



DISN Global Solutions (DGS)



TASK ORDER GUIDELINES

September 2003

**Defense Information Technology Contracting Organization
(DITCO)**

Defense Information Systems Agency (DISA)

Foreword

This Task Order (TO) Guidelines document is a living document that contains all the information you need to use the DISN Global Solutions (DGS) Contracts, hereinafter referred to as the DGS Contracts. The DGS Contracts TO Guidelines will be revised periodically, as needed, to improve the process of awarding and managing task orders under these contracts. **Should a discrepancy exist between the DGS contracts and this document, the contract shall take precedence.**



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Information regarding this contract may be found on the World Wide Web at
<http://www.disa.mil/acq/contracts/dgschar.html>

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CHAPTER 1

GENERAL INFORMATION

A. BACKGROUND

The Defense Information System Network (DISN) Global Solutions (DGS) Contracts, hereinafter called the DGS Contracts, are to assist the Defense Information Systems Agency (DISA) and the Department of Defense (DoD) in the life cycle management of the DISN. The DGS Contracts are open for use for all federal agencies whenever the requirement is associated with life cycle management of the DISN. Contractor support responsibilities include, but are not limited to, the following areas: network management, engineering, installation, provisioning, operations, maintenance, integrated logistics support, and program management life cycle support solutions. DGS Contracts will be used worldwide to assist in the management of classified and unclassified components of the DISN and in acquiring and managing related support services and equipment. The DGS contracts are follow-on to the Defense Information Systems Agency's (DISA's) original DISN Support Services – Global (DSS-G) contract, which was awarded in July 1996 and expired 31 May 2002, and the Federal Defense Information Switch Network (formerly AFNET), which was awarded July 1991 and expired July 2002.

B. PURPOSE

The DGS Contracts Task Order (TO) Guidelines describe the roles and responsibilities for managing the DGS Contracts, the procedures for preparing a requirements package to award a DGS TO, and procedures for managing a TO from award, through execution, to final close-out.

C. APPLICABILITY

The Guidelines apply to all customers using the DGS Contracts. Effort must be within the scope of the DGS Contracts' SOW. See attachments 12 and 13 hereto.

D. CONTRACT TERMS AND USE

The DGS contracts are Indefinite Delivery/Indefinite Quantity (ID/IQ) split award contracts utilizing Time-and-Materials (T&M), Firm Fixed Price (FFP), and Cost-Reimbursable (CR) type task orders in accordance with FAR 16.500. The total life of both contracts is nine years (a base year with four one-year options and four one-year award term periods). The maximum order amount for both contracts combined over the nine-year contract life is \$3 billion.

DCA200-02-D-5000 – SETA Corporation (small business) - shall primarily provide the engineering and support services required for the DISN Program Office and the associated management, engineering development, and implementation efforts across the DISN.

DCA200-02-D-5001 – SAIC (large business) - core and primary tasking shall be to support uninterrupted, 24 x 7 operation of the DISN for the nation's war fighters deployed worldwide. This contract also provides for the engineering and associated services required to directly support the fully operational DISN.

As new DGS tasks are identified, the prospective tasking organization shall coordinate with the Contracting Officer to determine which of the two DGS contracts will be used. In the event where agreement as to which contract to use is not reached, the decision shall be elevated to the Vice Director, DISA, for final determination. For actions requested to go to SAIC, a memorandum prepared by the customer and approved by the Contracting Officer must accompany the package. For DISA customers, the memorandum should be coordinated with the Agency SADBUs prior to submittal to the Contracting Officer for approval.

E. CONTRACT SCOPE

The DGS contracts will provide the necessary programmatic/operation/engineering services, material, equipment, and facilities to support the life-cycle management of the DISN. This effort shall include, but shall not be limited to:

- Program Management
- Cost/Schedule Management
- Financial Management
- Systems Engineering
- Hardware and Software Management
- Test and Evaluation
- Manufacturing
- Engineering
- Logistics
- Other services required for DISN support

The DGS contractors shall have and maintain capabilities to address life-cycle issues across the entire spectrum of systems within, or planned for integration within, the worldwide DISN. These systems include voice, data, video, imaging, and supporting telecommunications systems. Specifically, the DGS contractors shall be responsible for assisting the Government to execute all phases of the DISN life-cycle management and engineering from concept exploration and definition through system disposition and decommissioning in classified and unclassified environments.

F. DII COMMON OPERATING ENVIRONMENT (COE) COMPLIANCE

All software development acquired by DoD organizations through the DGS Contracts must be compliant with the DII COE. DISA maintains test facilities and procedures for DII COE registration, compliance evaluation, and certification. DoD customers of DGS Contracts are advised to submit functional applications to the appropriate DISA test facility for compliance certification. Details are available from DISA's DII COE home page:

<http://diicoe.disa.mil/coe>

G. CONTRACTORS

[Attachment 1](#) lists the DGS prime contractors. The Government has privity of contract only with the prime contractors, SETA or SAIC. It is the prime contractor's responsibility to oversee their employees and their subcontractors to ensure the work is accomplished in accordance with the SOW.

H. CONTRACT TYPE

As stated above, the DGS contracts are ID/IQ type contracts. They are designed primarily for firm-fixed-price (FFP) or time-and-materials (T&M) TOs, using the negotiated, fully loaded (i.e., all costs of labor, direct costs, overhead costs including program management, G&A expenses, etc.). Although the labor rates included in the base contract do not include profit/fees, **the hourly rates contained in each Attachment 3 for SETA and Attachment 4 for SAIC, do include appropriate profit and fees.** In addition, the DGS contract contains FFP rates for IDNX Services and the ability to price IDNX upgrades on a T&M basis. While the DGS contracts are designed primarily for FFP or T&M TOs, there may be occasions where a cost type order is appropriate to the type of work required. **Customers must provide the anticipated contract type for each TO requirement in the checklist portion of their requirements package.** (The Requirements Package Checklist is provided as Attachment 2 to these Guidelines). Chapter 3 contains details on TO contract types.

I. DISA ACQUISITION APPROVAL GROUP

Requirements packages submitted by DISA organizations must also annotate within the Attachment 2 Checklist whether certification of their package was approved by the DISA AAG, as part of a Program Acquisition Plan.

J. PERFORMANCE-BASED SERVICES CONTRACTING (PBSC)

1. Recent acquisition reform legislation requires agencies to introduce new contracting techniques into their business processes. Through the direction of the OMB Office of Federal Procurement Policy (OFPP) Policy Letter 91-2, it is ***“the policy of the federal government that agencies use performance-based contracting techniques to the maximum extent practicable.”*** For more information on PBSC, read the Office of Federal Procurement Policy’s Best Practices Handbook located at <http://www.arnet.gov/Library/OFPP/BestPractices/>.

2. When determined appropriate for an individual requirement, customer agencies should use the following methods to develop performance-based requirements:

- a. **Job Analysis.** Determine what are the organization’s needs and the kinds of services and outputs that the contractor will provide. This provides a basis for establishing performance requirements, developing performance standards and indicators, writing the performance work statement (PWS), and producing a Quality Assurance Surveillance Plan (QASP).
- b. **Development of the PWS.** Describe the specific requirements the contractor must meet in performing the TO, including a statement of the required services in terms of output and measurable performance. The key elements of a PWS are a statement of the required services in terms of output; a measurable performance standard for the output; and an allowable error rate. The PWS describes the specific requirements the contractor must meet in performance of the contract. It also specifies a standard of performance for the required tasks and the quality level the Government expects the contractor to provide. The PWS format is at Attachment 10.
- c. **Quality Assurance Surveillance Plan.** The QASP defines what the Government must do to ensure that the contractor has performed in accordance with the PWS performance standards. This can range from a one-time inspection of a product or service to periodic in-process inspections. It is required to ensure the Government receives the quality of services called for under the contract, and pays only for the acceptable level of services received. Since the QASP is intended to measure performance against standards in the PWS, these interdependent documents must be coordinated. Accordingly, writing the two documents simultaneously is both effective and efficient. The QASP format is at Attachment 11.
- d. **Performance Evaluation and Reporting.** Determine if the contractor has performed to the standards identified in the SOW. For task orders amounting to \$1M or more, customers report on the respective DGS contractor’s performance using the Past Performance Information Management System (PPIMS) at <https://apps.rdaisa.army.mil/ppims/prod/ppimshpdisa.htm>.

K. REQUIREMENTS PACKAGE PROCESSING TIME-LINE

The ordering process is usually completed in about four weeks. More or less time may be necessary depending on the requirement and the contract type; cost type task orders generally take additional time. Details are contained in Chapter 4.

L. FISCAL YEAR CUT-OFF DATES

The cut-off date for submitting requirements, which must be awarded by the end of the fiscal year (30 September), is **15 August**. If packages are received after that time, there is no guarantee that award can be made prior to 30 September.

M. DGS SUPPORT CONTRACT WEB SITE

1. DISA maintains a DGS Contracts Web site to provide information on the DGS contracts. The DGS Contracts web site address is:

<http://disa.dtic.mil/acq/contracts/diioss/dgschar.html>

N. CONTRACTING OFFICER'S REPRESENTATIVE (COR)/ALTERNATE CONTRACTING OFFICER'S REPRESENTATIVE (ALT COR)/TASK MONITOR (TM)/ALTERNATE TM (ALT TM) TRAINING

The COR, ALT COR, TM, and ALT TM act as procurement officials through the preparation and definition of statement of work requirements and the evaluation of contractor proposals. Procurement officials are required to complete ethics training, procurement integrity training, and file financial disclosure reports. Task monitors should query their personnel, training and/or legal offices to ensure all procurement official requirements are met.

The following applies to internal DISA customers only:

1. The DISA COR/ALT COR /DISA Primary and Alternate TMs are required to complete Contracting Officer's Representative (COR) training prior to appointment in accordance with DISA ACQ policy, and must complete refresher training annually. On the DGS Requirements Package Checklist Attachment 2, provide the date (month and year) that COR training and Ethics Training has been completed for both the Primary and Alternate TMs. For additional information, concerning COR training, consult the DISA Acquisition Regulation Supplement (DARS), Subpart 1.602-2-90(b) (web site currently unavailable).

2. If the task order effort is mission critical, a waiver to the DARS must be obtained from ACQ (previously known as D4) and contained in your requirements package. Although a number of qualifying COR courses exist, the required DISA course is at the Federal Acquisition Institute (FAI) On-Line University web site:

<http://www.faionline.com>

3. This web site contains the COR Mentor Course, which consists of eighteen (18) individual modules on a variety of contracting-related subjects. When this training is completed, COR/ALT COR/TM/ALT TMs shall ensure the certificate of completion is contained in the Requirements Package. If a waiver was previously obtained, promptly submit certification of completion to the Contracting Officer within the time allowed by the waiver.

4. This web site may also be used to complete annual COR refresher training. TMs may choose to complete any six of the eighteen COR Mentor Course modules to fulfill refresher training requirements. When this training is completed, TMs shall likewise submit certification of completion to the CO.

5. If you have problems accessing or using the FAI OnLine web site, e-mail an FAI technical representative at faikc@meridiansi.com.

CHAPTER 2

ROLES AND RESPONSIBILITIES

A. DISA HEADQUARTERS

Program Manager/Steward. DISA/NS performs the functions of program manager and steward for the DGS Contracts. In this role, NS assists customers in defining and analyzing requirements to ensure that the technical direction conveyed to the contractors is consistent with the long-range DISA/NS vision. NS works in partnership with customers in and outside of DISA to understand how the DGS contracts can best be used to meet their requirements.

Contracting Officer's Representative (COR)/Alternate COR (ALT COR). NS is staffed with a COR/ALT COR for the DGS contracts. The DGS COR/ALT COR performs the following functions:

- Acts as an interface between customer Task Monitors (TMs), Alternate TMs (ALT TMs), and the DGS Contracting Office.
- Gathers all information from the prospective TMs to complete the package for their proposed task orders. The COR will ensure all information is contained in their package prior to submitting to the DITCO Scott Contracting Officer IAW the Requirements Checklist.
- Assists the DITCO Scott Contracting Officer (CO) by providing decision support information to customers regarding the status of requirements packages and TOs.
- Monitors, maintain, and provides to customers, information regarding the status of all TOs placed under the DGS contracts.
- Advises TMs of issues related to the contracts and their specific requirements packages/TOs. Maintains frequent contact with the contractors to discuss specific aspects of TOs and proposals.
- Recommends resolution of discrepancies that may arise pertaining to performance of the contractors and the terms of the contracts.
- Works with the CO and TMs to ensure contractor's performance is in accordance with the contract terms and conditions and the TO requirements.
- Ensures past performance data and invoice payment recommendations are obtained from the TMs/ALT TMs.
- Assists in determining that the work to be performed is compliant with approved architectures, guidelines and standards.

B. DEFENSE INFORMATION TECHNOLOGY CONTRACTING ORGANIZATION (DITCO)

The DGS Contracting Officer (DITCO-Scott) functions include the following:

- Issue all Task orders and modifications (to both task orders and the basic contract). Note: Task orders and modifications thereto may be issued by duly appointed DITCO Contracting Officers via the remote ordering process identified in Chapter 4 (special attention should be paid to Chapter 4, paragraph E) when the terms and conditions of the contract (Section G, paragraph G15) and this task order guidelines are met.
- Make contract scope determinations and determine which contract will be utilized to satisfy new work.
- Provide advice and guidance to contractors and customers regarding contract scope issues, acquisition regulation requirements, and DISA contracting policies.
- Represent the Contracting Officer's position at various contract-related meetings, including IPRs, negotiations sessions, working meetings, Award Fee and Award Term evaluation/assessment meetings.

- Appoint DGS CORs, ALT CORs, TMs and ALT TMs.
- Resolve issues relating to Invoices and Payment.

C. CUSTOMERS/TASK MONITORS

Customer agencies identify Task Monitors (TMs) who are responsible for:

- Defining requirements and providing complete Requirements Package.
- Nominating Primary/Alternate Task Monitors (TMs) to serve as the customer's main point of contact for both pre- and post-TO award processes and functions.
- **Coordinating with Resource Managers to provide sufficient funding (to include deobligation funding documents when appropriate) for all requirements under the individual task order..**
- Reviewing the contractor's TO proposal(s) and provide recommendations to the Contracting Officer regarding acceptance of such or detailed information to assist in negotiations should the proposal not be acceptable. Also ensures that sufficient funding is provided to the Contracting Officer for all proposals accepted.
- Monitoring and evaluating the contractor's performance on each TO.
- Providing technical support to the CO on TO issues.
- Working with the CO and the contractor to ensure the contractor performs the requirements specified in the TO.
- Adhering to the requirements and procedures defined in the DGS contracts and these guidelines.
- Reviewing all invoices to ensure accurate and complete billing; notify CO immediately upon discovery of discrepancies.
- Ensuring that contractor performance does not cross into personal services and performance is IAW the TO SOW. See Federal Acquisition Regulation (FAR) 37.104 for further information on personal services.
- Providing past performance assessments

TMs should be technically proficient in the technical requirements of their TO and familiar with the policies and procedures of these guidelines. Further information on TM responsibilities during TO execution is contained in Chapters 4 and 5.

D. CONTRACTORS

The principal role of the contractors is to perform the work described in the awarded TOs. All contractor performance and deliverables must meet the requirements set forth in the TO and DGS Contracts.

CHAPTER 3 REQUIREMENTS PACKAGE PREPARATION

IMPORTANT NOTE: There are two methods for creating the requirements package. *The first and preferred method is the traditional one in which a TM uses the various Microsoft Office applications (MS Word, MS Excel, etc.) to draft the documents of the requirements package and then submit them in accordance with the instructions below.*

The second method utilizes a new web-based capability that DISA has created to prepare the requirements package. This system is called the Acquisition Planning and Execution (APEX) System. Users can access a single website and prepare all the necessary core documents online without the need for having any applications other than a standard web-browser, resident on their workstation. The current version of the system allows users to prepare and print all the documents, as well as to save the documents in electronic format for dissemination. A future version of the system will contain a built-in workflow module to allow users to electronically route their entire requirements package to all those that need to review and/or approve it. Users can access the system at <https://www.ditco.disa.mil/products/ASP/welcome.ASP>, which is the DISA Direct Homepage.

A. GENERAL

The requirements package is the basis for processing and awarding a DGS Contracts TO. When complete, TMs shall submit requirements packages electronically by e-mail through:

olsonr@ncr.disa.mil and jackso2d@ncr.disa.mil

DITCO only processes complete requirements packages. Partial submissions will not be accepted. A complete requirements package is defined as one containing all documents listed in Attachment 2 (the Requirements Package Checklist). In general, the majority of the documents required for a complete requirements package are the Statement of Work (SOW) or PWS, an appropriate funding document (DISA Form 1, TSR/PDC memorandum, DD Form 2406, MIPR) with the Section 508 Determination, an Independent Government Cost Estimate (IGCE) (DISA Form 752) or a completed Attachment 3 for SETA or Attachment 4 for SAIC, the TM/ALT TM nomination package and the Requirements Package Checklist.

The paragraphs below provide a detailed description of each document. **Submitting partial requirements packages is not authorized** since it results in processing time delays and because it is difficult to match up the individual parts to determine whether or not a complete package has been received. DITCO requires all documents in a requirements package be submitted electronically to the above e-mail addresses; however, it is recognized that some documents may not be electronically transmitted;. In the event that a document cannot be electronically transmitted, it may be sent by fax to the attention of "DGS" at 618-229-9174. Note that although some of the documents can be faxed, **it is mandatory that the SOW or PWS be submitted electronically**. Any document sent by fax should be submitted the same day as the electronic package and must clearly show which electronic package the document belongs with in order to be considered a complete requirements package. Requirements packages must be UNCLASSIFIED, regardless of the classification of work to be performed within the TO.

B. REQUIREMENTS PACKAGE CHECKLIST AND CERTIFICATION

The checklist is the 'cover' for submitting the DGS Requirements Package. The DGS Requirements Package Checklist and Certifications, shown as Attachment 2 lists the items that must be included in the package. Also, please remember to indicate in Block 2 of the checklist the date on which you first began work on this particular requirement. DITCO-Scott (AQS) tracks acquisition lead-times to include the amount of time spent prior to submission of a package to the KO.

C. STATEMENT OF WORK (SOW) and Performance Work Statement (PWS)

Customer agencies may choose from between these two formats, depending on the nature of the individual requirement. The SOW or PWS is the heart of the TO. All DGS SOWs and PWSs adhere to a standard format. The SOW format is at Attachment 9 and the PWS format is at Attachment 10. This standard format significantly contributes to fast, streamlined processing times since customers, vendors and contracting personnel know exactly where to find specific information quickly. As performance-based services contracting concept becomes increasingly important to customer agencies, the PWS format becomes essential. Ensure that the SOW or PWS completely and accurately portrays the nature of the required services and lists the delivery of all technical data to satisfy the requirement. SOWs and PWSs shall use/call out the existing DGS Contracts CDRLs/DIDs and tailor their requirements within the SOW. A table should be added to clearly reflect all CDRL deliverables.

D. INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)

1. The IGCE helps the CO determine the reasonableness of a contractor's cost and technical proposals and gain assurance that there is a "meeting of the minds" between the customer and the contractor regarding the scope of the TO. Initial funding should be at the IGCE level (See Section E. FUNDING DOCUMENTS below). If discussions or negotiations are necessary prior to TO award, the IGCE assists in developing and presenting the customer's position. **The IGCE is for Government Use Only and shall not be made available to DGS contractors without exception.**
2. [Attachment 3 – SETA](#) and Attachment 4 – SAIC contains the IGCE format for each year of the contract. It also contains spreadsheets for the negotiated rates of each of the prime contractors' approved DGS Contracts labor categories and appropriate mark-ups for ODCs. This is the "IGCE" spreadsheet. Attachment 3 or 4 must be completed for each PDC contained in the funding package. Refer to Section J, Attachment 2, of the DGS contracts for descriptions of labor categories.
3. Figures for ODCs must be supported by the work described in the TO SOW or PWS. Attach a separate sheet to the IGCE detailing the estimated ODCs. Identification and justification must be provided for travel, hardware, software, other Federal Information Processing (FIP) resources, and any other direct costs so that the contractor can propose appropriate costs.
4. Regarding hardware, software or other FIP resources, the DGS Contracts allow for purchase of technical support services, as well as hardware (HW), software (SW), telecommunications or other FIP resources required in order for the contractor to perform the required services. Include a list of HW/SW required. If actual HW/SW need is unknown, indicate the dollars available for the purchase; in addition, the SOW/PWS may request the contractor to test HW/SW in order to determine which will be purchased.

E. FUNDING DOCUMENTS

1. DGS Contracts TOs are funded by the customer organizations that request orders to be placed on the contracts. A certified funding document for the amount shown in the IGCE must be included in the DGS Requirements Package when the package is submitted to the ordering office for processing. **Customers are solely responsible for ensuring the correct appropriation is cited and the period of performance is addressed with the correct fiscal**

year appropriation in order to satisfy “bona fide need” concerns. Severability and Non-severability statement shall also be included. This statement is based on the work contained in the task order and not by the type of dollars being used. Most technical support services are severable, provided the Government receives benefits throughout performance. An example of a project that is non-severable is one in which the Government receives a single outcome, such as a report, at the end of performance and there is no benefit or the Government received nothing at any time prior to the delivery of this outcome at the end of the performance period. Many technical support services provide daily benefits that include status reports, and by definition, are severable.

2. Subject to Availability of Funds (SAF):

a. When a DGS Requirements Package is submitted with the intention to award all or in part with funding for the next fiscal year, it must be accompanied by a signed funding document containing approved language regarding **“Subject to Availability of Funds (SAF)”** status. The requirements package will typically include a planning MIPR or TSR/memo, stating that funds are SAF, pending receipt of the next fiscal year’s (FY) appropriation. The DD Form 1155 award document will also state that funds are SAF.

b. Some agencies use “no-year” funding in which funds become automatically available at the start of the next FY. If the funding provided is not currently available for obligation, but will automatically become available at the beginning of the next FY, the following statement must be included on the funding document: *“Funds in the amount of \$xxx.xx are certified and available for obligation beginning 1 Oct 20xx.”* This same statement will also appear on the DD Form 1155 award document.

3. The preferred method of providing reimbursable authority is through the use of Program Designator Codes (PDCs) issued with a Telecommunications Service Requests (TSRs) Number. DISA components should make every attempt to utilize the PDC/TSR method. Military Interdepartmental Purchase Requests (MIPRs) may be used by those DoD components unable to process PDCs, however it is noted that through internal procedures, the subsequent award document will include a PDC code, as well as the MIPR number. Whenever possible, it is preferred that the MIPR be submitted in electronic form (either a scanned document or your agency’s electronic format). MIPRs must be prepared as followed:

Prepare a **reimbursable** (category 1) MIPR to cover the estimated cost of the TO as calculated in your IGCE. Other required information on each MIPR includes:

MIPR BLOCK NO.	CONTENTS
7. TO:	DISA/DITCO-Scott (AQSS32) Attn: DGS Contracting Officer 2300 East Drive Scott AFB, IL 62225-5406 FAX: 618-229-9174
8. FROM:	<p>Include the following:</p> <ul style="list-style-type: none"> a. TO Title (from the SOW or PWS) (Contract # and TO # if modification) b. Total dollar amount (requirement plus fee) c. “This MIPR is <input type="checkbox"/> is not <input type="checkbox"/> issued in accordance with the Economy Act.” <i>(check the appropriate box)</i> d. Funds Expiration Date for Obligation Purposes: (dd/mmm/yyyy) e. If the Financial POC differs from the POC in Block 8, indicate name, phone number, and fax number. f. E-mail address. This will allow finance to e-mail the acceptance document immediately.
13. MAIL INVOICES TO:	Enter the appropriate customer billing address for submitting SF 1080.



NOTE: For non-DoD customers, the process is identical to the one described above, except that non-DoD customers are not required to use the MIPR form, but may use their own form or format. Whatever form is used, it must contain the following information.

- Point of contact for billing purposes
- Title of the SOW or PWS being supported by this fund citation (Contract # and TO # if for modification)
- Appropriate DGS Contract Number
- Identification of the fee amount
- Amount of funds provided
- Fund citation if applicable
- Billing address
- Funds expiration date for obligation purposes
- Date the document is created/signed

4. Proper funding must be included in the Requirements Package. Task Order processing cannot begin by the ordering office until proper funding is received. It is the TM/ALT TMs responsibility to ensure that the CO is notified that additional funding may be required due to any changes in the level of effort or changes in the SOW/PWS. It is also the TM/ALT TMs responsibility to obtain the additional funds and provide to the CO.

F. CONTRACT TYPE

1. *The DGS contracts are designed primarily for FFP or T&M TOs*, using the negotiated, fully loaded (i.e., all costs of labor, direct costs, overhead costs including program management, G&A expenses, etc.) hourly labor rates and FFP rates for IDNX Services contained in the DGS contracts. Although the hourly labor rates in the contracts do not include profit and fees, the hourly rates contained in Attachment 3 – SETA and Attachment 4 – SAIC, do include all contractor related profits and fees. DITCO's 2% fee, however, is not included in the individual rates and are added to the total of all labor and Other Direct Costs. While the DGS Contracts are designed primarily for FFP or T&M TOs, there may be occasions where a Cost Reimbursement (CR), e.g., cost plus fixed fee (CPFF) or cost plus award fee (CPAF) structure is more appropriate, due to the type of work required. **Because CR TOs do not use the negotiated DGS labor rates, the processing time is longer.** When the contractor uses the negotiated labor rates in its proposal, the resulting TO is FFP or T&M and the price analysis performed by the CO is simple since it is based on rates already negotiated and established under the contract. However, if the customer requests, or the contractor proposes, a CR contract type, there are no agreed-upon methods or rates. Under a CR-type arrangement, a cost analysis is required that is unique to the proposal and cannot be completed in the same timeframe as that of FFP or T&M types. The CO must check all rates for a variety of labor categories, overhead, G&A and fees that are added to the direct labor. This checking requires coordination with various Defense Contract Audit Agency (DCAA) offices. If DCAA and the contractor differ on an element of cost, negotiations must be held to resolve the difference. The contractor's proposed profit or fee may also require negotiation. Once agreement is reached, the CO must obtain certificates of current cost or pricing from the involved prime and subcontractors. Finally, a detailed negotiation memorandum must be produced to justify the negotiated cost. As a result, **the estimated time required to process a CR TO is 75 calendar days after receipt of a complete package, however more or less time may be required dependent upon the requirement.**

2. The **customer must provide the anticipated contract type and rationale for each TO requirement** on the DGS Requirements Package Checklist. The following paragraphs describe each contract type and what, if any, justification information must be provided by the customer in the requirements package.

- a. Firm Fixed Price (FFP). An FFP contract provides for a price that is not subject to any adjustment. It places upon the contractor medium risk and full responsibility for all costs and resulting profit or loss. It also provides maximum incentive for the contractor to control costs and perform effectively. It is suitable for acquiring services on the basis of reasonably definite functional or detailed specifications when performance uncertainties can be identified and reasonable estimates of their cost impact can be made. FFP type orders are most appropriate for performance-based services contracting (PBSC), utilizing the PWS requirements format.
- b. Time-and-Materials (T&M). A T&M contract may be used only when it is not possible at the time of placing the contract to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence. This type of contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Accordingly, appropriate Government surveillance of contractor performance is required to give reasonable assurance that efficient methods and effective cost controls are being used. A T&M contract type may only be used after the CO executes a determination and findings that no other contract type is suitable. Therefore, ***the customer must provide the reasons why it is not possible at the time of placing the Task Order to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence.***
- c. Cost Reimbursement (CR). A CR contract type may only be used when uncertainties involved in contract performance do not permit costs to be estimated with sufficient accuracy ***and*** the fixed labor rates in the contract cannot apply (e.g., OCONUS work). A CR contract type may only be used after the CO executes a determination and findings that shows this Task Order type is likely to be less costly than any other type or it is impractical to obtain services of the kind or quality required without the use of this Task Order type. In order to use this type of contract, ***the customer must provide rationale as to why the fixed labor rates cannot apply and provide the reasons why this Task Order type is likely to be less costly than any other type or why it is impractical to obtain services of the kind or quality required without the use of this contract.***

G. ECONOMY ACT DECISIONS

Contracting by DISA of services/supplies for another Government agency constitutes an interagency acquisition. Under the Economy Act (31 U.S.C.1535), the head of the requesting agency must determine that contracting for its requirements is in the best interest of the Government. The Economy Act determination must be identified on the funding document. In addition, non-DISA customers must indicate on their DGS Requirements Package Checklist that appropriate Economy Act decisions have been made.

H. SECTION 508

All packages must contain the appropriate Section 508 determination and documentation; please see https://www.ditco.disa.mil/asp/news/ntc_05_01.asp. . Normally, the 508 documentation contained in the Requirements Checklist, [Attachment 2](#) is the only document required; this form must be signed by the designee authorized by your agency (if you are a DISA customer and the requirement is for a National Security System, the DISA CIO must sign). However, additional documents required for "Undue Burden Exception" determinations and determinations of "Commercial Non-Availability" may be required and can be found at the aforementioned web site. Additional information regarding Section 508 compliance can also be found at <http://www.section508.gov>.

I. Task Monitor Certification: The designated Primary and Alternate Task Monitors, and their supervisors, must each sign the DGS Requirements Package Checklist, indicating that they understand and accept the TM/ALT TM responsibilities associated with their appointments under the DGS contracts. Their signature also indicates

understanding that should they fail to execute their responsibilities, results could include the inability of DISA to accept further work from their organization. Electronic signatures or “//signed//” are acceptable.

J. COMMON MISTAKES: Attachment 6 is a useful checklist to help TMs ensure that the requirements package has been completed in accordance with these guidelines. It enables TMs to screen packages for the most common mistakes found in DGS requirements packages, and may be used in conjunction with the DGS Requirements Package Checklist and Certifications.

CHAPTER 4 REQUIREMENTS/ORDERING PROCESS

A. GENERAL

All work performed under the DGS contracts is initiated through award of task orders by a DISA/DITCO warranted Contracting Officer (see paragraph E below).

B. REQUIREMENTS PROCESS

There are five parts to this process:

- Requirements Package
- Request for Proposal
- Proposal Preparation
- Proposal Evaluation
- Task Order Award/TM Assignments

1. Requirements Package. The TM assembles the DGS Requirements Package, to include all the items listed in the DGS Requirements Package Checklist [Attachment 2](#), and forwards the package to the DISA COR at olsonr@ncr.disa.mil and jackso2d@ncr.mil. Upon receipt, the COR notifies the TM that the package has been received. The COR/CO reviews the package to ensure it is complete and within scope of the DGS contracts, then forwards to the DISA/DITCO CO for action. If the requirements package is not complete, the COR will return the pack to the TM with an explanation of the reasons for return without action. If the requirement is viewed as out of scope, the COR will coordinate with the CO and upon concurrence, return the package to the TM.

2. Requests for Proposals

- a. The CO requests a proposal for each new Task Order from the designated DGS contractor. Each request shall include a SOW or PWS and set forth the anticipated type of task order (e.g. FFP, T&M) and a proposal due date. The contractor is generally allowed 15 days to prepare and submit proposals; however, more or less time may be necessary based upon the requirements.
- b. The contractor may request written clarification of SOW/PWS requirements and proposal instructions. Such requests for clarification shall generally be sent to the TM, COR, and CO by e-mail within two (2) working days from receipt of the request for proposal. The TM, through the CO, will respond to clarification requests by return e-mail to the contractor generally within two (2) working days after receipt of the request. Note: Telephonic or face to face meetings between the TM/COR and contractor are acceptable to resolve clarification issues if the clarification request is minor or administrative in nature. For substantial clarifications, the CO may request that the M/COR and contractor may meet to discuss, with details/results of the meeting being provided to the CO via e-mail. As a result of clarification requests, the CO will determine if any revisions to SOW/PWS requirements are required, and if necessary, issue an amended request for proposal. The CO may extend the proposal due date upon proper justification by either the contractor or Government.
- c. As required, the contractor must provide a technical and cost proposal to the CO and COR simultaneously, no later than the proposal due date. The proposal shall reference any tracking number specified in the CO request for proposal letter.

3. Proposal Preparation (See Section G-6 of the basic contracts for further requirements)

- a. Technical Proposal. The technical proposal address how the work will be performed and detail all relevant information required to perform the task by the required completion date. The technical proposal shall address, as a minimum:
- Technical Approach (how the work will be performed)
 - Key Personnel (resumes required to be submitted for approval only once for the term of the contract)
 - Primary Personnel (resumes must be submitted for approval with each individual task order)
 - Quantities/hours of personnel by labor categories (may be addressed in the cost proposal)
 - Other Direct Costs (ODCs) (may be addressed in the cost proposal)
 - Risks/Assumptions, if any (may be addressed in the cost proposal)
 - Government-Furnished Equipment (GFE) and/or Government-Furnished Information (GFI) (may be addressed in the cost proposal)
 - Security Issues (may be addressed in the cost proposal)
- b. Cost Proposal. The cost proposal includes detailed cost/price amounts of all resources required to accomplish the task, (i.e., man-hours, equipment, travel, ODCs etc.). Note: if the period of performance as requested by the Government crosses fiscal years, the cost proposal shall be broken out by the applicable contract year in which the services are estimated to occur. As a minimum, the following data is provided:
- (1) Firm Fixed Price (FFP)/Time-and-Materials (T&M). Identify labor categories in accordance with the Section B Labor Rate Tables and the number of hours required for performance of the task. The contractor must provide unsanitized (complete) cost proposals that include the identification and rationale for all non-labor and ODC cost elements and identify any GFE required for task order performance.
 - (2) Cost Reimbursement. The contractor provides an original, unsanitized cost proposal to the CO with copies of sanitized cost proposals submitted simultaneously to the COR. Sanitized cost proposals exclude proprietary cost data, but must include the total labor amount and cost breakout of all ODCs. CR cost proposals must include, as a minimum, a complete work breakdown structure (WBS), with labor categories and hours that coincide with the detailed technical approach; loaded labor rates (breakout base rate and all indirect rates applied); and estimated costs and indirect rates for ODCs (supplies, equipment, travel, etc.).
- c. Other Relevant Information. This section addresses other relevant information as required by the contract or requested by the TO proposal request, such as, for example, in accordance with the Contract, Section H Clause "Conflict of Interest."

4. Proposal Evaluation.

- a. The contractor simultaneously forwards the technical and cost proposal to the CO and COR for concurrent evaluation. The CO requests the TM perform a technical evaluation of the contractor's technical and cost proposal.
- b. Technical and Cost Evaluation. If the initial technical evaluation shows differences between the SOW requirements and the contractor proposal, discussions or negotiations may be necessary. The TM informs the COR/CO that discussions or negotiations are required and the CO contacts the contractor to initiate the process. *Only the CO is authorized to make requests for additional information or revised proposals. Discussions or negotiations between the contractor and the TM will occur only with the prior permission and/or involvement of the CO.*

- c. The CO and COR/TM are responsible for protecting proprietary information from unauthorized disclosure. Proprietary information is information contained in bid or proposal; cost or pricing data; or any other information submitted to the Government by a contractor and designated as proprietary. Any information a contractor considers proprietary must be marked as such in accordance with applicable law or regulation. All Government personnel involved in the administration and management of the DGS contracts share in this responsibility. DGS Contracts COR/ALT COR/TMs/ALT TMs must protect a contractor's proprietary data and must immediately notify the CO/COR of any unauthorized disclosure.

5. Task Order Award/TM Appointment

- a. Once the contractor's proposal has been reviewed by the TM and CO, and all pre-award issues have been resolved, the CO awards the TO by issuing a DD Form 1155 or electronic order to the contractor. At that point, the contractor is authorized to begin work in accordance with the TO. Further detail regarding TO award is contained in Paragraph G.5 of the DGS Contracts.
- b. The primary and alternate TMs are automatically appointed when the TO award is made by the Contracting Officer. TM responsibilities are set forth in Chapter 5.

C. REQUIREMENTS PACKAGE / TASK ORDER OFFICIAL FILE

Upon completion of the requirements package and submission of the package to DISA, the TM assembles an official file electronically of all documentation (See Chapter 5.). The TM maintains the electronic file until TO closeout. At that time, the TM forwards the electronic file to the CO. If the TM/ALT TM at any time is changed, the appointed TM/ALT TM shall forward all documentation relating to the TO to the proposed TM/ALT TM so that there is no loss in data. Chapter 5, paragraph b, further explains the TMs responsibilities regarding content of the task order file

D. TASK ORDER MODIFICATIONS

TO modifications are generally made to correct oversights or changes in conditions from the original TO. Modifications are appropriate to change administrative information; e.g., TM information, delivery date revisions, period of performance; and may be appropriate to add a limited amount of new work to a TO. However, if the proposed modification alters the scope of the TO, ***adds significant additional work or funding, substantially extends the period of performance, or incorporates other major changes, the CO may require the TM to submit a new requirements package for award of a new TO.*** The CO makes the determination of whether a proposed change can be processed as a modification or if a new requirements package must be submitted.

1. The TM prepares a modified DGS Requirements Package, which includes:
 - One copy of the modified SOW, with all additions and changes marked by underlined text, all deletions marked with ~~strikeout text~~ and side-bars in the right margin.
 - IGCE reflecting increased or decreased funding.
 - Requirements Package Checklist.
 - New/revised funding document.
2. The TM submits the package to the COR/ALT COR electronically to:
olsonr@ncr.disa.mil and jackso2d@ncr.disa.mil

If the modification affects the Objectives, Scope, or Specific Tasks portions of the SOW, the modified SOW will be reviewed by the COR/ALT COR to ensure the work is still compliant with the DII COE and the scope of the DGS contract.

3. For certain types of no-cost modifications, the prime contractor can initiate the modification package. Examples of the types of modifications covered by this procedure include:

- a. Extension of the period of performance.
- b. Due date change for one or more deliverable.
- c. Labor remix; labor redistribution; or reallocation of funds.
- d. The procedure is as follows:
 - The contractor electronically notifies the COR/CO, stating the nature of the requested change and the reasons the modification is required. If the no-cost modification is necessary to support the reallocation of funds from direct labor to other direct costs or vice versa, the contractor will prepare a revised cost proposal. If other changes are necessary, the contractor may be required to provide a revised draft version of the statement of work to the Task Monitor to support the suggested change(s).
 - The CO coordinates with the TM, obtaining approval. If the nature of the no-cost modification requires a revised SOW, the draft copy provided by the contractor will be updated by the TM and forwarded to the COR/CO along with the approval. If the TM does not approve or the CO makes a determination that the package is unacceptable to support the issuance of a TO modification, the COR/CO will hold discussions with the TM as to what is necessary to make the package acceptable and conduct negotiations accordingly. If the package is acceptable, the CO will initiate the appropriate modification.
- e. This contractor-initiated process is the preferred process for simple, no-cost modifications because it is faster and easier to process (i.e., the CO does not need to request a proposal from the contractor but can award a bilateral mod). The TM, however, can elect to initiate requests for no-cost modifications as they would a modification described in paragraph D.1 or D.2 above, rather than using this procedure.

Reminder - All requests for modifications that include changes in TO scope, new or changed tasks, new deliverables, or addition of funds must be prepared and submitted by the TM in accordance with Chapter 3.

E. ORDERING OFFICES.

a. Contracting Officers at DITCO-Scott (AQS), DITCO-Alaska (AQA), DITCO-Pacific (AQP) and DITCO-Europe (AQE) are authorized to place task/delivery orders, and modifications thereto, against the DGS contracts for any U.S. federal agency whenever the requirement to be placed is associated with life cycle management of the DISN and within the scope of the DGS contract. Because it is funded by yearly appropriations, DITCO-National Capital Region (AQN) may not issue task orders against the DGS contracts. All orders processed by these DITCO offices will charge a 2% fee. The customer agency shall forward a funding document that covers the Independent Government Cost Estimate (IGCE) amount, plus 2% fee.

b. There are no approvals, coordination, reporting, or oversight imposed by DITCO-Scott (AQS) on contracting offices. They are empowered to place orders in accordance with the terms and conditions of the contracts, task order guidelines, the FAR, DFARS (as applicable), and agency procedures. The only oversight or coordination by DITCO-Scott (AQS) is through reporting for the purpose of tracking the aggregate contract ceiling.

c. Contracting offices may contact the DITCO-Scott (AQS) Contracting Officer or duly appointed COR for guidance and assistance.

d. Non-DITCO-Scott contracting offices shall not use any order numbers which are identified by using serial numbers beginning with 0001 thru 9999, which are reserved for DITCO-Scott (AQS). DoD agencies should use ordering numbers as specified in DFARS 204.7004(d)(2)(i).

CHAPTER 5 TASK ORDER EXECUTION AND MONITORING

A. PROGRAM LEVEL MANAGEMENT

DISA guides and monitors performance over the life of the DGS Contracts. DISA employs several tools and methods to manage these efforts in close concert with customer monitoring and evaluation efforts. These tools include the following.

1. In Process Reviews (IPRs). DISA may conduct IPRs for each contract periodically throughout the year. IPRs are designed to show the work accomplished and underway across functional and technical areas emphasizing the interrelationships between TOs (i.e., where work in one TO is building on outcomes of another, where several are being coordinated towards a common goal, etc.), to ensure the work is using approved standards, architectures and guidelines and is compliant with achieving an integrated and interoperable DII, and to surface issues encountered during TO execution (i.e., discrepancies between customer approaches or requirements, lack of information or guidance needed to continue, etc.).
2. Task Order Tracking. A central tracking system (the Contract Support System (CSS)) is used to monitor task order status throughout the life cycle of the task order. This information is available for reporting pertinent metrics to management.
3. Official Contract/TO- File. The DITCO Contracting Officer maintains the official contract file for each DGS contracts. The file contains each TO award and subsequent TO modifications, correspondence, and all documentation required by the Federal Acquisition Regulation (FAR) part 4.

B. TASK ORDER MANAGEMENT

The TM provides “front line,” day-to-day monitoring of the TO during execution. A **mandatory TM responsibility** during TO execution is **maintenance of their official files** documenting all communications between the contractor and TM. Detailed instructions are contained in the CO’s TM designation letter. The TM/COR provides this file to the CO at the time of TO completion. **Should either the Primary or Alternate TM change during TO execution, the CO must be notified immediately.** COR/ALT COR/TM/ALT TM appointments/duties are not redelegable. If you are unable to perform for any period of time, arrangements need to be made to ensure COR/TM/ALT TM responsibilities can be performed by another appointed Government person.

1. TM Surveillance. The most important means for measuring contractor performance and ensuring successful TO completion is a planned surveillance effort to verify that contractor efforts lead to satisfactory and timely TO completion. The CO does not have the day-to-day relationship with contractor teams executing TOs that would allow meaningful surveillance. Therefore, TMs are responsible for developing a surveillance plan that outlines the use of existing reporting tools and other methods of objective and subjective observations to track contractor performance, timeliness and quality of deliverables, etc. The plan does not need to be in a particular format (example can be found at Attachment 14) but should list the subjective and objective measures that will be used to assure timeliness, quality and reasonable cost results on a TO.

a. Subjective measures that affect performance and can be viewed through day-to-day interaction include:

- Cooperation
- Problem Solving
- Problem Avoidance
- Correct Staffing Levels

- Adopted Efficiencies
- Effective Use Of Office and Communication Tools
- Attendance
- Overall Professionalism

b. Objective measures include:

- Deliverables
- Correspondence
- Meeting Minutes
- IPRs
- Progress Reporting

2. Acceptance and Evaluation of Deliverables. The responsibility for performing acceptance of all supplies and services under the DGS contracts is delegated to the TM via the TM Appointment Letter. In addition to reviewing, commenting on, and accepting/rejecting deliverables per the DGS contracts, Section H, the TM is responsible for completing the DGS Contracts Deliverable Evaluation form, Attachment 5, for each major deliverable received during TO execution. "Major deliverables" are the significant technical items (reports, plans, specifications, software, etc.) that are the outcomes of the tasks of the TO SOW. Items such as status reports, meeting minutes, and trip reports, i.e., routine status and informational deliverables, are generally not considered major technical deliverables. Rejection of deliverables must be documented in writing to the COR/CO with recitation of the requirement and statements of how the contractor failed to meet those requirements. The TM is responsible for ensuring that all rejections are properly documented and notification provided to the CO within five (15) calendar days after deliverable receipt, unless otherwise a different time frame is delineated in the individual task order.

3. Invoice Review/Payment Process. All payments on the DGS contracts are made by the Defense Finance and Accounting Service (DFAS) Pensacola from invoices and/or vouchers prepared in accordance with the DGS Contracts, Section G.4. A copy of each invoice and/or voucher will be provided simultaneously by the contractor to the appropriate office (e.g. DCAA and/or DFAS) Task Monitor, and CO via a mutually agreed upon method.

a. Review procedures for vendor(s) approved by DCAA for direct billing (**currently SAIC**): The TM must review the invoice within 5 calendar days (or less) after receipt and annotate the spreadsheet at Attachment 7 accordingly. Immediately advise the Contracting Officer, the COR, and the DGS contractor at your site if there are any discrepancies in the contractor's documentation and/or reasons why they should not be paid. If discrepancies are found after payment is provided or at any later date, promptly notify the DITCO Contracting Officer of those discrepancies so that the DGS contractor may be notified, the discrepancies corrected, and appropriate corrections to the invoice(s) are made.

b. Review procedures for vendor(s) not approved by DCAA for direct billing (**currently SETA**): The TM will be provided an original and copy of the invoice by the contractor. Upon receipt, each invoice must be clearly marked with the date of receipt. The invoice marked "original" and all supporting documentation must be reviewed, and if approved, signed and sent overnight delivery to DFAS. See below for address and signature instructions. Faxed copies to DFAS are not authorized; the invoice "copy" must be kept in the official TM file. The entire package provided by the contractor (usually consist of SF 1034, SF 1035, and back-up spreadsheets) must be sent. **However, please note, for the first and final invoices on T&M task orders, only the invoice marked "copy" (the original has been sent through DCAA to DFAS) will be provided by the contractor to the TM. In this case, the "copy" must be signed and sent to DFAS and a copy made for the TM file.** If errors or inconsistencies are found, the invoice must be returned promptly to the contractor and the CO notified immediately.

DFAS-PF/FPE (DITCO BRANCH)
130 West Avenue
Suite A
Pensacola FL 32508-5120
P.O.C.: Bonnie Reese at 850-473-5929

Complete the SF 1034 as follows. Do NOT sign as the Authorized Certifying Officer..

PAYMENT: there are six check boxes. Please check "Provisional" or if included, choose "Partial". (Skip the "Approved for" and "Exchange Rate" boxes) and sign your name and title in the empty lines to the right of the "By" and "Title" blocks (these blocks are to be used by DCAA)

Note: The Government has 30 calendar days to issue payment. This time frame starts at the point of initial receipt of an invoice (either the date the TM or DCAA (whomever receives first) annotates when first received, **not** the date when it's approved). If the Government does not pay in 30 days, then prompt pay penalties accrue and DFAS must pay accordingly. Although DFAS pays prompt payment penalties, the funds come from DISA if not provided to DFAS in sufficient time to pay. Also, when prompt payment penalties accrue, DFAS reports back to management at both DFAS & DISA and must identify the reason (and person's name if appropriate) for not paying timely. Also, note that DFAS must have approximately 2 weeks to process the payment. Please plan accordingly (i.e. allow for delivery time) to ensure that DFAS has sufficient time to process.

4. Past Performance Evaluation. The TM is required to evaluate the contractor's performance on a periodic basis. These past performance evaluations are made available to the prime contractor who performed the work and to Government source selection organizations that need past performance information to conduct contract source selections. Evaluations are submitted to the Past Performance Information Management System (PPIMS), a past performance collection tool that feeds the DoD's central repository for the collection and utilization of past performance information. PPIMS is a web-enabled tool for the TM to evaluate the contractor's performance and for the Contracting Officer and contractor to review, comment on and approve evaluations. The tool can be accessed at <https://apps.rdaisa.army.mil/ppims/prod/ppimshp.htm>. When required, the TM will be prompted via e-mail to perform an evaluation. Permissions and passwords can be obtained by registering at the PPIMS web site.

- a. As the performance-based services contracting (PBSC) concept is integrated into the DGS contracts, the TM will evaluate both the quality of the products and services delivered, and the manner in which they are produced. Performance evaluations will serve as an incentive to contractors to achieve ratings that reflect exceptional service, lower cost, and ahead of schedule in order to identify them as contractors who will ultimately be awarded an award term period.
- b. As TOs are awarded and completed under DGS contracts, current performance reports will supersede past performance information contained in the original database. Actual total costs to perform the TO versus anticipated or should-costs estimated prior to TO award will be included as a factor in DGS Contracts past performance evaluations. This factor will be expressed as a (+) or (-) percentage of the should-cost.

5. TO Closeout. Upon task order completion, the TM shall:

- a. Forward a statement to the CO that the task order has been satisfactorily completed.
- b. Appropriately dispose of any GFE/GFI prior to the task order closeout. Specific disposal instructions will be forwarded thru the CO to the Contractor.

- c. Dispose of any classified material received or generated by the contractor in accordance with applicable security regulations.
- d. Forward electronically the TM/ALT TM/COR/ALT COR task order files and associated documentation following task order completion to the CO.
- e. For cost reimbursement and Time and Material task orders, the contractor submits the final voucher for costs incurred (as accepted by DGS TMs during TO execution). Along with the final voucher, the contractor provides a completion letter indicating that all costs have been accounted for and billed. The final voucher is sent through normal channels for final payment in accordance with Section G.4 of the DGS contracts.

C. TASK MONITOR/ALTERNATE TASK MONITOR APPOINTMENT:

The Primary and Alternate TMs identified in the statement of work are automatically appointed through issuance of the TO or modification. The TM is responsible for ensuring that the TO is administered properly and is responsible for performing the following:

a. Read the DGS Contract. If you don't have a copy of the DGS contract, information about the contract and where to obtain a copy is available on the web at:

<http://www.disa.mil/acq/contracts/diioss/DGSchar.html>

b. Read the TO. Along with the contract, the TO is the basis on which the contractor has been hired. You will also find it helpful to review and keep in your records a copy of the contractor's final technical and cost proposals that were incorporated by reference into the task order.

c. Read the DGS TO Guidelines. These guidelines contain information you will find helpful in understanding roles and responsibilities and in establishing techniques for executing your TM responsibilities.

d. Record-Keeping. As TM, you are required to maintain records that sufficiently document your performance as TM for this TO. One file is unofficial and shall contain the documentation listed in paragraph g(1) below and is for your use. The second file is an official file and shall contain the documentation listed in paragraph g(2) below and shall be provided electronically to the DITCO Contracting Officer upon TO completion.

- TM Unofficial File. This file should include a copy of this TM designation letter, a copy of the TO and all subsequent TO modifications; and a copy of each TO invoice reviewed, verified and forwarded for certification and payment.
- TM Official File. A copy of all correspondence between TM and the contractor and all written memorandums recording, in detail, any significant communications between the TM and the contractor (e.g., record of meetings or telephone conversations where the TM provided the contractor technical direction or interpretation under the TO).

e. Funding:

- Excess Funds. The award of referenced order obligates funds in the amount as stated on the order. Excess funds, if any, must be withdrawn via appropriate funding document so that excess funds may be returned to the issuing organization for future use prior to funds expiring.
- Additional funding. The TM is responsible for providing all required funding documents required for task order performance. This includes those for modifications, as well as those required for deobligation actions.

- e. Establish Inventory Controls. As applicable, maintain and verify inventory listings of Government property (whether Government-furnished or contractor acquired) in the contractor's possession to facilitate proper disposition of the property at contract close-out.

FOLLOWING IS THE OFFICIAL APPOINTMENT, EFFECTIVE THE DATE OF TASK ORDER ISSUANCE

1. Pursuant to the authority of the Contracting Officer, you are hereby appointed Task Monitor (TM) or Alternate Task Monitor as specified in the Statement of Work.

2. As the Contracting Officer's designated representative, you have limited authority with respect to the contract. Your duties and responsibilities concern only the Contract/Task Order(s) for which your name is included in the Statement of Work, and are as follows:

- a. Provide technical guidance to the DGS prime Contractor on the technical requirements as set forth in the respective Task Order. The appropriate DITCO Contracting Officer must resolve any disagreements between you and the DGS prime contractor.

- b. Upon submittal, review DGS contractor's proposals and ensure you as the TM advises the Contracting Officer, COR, and Alternate COR of their technical adequacy and accuracy, reasonableness of work estimates and assure that there is no duplication of work or cost.

- c. Notify the Contracting Officer immediately if it appears the contractor is arbitrarily enlarging the scope of the Task Order (including respective delivery schedules), and thereby obligating the Government to defray unanticipated costs. Act to ensure that DGS Contractor and/or **Government personnel** do not change the scope of their respective task order(s) through their own individual actions (resulting, for example, in changes to delivery schedules, technical requirements, or other contract terms and conditions) therefore creating a "constructive change" which may obligate the Government to additional costs, or change the parties' rights under the contract.

- d. Assist in conducting meetings with the DGS Contractor. Each meeting/visit/telephone call with the contractor should begin with the a statement similar to the following:

“DISCLAIMER: Anything said during this meeting/visit/telephone call shall not be construed as a change to the contract. Nothing I say or do shall be construed as a change to the contract. Changes to the contract can only be made by written notice from the Contracting Officer. Contractor are reminded to promptly notify the Contracting Officer of any conduct that may be regarded as a change to the contract in accordance with Federal Acquisition Regulation (FAR) Clause 52.243-7, Notification of Changes.”

- e. Act as mediator between the Contracting Officer and customer. This includes forwarding to the Contracting Officer all questions, comments, requests for additional information on task order content, deliverables, etc. **The Contracting Officer is the only person authorized to correspond with the DGS Contractor in matters that may/could impose further costs or changes to the contract, task order and/or deliverables.**

- f. Prepare a Memorandum for Record (MFR) of trips and telephone conversations relating to the DGS Contracts task orders. Each MFR, and other correspondence, must cite the specific DGS contract number and task order number.

- g. Conduct inspections and accept supplies or services specified by the respective DGS Contract task orders. This includes data items which you may be required to review/evaluate/approve and accept.

Approve/disapprove, in accordance with the task orders, the use of restrictive markings applied to data deliverables, software, and software documentation, if applicable.

h. Systematically monitor the contractor's efforts to ensure that the contractor is meeting the technical requirements and intent of the task order in accordance with the required delivery schedule.

i. Promptly reject, in writing, all work that does not comply with contract requirements. Notify the Contracting Officer, in writing, with a copy furnished the respective Contracting Officer Representative (COR) of deficiencies observed in the contractor's performance. Assure contractor takes appropriate corrective action to resolve the discrepancies.

j. Provide guidance, when required, to the contractor in formulating host/tenant letters of agreement between the contractor and the local installation commanders, and monitor the contractor's compliance with these agreements during the course of implementing and maintaining the services under the contract. For contractor personnel process travel orders and coordinate site visits as applicable.

k. Review the expenditure of funds reported by the DGS contractor to ensure that the contractor does not expend funds in excess of those obligated under the respective DGS Contract Task Order. If an insufficient funding situation occurs, and there is still work to be completed under the individual Task Order, assist in obtaining additional funds or assist the applicable Government personnel in determining the necessary reduction in the amount of work required of the respective DGS contractor as appropriate.

l. Review invoices in accordance with the Task Order Guidelines.

m. For Time and Material type task orders, review and monitor the expenditures of Other Direct Costs, to include materials and equipment, to ensure only those items authorized by the Statement of Work and funded by the task order are provided and invoiced.

n. Authorize the contractor to travel, if allowed by the task order and within the dollars contained on the task order for this purpose, in support of the task order, for which the Government will reimburse the contractor for the authorized travel. For alternate TMs, this must be done in concurrence with the Primary Task Monitor.

o. Past Performance. You are designated the assessor for the DGS Contractor performance. As such, you will collect past performance information and assess the DGS Contractor by completing the Task Order Past Performance the appropriate on-line Past Performance Tool. Evaluation requests will be forwarded to your mailbox electronically from the office responsible for the on-line tool.

4. You are not authorized to make any agreement or commitment involving a change in unit price, total contract price, quantity, quality, place of performance, Statement of Work, or delivery schedule. This includes allowing or acquiescing to the Contractor's performance of work before the contract or modification is signed or continuation of work after the period is over (unauthorized commitment). Such contractual agreements or commitments shall be made only by the warranted Contracting Officer.

5. Persons other than the Contracting Officer may not take actions, which may affect the contractual relationship between the Government and the DGS Contractor or take any action that might imply a position contrary to that of the appropriate Contracting Officer. Specifically, they may not take any action which (1) interprets the terms and conditions of the DGS Contract or its task orders, (2) results in a change to the terms and conditions of the DGS Contract or its task order, (3) directs specific subcontractor be used, or (4) results in a determination and findings from which the respective DGS Contractor may appeal under the Disputes Clause.

6. There is a prohibition against signing correspondence to the DGS Contractor, which directs the contractor to do or refrain from doing any act under the DGS Contract, or approving or disapproving any contractual action. This is not intended to prohibit the TM from issuing correspondence in connection with their duties as TM as outlined in the Statement of Work (SOW) or this appointment. It does not preclude properly authorized Government personnel, whether or not designated as TM, from signing DD 250s for destination inspection/acceptance. The injunction that Contracting Officers must control all discussions with industry on procurement matters is not intended to require Contracting Officer's attendance at all meetings, or to preclude telephone or personal conversations between technical personnel and the contractor. The TM is a legitimate Government representative of the Contracting Officer and Contracting Officer's Representative for meetings at the contractor plant/site. The Contracting Officer need not attend Government in-house meetings unless Government/contractor agreements on contractual matters are involved. The DGS Contract TM is however tasked with preparing MFRs of these meetings and furnishing a copy of the MFR to the Contracting Officer as appropriate. **In personal or telephone conversations, technical personnel may provide the contractor with information or clarification within the scope of existing agreements.** Discussion of new or changed work requires participation of the Contracting Officer.

7. You are responsible under applicable laws and regulations for your actions. It is therefore incumbent upon you to act only within the scope and limitations of the authority contained in this delegation. Any action outside your authority provided in the DGS Contracts SOW, Task Orders, and the limitations contained in this delegation may be treated as a ratification action.

8. In connection with your duties under this contract, you are directed to comply with Federal Acquisition Regulation, Subpart 3.1 concerning Standards of Conduct for all Government personnel engaged in procurement and related activities. The TM is required to complete appropriate refresher training annually to familiarize themselves with new developments or changes in acquisition regulations.

9. If you have a change in station or duty assignment, request that you advise the Contracting Officer at least thirty days prior to effective date of change. Further, request that with such notification another individual be recommended for appointment as your successor and the appropriate nomination information be forwarded.

10. This designation shall remain in effect during the life of the Contract, unless circumstances dictate earlier revocation. Please note that **your authority as TM is not delegable.**