

## **PRE-TASK MEETING AGENDA**

### **I. OPENING**

- Introductions and explanation of roles: Lead COTR
- Context for the SOW (background, objectives): COTR

### **II. OPEN DISCUSSION**

- Questions concerning the SOW requirements
- GFP availability
- Government provided Contractor space
- Contractor Clearances
- Non-disclosure forms

### **III. CONTRACTING ISSUES (Contracting Officer)**

- Tentative Schedule
  - Rough Order of Magnitude (undefinitized orders only)
  - Proposal Preparation Request
  - Proposal Submission
  - Proposal Evaluation
  - Negotiations
  - Task Order Award

### **IV. FINAL COMMENTS (Lead COTR)**

- Review of Action Items
- Follow-on Pre-Task Meeting necessary?