

Master Contractor Self-Reporting Checklist for Task Orders Awarded under the CATS Master Contract

The purpose of this checklist is for CATS Master Contractors to self-report on adherence to procedures for task orders (TO) awarded under the CATS+ master contract. Requirements for TO management can be found in the CATS+ master contract RFP and at the TORFP level. The Master Contractor is requested to complete and return this form by the Checklist Due Date below. Attach supporting documentation as needed. Please send the completed checklist and direct any related questions to glen.liss@maryland.gov and cc tonya.killgo@maryland.gov

CHECKLIST DUE DATE: XXX, 2017	
<p>Requesting Agency: Agency Contact: Agency Contact Email: TO Number: Title: Status: Awarded Functional Area: Award Date: Expiration Date: Contract Awarded To: XXXX ; \$X,XXX,XXX</p>	
Section 1 – Task Orders with Invoices Linked to Deliverables	
A) Was the original TORFP (Task Order Request for Proposals) structured to link invoice payments to distinct deliverables with specific acceptance criteria?	
Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, complete B and C below. If no, skip to Section 2.)	
B) Do TO invoices match corresponding deliverable prices shown in the accepted Financial Proposal?	
Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____	
C) Is the deliverable acceptance process being adhered to as defined in the TORFP?	
Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____	
Section 2 – Task Orders with Invoices Linked to Time, Labor Rates and Materials	
A) If the TO involves material costs, are material costs passed to the agency without markup by the Master Contractor?	
Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____	
B) Are labor rates the same or less than the rates proposed in the accepted Financial Proposal?	
Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____	
C) Is the Master Contractor providing timesheets or other appropriate documentation to support invoices?	
Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____	
Section 3 – Substitution of Personnel	
A) Has there been any substitution of personnel?	
Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, complete B through E below. If no, skip to Section 4.)	

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B)n Did the Master Contractor request each personnel substitution in writing?n

Yes No (If no, explain why) _____

C)n Does each accepted substitution possess equivalent or better education, experience and qualificationsn than incumbent personnel?n

Yes No (If no, explain why) _____

D)n Was the substitute approved by the agency in writing?n

Yes No (If no, explain why) _____

Section 4 – TO Change Management

A)n Is there a written change management procedure applicable to this TO?n

Yes No (If no, explain why) _____

B)n Does the change management procedure include the following?n

Yes No Sections for change description, justification, and sign-offn

Yes No Sections for impact on cost, scope, schedule, risk and quality (i.e., the impact of change on satisfying TO requirements)

Yes No A formal group charged with reviewing / approving / declining changes (e.g., change control board, steering committee, or management team)

C)n Have any change orders been executed?n

Yes No

(If yes, explain expected or actual impact on TO cost, scope, schedule, risk and quality)

D)n Is the change management procedure being followed?n

Yes No (If no, explain why) _____