

MITSS Task Order Guidelines
Attachment 4

MITSS REQUIREMENTS PACKAGE CHECKLIST AND CERTIFICATIONS

This form is completed by the Task Monitor and forwarded to the COR and Contracting Officer with the documents called for in the Requirements Package.

1. Task Order Title:

2. Package includes:

- a. ___ PROPOSAL EVALUATION DOCUMENT (PED)
 - b. ___ SOW (Attachment 3 of this guide)
 - c. ___ CDRLs (Attachment 5 of this guide)
 - d. ___ Independent Government Cost Estimate (IGCE)
 - e. ___ TO-unique DD-254 (if required)
 - f. ___ Funding Document(s)
 - g. ___ Non-severability statement signed by FMO and included when applicable (ref. TO Guide).
 - h. ___ If total task order value is \$500K or greater, has DISA ASC (Acquisition Strategy Committee) approval been granted? ASC #_____
 - i. ___ Recommend Contract Type:
- _____
- j. ___ Identify Business Office Point of Contact (If Applicable)

3. TM Certification.

I recognize that by submission of this package for a MITSS Task Order, I accept the responsibilities for Task Monitor roles (both pre-award and post-award) as defined in the MITSS Task Order Guide and to be outline in my TM designation letter and that failure to carry out these responsibilities could cause my package to be returned without award or could result in the inability to act as a TM on future MITSS TO requirements.

Signature: _____
Task Monitor