

AQ112:

TO:

SUBJECT: Designation as Task Monitor (TM)

DATE:

REF: **Contract Number**
 Task Order (TO) Number
 TO Title:
 Statement of Work (SOW) Tracking 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 TM, you have specific responsibilities, detailed in this letter, to ensure the T.O. is administered properly. Please read this letter. The Acknowledgement Page (page 5) must be signed and returned to the Contracting Officer.

2. To perform your TM duties, you need to do the following.

a. **Read the NexGen contract.** If you do not have a copy of the NexGen contract, an electronic version is available on the NexGen Home Page (<http://www.disa.mil/D4/diioss/nexgenchar.html>).

b. **Read the enclosed T.O.** Along with the contract, the T.O. 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 NexGen T.O. 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 NexGen T.O. Guidelines, an electronic version is available on the NexGen Home Page.

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 T.O. SOW.

(2) Provide timely Government comment on, or approval of, deliverables specified in the T.O. 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 T.O. within the specified period of performance.

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

(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 CO notice of any changes needed in the T.O. SOW.

c. Receive, review and affect disposition of deliverables.

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

(2) Perform periodic evaluations and an evaluation of each deliverable as specified in the User's guide.

d. Track and verify costs.

(1) Review invoices for acceptability to include verifying that the services indicated, hours listed, and any explanation of other direct costs closely resemble what was received.

(2) Within five calendar days, inform the COR via e-mail if the information on the invoice is not consistent with the services received.

(3) Pre-approve (other than local travel) and monitor travel performance under the

TO.

e. **Notify the CO in writing of problems including:**

- (1) Any performance failure by the Contractor.
- (2) If you anticipate that the T.O. will not be completed on time.
- (3) If you anticipate that the cost for completing the T.O. will exceed the amount authorized.
- (4) Any indication that costs being incurred are not appropriately chargeable to the TO.

f. **T.O. closeout.**

- (1) Forward a statement to the COR that the T.O. has been satisfactorily completed, plus a Deliverable Evaluation Report (available on the NexGen Home Page).
- (2) Make certain any classified material received or generated by the Contractor is disposed of in accordance with applicable security regulations.

g. **Record keeping.** The TM is required to maintain records that sufficiently document TM 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 T.O. and all subsequent T.O. 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 T.O. invoice.

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. Such changes can be made only by the CO. Also see enclosure 2.

5. If you have any questions about this assignment, contact the Contracting Officer's Representative or the Contracting Officer at the address or phone number shown below.

a. To reach the COR:

Name: Crystal Gayles
Address: DISA/AP21
5275 Leesburg Pike,
Falls Church, VA 22041-3801
Phone 703-882-1240
Fax 703-882-2847
E-mail gaylesc@ncr.disa.mil

b. To reach the Contracting Officer:
For Small Business Contractors:

Name: Rhonda LaGarde
Address DISA/DITCO
5111 Leesburg Pike
Falls Church, VA 22041
Phone 703-681-1250 (DSN 761)
Fax 703-681-0346
E-mail lagarder@ncr.disa.mil

For Large Business Contractors:

Name: Charlotte Hunter
Address DISA/DITCO
5111 Leesburg Pike
Falls Church, VA 22041
Phone 703-681-0923 (DSN 761)
Fax 703-681-0346
E-mail HunterC@ncr.disa.mil

Sincerely,

- 1 Enclosures:
- 2 1 Task Order with SOW
- 2 Do's and Don'ts for the Govt
Technical Office

Contracting Officer

cc: Contractor
Contracting Officer's Representative (COR)
ACO
TM Supervisor
Task Order File

ACKNOWLEDGEMENT PAGE

Contract No.

Task Order

Please sign and return this page to the Contracting Officer.

TASK MONITOR ACKNOWLEDGMENT:

I, _____, have read the above Task Monitor (TM) designation letter. I acknowledge full understanding of duties, responsibilities, and limitations, to include completion of all training requirements.

Signature

Date

TASK MONITOR SUPERVISOR ACKNOWLEDGEMENT:

I, _____, have read the above Task Monitor (TM) designation letter. I acknowledge full understanding, support for, and approval of COR/TM duties, responsibilities, and limitations. I also acknowledge agreeing to address COR/TM duties/responsibilities in job descriptions and creating an additional COR/TM critical element(s) in accordance with DARS 1.602-2-90(d)(l).

Signature

Date