

MONTHLY CONTRACT STATUS REPORT TEMPLATE

<u>Header Fields</u>	<u>Definition</u>
1 st Line	Company Name and ProTech Contract Number
2 nd Line	Report Date and Period the report covers in MM/DD/YYYY format.

I. Task Order (TO) Summary List in sequential numeric order each awarded TO and TO Modification (TO Number / TO Modification Number). Include the following data fields for each TO and TO Modification.	
a) TO Title/Description	Provide the Title and/or short description of the awarded TO / TO Modification.
b) Date of TO Award or Modification	Indicate the date the TO or modification was awarded; put in MM/DD/YYYY format.
c) Customer Organization	Indicate the NOAA Customer Line / Staff Office /Division / Branch for which the TO / TO Modification was issued.
d) TO Type	Indicate the type of TO awarded (i.e. FFP, T&M, etc.).
e) Period of Performance	Indicate the date on which the performance under the TO began and the date when performance is to end, to include all options. Indicate the start and end date for a listed TO modification if the TO modification changes the TO's performance period.
f) Total TO Value	Indicate the total value, inclusive of all options, for all awarded TOs and the total value of each TO. If a TO modification was issued obligating additional funds to the TO, list that amount for total value.
g) Amount Obligated to Date	Indicate the amount of funding that has been obligated on the award for all TOs and the total obligated amount for each TO. If a TO modification was issued obligating additional funds to the TO, list that amount.
h) TO Contracting Officer	Indicate the Name, Phone Number, and Email address of the DOC/NOAA Contracting Officer signing the TO Award document or the issued TO Modification.
i) TO COR	Indicate the Name, Phone Number, and Email address of the assigned NOAA Contracting Officer's Representative for the awarded TO.
j) Contractor TO Program Manager	Indicate the Name, Phone Number, and Email address of the Company's Program Manager for the awarded TO. (For a listed TO Modification, indicate the Contractor TO Program Manager for the TO being modified.)
k) Status of each TO for Reporting Period	Summarize the status of each TO for the reporting period, including major milestones achieved, major risks, and any issues which may affect cost, schedule, or performance.

	Also include any significant changes to the contractor's organization.
II. Website Revisions Summary Summarize the changes to the website, if applicable, described in Section H.4 of the contract.	
III. ProTech Opportunities Activity List the ProTech task order solicitation(s) that your firm has responded to and the status. Include the solicitation number and Ordering CO name. For those solicitations that your firm reviewed and chose not to respond, provide an explanation why.	