

## **MCOE MAIDIQ PROCESS FLOW**

**NOTE: The list below contains the sequential steps for a Task Order under this contract. The number of days to complete the process depends on the complexity of the requirement, if amendments and/or negotiations are needed, and approvals needed.**

### **1. PRE-SOLICITATION PHASE**

- 1) Mandatory Sources Elsewhere
- 2) Provide Fair Opportunity/Solicit Interest
- 3) Process 2579 through Small Business Agency
- 4) Prepare Informal Acquisition Strategy
- 5) Review and Approval of Acquisition Strategy Branch Chief
- 6) Develop RTOP
- 7) Conduct Solicitation Review Board (KO, SJA, Branch Chief)
- 8) Incorporate SRB Comments and Approval

### **2. SOLICITATION PHASE**

- 1) On street
- 2) Proposal Conference
- 3) Receipt Of Offers

### **3. POST SOLICITATION PHASE**

- 1) Train SSEB
- 2) Proposal Evaluation
- 3) Negotiations
- 4) Request and Receive FPRs
- 5) FPR Evaluation
- 6) TODD Review and Approval through Branch Chief

### **4. TASK ORDER AWARD PHASE**

- 1) Prepare Award Document
- 2) Conduct CRB (KO, SJA, Branch Chief)
- 3) Issue Award Synopsis (if >\$25k)
- 4) Issue Contract Award

#### **ACRONYMS:**

- CRB – Contract Review Board
- FPR – Final Proposal Response
- KO – Contracting Officer
- RTOP – Request for Task Order Proposal
- SJA – Staff Judge Advocate
- SSEB – Source Selection Evaluation Board
- TODD – Task Order Decision Document