

# **USERS GUIDE FOR ISSUING TASK ORDERS UNDER THE MATERIALS DISPOSITION BASIC ORDERING AGREEMENTS**

## **BACKGROUND**

The National Center of Excellence for Metals Recycling (NMR) was established in 1997 to promote recycle/reuse of various materials at DOE Sites. To further this effort Oak Ridge Operations has entered into Basic Ordering Agreement (BOAs) with several companies for the disposition of material such as scrap metal, equipment, vehicles, etc.

Prior to entering into the BOAs the NMR performed extensive on-site quality assurance audits to verify such items as contractor qualifications and certifications, e.g., NRC or NRC Agreement State licenses, and adequacy of contractor facilities. DOE Sites should not have to perform their own technical audits of the BOA awardees. Further, ORO performed financial responsibility determinations on all BOA awardees to ensure financial capability to do the work.

For further information on technical pre-qualification audits contact Lee Bishop at the ORO Facility and Material Reuse Division at (865) 241-6199. For information on business pre-qualification reviews contact the BOA Administrator, Mario Aguirre at (865) 576-0554.

## **WHO IS AUTHORIZED TO PLACE ORDERS UNDER THE BOA**

DOE Contracting Officers and DOE prime contractors if authorized by their responsible DOE Contracting Office can place orders under the BOAs.

## **EXISTING BASIC ORDERING AGREEMENTS**

BOAs have been issued as follows:

DE-AK05-01OR22784 (Duratek Radwaste Services Inc)  
DE-AK05-01OR22876 (ToxCo Inc.)

For further information, the BOAs and this Guide can be accessed at:  
<http://www.oakridge.doe.gov/>

## **HOW TO ISSUE TASK ORDERS UNDER THE BOAs**

The BOAs are designed to give DOE contracting offices and DOE prime contractor purchasing organizations the ability to compete task orders among a technically qualified and responsible pool of contractors. All task orders should be processed following the procedures delineated in FAR Subpart 16.7.

The BOAs contain a general statement of work and standard FAR contract provisions for fixed-price services. Request for proposals for task orders must contain a detailed statement of work and any site-specific provisions necessary to comply with local requirements, e.g. security, safety & health, administrative, etc. Any BOA provisions that do *not apply* to the resultant task order must be identified. Certain BOA clauses and provisions including, but not limited to, the following may require information to be included in the task order document:

1. **B.2 Obligation of Funds:** The dollar amount available will be stated in each task order.
2. **B.3 Price:** The dollar amount will be stated in each task order to be paid to the contractor
3. **F.1 Liquidated Damages:** The task order proposal and the task order will state date/time and dollar amount as outlined in F.1 and FAR 52.211-11
4. **F.3 Term of Individual Order:** The duration of the order will be specified in each task order and must not exceed the 5-year term of the BOA.
5. **F.4 Delivery Requirements:** Delivery requirements will be specified in each task order and order proposal.
6. **F.5 Principal Place of Performance:** The approved facility in which the work is to be performed will be specified in each task order and order proposal.
7. **G.2 Submission of Vouchers/Invoices:** The address for voucher submission will be stated in the order.
8. **G.4 Task Order-Administrative Information:** Ordering organizations will list the Ordering Contracting Officer in the order. A unique task order number will be established by the ordering office; however, the order will reference the applicable BOA number as the basis for issuance.
9. **H.2 Ordering Procedure:** Any selection criteria in addition to price will be stated in the task order proposal
10. **H.7 Use of Government-Owned Equipment and Facilities:** Any Government-owned equipment or facilities to be provided will be specified in the order and order proposal.
11. **H.9 Small, small disadvantaged and Woman Owned Small Business Subcontracting Plan:** If applicable, will be identified in the task order proposal
12. **Any Service Contract Act Wage Determinations** as applicable, will be stated in the task order proposal
13. **Any additional reporting requirements** unique to the task order will be stated in the task order proposal

**ADDITIONAL GUIDANCE AND COMMENTS FOR SUGGESTED IMPROVEMENTS**

Any questions or comments relating to the Materials Disposition Basic Ordering Agreements should be addressed to the BOA Administrator listed below:

Mario Aguirre  
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PO Box 2001  
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