

TASK MONITOR DESIGNATION LETTER

TO:

SUBJECT: Designation as Task Monitor (TM)

DATE:

REF: Contract Number DCA100-

ENCL:

**Task Order (TO) Number –
TO Title:
Statement of Work (SOW) Number**

1. You are hereby appointed TM for the enclosed TO. This is a follow on to the responsibilities you had as Action Officer during the pre-award phase. As acceptance of your responsibilities, please sign and return the acknowledgement found on the last page of this letter.

2. As TM, you have specific responsibilities, detailed in this letter, to ensure the TO is administered properly. To perform your TM duties, you need to do the following.

a. **Read the MITSS contract.** If you do not have a copy of the contract, an electronic version is available at <http://www.ditco.disamil/asp/ncr/opportunities.asp> ..(TBD).

b. **Read the enclosed 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 this task order.

c. **Read the MITSS TO Guidelines.** The Guidelines provide information in understanding roles and responsibilities and in establishing techniques for executing TM responsibilities. If you do not have a copy of the MITSS TO Guidelines, an electronic version is available at www.disa.mil....(TBD).

d. **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.

3. TM duties fall in several areas discussed below:

a. Ensure the Government meets its obligations to the contractor.

(1) Provide any Government Furnished Equipment (GFE) and/or Government Furnished Information (GFI) specified in the TO SOW.

(2) Provide timely Government comment on, or approval of, deliverables specified in the TO SOW.

(3) Coordinate any applicable site entry for Contractor personnel.

b. Monitor the Contractor's work.

(1) Ensure the Contractor completes the requirements of the TO within the specified period of performance.

(2) Resolve technical differences not involving changes to the TO scope. All technical questions which cannot be resolved, any proposed alteration or change to the TO scope, and all unresolved differences must be reported to the Contracting Officer (KO).

(3) Keep track of hours worked on tasks and costs (e.g., travel, materials, etc.) in order to verify monthly invoices.

(4) Initiate in writing to the KO notice of any changes needed in the TO SOW.

c. Receive, review and affect disposition of deliverables.

(1) Provide timely Government comment on, or approval of, deliverables specified in the TO SOW.

(2) Perform periodic evaluations and an evaluation of each deliverable as specified in the Task Order Guide as referenced in Attachment 8. These evaluation forms, in the future, will be WEB based documents.

d. Track and verify costs.

(1) Review invoices for acceptability to include verifying that the services indicated were received, hours listed are the actual hours worked, and the explanation of ODC cost are correct.

(2) Notify the COR if there are any areas of concern. The COR will notify DCAA of the concern. If the TM does not raise a concern, DCAA will process the invoice to DFAS, who in turn issues a check to the contractor for payment.

(3) Pre-approve (other than local and long distance travel which was approved in the negotiated task order) and monitor performance under the TO.

e. Notify the KO in writing of problems including:

(1) Any performance failure by the Contractor.

(2) If you anticipate that the TO will not be completed on time.

(3) If you anticipate that the cost for completing the TO will exceed the amount authorized.

(4) Any indication that costs being incurred are not appropriately chargeable to the TO

f. Record keeping. The TM is required to maintain records that sufficiently document performance for this TO. At a minimum, your TM file must contain the following:

(1) Copy of this TM designation letter

(2) Copy of the TO and all subsequent TO modifications

(3) Copy of all correspondence between TM and the Contractor.

(4) 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).

(5) Copy of each TO invoice.

g. TO closeout. Upon Task Order completion, the TM has the following responsibilities:

(1) Forward a statement to the COR that the Task Order has been satisfactorily completed along with any outstanding deliverable evaluations.

(2) Disposition of GFE/GFI must be accomplished prior to the Task Order Closeout. Refer to paragraph H-512 of the DII IC for further details.

(3) Any classified material received or generated by the contractor must be disposed of in accordance with applicable security regulations.

(4) The TM is responsible for the retention and/or disposal of the Task Order file and associated documentation after task completion. Consult the COR for proper disposition of documents prior to disposal.

(5) For fixed price Task Orders, when TO performance is completed the TM signs the acceptance (DD Form 250) of the final product or completion statement of effort for all tasks issued, ensuring that all TO requirements were met; i.e., all deliverables were received on time and were technically acceptable. For cost reimbursement Task Orders, the contractor submits the final voucher for costs incurred (as accepted by MITSS 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 of the MITSS contract.

4. There are certain things a TM is specifically not authorized to do. The TM is **NOT** authorized to negotiate terms or make any agreements or commitments with the Contractor which modify the terms and conditions or the scope of the work contained in the contract or in the TO. Only the KO can make such changes.

5. If you have any questions about this assignment, contact the COR or the KO at the address or phone number shown below.

COR: Mr. Bervin Elliott
Defense Information Systems Agency
Office of the Chief Information Officer
ATTN CODE: CIO/D03C
Telephone: (703) 696-1904x2 (DSN 426-1904)
FAX Phone: (703) 696-9207
Internet Address: elliottb@ncr.disa.mil

Contracting Officer: Mark Bogart
Defense Information Systems Agency
Defense Information Technical Contracting Organization, National Capital Region
ATTN: Code DTN1
Telephone: (703) 607-6920 (DSN 327-6920)
FAX: (703) 607-4340
Internet Address: bogartm@ncr.disa.mil

Sincerely,

Mark Bogart

2 Enclosures
1 Technical Office Do's and Don'ts Contracting Officer
2 Task Order with SOW

cc:

Contractor
Contracting Officer's Representative (COR)
TM Supervisor
DCMC
Task Order File

TM ACKNOWLEDGMENT -- Please return this last page to the Contracting Officer.
I, [TM NAME], have read the above Task Monitor (TM) designation letter and fully understand my duties and responsibilities.

TM Signature Date
Contract No. DCA100-99-D-4030
Task Order No: