

## “ We make ordering support easy”

Ordering quality services and developmental assistance from George Mason University is simple and easy.

### HOW TO ORDER:

- Outline your requirement in a Statement Of Work (SOW)
- Send SOW (Delivery Order/Task Order) to the GMU-MPP office.
- MPP Office prepares the Technical and Cost proposal.
- Mentor firm Contracting officer (KO)/Contracting officer representative (COR) reviews and comments
- KO makes award to GMU (Purchase Order)
- If you anticipate multiple tasks, please proceed as below

### Multiple Tasking:

- Mentor Firm sets up Basic Ordering Agreement (BOA) with GMU
- Assign a Not-to-Exceed \$ limitation.

Within 10 working days or less, GMU will organize a Developmental Assistance Team (DAT) to provide the required support.

### Delivery Order/Task Order(DO/TO) Award Process

