

July 29, 2004

MEMORANDUM TO: Arnold E. Levin, Director
Infrastructure and Computer Operations Division
Office of the Chief Information Officer

FROM: Kathryn O. Greene, Director */RA/*
Division of Contracts
Office of Administration

SUBJECT: DELIVERY ORDER NUMBER DR-01-0290, "INFRASTRUCTURE
SERVICES AND SUPPORT CONTRACT," UNDER THE GENERAL
SERVICES ADMINISTRATION'S CONTRACT NUMBER
GS-00T98ALD0017

The purpose of this memorandum is to document our staffs' ongoing initiatives to strengthen controls of delivery orders issued by the Project Officer (PO), under the subject order.

As a result of an Office of the Inspector General's recommendation, the Division of Contracts (DC) conducted a survey of the 58 active delivery or task orders to ascertain whether additional management controls are necessary to ensure orders issued are within the statement of work. While DC determined, based on a comprehensive review of all orders issued by the Office of the Chief Information Officer's (OCIO) PO, that orders placed were within the scope of this basic delivery order, we identified the need for additional management controls. Such controls will ensure OCIO receives timely services of requisite quality that are within budget. Controls should be strengthened by including the following information on each order: 1) the estimated number of hours ordered per labor category, 2) fixed labor rates, 3) total estimated cost, and 4) the performance schedule.

The Contracting Officer has initiated these additional controls in coordination with your staff on all new orders currently in process and will establish this information with the contractor for work remaining on existing orders by September 28, 2004.

cc: J. Silber, OCIO
M. Springer, ADM

CONTACT: Sharon Stewart, ADM/DC
415-7316

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