



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C.

The attached Notice to Proceed with urgent work was issued on April 2, 2020, to Summit Consulting LLC (the Vendor).

The Vendor has an existing contract issued on September 9, 2019, by the Internal Revenue Service, Office of Procurement, on behalf of the Federal Financing Bank within the U.S. Department of the Treasury (Treasury).

The Notice to Proceed authorizes the Vendor to provide services immediately to help the Treasury process applications for payroll support payments and applications for loans pursuant to Sections 4003 and 4112 of the Coronavirus Aid, Relief, and Economic Stability Act.

The Vendor is a small business, and the contract is a 100 percent set aside for small businesses.

The Notice to Proceed is a labor hour task order.



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, DC 20224

April 2, 2020

MEMORANDUM FOR THE FILE

FROM: Seraphina Hanan, Section Chief, Office of Business Solutions Acquisition (OBSA), Treasury Operations Branch

SUBJECT: Notice to Proceed for Budget Advisory Services under Task Order 2032H319F00098

The purpose of this letter is to authorize a Notice to Proceed (NTP) under GSA Task Order 2032H319F00098 for additional Budget Advisory Services under 10.2, Advisory Services, Other Advisory Services to include tasks such as:

- Document the end-to-end process for receiving, logging, reviewing, and approving or rejecting applications, including all touch points and communications with applicants, any outside parties, and internal parties;
- Develop the form of documents for all artifacts needed in the end-to-end application process;
- Perform the technical review and evaluation of applications and produce necessary artifacts, in accordance with the approved end-to-end process, selection criteria, internal review guide, and artifacts, subject to oversight and necessary step-by-step validation of the Treasury. For the avoidance of doubt, the vendor will not be responsible for approval or denial of applications, only technical and procedural reviews;
- Provide necessary input to Frequently Asked Questions (FAQ) documents, based on information and knowledge gained in processing and reviewing applications.
- Provide input and drafting assistance to an external application guide to help applicants prepare forms accurately and completely.

Due to the urgent nature of this work, performance is authorized to begin immediately after receipt of this notice. The period of performance remains unchanged. A modification to the Task Order will follow to incorporate these changes.

Sincerely,

Seraphina S. Hanan

Digitally signed by Seraphina S.
Hanan
Date: 2020.04.02 12:06:50 -04'00'

Seraphina Hanan
Contracting Officer