
Ordering Contracting Officer (OCO) Guidelines

How to place an order for EIS services

EIS is an indefinite-delivery, indefinite-quantity (IDIQ) contract requiring task orders (TOs) in accordance with FAR 16.505. Agencies ordering services from EIS must follow the ordering process in accordance with FAR 16.505. A contracting officer (or ordering official) with a delegated procurement authority (DPA) must place a TO for services. After the ordering contracting officer (OCO) awards the TO, EIS allows for the placement of service orders within the limitations of the TO and the contract. Only OCOs and contracting officers' representatives (CORs) may place a service order.

Ordering Contracting Officer (OCO)

- Awards, administers, and closes out task orders
- Determines fair and reasonable prices for catalog items, task order unique CLINs and individual case basis CLINs
- Reports past performance
- Serves as an authorized official if the ordering agency does not have contracting officers
- OCO must provide a fair opportunity to all awardees in accordance with FAR 16.505

Task Order Contracting Officer's Representative (COR)

- Replaces designated agency representatives (DARs)
- Has delegated authority by the OCO to:
 - Place service orders
 - Accept or reject services
 - Verify services meet technical requirements
 - Execute duties such as billing disputes, performance

For more information visit <http://www.gsa.gov/eis>.