



Contracting Officer's CIO-CS Ordering Guide

This brief guide is offered for contracting officers and buyers with the goal of helping to make your CIO-CS experience at NITAAC easy!

We welcome feedback, suggestions and recommendations on this document; please send them to NITAACsupport@nih.gov. Any question sent here for a NITAAC contracting officer or other NITAAC staff will receive a response typically within one business day.

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Introduction

This guide is written and designed by a contracting officer to assist buyers to quickly understand, research our offerings and order from NITAAC's CIO-CS governmentwide acquisition contract (GWAC). All U.S. civilian or defense department federal employees with ordering authority may place a direct order on this GWAC. NITAAC does not review ordering officials' solicitations we do, however, review the award to ensure it is in scope, complies with the GWAC terms and conditions and includes the NITAAC NCAF fee. Ordering officials may award by issuing a delivery order or pay with a purchase card.

This guide does not duplicate the information found in the GWAC. Visit our website page at <https://nitaac.nih.gov/> to see a copy of the conformed contract for exact details. For GWAC contract administration and communication purposes NITAAC developed the electronic government ordering system (e-GOS). **Our entire CIO-CS catalog is available to view (market research), communicate with our contract holders, issue solicitations and awards through e-GOS.**

Our GWAC has been structured to meet the Federal Acquisition Regulation requirements. While there are some Department of Health and Human Services (HHS) specific clauses, they only apply to the orders from the HHS. We advise you to consult with your agency advisors, regulations, policies, etc. to ensure your solicitation is sufficient to your agency standards.

What does the CIO-CS GWAC offer to the buyer?

NITAAC has vetted all products and services published in our CIO-CS Catalog to ensure:

- Price reasonableness
- In scope
- Commercially available
- Authorized reseller (where applicable)

We also offer a governmentwide strategic sourcing (GSS) initiative with pre-vetted terms and conditions, best pricing and credit¹ (NITAAC reports awards in e-GOS on behalf of your agency) for some of the most purchased category management items. A separate guide has been created to help you with GSS. Visit our website and search for "GSS Q&A for Contracting Officers" for more details.

¹ For more details see OMB memo M-19-13, Category Management: Making Smarter Use of Common Contract Solutions and Practices (March 20, 2019).



Quick start for buyer's – what are the bare minimum NITAAC requirements to order from CIO-CS?

- Ordering procedures and any award must be compliant with FAR Part 12 and Part 16.505
 - Please note blanket purchase agreements cannot be made against our GWAC. Refer to GAO decision B-411699; B-411796 dated October 2, 2015 for more details
- All awards must be within scope of the GWAC
- All awards are commercial
- All awards are fixed-price or labor hour contract type (52.212-4)
- All awards must include the NCAF fee
- All awards must be reported in e-GOS

I'm new to CIO-CS, do you have an example to help me get started to structure a solicitation?

To structure your solicitation, one option is to follow FAR 12.303. This part of the FAR specifies using SF 1449 Solicitation/Contract/Order for Commercial Products and Commercial Services. However, FAR 12.204 specifies the SF 1449 is optional for orders under the simplified acquisition threshold. Using the SF 1449 during solicitation and checking box 27a also incorporates the commercial provisions and clauses (FAR 12.301). See sample:

<input type="checkbox"/> 17d. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NUMBER	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	Brand name or equal server with the following specification Power: X Temperature: X Dimensions: X Electrical: X	3	each		
0002	Server rack with cable management and optimized airflow with the following specifications: Size: X Weight: X	1	each		
0003	Rack installation The contractor shall deliver and install the rack at X location within 30 days of award. To access the site the contractor must have a valid identification and tools <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>	1	job		
25. ACCOUNTING AND APPROPRIATION DATA			26. TOTAL AWARD AMOUNT (For Government Use Only)		
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA			<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED		
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA			<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN			<input type="checkbox"/> 29. AWARD OF CONTRACT: REFERENCE		

By issuing the solicitation with an SF-1449 it can make awarding a delivery order simpler. See sample:



OFFER BELOW IS CHECKED SEE ADDENDUM

19. ITEM NUMBER	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	Server name, part number Power: X Temperature: X Dimensions: X Electrical: X	3	each	\$7,500	
0002	Server rack name, part number with the following specifications: Size: X Weight: X	1	each	\$3,000	
0003	Rack installation. The contractor shall deliver and install the rack at X location within 30 days of award. To access the site the contractor must have a valid ID and tools.	1	job	\$5,000	
0004	NITAAC NCAF fee <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>	1	each	\$	

25. ACCOUNTING AND APPROPRIATION DATA 26. TOTAL AWARD AMOUNT *(For Government Use Only)*

27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 29. AWARD OF CONTRACT: REFERENCE OFFER

Can I purchase services under CIO-CS?

Yes. However, the GWAC is structured so that the services must directly support the purchased products. For instance, if you were buying an onsite Audiology station your purchase would include the product and any support services for the audiology product. A work statement might include services to deliver the product, construct the station, install the product, configure the product, and test the product prior to putting the product into service.

Some of the items I want to buy are on the catalog, however some are not. What does it mean if an item is not on a catalog?

Procuring information technology commodities is an ever-changing environment. NITAAC helps you adapt to change by having a process which allows nearly any commodity or commodity-enabled solution to be added to the GWAC within approximately 24 business hours. The responsibility to add an item is on the contract holder.

Contract holders are authorized to update their catalog through NITAAC's technology refresh process at any time – even during an active solicitation. NITAAC contract holders are obligated to ensure all items are in their catalog prior to accepting an award. Ordering officials are not responsible for ensuring an item is on the CIO-CS catalog. As part of our contract administration duties, NITAAC periodically conducts audits and reviews to ensure this is occurring and correct any errors.

Can I issue a set-aside under CIO-CS?

Yes. Contracting officers may issue delivery order solicitation set-asides in accordance with FAR 16.505.



How long should I leave my solicitation open on CIO-CS?

CIO-CS is for commercial items. The length of time a solicitation should be left out is a contracting officer assessment based upon mission need, complexity, dollar value and market conditions (i.e. is an original equipment manufacturer being peppered with value added resellers pricing requests?). As a general measure we advise a minimum of 3 to 5 business days. When in doubt and to maximize competition, we advise conducting market research. This can mean issuing a request for information or to call several CIO-CS contract holders prior to issuing a solicitation and ask how many days would work for industry to respond.

Does using CIO-CS ensure I've met fair opportunity?

It can, if you've appropriately used e-GOS. To ensure you have met fair opportunity – we recommend all solicitations are issued through e-GOS. See the GWAC Article G.7 Delivery Order Procedures for more details. If the ordering official does not upload the delivery order into e-GOS then the contract holder is responsible to do so. NITAAC does periodic audits to ensure this is occurring.

How do I use e-GOS to manage my solicitation on CIO-CS?

A separate guide has been created to help you with your e-GOS order. Please visit our webpage and search for a job aide entitled, "CIO-CS e-GOS Job Aid" for more details.

What do I do once I've made an award?

Be sure to upload the award document in e-GOS. This is critical for NITAAC to complete contract administration.

In my solicitation I asked for any supplemental terms and conditions and none were provided in response. In contract administration I was requested to modify the delivery order and was given an original equipment manufacturer's terms and conditions. What should I do?

This is a contracting officer decision. Ordering officials are advised to read the supplemental terms and conditions and consult with their agency resources prior to making any decision. Please do keep in mind that ordering officials are advised to consider creating a report in the contractor's performance assessment reporting system (CPARS) for any performance issues. NITAAC does complete annual CPARS assessments for our contract holders however we



primarily only cover GWAC level issues. Nevertheless, if you have questions or want to bring performance issues to our attention, please reach out to us at NITAACsupport@nih.gov