

## **How to use the Indefinite Deliverable, Indefinite Quantity (IDIQ) Contract**

1. Use your Regional Contracting Office (CO); they can access this IDIQ. Your CO coordinates with the Administrative CO Steve Gess.
2. Fill out the [Authorization for Use Form](#) and prepare Scope of Work. Submit to Steve Gess (Administrative CO) and Rick Coleman (Contracting Officer Representative) for approval.
3. After approval, your CO submits a Request for Proposal (RFP) to the 3 IDIQ contractors. The contractors have 7 calendar days to return proposals.
4. You and your regional CO also prepare your “Independent Government Estimate” (IGE). Rick Coleman can help you with this.
5. You and your regional CO review bids, select the best value, and issue an award (i.e., task order).
6. After work is completed, Steve Gess and Rick Coleman will follow up with you on the contractor’s performance.

### **Contact Information**

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This and more information can be found on the Fish and Wildlife Service’s Science website (<http://www.fws.gov/science/supportcontractorsavailable.html>).