

2020 Request for Continuity of Effort Memo

XXXXXXXXXX XX, 201_

TO: 2020 ADJUDICATION BOARD

**FROM: REQUESTING INDIVIDUAL
CUSTOMER TITLE
CUSTOMER ORGANIZATION**

SUBJECT: REQUEST FOR CONTINUITY OF EFFORT UNDER TORP # XXXX

Re: Legacy TORP/TO # /

Legacy TORP/TO Title: _____

Background:

[Describe effort/history]

Rationale:

(Include a discussion of the following :)

[Identify/List/Address unique capabilities, experience, etc.]

[Identify/List/Address constraints; schedule requirements; unique features; learning curve; cost; proprietary data; etc.]

[Identify/List/Address detrimental effects to the mission; economies and efficiencies to the Government]

[Show/Address how the requirements and/or deliverables under the new TORP/TO are a continuation of those addressed under the Legacy TORP/TO]

(Complete and sign the attached Past Performance Data for Continuity of Services)

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REQUEST FOR CONTINUITY OF EFFORT UNDER TORP # XXXX Decision:

() Approved

() Disapproved

DRAFT