

# CIO-SP3 Ordering Process

The National Information Technology Acquisitions and Assessment Center's (NITAAC) online system 9e-GOS) streamlines the acquisition process with automatic distributions, build-in Federal Acquisition Regulation (FAR) guidance, and more. All CIO-SP3 contract holders underwent a comprehensive selection process including technical capabilities, past performance and pricing to name a few. This pre-screening and selection process allows customers to buy with confidence from contractors.

NITAAC offers the following program benefits to all customers.

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- Easy-to-use online ordering systems for task order competition and management
- No special "Delegation of Procurement Authority" is needed from NITAAC to use our government-wide acquisition contracts (GWAC) or online systems
- Cradle-to-grave support from the NITAAC Customer Support Center
- Free comprehensive assessment of requirements within 24 hours
- Free training on GWACs, FAR 16, NITAAC contracts and NITAAC online ordering systems; certification for two Certified Lotus Professional (CLP) awarded

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

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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

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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 .65 percent charged against all task orders and applied to the total award value for the contract performance up to a maximum total of \$150,000. 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.