

Contract Number 19PSX0120 Contract Usage Instructional Document

Client Agency Contract Implementation

The scope of this Contract includes services on a standard or specialized basis. The Client Agency will select a Contractor according to the procedures set forth below.

a) Standard Contract use

The Client Agency will request a work plan and cost estimate based on awarded rates for required Services from all awarded Contractors. Contractors will then be required to submit a work plan and cost estimate that will accomplish the work task requested by the Client Agency. The Client Agency will evaluate each of the proposals and authorize the selected Contractor in writing to proceed with the work. The Client Agency may provide comments or other conditions to revise the selected Contractor's work plan.

b) Specialized Contract use

The Client Agency will request a detailed work plan and cost estimate from a specific Contractor deemed to be most qualified and consistent to the initial selection of the Contract award. Following evaluation of a submitted plan(s), the Client Agency may select a Contractor determined by factors that include a Contractor's special expertise, past performance, project knowledge, time sensitivity, or other factors determined by the Client Agency.

In both the standard and specialized use of the Contract the Client Agency will select the Contractor with the most advantageous, responsive, and lowest project cost based on review of all work plans and cost estimates.