

## Millennia Lite Ordering Process

### Millennia Lite (Functional Area 3)

Using the Millennia Lite Contract: How Does the Millennia Lite Process Work

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Federal government agencies may use the Millennia Lite contract to procure a host of products and services across most areas of information technology. The procuring agency and GSA form a partnership to define the needs of the agency, to solicit bids from Millennia Lite contractors, and then to evaluate the bids and award a winner. After contract award, GSA supports the agency in managing the contract. This partnership and process between GSA and the procuring agency (their client) are well defined and timely. The Millennia Lite Ordering Guidelines can be downloaded from the GSA web site at [www.gsa.gov/millennialite](http://www.gsa.gov/millennialite). The highlights are outlined below.

#### *Establishing the Task Order*

#### *Awarding the Contract*

#### *Contractor Requirements*

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## Establishing the Task Order

### Step 1 - The Interagency Agreement

A Federal agency establishes a working relationship with GSA through a Delegation of Authority and Interagency Agreement (DA/IA). The DA/IA sets the stage for the required support and provides a broad statement of requirements. The DA/IA establishes a time frame and the initial funding ceiling to accomplish the stated client objectives. GSA uses a standard template from which to quickly prepare a DA/IA for a new client. The Ordering Guidelines document contains both the template and a sample DA/IA.

### Step 2 - The Statement of Work

GSA works closely with the procuring agency to conduct a requirement analysis and to develop a statement of requirements. The requirement analysis determines the products and services to be delivered, the timelines needed for deliveries, the staffing that will be required, the standards that must be followed, the level of security that must be applied, the equipment that may be necessary, and other terms and conditions that are relevant to conducting and managing the work. The results of the requirements analysis are documented in a Statement of Work (SOW). GSA works closely with the agency to determine the different methods that can be used to obtain the products and services as defined in the SOW. The SOW becomes the heart of the Task Order Request.

### **Step 3 - The Task Order Request**

A task order request (TOR) is the mechanism through which GSA solicits bids from its Millennia Lite contract holders. A TOR contains the Statement of Work, plus other standard items normally contained in a request for proposals (RFP). In addition, the TOR defines the evaluation criteria that will be used by GSA and the client agency to select a contractor when a TOR is competed among its contract holders. The TOR is prepared by GSA and reviewed with the client agency prior to its release to the contractor community. The procuring agency is involved in each step in preparing the TOR.

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## **Awarding the Contract**

### **Step 1 - Releasing the TOR**

GSA announces the intent to release a TOR through an electronic notification to each of its Millennia Lite contract holders. The notification defines the client agency, provides a brief synopsis of the work involved, and gives an estimated release date for the TOR. The TOR is released under a transmittal letter, which defines key dates for the award process. The length of time provided the contractors to respond is based on the complexity of the work and the amount of information requested in the contractor's proposal.

### **Step 2 - Evaluating the Proposals**

The contractor's proposal consists of two basic parts, the Cost Proposal and the Technical Proposal. GSA and the client organization evaluate both, independently, based on the evaluation criteria as defined in the TOR. The cost proposal is based on the work defined in the statement of work, staff required to perform the work, material and other contract costs, and period of performance. Frequently, the TOR provides estimates of the labor hours required and the estimated project cost by cost category (e.g., labor, material, other direct costs, travel). The technical proposal must address how the contractor will perform the tasks as defined by the SOW, and can be requested in a written document or an oral presentation. The format and content for the technical proposal is detailed in the TOR. The oral presentation is the GSA method of choice for presenting the technical approach.

### **Step 3 - Awarding the Task Order**

Each contractor's proposal is evaluated and a Task Order (TO) winner selected. The criteria for the selection are defined in the TOR. Work normally starts on the TO within weeks of award, so the contractor is expected to have the key staffing available upon TO award. GSA is very responsive in awarding the TO and getting the work started.

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## Contractor's Requirements

The Government will use two methods for requesting responses to TORs; one requires an oral presentation for the contractor's technical proposal and the other requires a written presentation. The two methods have both common and unique submission requirements, as shown below.

<b>Step</b>	<b><u>Methodology I</u> Oral Presentation of Technical Proposal</b>	<b><u>Methodology II</u> Written Technical Proposal</b>
<p>The Government will provide to each Contractor a task request via GSA electronic system which will be used to specify the work to be accomplished by the Contractor to satisfy a particular task requirement. As a minimum, each task request will include:</p> <ol style="list-style-type: none"> <li>(1) A description of the work to be performed;</li> <li>(2) The desired delivery schedule and/or required completion date(s), as applicable;</li> <li>(3) Additional acceptance criteria, if any;</li> <li>(4) Reporting requirements and list of deliverables;</li> <li>(5) The date and time by which the response is due;</li> <li>(6) Travel and supply requirements, if any;</li> <li>(7) Desired type of pricing, i.e., FFP, CPFF, CPAF, T&amp;M;</li> <li>(8) Instructions, conditions, and notices to offerors; and</li> <li>(9) Evaluation factors (After initial orders are performed, past performance under this Contract will always be an evaluation factor)</li> </ol>	X	X
<p>The Contractor shall, within the timeframe specified in each task request, provide the ACO with a statement indicating intent to propose or reasons for not proposing for the specific requirement.</p>	X	X
<p>The Contractor shall, within the timeframe specified in each task request, provide the ACO with any questions regarding the requirement.</p>	X	X
<p>The ACO shall, within the timeframe specified in each task request, provide all participating Contractors with questions asked and answered regarding the requirements.</p>	X	X

<b>Step</b>	<b><u>Methodology I</u> Oral Presentation of Technical Proposal</b>	<b><u>Methodology II</u> Written Technical Proposal</b>
<p>In lieu of a written technical proposal, the Contractor shall demonstrate their technical proposal through an oral presentation. In the timeframe specified in each task request, each participating Contractor will be afforded the opportunity to make an oral presentation, not to exceed the time frame specified by the ACO, of capabilities to perform the requirement. To maintain fairness without an adverse impact on the award schedule, presentation times shall be randomly provided to the participating Contractors by the ACO at the same time previous step is completed. After the oral presentation, the Government will reserve a set amount of time to be determined by the ACO to address clarifications regarding the presentation.</p>	X	

<p>The Contractor shall, within the timeframe specified in each task request, provide the ACO with a written proposal via GSA electronic system.</p>		<p>X</p>
<p>The Government anticipates award based upon initial offers. Should all initial proposals contain deficiencies which would preclude award based upon initial offers, the ACO will enter into oral and/or written discussions to resolve deficiencies. In the event discussions are necessary, each Offeror will be notified and provided an opportunity to submit a Final Proposal Revision. Upon receipt of a Final Proposal Revision, the ACO will complete evaluation and award the task order through GSA electronic system (if GSA) or other means (if outside GSA).</p>	<p>X</p>	<p>X</p>