



MARTIN O'MALLEY  
Governor

ANTHONY BROWN  
Lieutenant Governor

T. ELOISE FOSTER  
Secretary

DAVID C. ROMANS  
Deputy Secretary

**TASK ORDER PREPARATION, SELECTION AND AWARD PROCESS FOR  
THE AUDIT SERVICES CONTRACT (ASC)  
2010 V.1 Effective August 1, 2010**

**OVERVIEW (See Specifics in Sections 1-6 Below):**

The Audit Services Contract is a master contract. By means of secondary Task Order RFP (TORFP) competition, the ASC Master Contractors in good standing at the time of each TORFP's release date compete for the applicable Task Order award (TOA) by submitting their Task Order Proposals (TOPs) by a specific due date and time. Their TOP submissions are divided into a Technical submission and a Financial Submission. The DBM Contract Manager receives all TOPs and provides an initial review of the Technical submissions. Technical submissions are then forwarded to the Agency's designated Task Order Manager (TOM). The TOM is the responsible party who coordinates his/her Agency's evaluation team with the aid of the DBM Contract Manager.

The TOM and the rest of the Evaluation Team must follow standards set forth in the TORFP to evaluate the TOPs. Once a decision has been reached for the technical merit of each of the Master Contractors' technical submissions, the evaluation team members then review each of the Master Contractors' financial submissions and any subsequent Best and Final Offers. A recommendation is then reached as to the most advantageous offer for the State.

The Agency then provides for the ADPICS entry. Once approved by the DBM Contract Manager, the DBM Contract Manager then coordinates and provides: the notification to the potential Master Contractor awardee, the Task Order Agreement (TOA), an initial Notice-To-Proceed (NTP), and the official TOA award notice to all the Master Contractors who provided TOPs.

Approximately two weeks after award notice, the Agency's TOM and team then hold a TOA Kick-Off Meeting. The TOM is responsible for the contract management of the TOA audit services work. The TOM coordinates with the TOA-Master Contractor's Contract Representative. Each TOA has a specified duration (period of performance), scope, Minority Business Enterprise (MBE) participation goal and reporting requirements, and a Not-To-Exceed price. None of these elements can be changed or removed without the DBM Contract Manager's prior written approval. The Master Contractor and its MBE subcontractor(s) provide the TOM with monthly MBE reports. The TOM is responsible for ensuring the actual MBE participation achieved by the TOA-Master Contractor is entered each month into ADPICS.

Approximately three weeks after a TOA project's completion, the Agency's TOM completes the form, **'AGENCY FEEDBACK FORM AT THE COMPLETION OF AN AUDIT**

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45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7681 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via  
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**SERVICES CONTRACT’S (ASC) TASK ORDER AGREEMENT,’** and submits it to the DBM Contract Manager.

The following outlines the steps for preparing, selecting and awarding work for DBM’s Audit Services Contract. Actual details of any specific TORFP may vary, but should follow these general procedures. Any questions should be directed to the DBM Contract Management Office (CMO). The DBM Contract Manager/Procurement Officer is:

Jacquelyn E. Skinner-Boock  
Department of Budget & Management  
45 Calvert Street, Room 137  
Annapolis, MD 21401  
e-mail: [jboock@dbm.state.md.us](mailto:jboock@dbm.state.md.us)  
Phone: 410-260-7681 Fax: 410-974-3274

**PART 1: STARTING A TORFP**

**Note: Do not submit an ADPICS Requisition to DBM to initiate the TORFP. Simply contact the DBM Contract Manager.**

1. The Agency obtains a copy of the ‘Audit Services Contract’s initial TORFP Scope of Work (SOW) template done in Microsoft Word, at the DBM Website. Look for ‘Statewide Contracts.’ Then follow the web page to the ‘Statewide Audit Services Contract.’ After selecting this Statewide Audit Services Contract, on the right hand side of the webpage, look under ‘ASC *Quick Links*’ and then ‘Agency Task Order Process.’ If the website appears to be down, contact the DBM Contract Manager. The initial TORFP template is to be utilized by the requesting agency to complete a Scope of Work (See Part 1: Item 5 below) which the DBM Contract Manager will later plug into an overall TORFP that will be released to the Master Contractors. Master Contractors then prepare and submit their individual Task Order Proposal (TOP) by the established due date and time.
2. The Agency is responsible for assigning a Task Order Manager (TOM) who will coordinate all of the process with the DBM Contract Manager, and be the responsible party for Task Order contract management after TOA award. The Agency is also responsible for designating a Procurement Officer. The Agency Procurement Officer and TOM may be the same person.
3. The Agency is responsible for providing a MBE Project Review (PR) to determine the MDOT certified MBE participation goal for its TORFP. The Master Contract has an aggregate goal of 30%. However, it is the responsibility of the Agency to determine the MBE percent participation appropriate for its particular audit SOW. The Agency will complete a MBE PR form and submit this information to the DBM Contract Manager at the time it prepares the draft TORFP SOW.
4. The Agency is also responsible for determining:
  - a. If ‘American Recovery and Reinvestment Act of 2009 (ARRA)’ funds are being utilized for the TORFP. If so, then the DBM Contract Manager will need to be

apprised so that the appropriate ARRA documents will become a part of the TORFP; and,

- b. The applicable Living Wage tier under Title 18 of the State Finance and Procurement Article of the Maryland Annotated Code. DBM's 'Living Wage Requirements for Service Contracts' documentation will be included with each released TORFP.
5. The Agency then drafts the initial TORFP SOW, determining the work requirements, and plans and establishes the estimated schedule for the project and award. The plans should include a pre-TOP conference, a reasonable period of time for Master Contractors to prepare a TOP to the TORFP, and a reasonable period of time to evaluate all TOPs that are received from the DBM Contract Manager. The evaluation process should also include a Discussion with each Master Contractor, who up to that time is deemed reasonably susceptible for being selected for award.
  6. In drafting the initial TORFP SOW, the Agency should address each area of the TORFP template. The DBM Contract Manager's assistance in drafting the SOW is available via e-mail or telephone.
  7. The Agency submits its draft TORFP SOW to the DBM Contract Manager via the ASC Sharepoint team site. If this site is down, contact the DBM Contract Manager in order to submit through a secondary means such as email.
    - a. Instructions for the team site's use will initially be provided by the DBM Contract Manager at the time of an Agency's SOW request. The DBM Contract Manager arranges for any logon ID and password as necessary for the assigned Agency TOM or Procurement Officer. For logon privileges, the Agency must provide for *each* person having access (such as the TOM and Procurement Officer) information such as: 1) The Agency User's Name; 2) Agency Name; 3) Agency User's Telephone Number and Email Address. For security, logon accounts and passwords can not be shared.
    - b. DoIT's Security Services will complete the User ID request and notify the Agency User of their individual access logon-id and password via email.
    - c. For security, the password requires updating approximately every 90 days.
    - d. For any issues that the Agency may have with its logon, contact the Department of Information Technology (DoIT) Service Desk at 410-260-7778 noting the 'ASC Sharepoint team site,' and the Agency Name.
  8. The DBM Contract Manager reviews the draft TORFP SOW and recommends changes and corrections as necessary. For substantive changes, or if questions/issues remain open, the DBM Contract Manager may call with questions to discuss, and/or return the TORFP SOW to the Agency. Once all issues are resolved, the revised TORFP SOW may be submitted to the DBM Contract Manager.
  9. Upon the DBM Contract Manager's approval of the TORFP SOW and the release of the TORFP to the Master Contractors, the DBM CMO will notify the Agency TOM of the release and the assigned TORFP tracking number. The TORFP tracking number is the number that will be noted on all the TORFP's follow-on contractual paperwork and invoicing. Example: ASC-2010-03-001(MdTA).

10. The ‘Small Business Reserve (SBR) TORFP’ task order process is the same with the exception that with prior approval of the DBM Contract Manager, only an Agency designated under SFP §14-501(b) may designate a TORFP as an SBR TORFP. Only qualified SBR Master Contractors may propose to a SBR TORFP. The resulting TOA may then only be awarded to a qualified Master Contractor that meets the statutory qualifications of a Small Business as defined in SFP §14-501(c), Annotated Code of Maryland, and is registered with the Department of General Services, Small Business Reserve Program at the time of Task Order award. Information regarding the Small Business Reserve Program and Small Business standards can be obtained from the Maryland Department of General Services website at [www.smallbusinessreserve.maryland.gov](http://www.smallbusinessreserve.maryland.gov). As with all TORFPs, the applicable user State Agency shall assess the potential for an MBE subcontractor participation goal for each SBR TORFP. See also Part 5: MBE and SBR Reporting below.

## **PART 2: TORFP SOLICITATION & DECISION**

1. The DBM Contract Manager releases the TORFP to the Master Contractors and the TORFP enters the ‘OPEN’ period. The OPEN period is the time between the release date and the due date/time.
2. The sole contact for the Agency and the ASC Master Contractors during the OPEN period shall be with the DBM Contract Manager, unless the DBM Contract Manager specifically directs otherwise.
3. ASC Master Contractors (or ASC SBR Master Contractors as the case may be) in good standing will be notified of the release of the TORFP, all Amendments, pre-TOP conference notes, and other relevant materials up until TOPs are due and received from the participating Master Contractors. A Master Contractor that does not participate in the TORFP will complete and submit to the DBM Contract Manager its intent to ‘NO BID’ (no proposal submission) and why. This is provided on a form, “*Audit Services Contract Master Contractor Comments for Not Submitting a Task Order Proposal.*” The information provided will aid both the Agency and the DBM Contract Manager in future TORFP efforts.
4. The Agency team hosts a Pre-Task Order Proposal (Pre-TOP) Conference for the Master Contractors approximately two weeks after the release of the TORFP. Notification of the Pre-TOP is on the TORFP Key Information Summary Sheet. Historically, the Pre-TOP is best held beginning at 10:00 AM to approximately Noon; however, the time is flexible.

At the Pre-TOP, the DBM Contract Manager or Agency TOM usually chairs the meeting. The TOM arranges for general notes to be taken at the Pre-TOP Conference (Immediately after the Pre-TOP, these notes are typed and sent in email to the DBM Contract Manager.). TORFP requirements are reviewed and discussed. This allows the Master Contractors to have a fuller understanding of the Agency’s business process that the requested audit is based upon so that they may plan resources accordingly. For any allowable question(s) that can not be answered at the Pre-TOP, the Agency may prepare a written answer after the Pre-TOP and forward to the DBM Contract Manager for dissemination to the Master Contractors.

5. At the time of Agency evaluation, the DBM Contract Manager will provide an Excel Spreadsheet as an Evaluation Tool to the Agency TOM and/or Procurement Officer, with instructions on its use. The DBM Contract Manager will also arrange for the Agency to obtain the Master Contractor TOPs that passes the DBM Contract Manager's initial review.
6. The TOM and/or Procurement Officer assign an Evaluation Team to review proposals and recommend award. The TOM provides them with best practice instructions of *Evaluation Committee Duties and Responsibilities* (as received from DBM Contract Manager). The Evaluation Team should include business stakeholders and subject matter experts for that particular Agency's business process for the subject TORFP.
7. Once the TORFP's proposal due date has passed and the TOPs have been received by the TO Procurement Officer, the Agency's communications regarding the TORFP will be limited to those Master Contractors who sent in TOP offers.
8. The Agency TOM and/or Procurement Officer after selecting the Evaluation Team will conduct the evaluation phase of the process that should include discussions with each proposing Master Contractor, communicate any information, clarification, meeting requests, etc. for the Master Contractors, and establish the technical rankings based only on the evaluation criteria outlined in the TORFP document. Throughout this period, the DBM Contract Manager is available to provide guidance for the evaluation.

General Details Regarding Discussions: The Discussions held with each proposing Master Contractor usually last approximately 1 ½ hours. The Discussion shall only be upon the Technical Proposal. **No** financial information can be discussed at this phase. The meeting is chaired by the TOM/PO with the whole Evaluation Team attending. The State gives a brief overview of their needs. The Master Contractor is then given approximately 20 minutes to describe their Technical proposal offer. Then an open, friendly discussion with both parties asking and answering questions proceeds. No questions and answers can be given on any other Offeror's proposal. The outcome of the Discussion should be that all inconsistencies are clarified and that both parties have a very good understanding of the other's position.

The Master Contractor as Offeror must reduce any final outcome(s) different than their original proposed technical solution to writing and submit this both to the TOM/PO and the DBM Contract Manager. If the Master Contractor should win the Task Order Agreement award, this submission will become a part of its overall Technical submission, which is a part of its TOA.

Typically, there will be a Best and Final Offer (BAFO) request towards the end of the whole evaluation process. For a BAFO request, the Master Contractor as Offeror will have the opportunity then to submit a revised Financial Offer that reflects any change made to its Technical TOP.

9. As part of the evaluation process, the Agency TOM and/or Procurement Officer is responsible for providing their Evaluation Team with copies of any documents and communications.
10. Upon completion of a technical ranking with strengths and weaknesses stated for each TOP evaluated, the Agency TOM and/or Procurement Officer will fill out the Excel Evaluation Tool per the Tool's and the DBM Contract Manager's instructions, and forward this information to the DBM Contract Manager. Once the DBM Contract Manager has reviewed this information and believes the process can move forward, the DBM Contract Manager will make the Master Contractor/Offerors' Financial Proposals available to the TOM/PO. Only those Master Contractor/Offerors who are still found to be responsible and qualified will have their Financial Proposals submitted to the TOM/PO for evaluation.
11. Utilizing the information recorded in the Excel Evaluation Tool, for any TO Master Contractor that is deemed not susceptible of being selected for award, and/or later requests a review of its proposal effort, the TOM and/or Procurement Officer will complete a '***DBM CMO REVIEW (DEBRIEFING) GUIDANCE***' form and forward it to the DBM Contract Manager. For any Review (Debriefing) request by a TO Master Contractor of its TOP, the DBM Contract Manager will coordinate the date and time of a Review and conduct the Review with the aid of the Agency TOM and/or Procurement Officer. (See Item 18 below.)
12. Upon completion of technical ranking, the Agency Tom and/or Procurement Officer will forward the Financial Proposal of each Master Contractor whose Technical TOP was determined to be susceptible of being selected for award, to the Agency's Evaluation Team. The Evaluation Team will review each Financial Proposal to ensure that it matches the Master Contractor/Offeror's Work Plan for Labor Categories and hours. The Agency will establish a preliminary financial ranking based upon the Total Evaluated Price. The ranking is considered preliminary as the Agency will typically request a Best and Final Offer.
13. Unless the Agency obtains written permission to the contrary from the DBM Contract Manager, the Agency must request a BAFO from all of the still qualified Master Contractors/Offerors. A BAFO from the Master Contractors can usually be received within three working days of request. Once BAFOs are received (or if BAFOs are not requested), the Evaluation Team (which includes the TOM and/or Procurement Officer) will determine a final most advantageous offer for the State. This most advantageous offer for the State is a combination of the ranked Technical solution and the Financial BAFO's Total Evaluated Price.
14. Upon final completion of the evaluation of TOPs, the Agency completes and submits a TORFP Award package to the DBM Contract Manager for review and approval. The TORFP Award package will include the evaluation team's recommendation for award and accompanying documents prepared by the Agency that summarizes the evaluation and selection process. Included in the package must be:
  - a) The Evaluation Team's statement of potential award to 'X' Master Contractor.

- b) A technical, financial and combined ranking of each qualified Master Contractor recorded onto a printed copy of the Summary Evaluation page of the Microsoft Excel Spreadsheet Evaluation Tool. The Summary Page must be dated and signed by each member of the Evaluation Team;
  - c) Strengths and weaknesses of each qualified Master Contractor recorded into the Microsoft Excel Spreadsheet Evaluation Tool;
  - d) Rationale for selecting the recommended Master Contractor for the Task Order Agreement (TOA) as a responsible Offeror that provides the most advantageous offer to the State;
  - e) The proposed MBE participation from the recommended Master Contractor, including any relevant MBE documentation;
  - f) Any additional information that may assist the DBM Contract Manager in review of the agency recommendation, or that is specifically requested by the DBM Contract Manager.
15. If approved by the DBM Contract Manager, the recommended Master Contractor awardee will be notified by the DBM Contract Manager of its selection. The TO Master Contractor will then sign a TOA (actually three original documents for later distribution) for the project and return the signed documents to the DBM Contract Manager via email and hard copy submission. When finalized, the Agency, the Master Contractor, and the DBM Contract Manager will each have an original signed TOA document.
  16. Following approval by the DBM Contract Manager, the Agency Procurement Officer must ensure the provision of an ADPICS entry for the awarded TO. See Part 3: ADPICS in the Award Process section below.
  17. With an email copy to the Agency TOM/PO, the DBM Contract Manager will: notify all Master Contractors of the Task Order award; provide an initial Notice-To-Proceed to the awardee; provide initial Living Wage notification of Task Order award to DLLR via email (see PART 4-Item 9); and, provide an electronic copy and hard copy of the signed TOA to the TO Master Contractor and the Agency TOM/PO. The NTP will include the effective date for the TOA to commence, and the Agency TOM's contact information. The Agency TOM/PO will be copied on the communication and/or receive this same information. Work under a TOA may begin only after issuance of a NTP by the DBM Contract Manager. Please note: The TOM may elect to provide additional NTPs during the course of the TOA in order to break up the work into manageable segments. This is entirely at the discretion of the TOM; however, this information is part of what is communicated to the Master Contractor at the Kick-Off Meeting.
  18. The DBM Contract Manager will coordinate schedules with the Agency and the Master Contractors to provide Reviews to Master Contractors not selected and who request a Review. Only each individual Master Contractor's TOP effort may be discussed during a Review with a Master Contractor. The awardee's TOP(s) may not be a part of any Review with any other Master Contractor. (See Item No. 11 above.)

19. The Agency TOM will provide immediate notice to the awarded Master Contractor of the date and time of the TOA Kick-Off Meeting. This meeting should be held within approximately two weeks of the TOA award notice to the TO Master Contractor, and should include a discussion of the TO Master Contractor's Work Plan details, including but not limited to, the contractual requirements, deliverables, time line, support team, status reports, invoicing, MBE participation and reporting requirements, and what final reporting information should be provided to DBM and the Agency.

### **PART 3: ADPICS in the AWARD PROCESS**

1. At the required time, the DBM Contract Manager will instruct the Agency TOM/Procurement Officer to prepare a Direct Purchase Order release against DBM's statewide Blanket Purchase Order (BPO) for the applicable Master Contractor via the following process:
  - a. Prepare a release from the DBM identified BPO (each Master Contractor has been assigned a statewide BPO number) using the **2360** ADPICS screen. NOTE: Only a release using the 2360 screen against the correct Master Contractor's BPO number will be accepted.
  - b. Complete the **2365** ADPICS screen using the **commodity code: 94620-DBM125**.
  - c. Complete the **2356** ADPICS screen as follows:
    - i. The 'PROCUREMENT METHOD' IS "TOR". If the screen defaults here to procurement method 'R', overwrite the 'R' with 'TOR.' This will ensure that reporting for MBE can be completed.
    - ii. The 'CATEGORY OF WORK' IS "S"
    - iii. The 'AWARD AUTHORITY' IS "DBM;"
    - iv. The MBE Waiver field is completed if applicable;
    - v. The MBE Waiver % field is completed if applicable;
    - vi. The MBE Goal % field is always completed; and,
    - vii. The 'DESCRIPTION' (DESC) field is completed.
  - d. Complete the **2345 Subcontractor Entry** screen for each MBE subcontractor assigned to the Task Order Agreement. You will need to know the subcontractor's Federal ID number to add a subcontractor to this screen. See also Part 5: MBE and SBR Reporting below.
  - e. Establish the proper approval agency path to obtain all necessary agency approvals. (Note: this is your agency's internal approval path and **does not include DBM or the BPW**)
  - f. "Post" the completed ADPICS item. The commodity code noted above will automatically route the ADPICS entry to the DBM Contract Manager in the approval path.
  - g. For any questions regarding how to complete ADPICS screens, contact the DoIT Service Desk at 410-260-7778. Explain that you are preparing a Direct Purchase Order as a 'release' from an ASC Master Contractor's BPO.

2. DBM Contract Manager will either approve, or reject with explanation.
3. After DBM Contract Manager's final approval, the Agency is now responsible for issuing and sending the approved purchase order to the selected Master Contractor.

#### **PART 4: TASK ORDER AGREEMENT (TOA)**

1. The Agency TOM will manage the TOA.
2. The Agency TOM and the TOA Contractor will work to complete the requirements of the TOA as identified within the TORFP and subsequent TOA.
3. The Agency TOM plays an active role in monitoring the TOA requirements and the Master Contractor's performance, which includes the MBE subcontractor participation on the TOA. The Agency TOM is not just a record keeper, but actively monitors and provides remedial action to correct any deficiencies in the Master Contractor's performance of both the audit services and the MBE participation results. Active management by both the Agency TOM and the Master Contractor on a daily/weekly/monthly basis provides for successful TOA results.
4. On a monthly basis until final deliverables and invoicing have been accepted and reported, even if there is zero work effort performed or zero invoicing, the Master Contractor will provide status reports for the prior month's activity per the TOA requirements. In addition, the Master Contractor and its MBE subcontractor(s) must provide to the TOM respectively, a MBE D-5 form for Master Contractor activity and a MBE D-6 form directly from the MBE Subcontractor to the TOM for their activity. The TOM is responsible for seeing that the MBE D-6 information is entered into ADPICS by the 11<sup>th</sup> of each month following the month of activity. See Part 5: MBE and SBR Reporting below.
5. Neither the TOA Master Contractor nor the Agency TOM is authorized to make changes to the TOA. The Agency TOM must discuss any issue with the DBM Contract Manager. ADPICS Change Orders will not be initiated by the Agency until the DBM Contract Manager approves the need for a change order. The DBM Contract Manager will only process an ADPICS change order if the DBM Contract Manager has given the Agency TOM/PO prior authorization to initiate a change order in ADPICS, and all requested documentation from the Agency has been received.
6. The DBM Contract Manager will be available to discuss an issue/activity related to a TOA.
7. For the purposes of the Audit Services Contract, the Agency may not request the Master Contractor to sign another contractual document or change order. Contractual documents and authorization are by the Department of Budget and Management only.
8. The Agency is responsible for ARRA reporting if applicable.

9. The Agency is responsible for ensuring that the Master Contractor understands the applicableness of the Living Wage requirements under Title 18 and cooperates with MD's Department of Labor, Licensing and Regulation (DLLR) on reporting. At the time of TOA award, the DBM Contract Manager notifies DLLR of the TOA award and the Agency TOM contact information via email at 'livingwage@dllr.state.md.us' (See PART 2: Item 17). The Agency is responsible for any follow-up communication and reporting regarding Living Wage with DLLR for the TOA.

## **PART 5: MBE and SBR REPORTING**

1. Regarding MBE reporting, see also Part 1: Item 3, and Part 4: Item 3 above.
2. For both MBE and SBR, the user State Agency is fully responsible for Governor's Office of Minority Affairs (GOMA) reporting on both the TOA Award amount and TOA actual participation during the life of the TOA and at fiscal year-end. For MBE reporting purposes, each TOA must be treated as if it were a standalone procurement, with the user State Agency reporting both the award and actual participation on its reports to GOMA.
3. For MBE reporting, the Agency TOM ensures that the MBE D-5 reports from the Master Contractor and the D-6 from the MBE subcontractor(s) are received each month. From the D-6 Subcontractor MBE reports (only), the **ADPICS screen 2355** must be completed (Previously, the ADPICS screen 2345 screen for 'Subcontractor Entry' must have been completed.). **Record the invoice number (if not available, use an identifier number your Agency designates), the invoice date (this is the date the MBE subcontractor noted on their D-6 report. If the subcontractor(s) has failed to record a date, use the last date of the appropriate month. Example 7/31/10 for the reporting month of July 2010), and the invoice amount for each MBE subcontractor.** These are 'actual' payments received by the MBE subcontractor from the Master Contractor for the prior month's activity. If there is more than one MBE subcontractor on the purchase order, you will need to tab down to the appropriate MBE subcontractor line, select the line with an 'S' and then press 'F4-IVC DATA' in order to enter the information on the appropriate MBE subcontractor line.

## **PART 6: TOA CLOSE-OUT**

1. At the conclusion of the TOA, the Agency TOM will verify all deliverables have been met, that the Agency accepts the final results, and processes the final invoice for payment.
2. The Agency TOM will e-mail notice to the DBM Contract Manager that the final payment to the TOA Contractor has been made and that all deliverables and payments were made in accordance with the TOA.
3. Within three weeks of the end of the term of the TOA, the Agency TOM will e-mail or FAX the DBM Contract Manager a completed '**AGENCY FEEDBACK FORM AT THE COMPLETION OF AN AUDIT SERVICES CONTRACT'S (ASC) TASK ORDER AGREEMENT,**' which includes the Agency's TOA-MBE participation as reported, and the Agency's satisfaction level with the DBM Task Order process under this Audit Services Contract.

4. If the Agency Feedback Form is not completed and returned to the DBM Contract Manager as indicated, or if the MBE information in ADPICS has not been accurately and timely completed, the Agency may not be allowed to utilize another TORFP under the Statewide Master Audit Services Contract until these conditions are satisfied.