program Offices that require task orders to be awarded very soon. You will first need to access the CIMS Request for Task Order Processing Module using the following link:

<http://esp.cdc.gov/enterprisesites/cims/CIMS/default.aspx>

Below are the task order processing steps to award a CIMS task order:

## **Task Order Processing Steps:**

- Step 1 – Identify and develop project needs/requirements
- Step 2 – Prepare the Request for Task Order Proposal (RFTOP) package
- Step 3 – Obtain required clearances ( *see clearance checklist*)
- Step 4 – Generate the purchase requisition (PR) in the ICE system
- Step 5 – OAS issues RFTOP soliciting contractor proposals
- Step 6 – Evaluate proposals
- Step 7 – OAS awards task order

The following information is a list of documents needed to complete a RFTOP package as noted in step 2 above:

- Performance Work Statement (PWS)
- Acquisition Plan
- Independent Government Cost Estimate (IGCE)
- Performance Matrix (located inside the PWS)
- Evaluation Criteria
- ICE Procurement Requests Checklist