



Introduction

Tracking and managing Task Order Contracts in CMS has proven to be a challenge. Given the number of agencies, and the various types of goods/services acquired under such contracts, developing just the right contract type in CMS, and the instructions for record creation and field completion, required more time and user input than originally contemplated. This document is the result and is being issued in conjunction with a modified *Umbrella* “Personal Services” contract type, to be used to create the Master Task Order Contract record, and a newly created “Individual Task Order” contract type, for recording the Task Orders issued under the Master.

What is a Task Order Contract?

When an agency has a need for services but the level and date(s) of need is unknown at the time of contract execution, what is called a Master Task Order Agreement is executed between the State and the selected contractor/vendor. These types of contracts are also referred to as “as needed” agreements because the scope of work in the Master Agreement identifies and defines the services and establishes an agreed-to pricing structure, but the level of effort, exact location and schedule of work remains unknown. This type of agreement does not guarantee any amount of work or payment to the contractor/vendor and it is not until specific work/tasks are ordered through issuance of an Individual Task Order that work can proceed. NOTE: It is generally at Task Order issuance that funds are encumbered, but at times, money is encumbered at the time the Master Agreement is executed. No strict “rule” exists across State Agencies.

The Master Task Order Agreement will include a broad Scope of Work containing an amount of work which may be authorized, and an encumbrance provision (see further OSC policy entitled “Modifications of State Contracts – Tools and Forms”).

The Individual Task Order is in itself a “mini” bilateral contract requiring signature by both the State and contractor/vendor. This is the document used to order goods and/or services based on the provisions agreed to in the Master Task Order Agreement. Once specific tasks are identified by the State as being needed, a more specific Scope of Work and associated cost/pricing is developed and agreed to by the contractor/vendor. The specific Scope of Work and pricing must “fit” within the broader Scope of Work included in the Master Agreement and established rates. Once signed, work can begin.

A simple example:

- On July 28, 2010, the Division of Wildlife (a Division of the Department of Natural Resources) entered into a 1-year Master Task Order Agreement with New Air Helicopters, LLC for helicopter usage so the State can perform periodic aerial surveys. The Agreement provides for contract renewal in 1-year intervals up to 5-years total. Contained in the Scope of Work are flight rates based on hourly costs, description of general areas such flights will cover and anticipated flight plans. A maximum, not-to-exceed amount of \$1,000,000.00 is included in the contract but funds are not encumbered.
- On September 5, 2010, DOW determines a need for an aerial plan of the southern San Juan mountain range to help map wildlife migration patterns. DOW drafts a Scope of Work detailing the area, and with the vendor, details a flight plan, establishes an estimated number of pilot hours, and determines the total cost of the flight based upon rates set in the Master Agreement for pilot hourly wage-rates, and fuel costs.
- The Parties execute (sign) an Individual Task Order that includes the agreed upon Scope of Work to be completed prior to the end of the 1-year term of the Master Task Order Agreement and the maximum amount payable - \$75,000.00.

Entering the Master Task Order into CMS

- Entry of a Master Task Order Agreement into CMS will require completion of a couple of fields in slightly different manner than other Personal Services contracts. This is simply a result of the unique nature of these “as needed” contracts and the manner funds are expended. Adherence to the directions provided herein should help to minimize any confusion and assist in entry of accurate contract data. Reference to the Help bubble text is highly recommended.
- Begin by the selecting the Personal Services *Umbrella* contract type and click Continue button.
- Enter the contract information applicable (known) at time of contract execution. Make specific note of the following:
 1. Contract Sub-Type → Select Master Task Order from the drop-down list.
 2. Maximum Amount → Enter the Not to Exceed amount of the contract. This is the amount that all Individual Task Orders combined cannot exceed. In the above example, the amount is \$1,000,000.00
 3. CUMULATIVE Maximum Contract Dollar Amount → Because this is a Master Task Order sub-type, the Cumulative Amount field will be used to capture the amount spent against the “cap” (i.e. the set Maximum dollar amount)*. At the time of contract execution, typically no individual Task Orders have yet been issued and so the entry here is \$0.00. *This unique to Master Task Order Agreements in CMS.

Contract Details	
CMS Identification #	19576
Contract Title	Migration Aerial Surveys
Contract Purpose	Air transportation to carry DOW staff in order to collect data towards development of aerial plans of the southern San Juan mountain range and subsequently map wildlife migration patterns.
Fiscal Year	2011
Contractor/Vendor	NEW AIR HELICOPTERS LLC
FEIN	5261
Contract Administrator	Lujan, Brenda
Unique Department Contract Number	11 PBA 19576
Original Contract CLIN Number or CMS Number	
Purchase Order or Encumbrance Number	
Agency/IHE (Department) Name	Department of Natural Resources
Agency/IHE (Department) Code	PBA - DIVISION OF WILDLIFE
Effective Date	7/28/2010
Expiration Date	7/27/2011
Performance Period Start Date	7/28/2010
LATEST Performance Period End Date	7/27/2011
Notify Days	60
Number of renewal periods	4-years
1. → Contract Group/Type	Personal Services
Contract Sub-Type	Master Task Order
2. → Is this an IT contract?	No
3. → Maximum Amount	1,000,000.00
CUMULATIVE Maximum Contract Dollar Amount (For Master Task Orders read Help text for instruction)	0.00
Solicitation Method Used	RFP - Request for Proposal
If selected OTHER, enter the Method used.	
Solicitation Number	
If this is a Sole Source, was a “Sole Source Justification and Certification” form completed, and placed in contract file, that includes the mandatory determination steps?	N/A

Select ALL steps taken in making the Sole Source determination.	
Is this a Statutory Violation?	No
Is this a High Risk or Low Risk Contract?	High Risk
Are Services ANTICIPATED to occur outside of Colorado?	No
Are Services ANTICIPATED to occur outside of the United States?	No
Is the Contractor/Vendor performing work previously performed by State Employee (s)?	No
How many positions (FTE) is the Contractor/Vendor filling that were previously performed by State Employees?	0
For work previously performed by State Employees, how long did the Contractor perform the work? (# of months)	0
How many positions were ELIMINATED by the Contractor/Vendor performing this Work?	0
Number of State Jobs Created	0
Duration of State Jobs Created	0
What Quality Improvements did the State gain by having Contractor/Vendor do the Work previously performed by State Employees?	
What Dollar (\$) Savings did the State gain by having Contractor/Vendor do the Work previously performed by State Employees?	0.00
Percentage of work ACTUALLY performed outside of Colorado.	0
Percentage of work ACTUALLY performed outside of the United States.	0
Program Manager	Edwards, Kevin
Has this contract been Certified as including: Performance Measures and Standards, Methods for Resolution, and Types of Monitoring Processes?	Yes
Has this Contract been Recertified for additional Year if applicable?	N/A
Enter date of Recertification	
Contractor/Vendor Rating	
When was the Rating sent to the Contractor/Vendor?	
Did the Contractor/Vendor submit responses to its Evaluation?	

Remember:
The system will enter default answers into the 8 Human Resource question fields and the individual who creates/modifies a contract record (i.e. the Contract Administrator) will not need to change these unless specifically told otherwise by their internal HR delegate or DHR.

Did the Contractor/Vendor submit responses to its Evaluation?	
Did the Contractor/Vendor submit Comments as to the State's performance under the Contract?	
Contractor/Vendor Comments/Responses	
Did the Contractor/Vendor DISPUTE the Evaluation?	
Notes	
Custom Field 1	This field will be used to record the ORIGINAL Maximum Dollar amount of the contract at the time of signing in the event that additional dollars are added and the Cap increases.
Custom Field 2	
Custom Field 3	
Entered By	Lujan, Brenda
Entered on Date	7/19/2010 10:53:29 AM
Updated By	Lujan, Brenda
Updated on Date	7/19/2010 3:46:15 PM

Custom Field 1 → Because this is a Master Task Order sub-type, and the Cumulative Amount field will be used to capture the amount spent against the “cap” by all individual Task Orders, if the Not-to-Exceed amount is changed (i.e. the Maximum Amount is increased or decreased), the CUMULATIVE field cannot be used to record the new dollar amount (as will be case for any other contract type *except for* the Master Task Order sub-type). Instead, this new Custom Field 1, is to be used to record the ORIGINAL Maximum Amount of the contract at the time of signing *if/when* the ORIGINAL Maximum changes, *and* the Maximum Amount field should reflect the aggregate not-to-exceed amount of the Master Task Order Contract.

REMEMBER: This is Unique to Master Task Order Agreements.

Entering the Individual Task Order into CMS

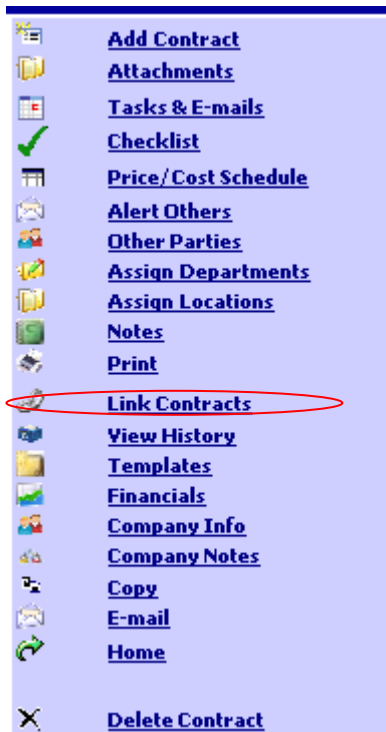
- Entry of an Individual Task Order into CMS will no longer require the use of the full Personal Services contract type. Instead, a new, shorter, contract type has been developed for use in conjunction with the Master Task Order sub-type. Close attention to the Help text will assist in completion of the fields in this new contract type AND updating of the Master Task Order record.
- Begin by the selecting the Individual Task Order *Umbrella* contract type and click Continue button.
- Enter the task order specific information applicable (known) at time of signature. Make specific note of the following:
 1. Contract Title → Give the record a title that includes the series number of the Task Order and the CMS ID# of the associated Master record. May also include further description if desired. For the above example, the title given is: “Task Order #1 to CMS ID #19576 for MAS.”
 2. Contract Purpose → Do not simply restate the purpose of the Master Task Order Agreement. Be specific as to the Task Order itself. For this example, “Flight Trip #1 in series of anticipated total of 12 quarterly flyovers. This flyover is Autumn - Quarter A1,” describes this Task Order as the first of 12 flyovers to record migration during the autumn season.
 3. The Effective Date, Expiration Date and Performance Dates are *specific to* this Task Order #1.
 4. Maximum Amount → Enter the dollar amount of Task Order #1. In this case \$75,000.00 will be spent against the \$1,000,000.00 “cap.”

1	→	CMS Identification #	19584
		Contract Title	Task Order #1 to CMS ID #19576 for MAS
2	→	Contract Purpose	Flight Trip #1 in series of anticipated total of 12 quarterly flyovers. This flyover is Autumn - Quarter A1.
		Fiscal Year	2011
		Contractor/Vendor	NEW AIR HELICOPTERS LLC
		FEIN	5261
		Contract Administrator	Lujan, Brenda
		Unique Department Contract Number	11 PBA 19584
		Purchase Order or Encumbrance Number	
		Agency/IHE (Department) Name	Department of Natural Resources
		Agency/IHE (Department) Code	PBA - DIVISION OF WILDLIFE
3	→	Effective Date	9/5/2010
		Expiration Date	11/1/2010
		Performance Period Start Date	9/5/2010
		LATEST Performance Period End Date	11/1/2010
		Notify Days	10
		Contract Group/Type	Individual Task Order
		Is this an IT contract?	No
4	→	Maximum Amount	75,000.00
		Is this a Statutory Violation?	No
		Is this a High Risk or Low Risk Contract?	Low Risk
		Program Manager	Edwards, Kevin
		What Monitoring Processes were used to monitor Contractor Performance?	
		Contractor/Vendor Rating	
		When was the Rating sent to the Contractor/Vendor?	
		Did the Contractor/Vendor submit responses to its Evaluation?	
		Contractor/Vendor Comments/Responses	
		Notes	Time frame placed on this Task is to account for weather. This flight must occur within this 45-day window.

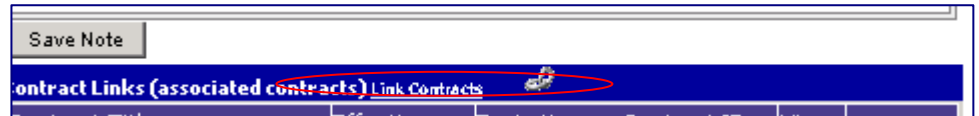
5. Link the individual Task Order Record to the Master Task Order record.

- Click on the “Link Contracts” option on the right hand column of the Contracts Details screen OR on the very bottom of the Contract Details after the Notes box.

Right hand column of the Contracts Details screen



Bottom of the Contract Details after the Notes



- In the “find where” box, select Contract_ID from the drop down list.
- In the “is like” box, enter the Master Task Order CMS ID #. In this case the record was assigned CMS # 19576.
- Click on “search”



- From the resulting search, click on “Link” next to the contract record you want to link.

Contract ID	Title/Name	Start Date	End Date	Company Name	Contract Amount
19576	Migration Aerial Surveys	7/28/2010 12:00:00 AM	7/27/2011 12:00:00 AM	NEW AIR HELICOPTERS LLC	75000.0000

- Scroll to the bottom of the Contract Details screen and CMS # 19576 will now show as a Linked record.

The screenshot shows the 'Contract Links (associated contracts) Link Contracts' section. Below it is a table with columns: Contract Title, Effective, Expiration, Contract ID, View, and Remove. The row for 'Migration Aerial Surveys' is highlighted.

Contract Title	Effective	Expiration	Contract ID	View	Remove
Migration Aerial Surveys	7/28/2010	7/27/2011	19576	View	Remove

6. To ensure the Link is correct, click on “View.” This should open the Master Task Order record (CMS # 19576).

Save Note					
Contract Links (associated contracts) Link Contracts					
Contract Title	Effective	Expiration	Contract ID	View	
Migration Aerial Surveys	7/28/2010	7/27/2011	19576	View	Remove

7. Scroll to the bottom of the Contract Details screen. The Individual Task Order should now be linked (CMS ID # 19584). Click “View” to ensure the Link is correct.

Contract Links (associated contracts) Link Contracts					
Contract Title	Effective	Expiration	Contract ID	View	
Task Order #1 to CMS ID #19576 for MAS	9/5/2010	10/5/2010	19584	View	Remove

Entering a Modification to a Master Task Order Record into CMS

- The Modification Contract type has not changed significantly. Users will continue to use this contract type to create records for any changes to their contracts → Amendments, Option Letters, Change Orders etc. Field changes/additions were made to better capture relevant information. Close attention to the Help text will assist in completion of the fields.
- Begin by the selecting the Modification *Umbrella* contract type and click Continue button.
- Enter the modification specific information. Make specific note of the following:
 1. Contract Title → Give the record a title that includes the series number of the Modification and the CMS ID# of the record being modified. May also include further description if desired. For the above example, the title given is: “Option #1 to Add Funds to CMS ID #19576 for MAS.” (For this example, money is being added to the MASTER contract. The Not-to-Exceed is being increased.)
 2. If this is the first year of the contract, it will not yet have been Recertified. Skip the question.

Contract Details	
CMS Identification #	19586
Contract Title	Option #1 to Add Funds to CMS ID# 19576 for MAS
Fiscal Year	2011
Contractor/Vendor	NEW AIR HELICOPTERS LLC
FEIN	5261
Contract Administrator	Lujan, Brenda
Agency/IHE (Department) Name	Department of Natural Resources
Agency/IHE (Department) Code	PBA - DIVISION OF WILDLIFE
Unique Department Contract Number	11 PBA 19586
Original Contract CLIN Number or CMS Number	
Purchase Order or Encumbrance Number	
Contract Group/Type	Modification
Document Status	Approved
Enter the Date Approved & Approvers Name	10/15/2011 Bob Jaros
Is this a Statutory Violation?	No
Certification On File affirming Contractor met all performance measures of Original Contract	Yes
Has the contract been RECERTIFIED and the Master Record been updated?	
Does this Modification CHANGE the DOLLAR amount of the Contract?	Yes
If the Modification Adds or Subtracts money, what is the dollar amount of the change?	200,000.00
Does this Modification change the length of the Contract?	No
If the Modification changes the length of the Contract, what is the new Performance End Date?	
If the Modification is not for money or time, describe the purpose for the modification.	
Notes	
Custom Field 1	
Custom Field 2	

1

2

3. Link the Modification to the Contract Record it is Modifying. In this case CMS ID# 19576.

Contract Links (associated contracts) <small>Link Contracts</small>					
Contract Title	Effective	Expiration	Contract ID	View	
Migration Aerial Surveys	7/28/2010	7/27/2011	19576	View	Remove

4. Click on “View” next to the linked contract record to ensure the correct record was attached.
5. Modify the Master Task Order record (CMS ID # 19576) to add the \$200,000.00 from Option #1 (CMS ID # 19586).

Contract Details	
CMS Identification #	19576
Contract Title	Migration Aerial Surveys
Contract Purpose	Air transportation to carry DOW staff in order to collect data towards development of aerial plans of the southern San Juan mountain range and subsequently map wildlife migration patterns.
Fiscal Year	2011
Contractor/Vendor	NEW AIR HELICOPTERS LLC
FEIN	5261
Contract Administrator	Lujan, Brenda
Unique Department Contract Number	11 PBA 19576
Original Contract CLIN Number or CMS Number	
Purchase Order or Encumbrance Number	
Agency/IHE (Department) Name	Department of Natural Resources
Agency/IHE (Department) Code	PBA - DIVISION OF WILDLIFE
Effective Date	7/28/2010
Expiration Date	7/27/2011
Performance Period Start Date	7/28/2010
LATEST Performance Period End Date	7/27/2011
Notify Days	60
Number of renewal periods	4-years
Contract Group/Type	Personal Services
Contract Sub-Type	Master Task Order
Is this an IT contract?	No
Maximum Amount	1,200,000.00
CUMULATIVE Maximum Contract Dollar Amount (For Master Task Orders read Help text for instruction)	75,000.00

▪ Due to the unique nature of the Master Task Order record, this is the ONLY time that the Maximum Amount field would change. All other contract types will use the CUMULATIVE field to reflect an increase in funds. The CUMULATIVE field cannot be used for an increase to the Not-to-Exceed amount because it is being used to track Task Orders issued against the Master.

Notes	
Custom Field 1	ORIGINAL Maximum Dollar amount of the contract at the time of signing was \$1,000,000.00. Option #1 (CMS ID# 19586) added \$200,000.00 on 10/15/2011.
Custom Field 2	
Custom Field 3	

▪ Now record the ORIGINAL Maximum Dollar amount of the contract at the time of signing, in Custom Field 1 as previously described.

6. Scroll to the bottom of the Contract Details screen. There should now be *two* links. The Individual Task Order (CMS ID # 19584) and the Modification - Option #1 (CMS ID # 19586). Click “[View](#)” to ensure the Links are correct.

Contract Title	Effective	Expiration	Contract ID	View	
Option #1 to Add Funds to CMS ID# 19576 for MAS			19586	View	Remove
Task Order #1 to CMS ID #19576 for MAS	9/5/2010	10/5/2010	19584	View	Remove

Entering a Modification to an Individual Task Order Record into CMS

- The Modification Contract type has not changed significantly. Users will continue to use this contract type to create records for any changes to their contracts → Amendments, Option Letters, Change Orders etc. Field changes/additions were made to better capture relevant information. Close attention to the Help text will assist in completion of the fields.
- Begin by the selecting the Modification *Umbrella* contract type and click Continue button.
- Enter the modification specific information. Make specific note of the following:
 1. Contract Title → Give the record a title that includes the series number of the Modification and the CMS ID# of the record being modified. May also include further description if desired. For the above example, the title given is: “Change Order #1 to Add Funds to CMS ID #19584 for MAS.” (For this example, \$10,000.00 is being added to Task Order #1 - CMS ID# 19584)

CMS Identification #	19587
Contract Title	Change Order #1 to Add Funds to CMS ID #19584 for MAS
Fiscal Year	2011
Contractor/Vendor	NEW AIR HELICOPTERS LLC
FEIN	5261
Contract Administrator	Lujan, Brenda
Agency/IHE (Department) Name	Department of Natural Resources
Agency/IHE (Department) Code	PBA - DIVISION OF WILDLIFE
Unique Department Contract Number	11 PBA 19587
Original Contract CLIN Number or CMS Number	
Purchase Order or Encumbrance Number	
Contract Group/Type	Modification
Document Status	Approved
Enter the Date Approved & Approvers Name	10/15/2011 Bob Jaros
Is this a Statutory Violation?	No
Certification On File affirming Contractor met all performance measures of Original Contract	Yes
Has the contract been RECERTIFIED and the Master Record been updated?	
Does this Modification CHANGE the DOLLAR amount of the Contract?	Yes
If the Modification Adds or Subtracts money, what is the dollar amount of the change?	10,000.00
Does this Modification change the length of the Contract?	No
If the Modification changes the length of the Contract, what is the new Performance End Date?	
If the Modification is not for money or time, describe the purpose for the modification.	
Notes	

2. Link the Modification to the Contract Record it is Modifying. In this case CMS ID# 19584.

Contract Links (associated contracts) Link Contracts				
Contract Title	Effective	Expiration	Contract ID	View
Task Order #1 to CMS ID #19576 for MAS	9/5/2010	10/5/2010	19584	View Remove

3. Click on “[View](#)” next to the linked contract record to ensure the correct record was attached.
4. Modify the Individual Task Order record (CMS ID # 19584) to add the \$10,000.00 from Change Order #1 (CMS ID # 19587).

CMS Identification #	19584
Contract Title	TaskOrder #1 to CMS ID #19576 for MAS
Contract Purpose	Flight Trip #1 in series of anticipated total of 12 quarterly flyovers. This flyover is Autumn - Quarter A1.
Fiscal Year	2011
Contractor/Vendor	NEW AIR HELICOPTERS LLC
FEIN	5261
Contract Administrator	Lujan, Brenda
Unique Department Contract Number	11 PBA 19584
Purchase Order or Encumbrance Number	
Agency/IHE (Department) Name	Department of Natural Resources
Agency/IHE (Department) Code	PBA - DIVISION OF WILDLIFE
Effective Date	9/5/2010
Expiration Date	11/1/2010
Performance Period Start Date	9/5/2010
LATEST Performance Period End Date	11/1/2010
Notify Days	10
Contract Group/Type	Individual Task Order
Is this an IT contract?	No
Maximum Amount	85,000.00
Is this a Statutory Violation?	No
Is this a High Risk or Low Risk Contract?	Low Risk
Program Manager	Edwards, Kevin
What Monitoring Processes were used to monitor Contractor Performance?	
Contractor/Vendor Rating	
When was the Rating sent to the Contractor/Vendor?	
Did the Contractor/Vendor submit responses to its Evaluation?	
Contractor/Vendor Comments/Responses	
Notes	Time frame placed on this Task is to account for weather. This flight must occur within this 45-day window.
Custom Field 1	ORIGINAL Maximum Dollar amount of the Task Order at the time of signing was \$75,000.00. Change Order #1 (CMS ID# 19587) added \$10,000.00 on 10/15/2011.

▪ Due to the unique nature of the Task Order record (a CUMULATIVE field is not included in this contract type), the Maximum Amount field will change if the funds are modified.

▪ Record the ORIGINAL Maximum Dollar amount of the Task Order in Custom Field 1 as previously described.

Tips and Reminders

- Remember that Task Order Contracts are unique. As such, creating records in CMS is unique. Certain fields will be completed differently than other contract records.
 - Master Task Order records and Individual Task Order records are the only records that may need to have the “Maximum Amount” field changed. No other contract type will need to have this field changed.
 - Linking the Individual Task Order record to the Master is very important in order to ensure all dollars spent against the Not-to-Exceed amount are tracked and the amount remaining under the “cap” is known and current.
-