

## UNPRICED CLIN ORDERING PROCESS

### **Step 1: Create Unpriced CLIN request in Requirement To Award Process (RAP) tool**

The Assistant Contract Technical Representative (ACTR) and/or the Contract Technical Representative (CTR) completes the unpriced CLIN 00XX Questionnaire within the RAP tool: <https://128.11.63.205/upc/>. EDS will use the information provided in the request form on the UPC Tool and the Statement of Objectives (SOO) to determine the appropriate price for the unpriced requirement.

\*Note: It is strongly recommended that ACTRs/CTRs coordinate completion of the questionnaire and the development of an SOO with their cognizant Contracting Officer's Representative (COR) and Customer Technical Advisor (CTA). Samples of an SOO and a list of CTAs may be found in the Reference Area under the Help Button in the UPC Tool.

Your EDS site manager may be contacted for assistance in completing the requests and refining requirements.

### **Step 2: Submit request for technical and scope determination in the UPC tool**

After creating the request, the CTR uses the "Notify EDS" button to send the request to EDS for a ROM estimate. When complete, EDS "Notifies CTR" which places the request back with the CTR. The CTR then submits the completed request form to their cognizant COR for the initial technical and scope determinations. The COR then submits the request form to the Echelon II CIO who, by approving, indicates a willingness to fund the request upon contract award. The request is then routed to the Requirement Technical Review Board (RTRB) who reviews each request on customer need, enterprise applicability, implementation complexity, and suitability for NMCI. If the RTRB accepts the request, it is sent to the Gov't Lead for the final scope determination and contracting action.

### **Step 3: Request forwarded to Gov't Negotiator**

The Gov't Lead forwards the approved UPC Request to the cognizant Gov't Negotiator.

### **Step 4: Request for Proposal (RFP)**

The Gov't Negotiator issues a Request for Proposal (RFP) to EDS.

### **Step 5: EDS Reviews & Submits Quote**

EDS reviews the RFP, prepares and submits a quote.

Note: To obtain additional information, ISF technical questions are forwarded to the ACO from the EDS Contracts Representative.

### **Step 6: Pre-Negotiation Review**

The Gov't Negotiator evaluates the quote and notifies the customer of results prior to entering into negotiations. Upon customer agreement with the Government's position, the Gov't Negotiator enters into negotiations.

Note: The Gov't Negotiator may require additional information (i.e. Independent Government Estimate – IGE) from the ACTR/CTR.

### **Step 7: Negotiation**

The Gov't Negotiator and EDS negotiate quote. CTR, COR, and EDS technical personnel may assist.

### **Step 8: Concurrence**

Based on the reaching of mutual agreement and customer acceptance, the Gov't Negotiator will notify the EDS Contracts Representative and Gov't Lead.

### **Step 9: Contract Modification**

**Step 9a:** The Gov't Lead issues an Administrative modification (A00XXX) to the contract for the new SubCLIN(s).

**Step 9b:** The new SubCLIN(s) is (are) added to NMCI Enterprise Tool (NET) and NMCI eMarketplace.

### **Step 10: Ordering Updates**

The CTR initiates a Task Order in NMCI eMarketplace via NET.

*Tips: Customer should initiate funding process as early as possible.*

*The information provided in the RAP Tool, questionnaire and SOO will be utilized by EDS to determine the appropriate price for your requirement. Please use a separate questionnaire for each request. Please ensure the location and point of contact information is as complete as possible to facilitate the pricing effort. Additional information may be required.*