Task Order Management and Information System (TOMIS)

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Manages deliverable process

- Input
- Submittal
- Review
- Acceptance
- Evaluation
- Reporting

Email notification each step of the way

Benefits

- Ability to manage more projects efficiently
- Eliminates potential misunderstandings
- Reduces the risk of something being overlooked
- Real time status available to NOAA and contractors
- Maintains records of dates
- Better plan upcoming work
- Track contractor performance
- Timely feedback to contractors on performance
- Reporting

Levels of Users

- COR
- Task Order Leads
- Reviewers
- TOMIS Managers
- Contractors
- TOMIS Administrator

COR

- Assign users
- Inputs Task Orders
- Receives Deliverables
- Submits Deliverables to Reviewers
- Monitors Review Process
- Submits Deliverable Reviews to Contractor
- Approves Task Order Evaluations
- Revise Deliverable Dates
- Revise Task Order $$ Amounts
- *New!* Can be a Reviewer
- *New!* Add/delete Reviewers

Task Lead

- Assigns Reviewers to Deliverables
- Monitors Contractor Performance
- Can be a Deliverable Reviewer
- Performs Task Order Evaluation

Reviewer

- Reviews Assigned Deliverables

TOMIS Manager

- Access to all Information on Assigned Contracts
- *New!!* Can be assigned as a Reviewer
- Access to Reports
- Cannot add/delete
  - Task orders
  - Deliverables
  - Reviewers

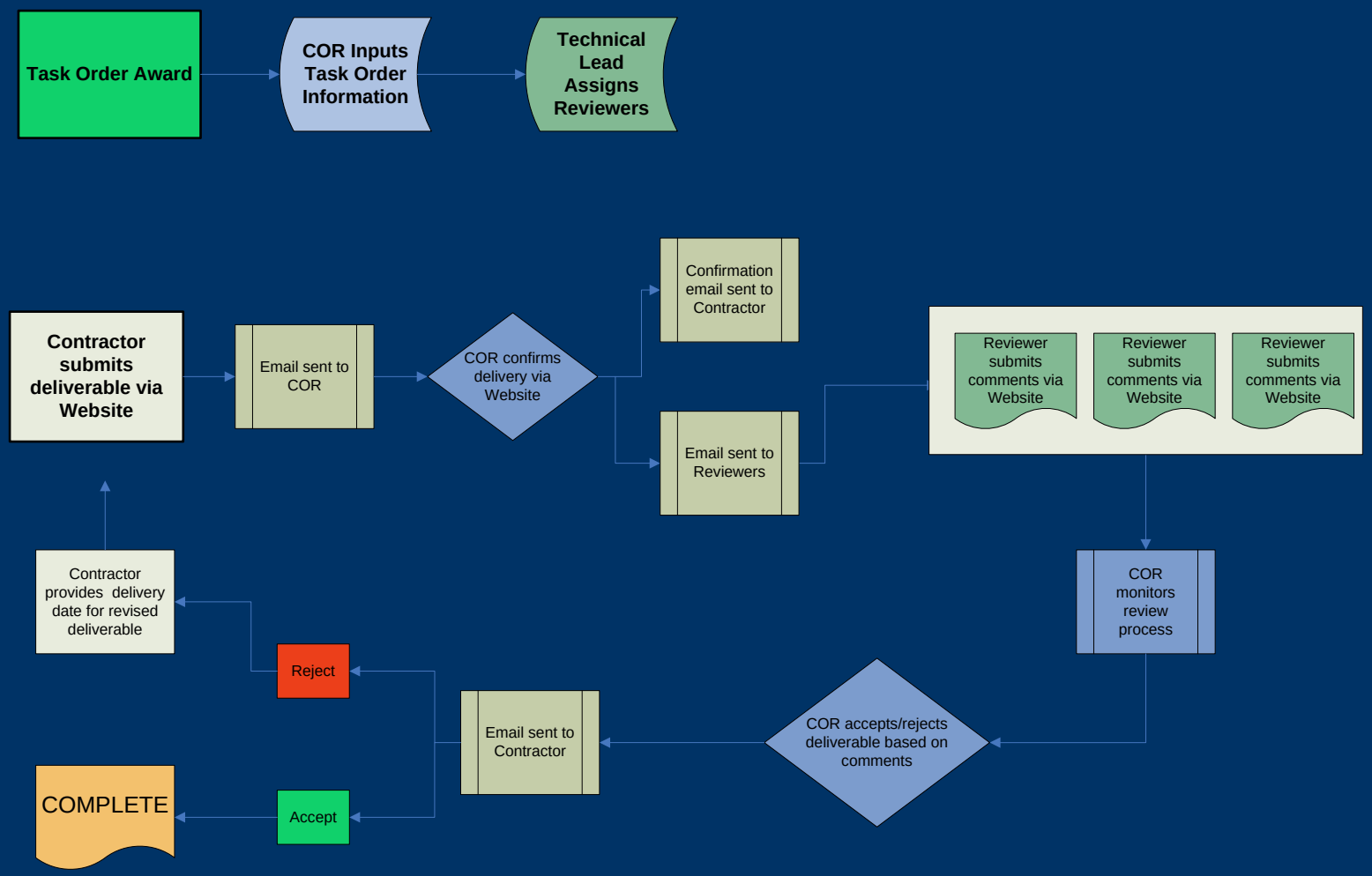
Contractor Manager

- Access to all Information on 1 Assigned Contract
- *New!!* Can be assigned as a Reviewer
- Access to Reports
- Cannot add/delete
  - Task orders
  - Deliverables
  - Reviewers

Contractors

- Monitor Task Order Process
- Submit Deliverables
- Review Evaluations

TOMIS



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Recent Improvements

- Ability to give people who are not reviewers access to information
- Drop down boxes for emailing
- Ability to assign additional funding to specific FY
- Weekly Email reminders (late deliverables, late reviews, upcoming deliverables)
- Assign COR's at Task Order Level
- Automatically generates monthly reports requirements
- Ability for COR to assign reviewers
- Ability to assign COR/TM/CM as reviewers
- Ability for COR to edit reviewer comments
- Notes boxes

http://tomis.csc.noaa.gov

TOMIS

Webpage

TASK ORDER MANAGEMENT & INFORMATION SYSTEM

NOAA's National Ocean Service

United States Department of Commerce
National Oceanic and Atmospheric Administration
National Ocean Service

The Web-based Task Order Management and Information System (TOMIS) is a tool designed to help manage task order type contracts. TOMIS was originally developed by the National Oceanic and Atmospheric Administration's Coastal Services Center to oversee the Coastal Geospatial Services Contract. Since then TOMIS has been modified to allow its use for multiple contracts and agencies.

TOMIS LOGIN

TOMIS allows government contractors to submit and track deliverables, as well as monitor deliverables that are upcoming or delinquent. E-mail notifications remind TOMIS users when actions are required. Contracting Officer's Representatives (COR) have access to all data on their contracts and can monitor task order progress. Contractors are evaluated on their performance at the completion of all task orders, with a score automatically provided by TOMIS.

In addition, the Reports tool of TOMIS allows senior-level managers to determine where data have been purchased, the type of data, the amount spent, and the status of each task order. This tool helps reduce duplication of effort between government agencies and provides a means for better planning for outsourcing of funds across the government.

Contract Vehicles

Coastal Services Center

- Coastal Geospatial Services Contract

National Geodetic Survey

- Shoreline Mapping
- Ground Survey
- Geodetic Leveling

Contact

Dennis Hall
NOAA Coastal Services Center
Phone: 843.740.1323
E-mail: dennis.hall@noaa.gov

US DOC | NOAA | NOS

Government and Contractors log in here

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TOMIS
COR Homepage

Current Activity Tab

"COR's Dashboard"

- Status of delinquent and upcoming deliverables

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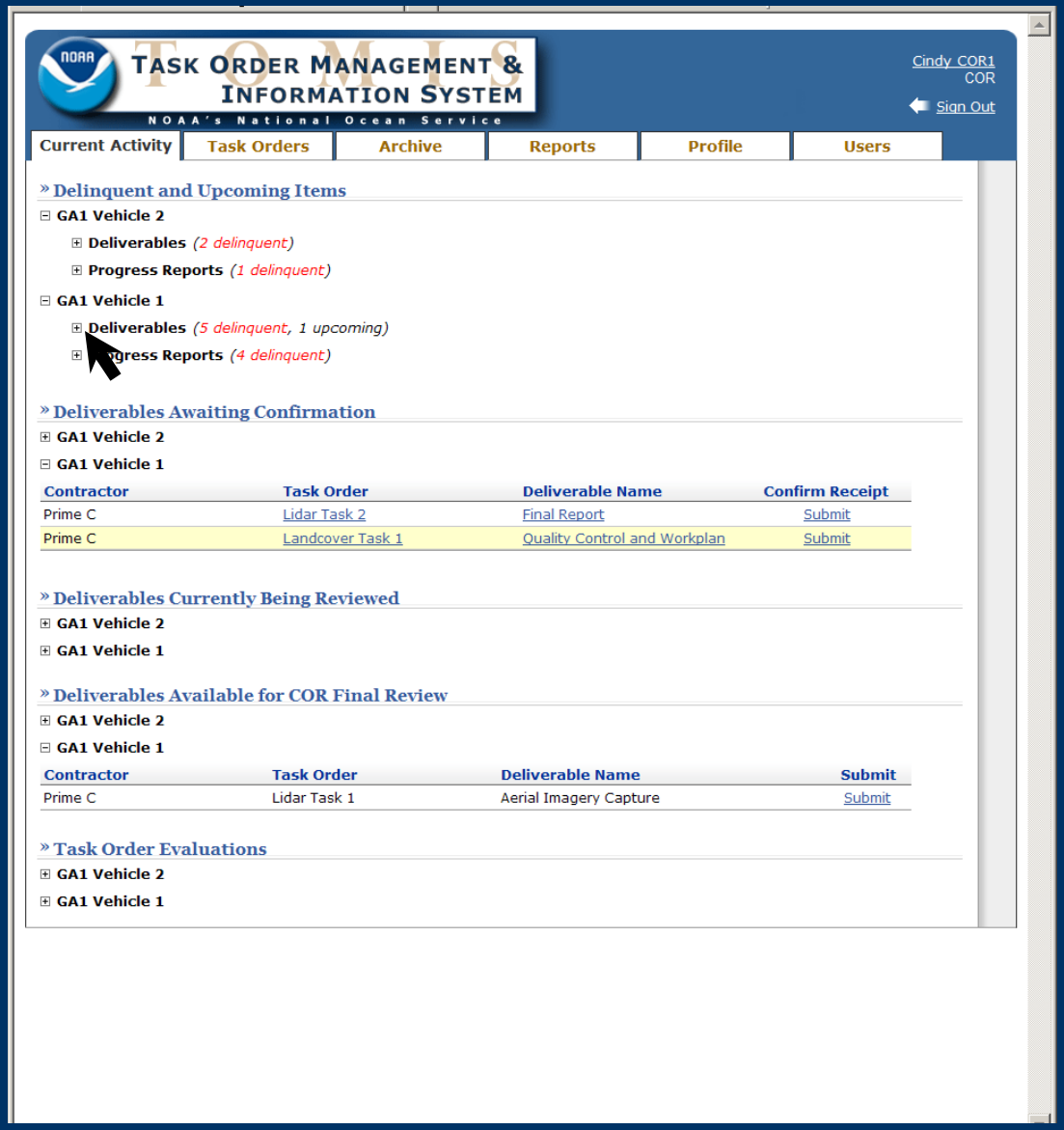
TOMIS
COR Homepage



Current Activity Tab

"COR's Dashboard"

- Status of delinquent and upcoming deliverables
- *New!!* # of delinquent and upcoming deliverables show up without expanding

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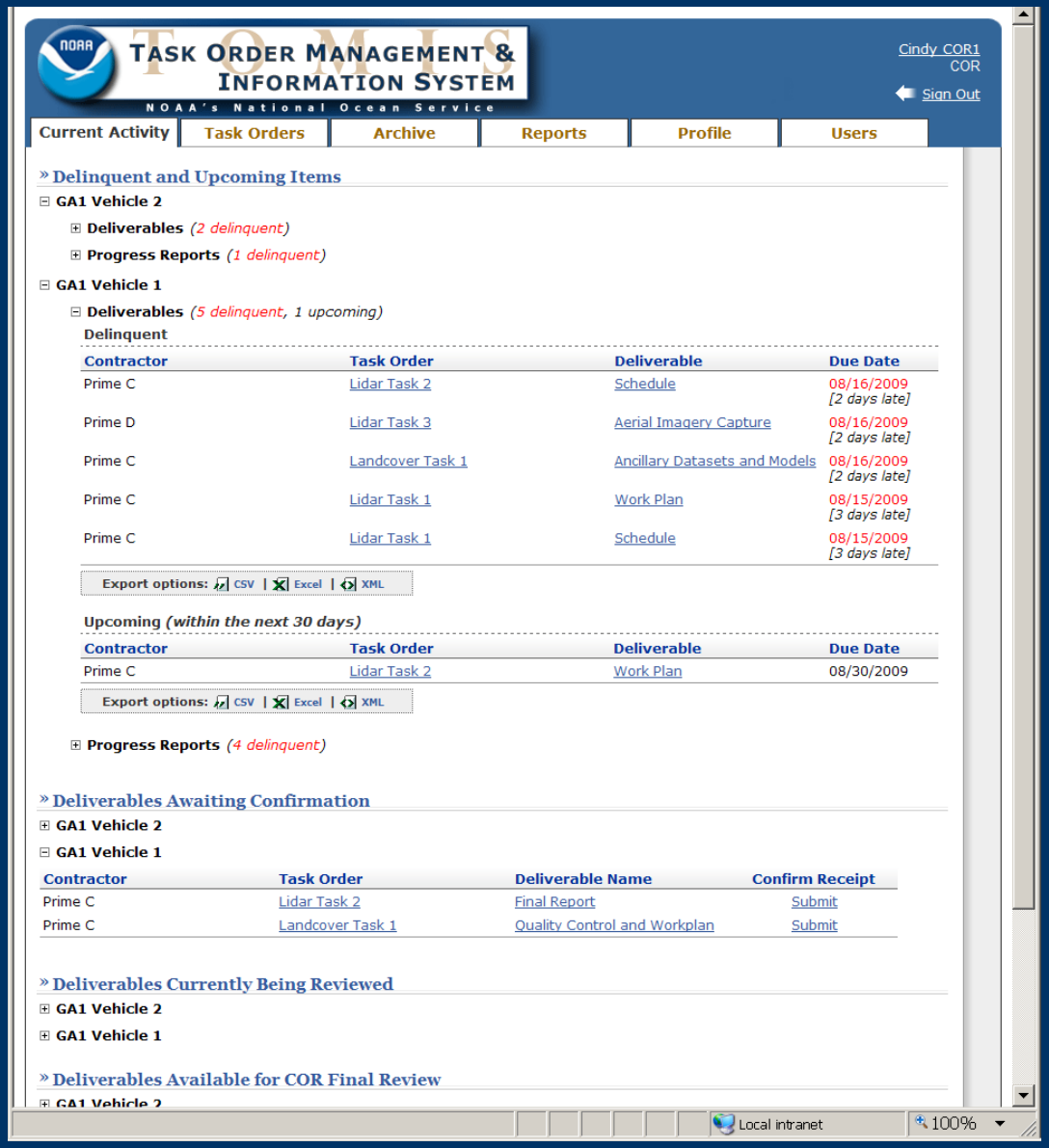
TOMIS
COR Homepage



Current Activity Tab

Provides complete list of delinquent and upcoming deliverables

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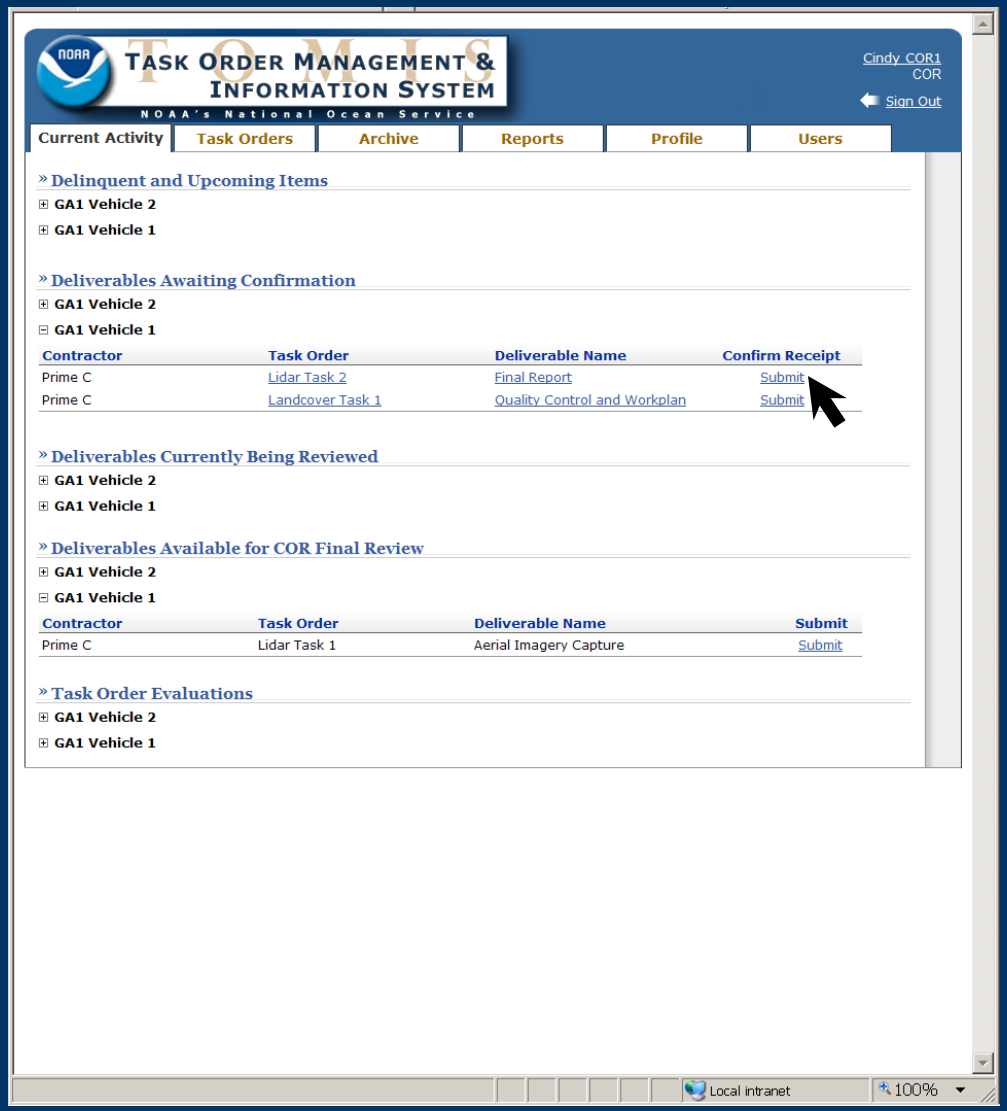
TOMIS
COR Homepage



Current Activity Tab

Monitor review process of all submitted deliverables

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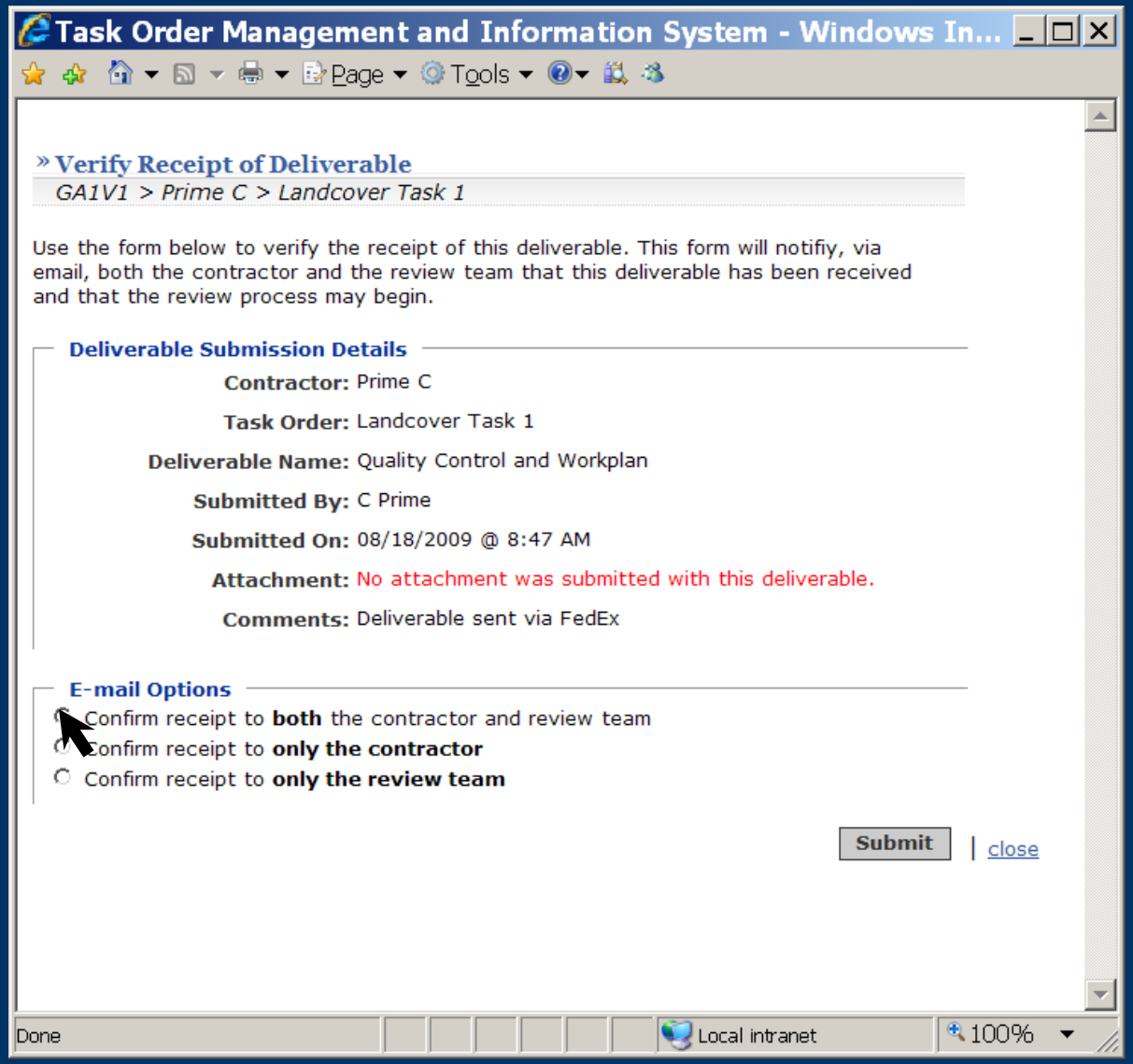
TOMIS
COR Homepage



Email sent to contractor and review team. This basically acts as the “transmittal letter”.

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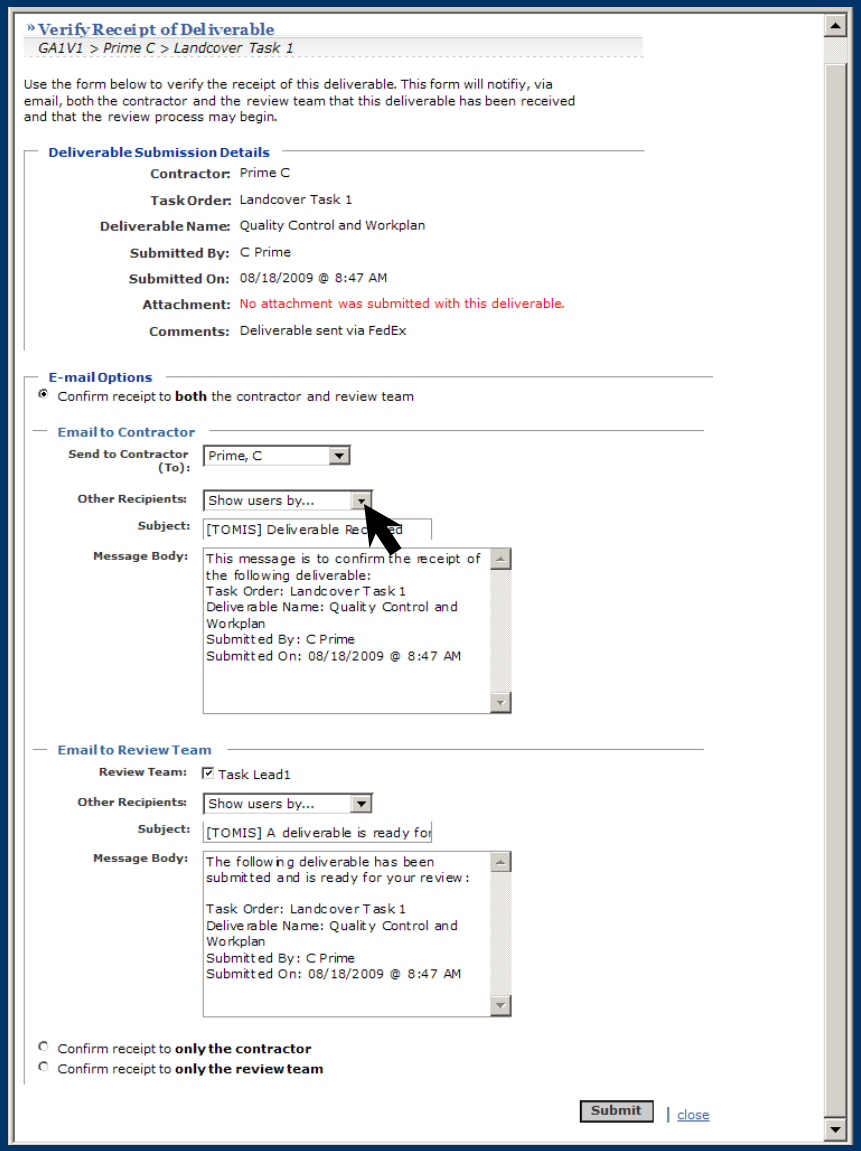
TOMIS
COR Homepage



New!!

Drop down boxes for email to others

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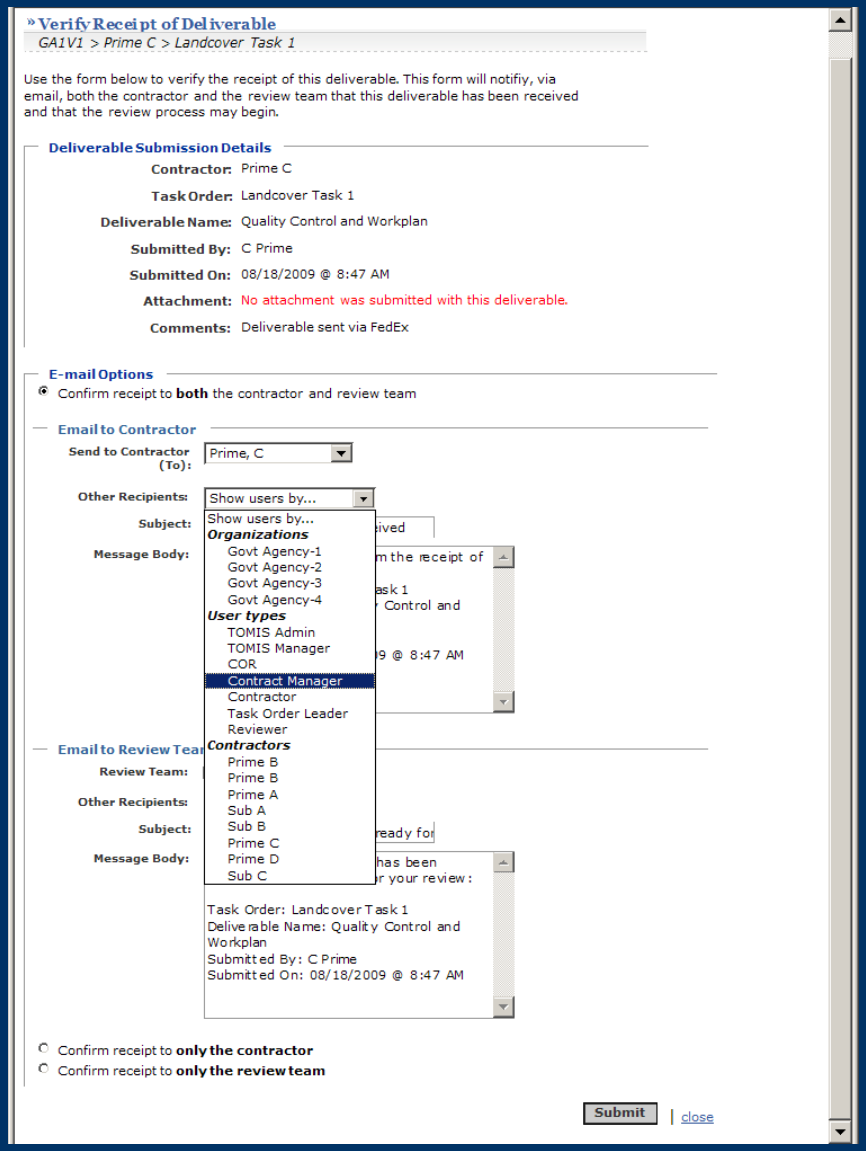
TOMIS
COR Homepage



New!!

Drop down boxes for email to others

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TOMIS
COR Homepage

Current Activity Tab

Status of Reviews

New!!

Weekly reminder emails

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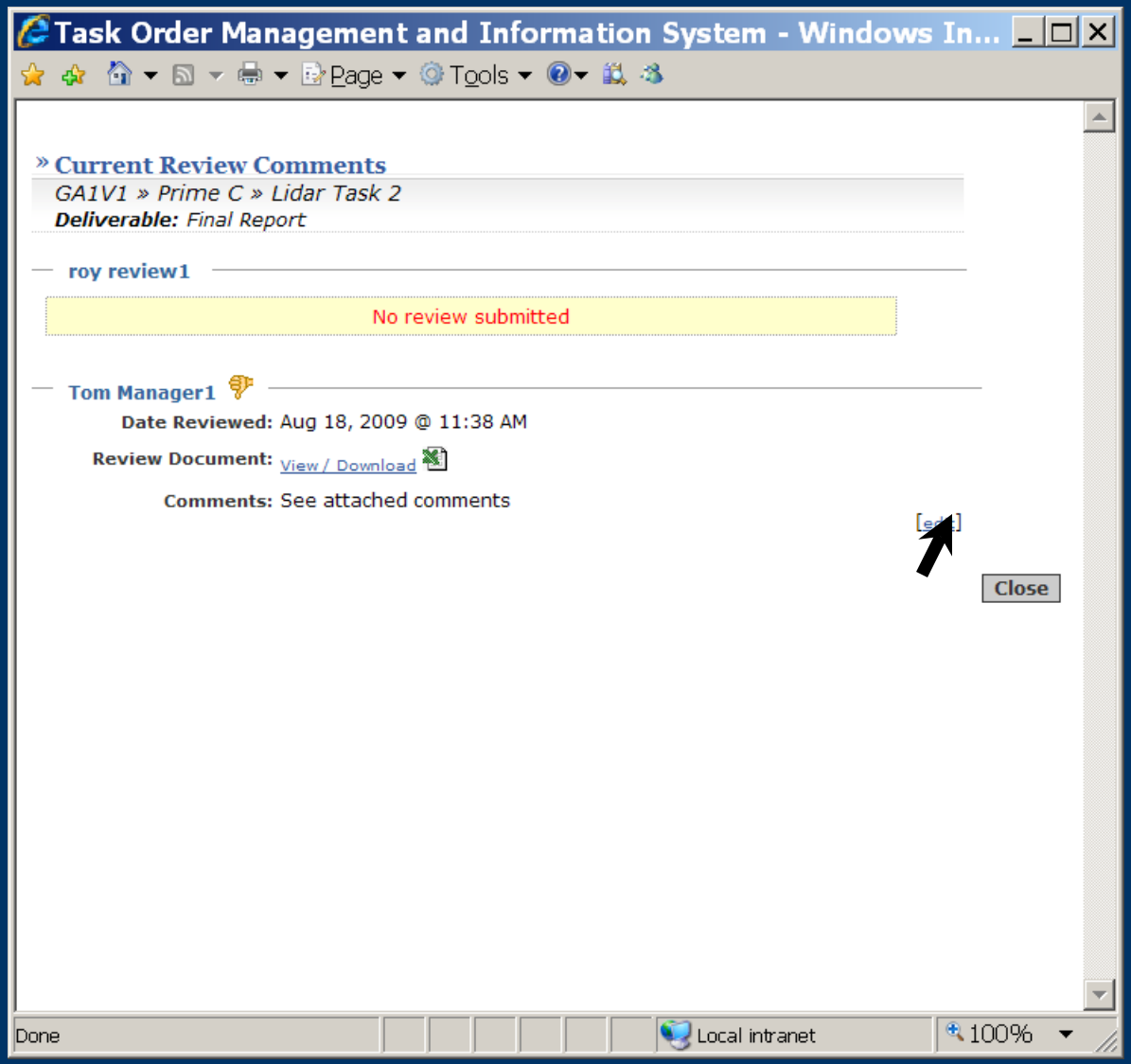
TOMIS
COR Homepage



Status of Reviews

New!!

Ability for COR to edit reviewer's comments

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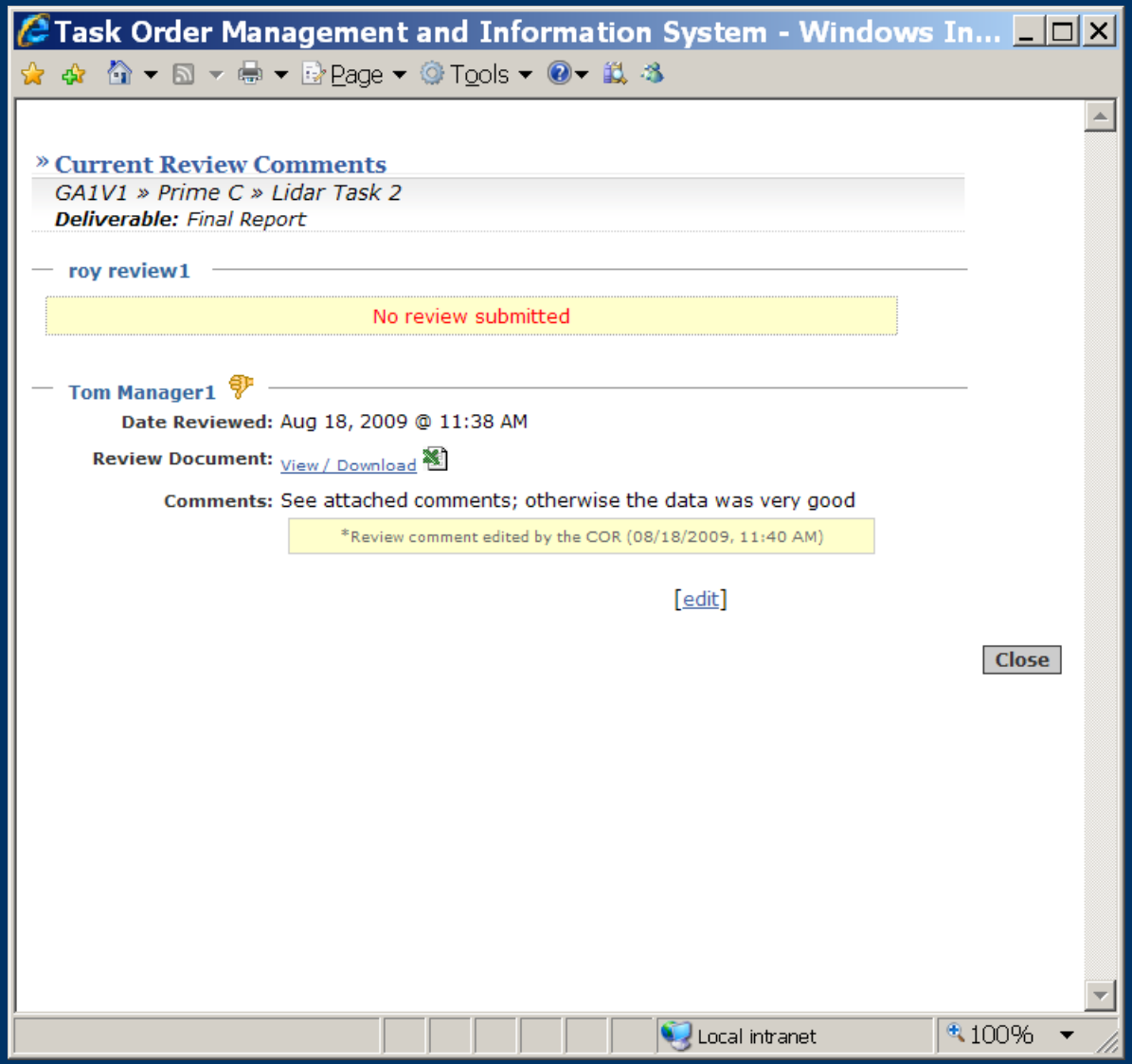
TOMIS
COR Homepage



Status of Reviews

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Ability for COR to edit reviewer's comments

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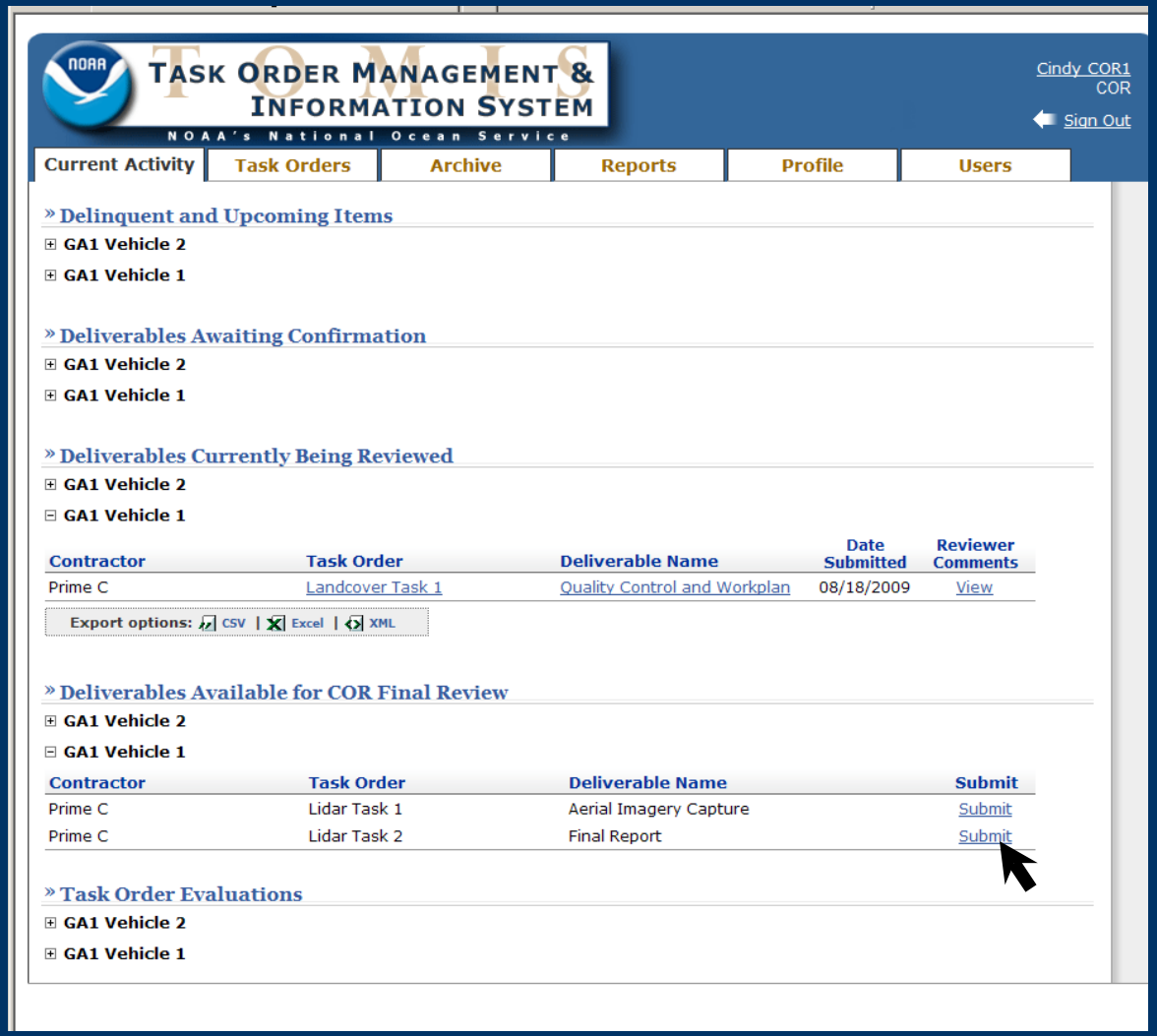
TOMIS
COR Homepage



Current Activity Tab

All Reviews are complete. COR makes final acceptance or rejection of the deliverable.

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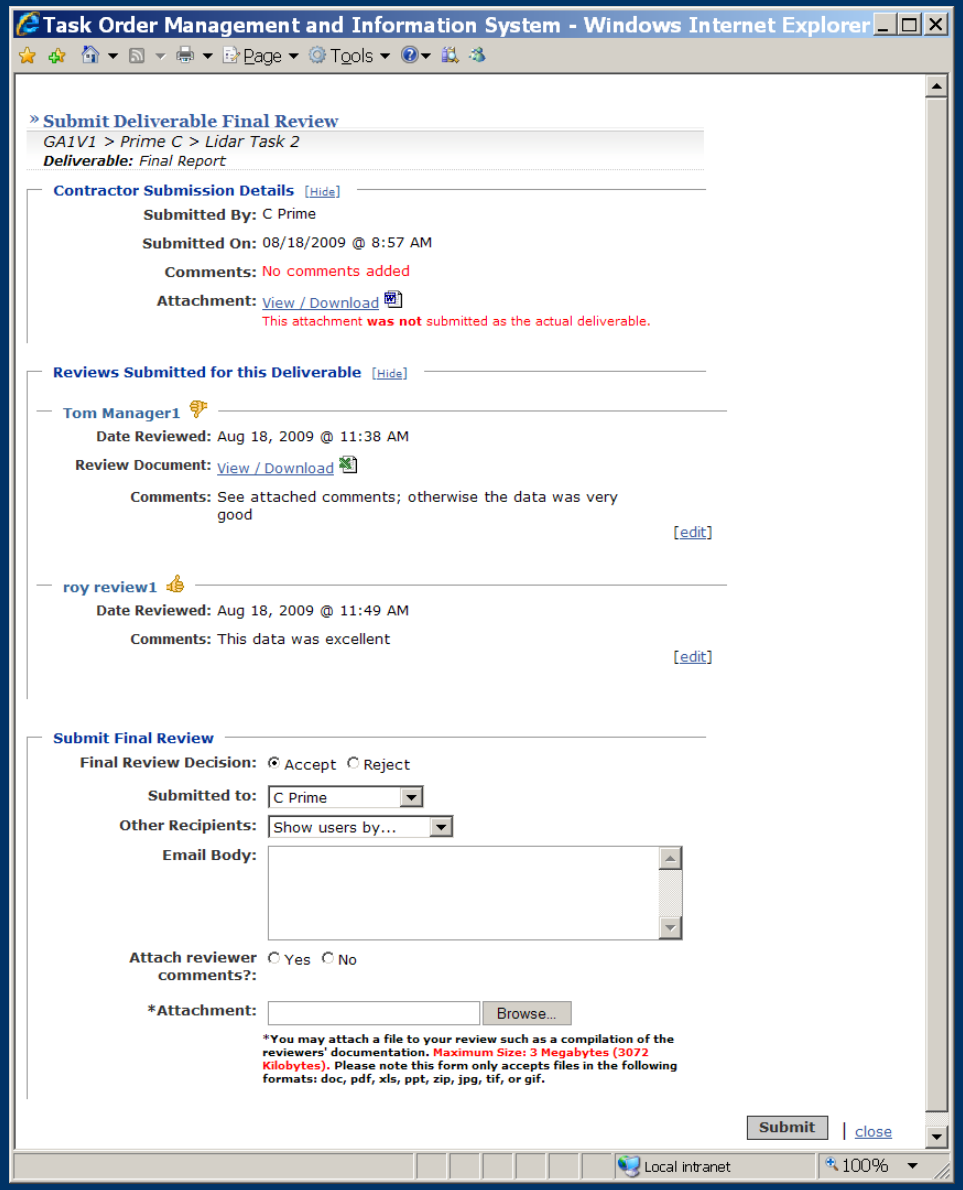
TOMIS
COR Homepage



- COR accepts/rejects deliverable based on reviewers input
- Attach additional document if required
- Sends email to Contractor

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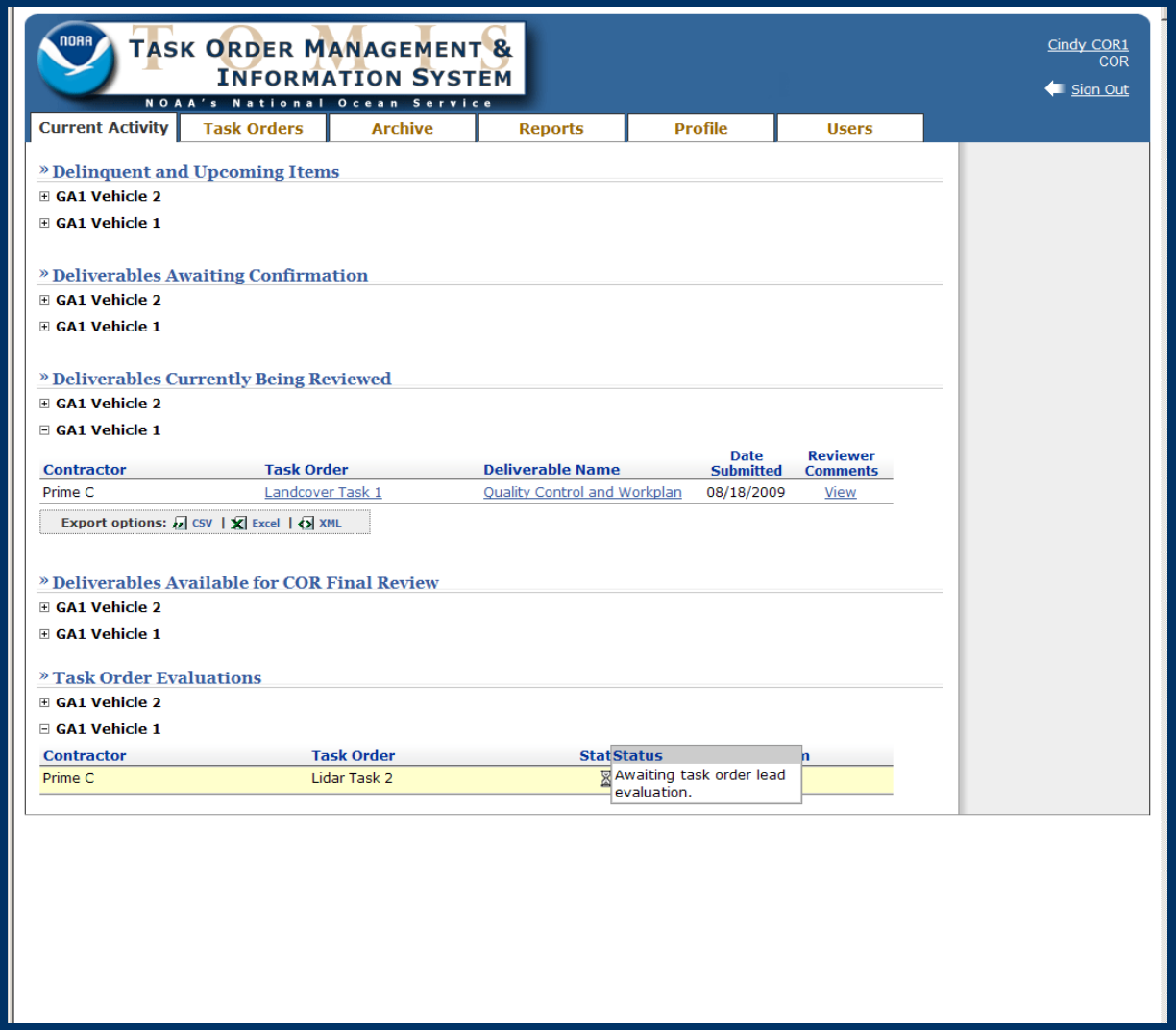
TOMIS
COR Homepage



Current Activity Tab

When all deliverables have been accepted an evaluation is completed by the Technical Lead

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TOMIS

COR Homepage

Current Activity Tab

After the Technical Lead has completed their evaluation the COR receives an email notifying them they have an evaluation to review

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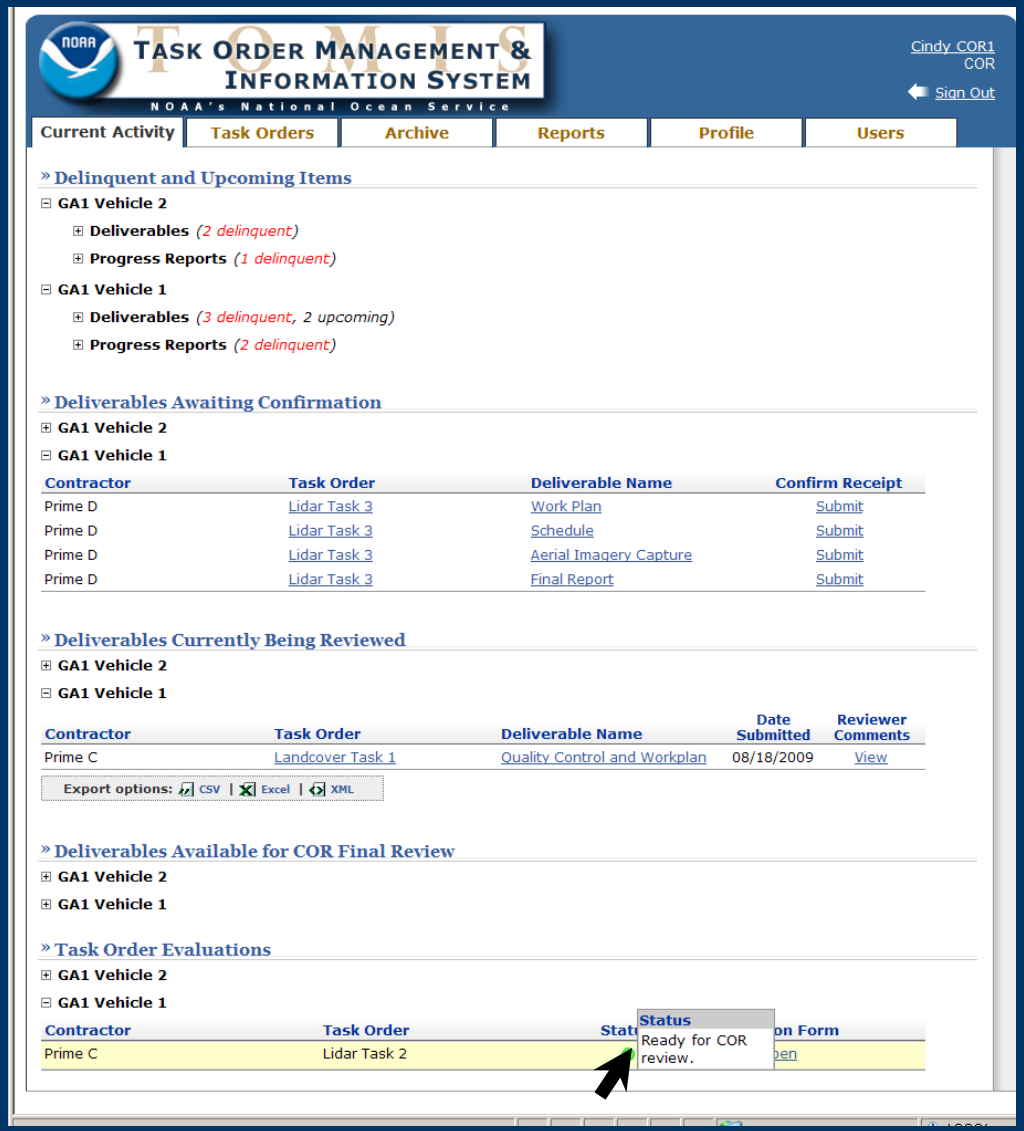
TOMIS
COR Homepage



Current Activity Tab

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TOMIS

COR Homepage

Current Activity Tab

The COR clicks on Open link to review and/or edit the evaluation and submit to the contractor

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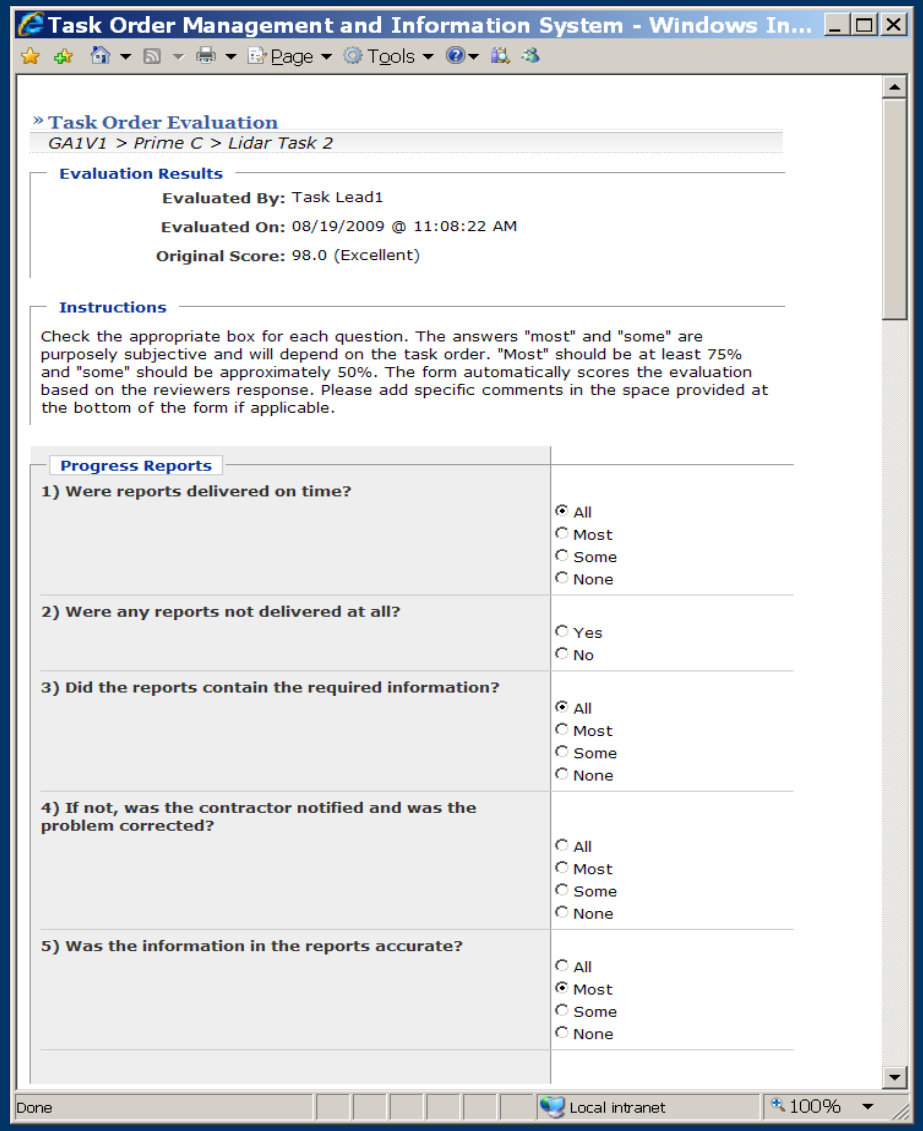
TOMIS
COR Homepage



Current Activity Tab

The COR can make changes to the Technical Lead evaluation or accept it as is

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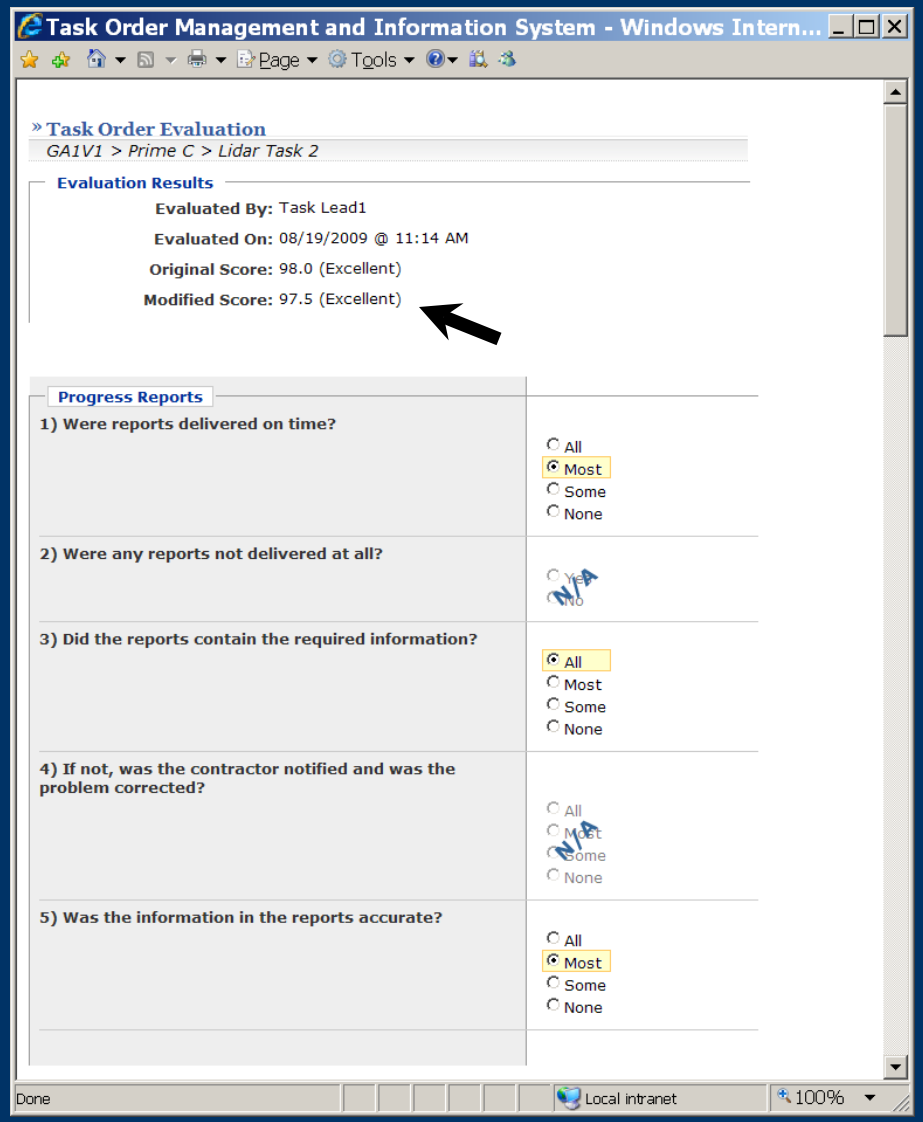
TOMIS
COR Homepage



Current Activity Tab

The COR can make changes to the Technical Lead evaluation or accept it as is

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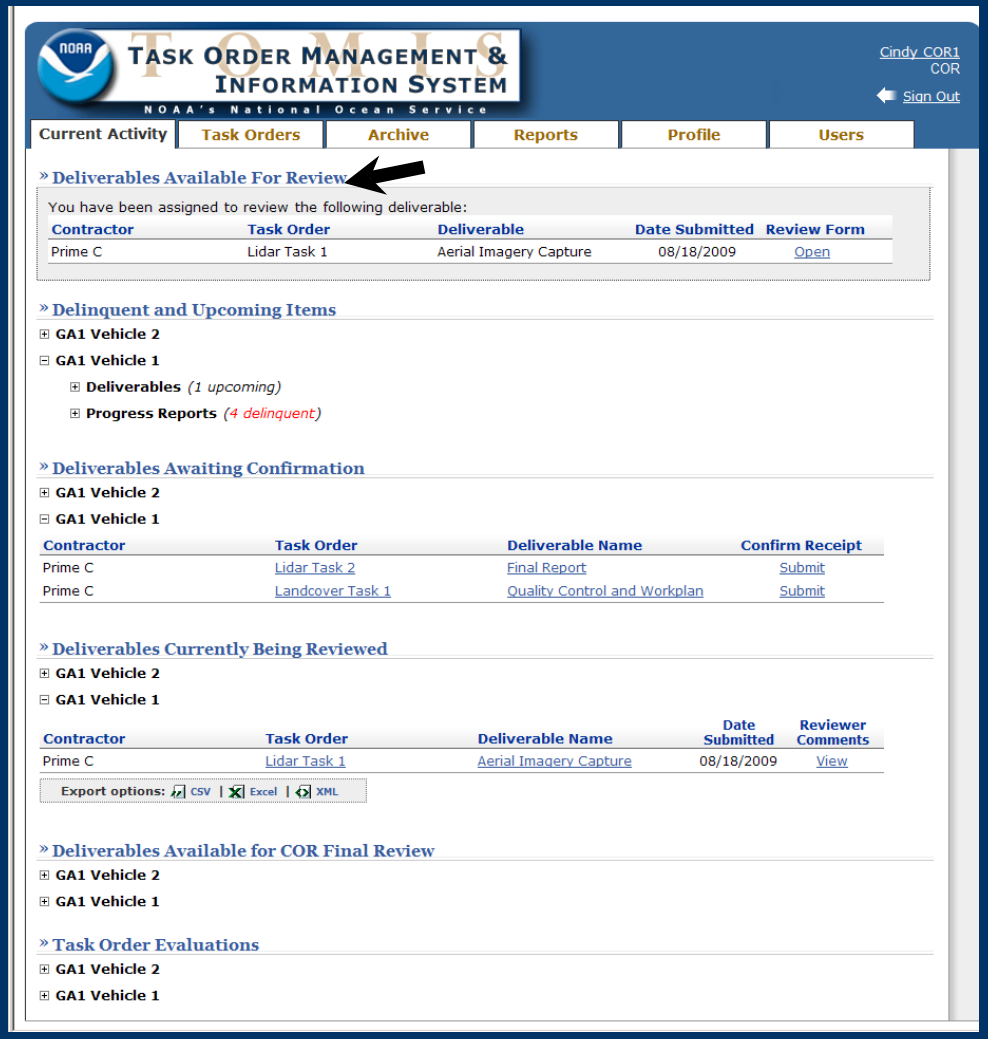
TOMIS
COR Homepage



Current Activity Tab

New!!

If the COR is assigned as a reviewer this section comes up

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TOMIS
COR Homepage

Task Order Tab

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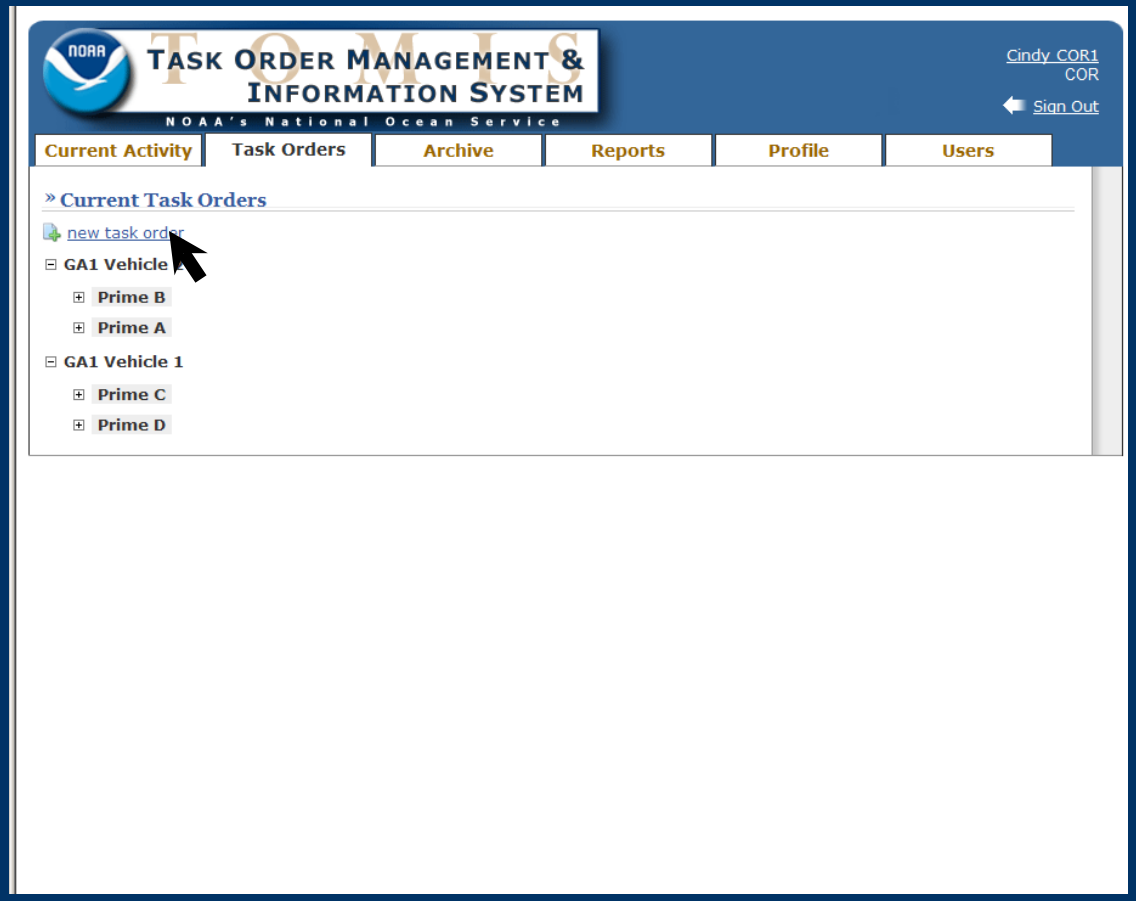
COR Homepage



Task Order Tab

- Complete list of active task orders by contractor
- This is also where you would add a task order

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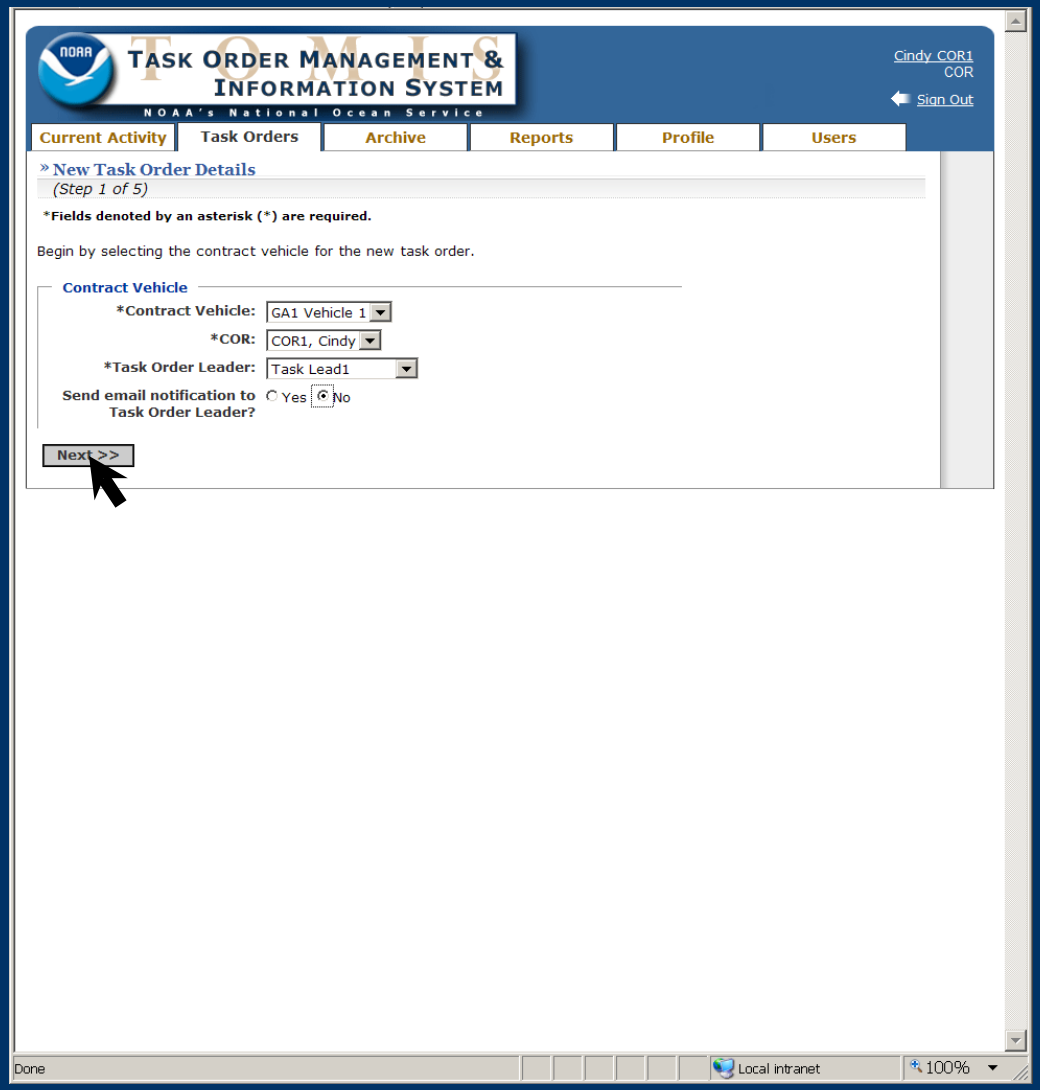
TOMIS
COR Homepage



New Task Order

Input all task order info (5 steps)

1.

- Contract Vehicle
- Assign COR
- Assign Task Lead

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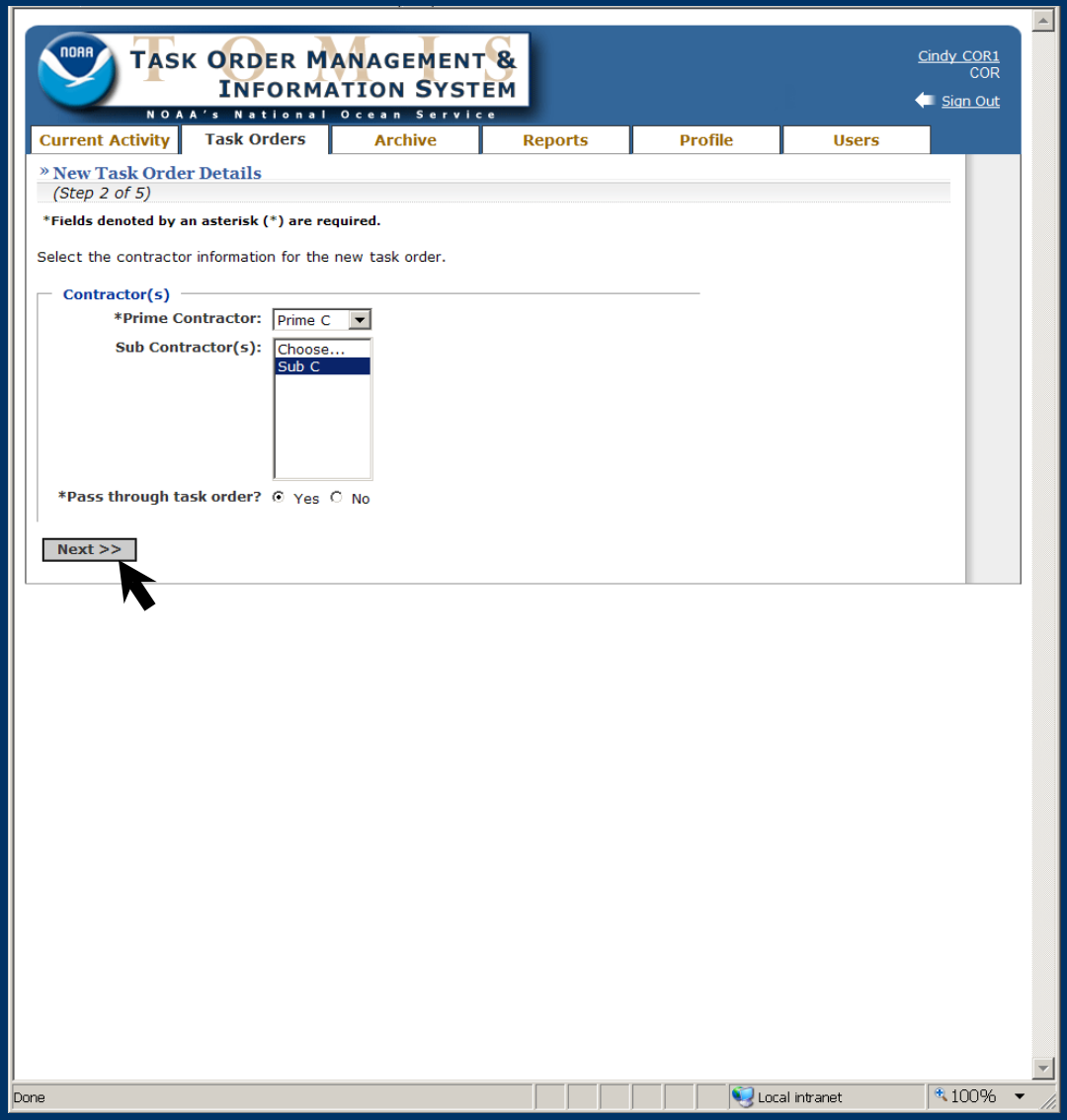
TOMIS
COR Homepage



New Task Order

Input all task order info

2.

- Prime
- Sub
- Pass Through (allows sub to have access and submit deliverables)

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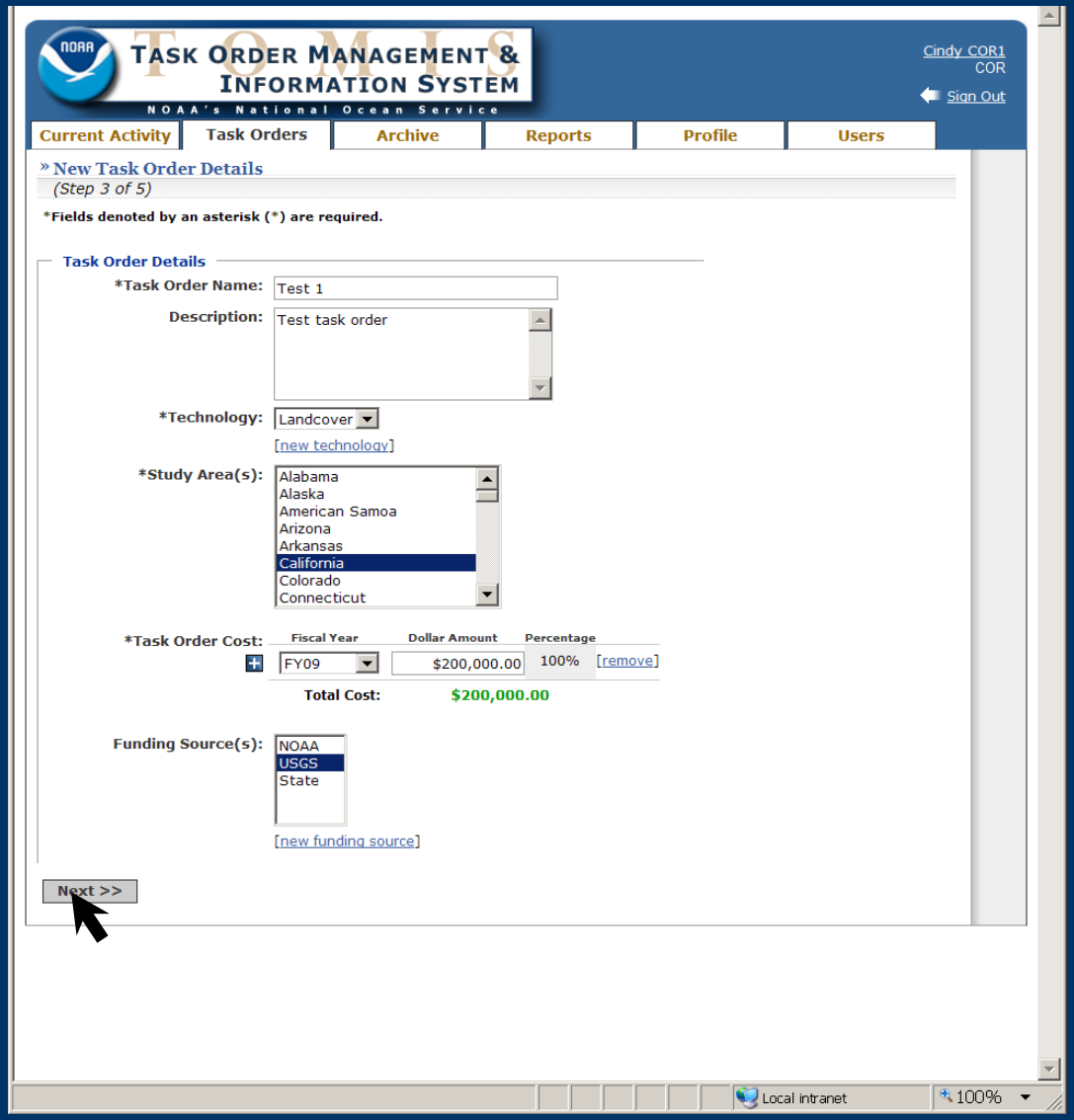
TOMIS
COR Homepage



New Task Order

Input all task order info

3.

- Task Order Name
- Description
- Technology
- Study Area
- Task Order Cost
- Funding Source

  Ability to add

  - Technology
  - Funding Source

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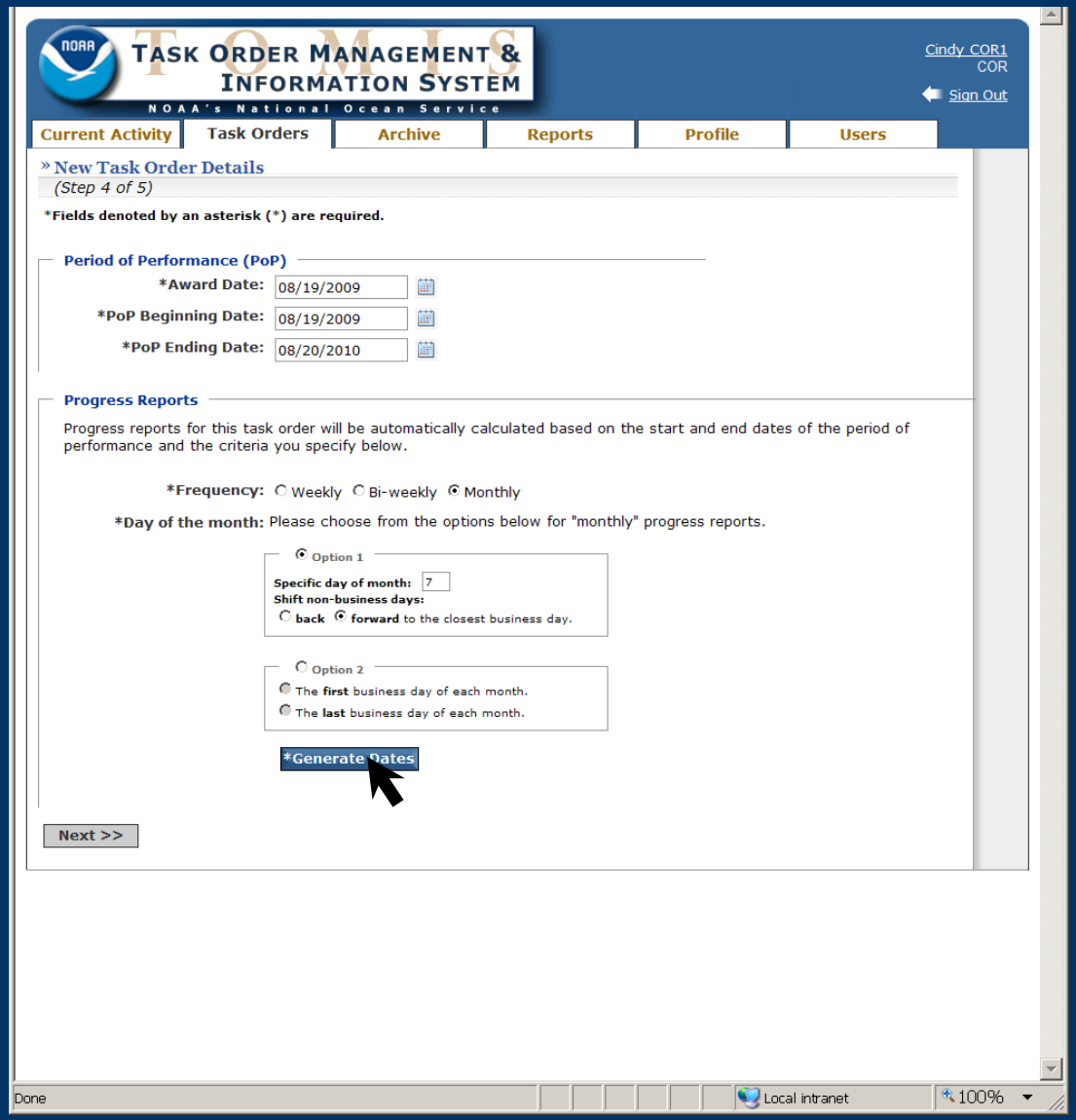
TOMIS
COR Homepage



New Task Order

Input all task order info

4.

- Award date
- POP
- Progress Reports

NEW!!

Automatically generates Progress Reports

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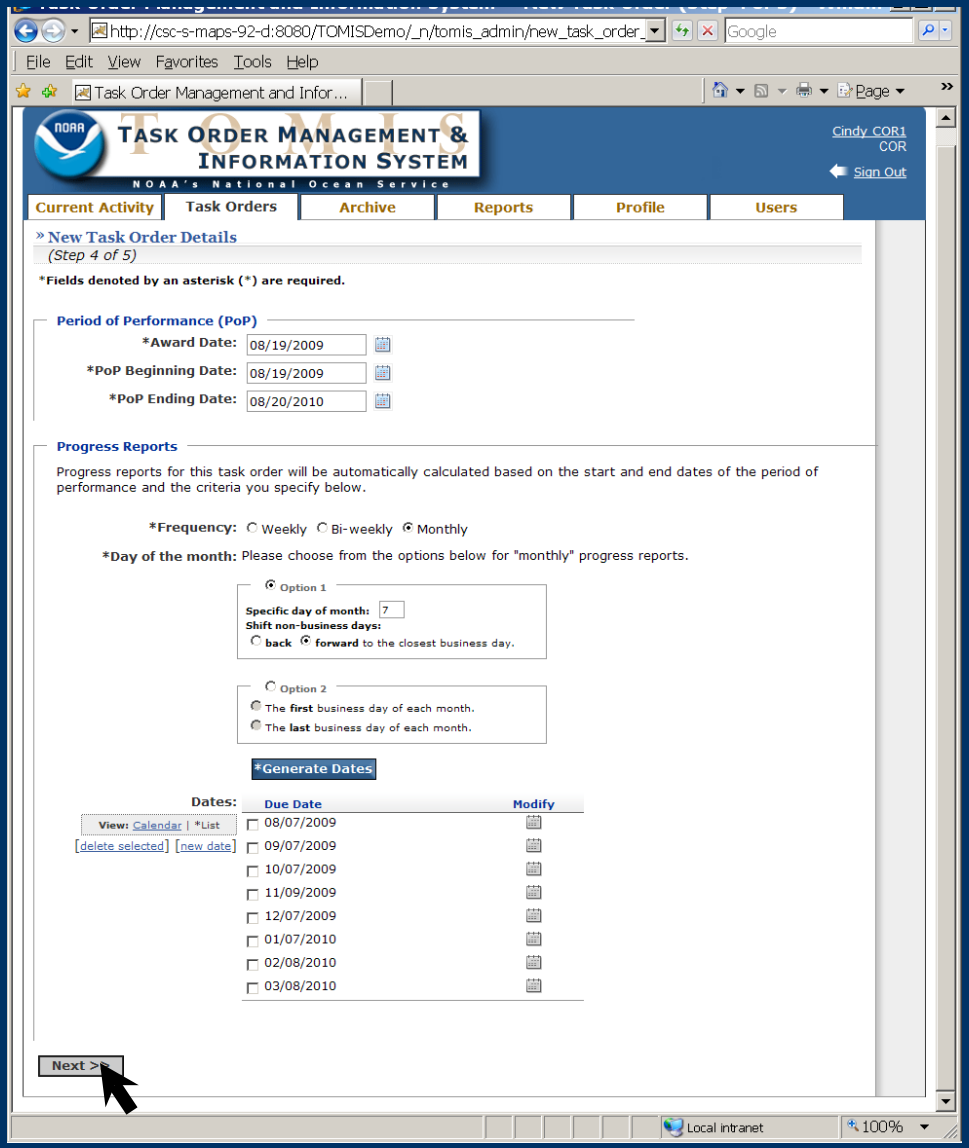
TOMIS
COR Homepage



New Task Order

Input all task order info

NEW!!

Automatically generates Progress Reports

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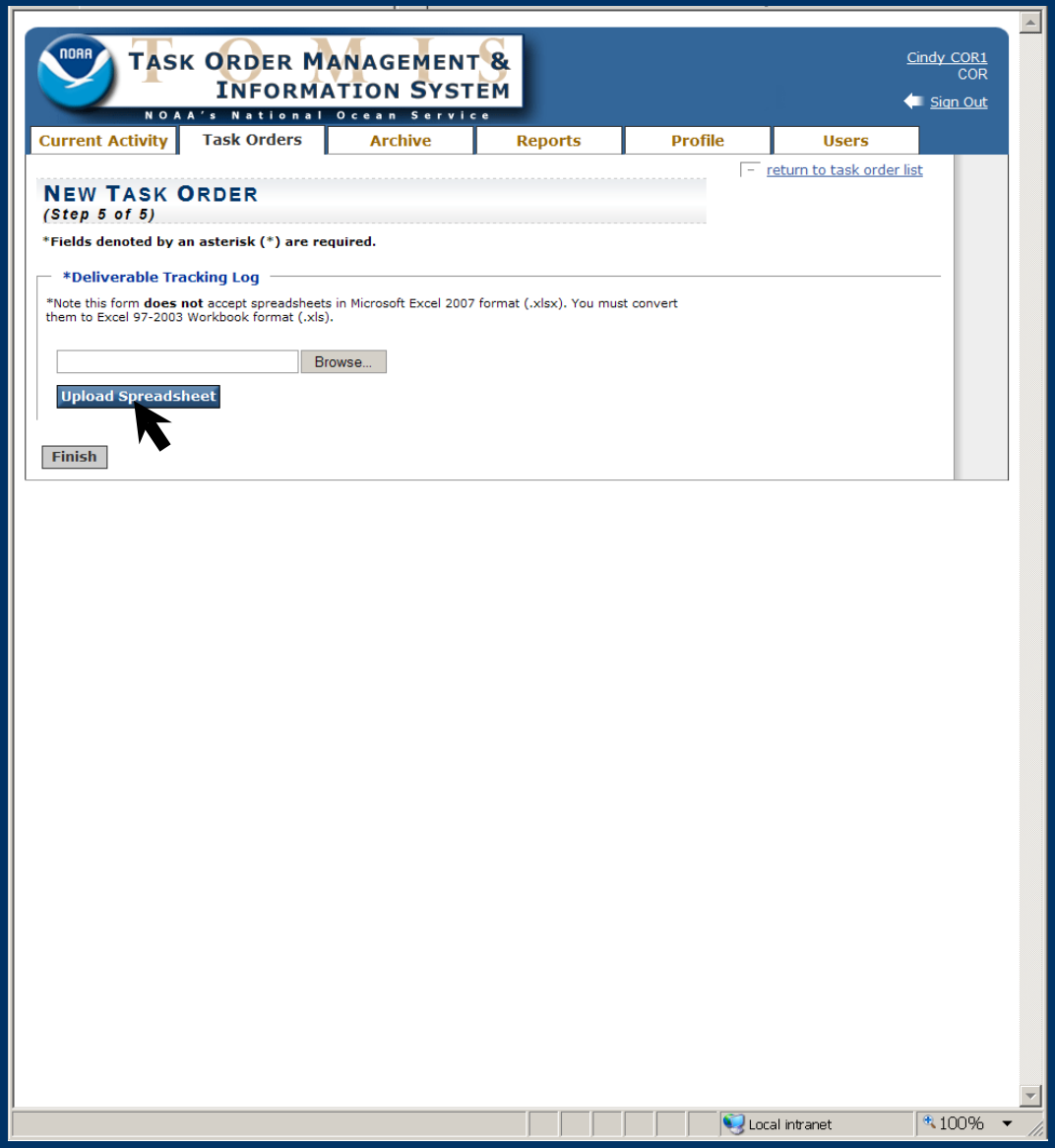
TOMIS
COR Homepage



New Task Order

Input all task order info

5.

- Upload tracking log

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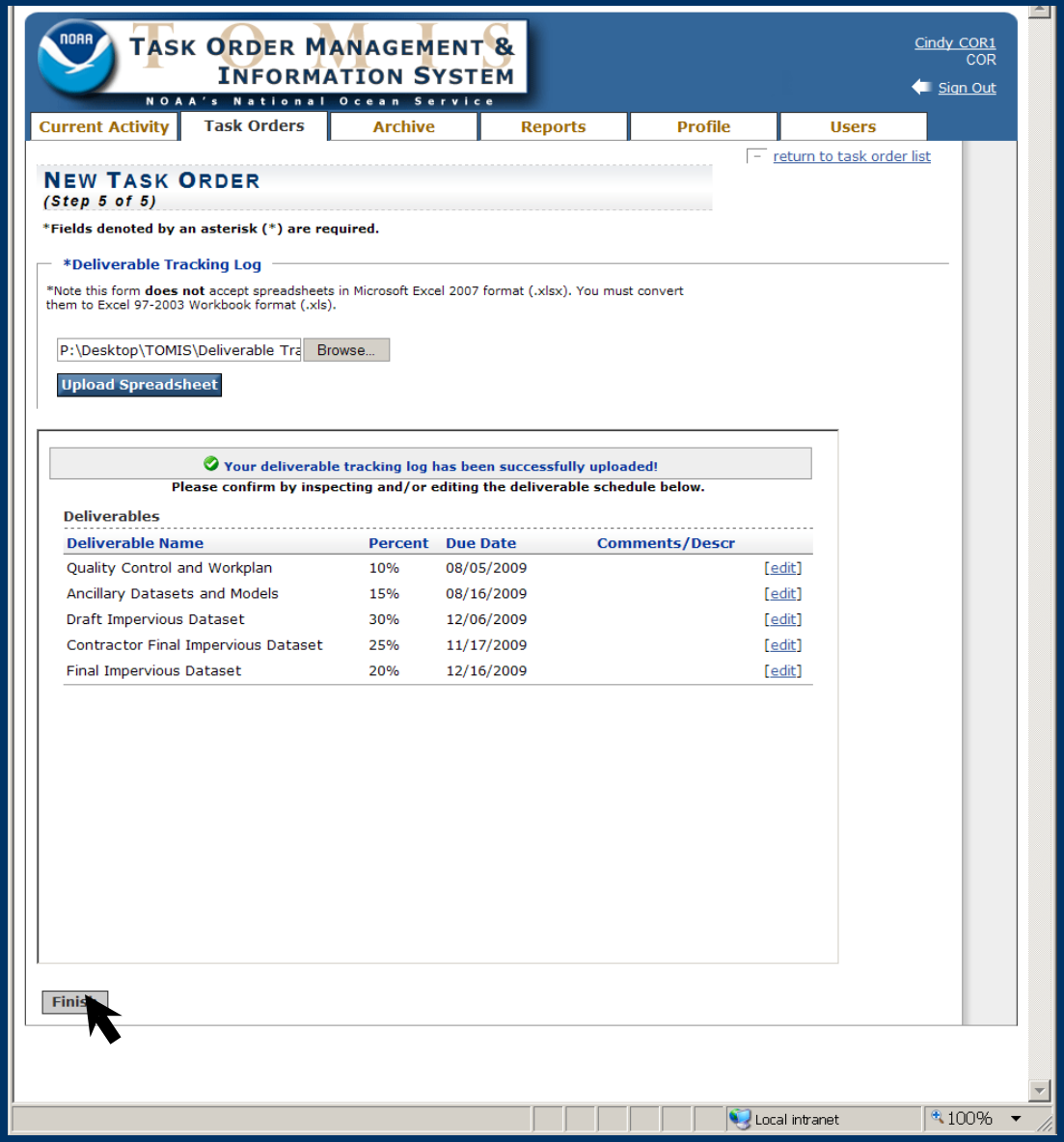
COR Homepage



New Task Order

Input all task order info

- Edit tracking log

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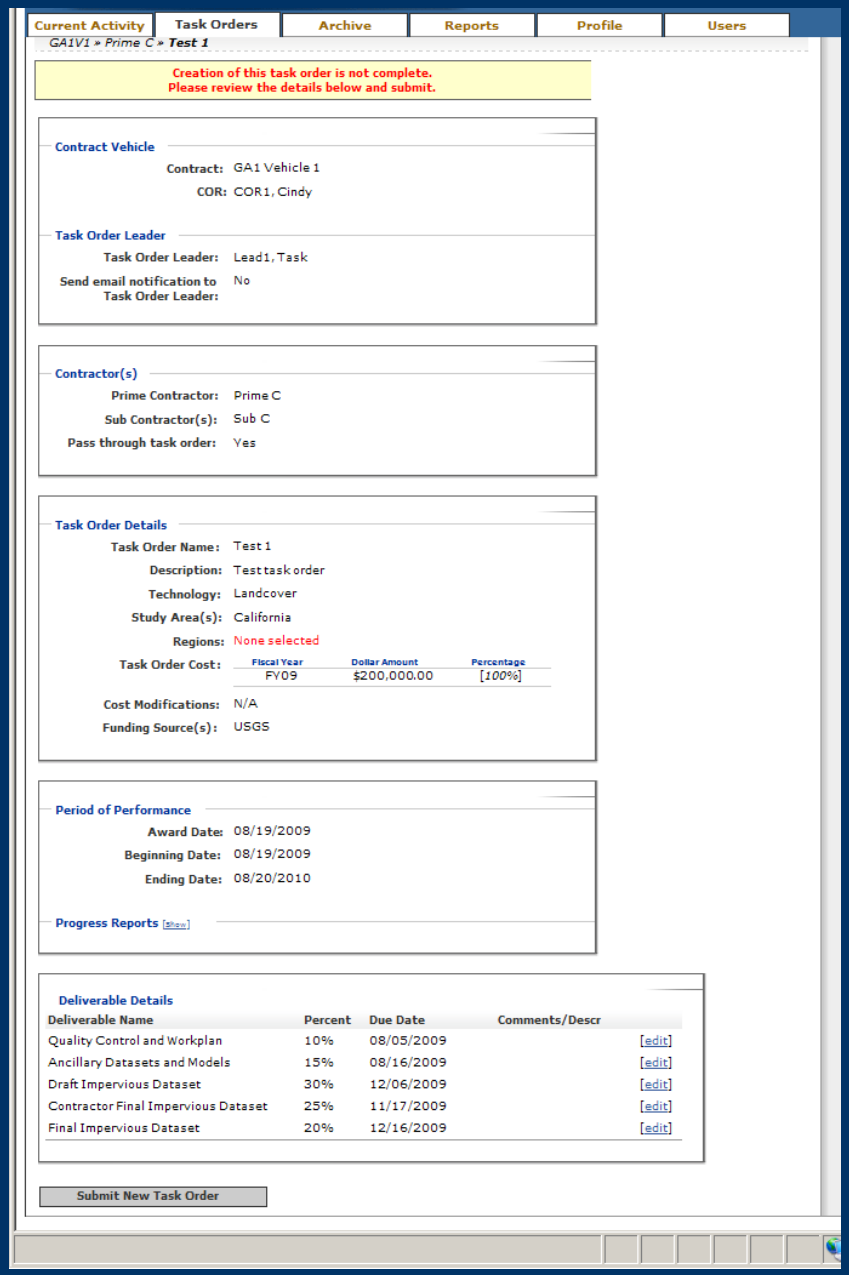
COR Homepage



Current Activity | Task Orders | Archive | Reports | Profile | Users

GA1V1 » Prime C » Test 1

Creation of this task order is not complete.
Please review the details below and submit.

Contract Vehicle

Contract: GA1 Vehicle 1
COR: COR1, Cindy

Task Order Leader

Task Order Leader: Lead1, Task
Send email notification to Task Order Leader: No

Contractor(s)

Prime Contractor: Prime C
Sub Contractor(s): Sub C
Pass through task order: Yes

Task Order Details

Task Order Name: Test 1
Description: Test task order
Technology: Landcover
Study Area(s): California
Regions: None selected
Task Order Cost:

Fiscal Year	Dollar Amount	Percentage
FY09	$200,000.00	[100%]

Cost Modifications: N/A
Funding Source(s): USGS

Period of Performance

Award Date: 08/19/2009
Beginning Date: 08/19/2009
Ending Date: 08/20/2010

Progress Reports [Show]

Deliverable Details

Deliverable Name	Percent	Due Date	Comments/Descr	
Quality Control and Workplan	10%	08/05/2009		[edit]
Ancillary Datasets and Models	15%	08/16/2009		[edit]
Draft Impervious Dataset	30%	12/06/2009		[edit]
Contractor Final Impervious Dataset	25%	11/17/2009		[edit]
Final Impervious Dataset	20%	12/16/2009		[edit]

Submit New Task Order

New Task Order

Input all task order info

- Last Chance to Edit

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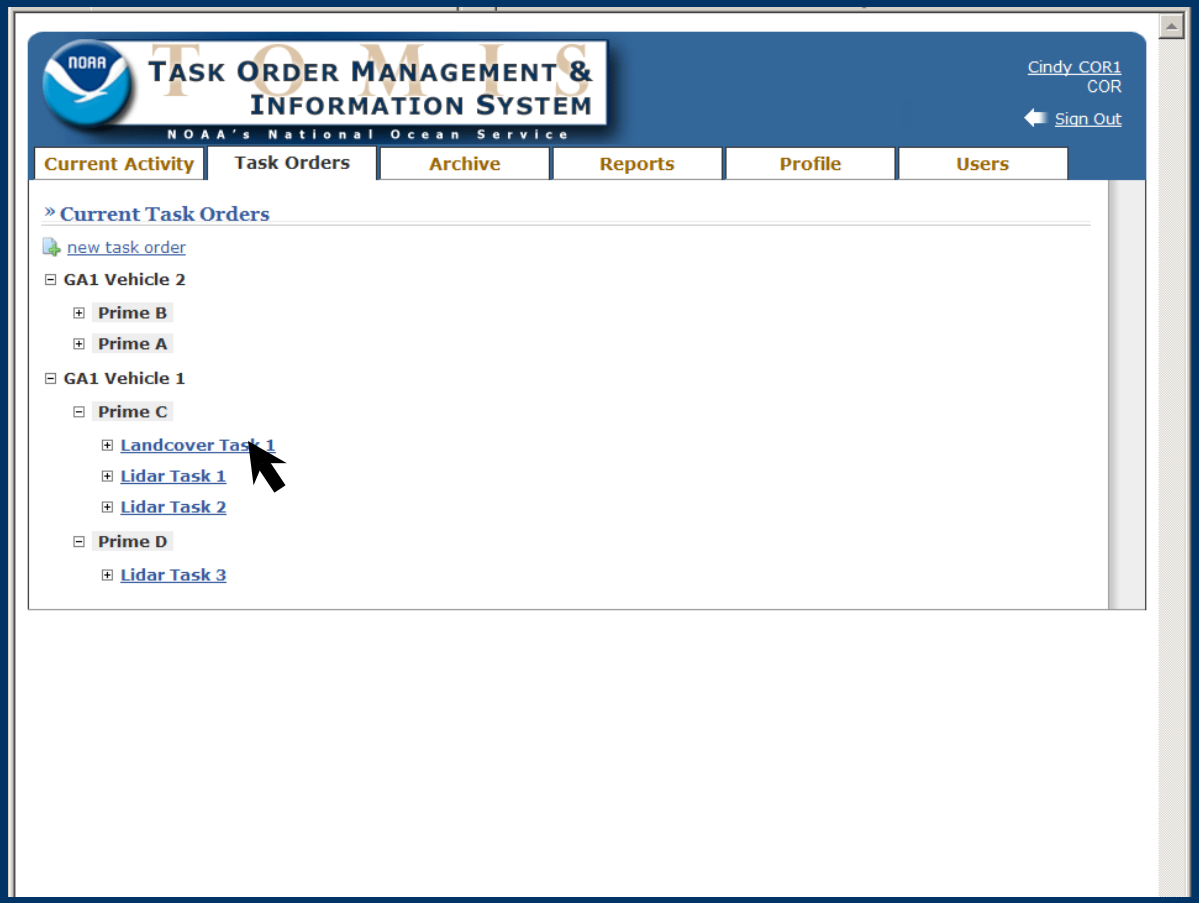
COR Homepage



Task Order Tab

- Click on task order name to get details of task order

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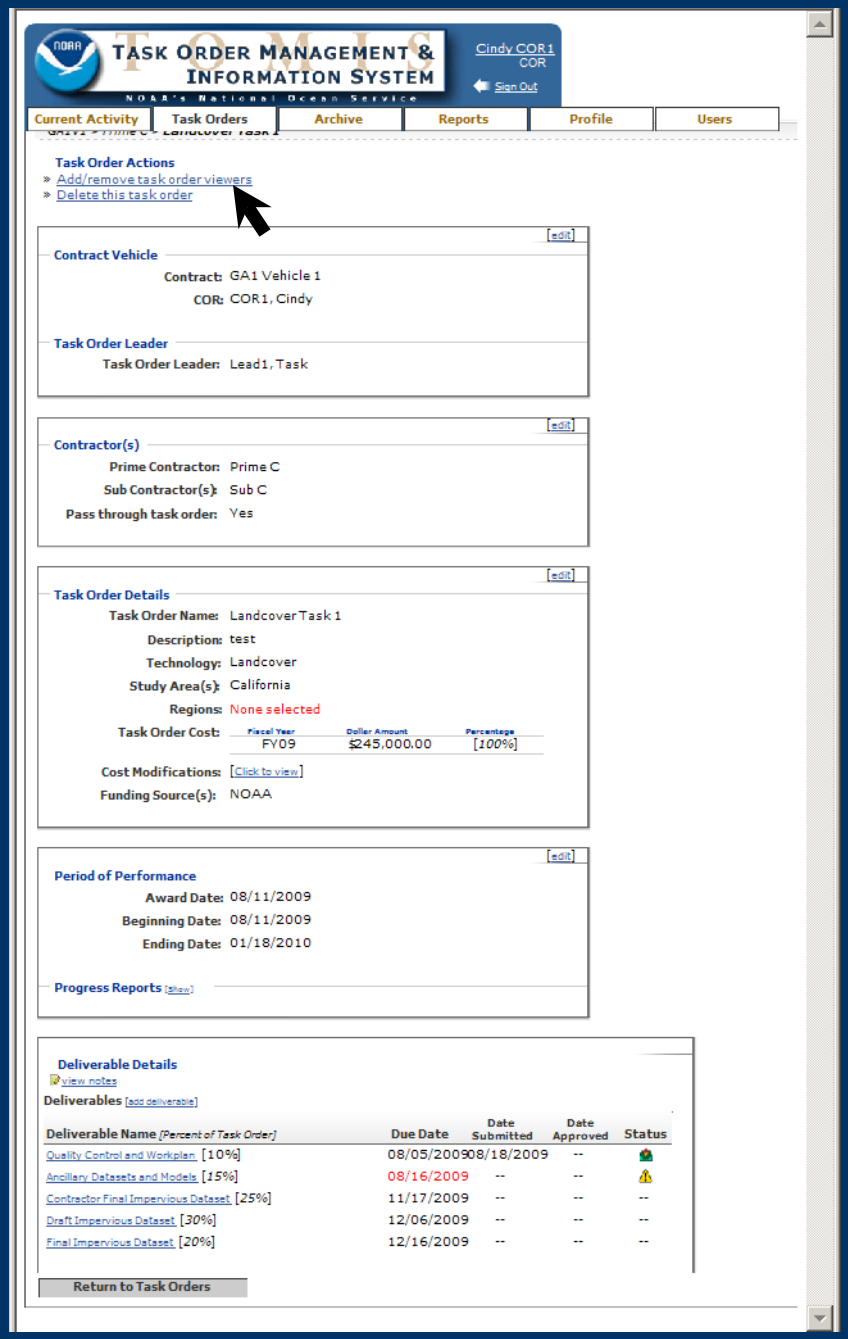
TOMIS
COR Homepage



Task Order Tab

- Edit task order details here
  - Change task order lead
  - Change COR
  - Add new funding info
  - Change POP

New!!

Ability to add viewers who are not reviewers

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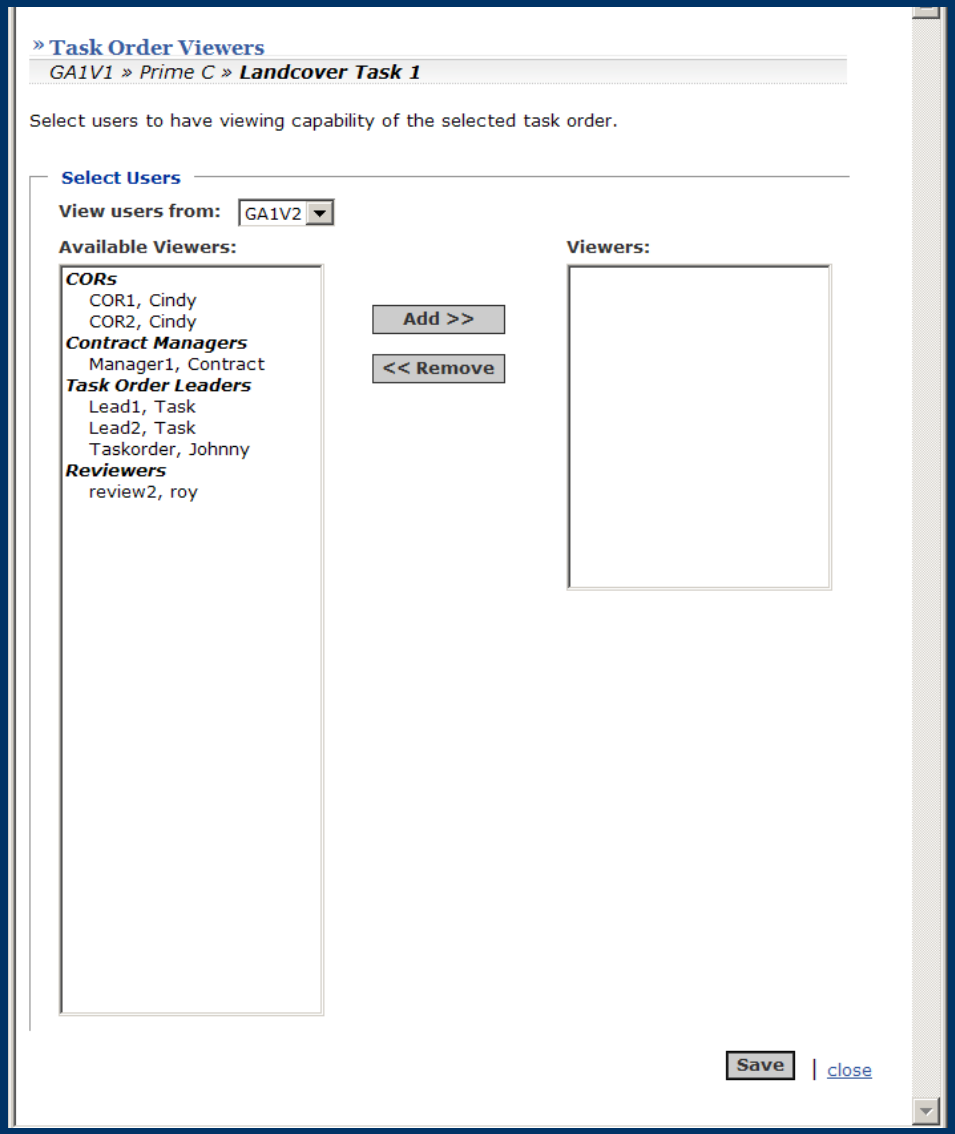
COR Homepage



Task Order Tab

- Edit task order details here
  - Change task order lead
  - Change COR
  - Add new funding info
  - Change POP

New!!

Ability to add viewers who are not reviewers

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TOMIS
COR Homepage

Task Order Tab

- Expand on task order to see deliverable status

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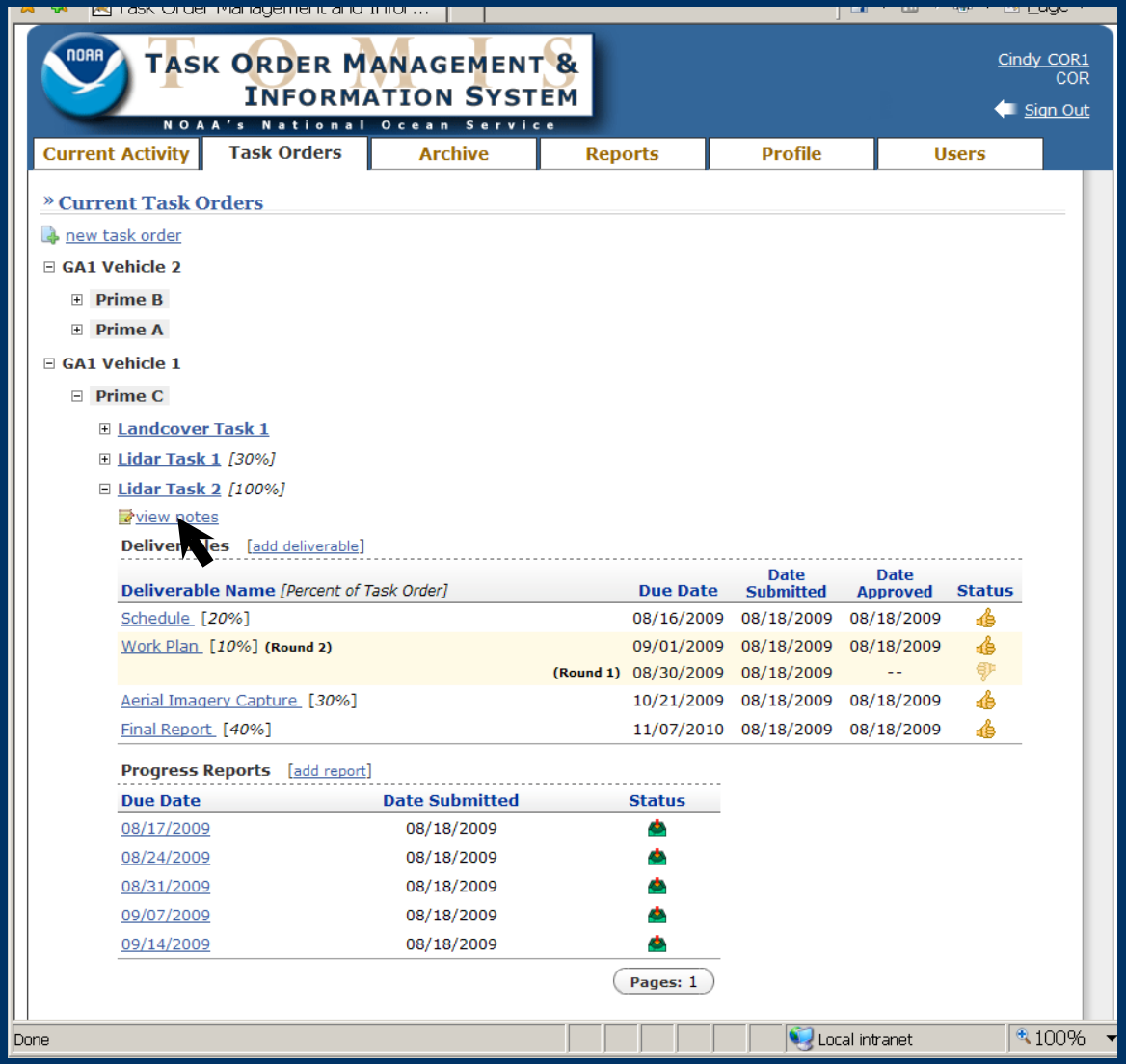
TOMIS

COR Homepage



Task Order Tab

New!! Notes section allows government to add notes

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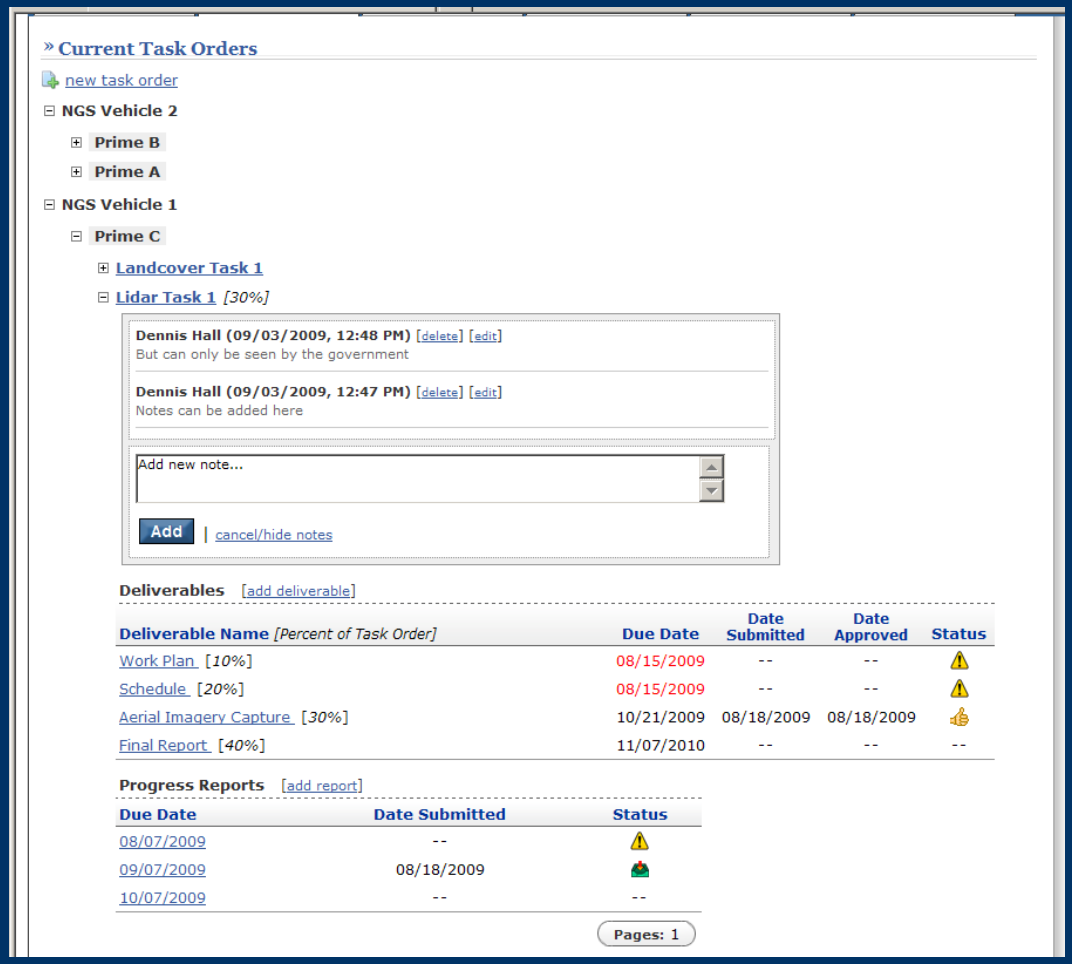
COR Homepage



Task Order Tab

New!! Notes section allows government to add notes

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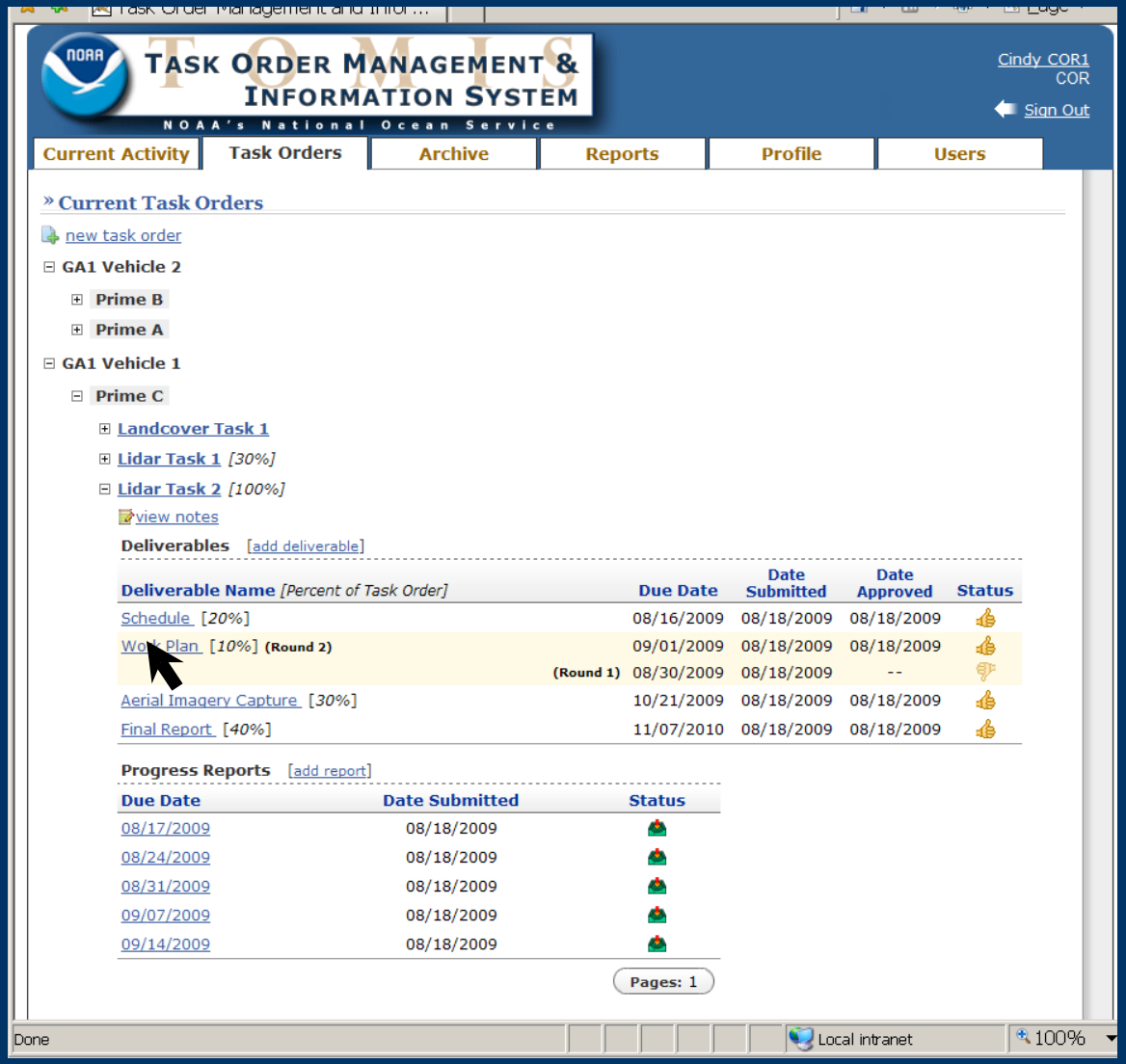
TOMIS
COR Homepage



Task Order Tab

Expand on deliverables to see their status

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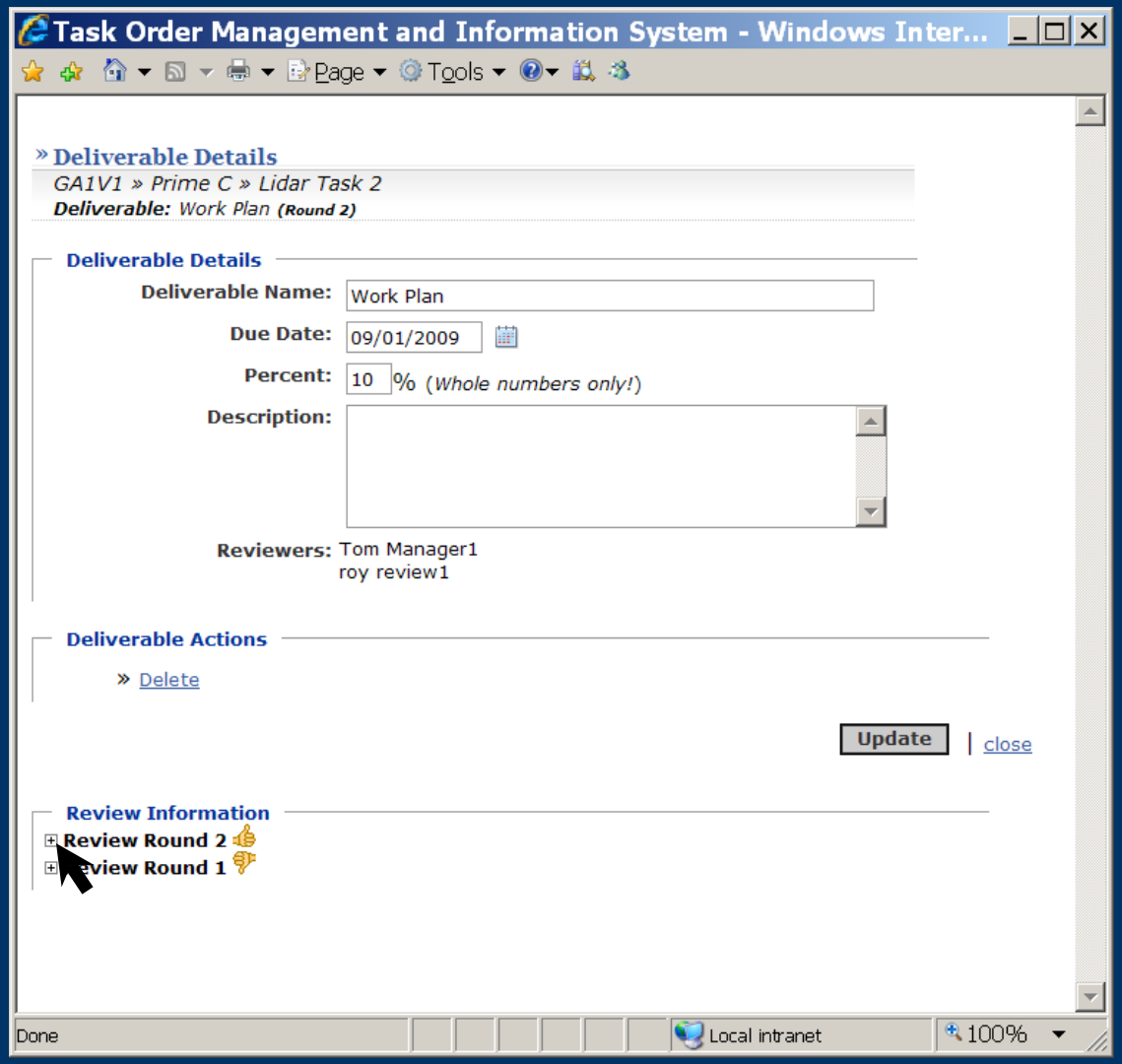
TOMIS
COR Homepage



COR could change deliverable due date here.

Expand review to see comments

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TOMIS
COR Homepage

Review Information

Review Round 2

Review Round 1

Contractor Submission Details

Submitted By: C Prime

Submitted On: 08/18/2009 @ 1:29 PM

Attachment: View / Download

This attachment was submitted as the actual deliverable.

Comments:

Tom Manager1

Date Reviewed: Aug 18, 2009 @ 1:30 PM

Comments: data is no good

[edit]

roy review1

Date Reviewed: Aug 18, 2009 @ 1:35 PM

Comments: No comments added

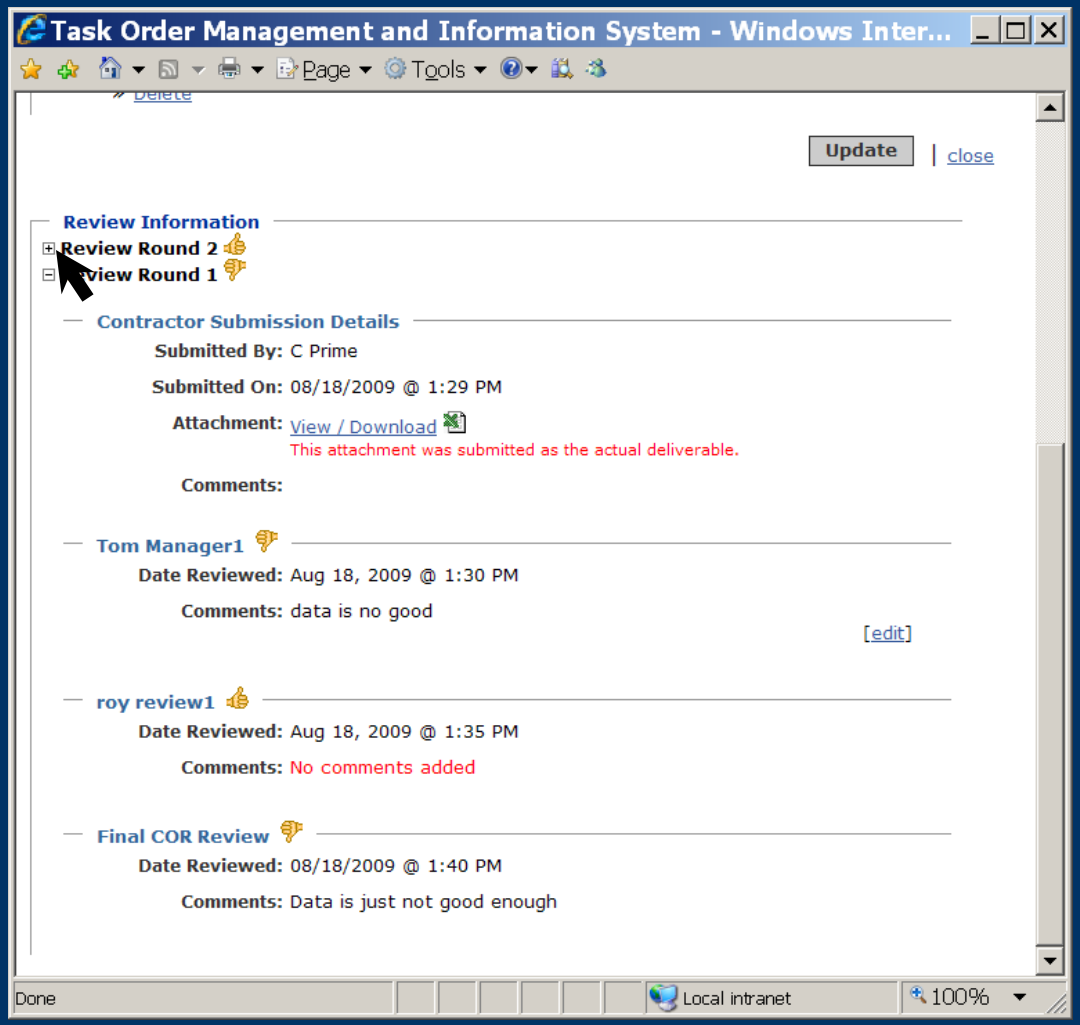
Final COR Review

Date Reviewed: 08/18/2009 @ 1:40 PM

Comments: Data is just not good enough

Expand review to see comments

TOMIS
COR Homepage



Expand review to see comments

NOAA Coastal Services Center
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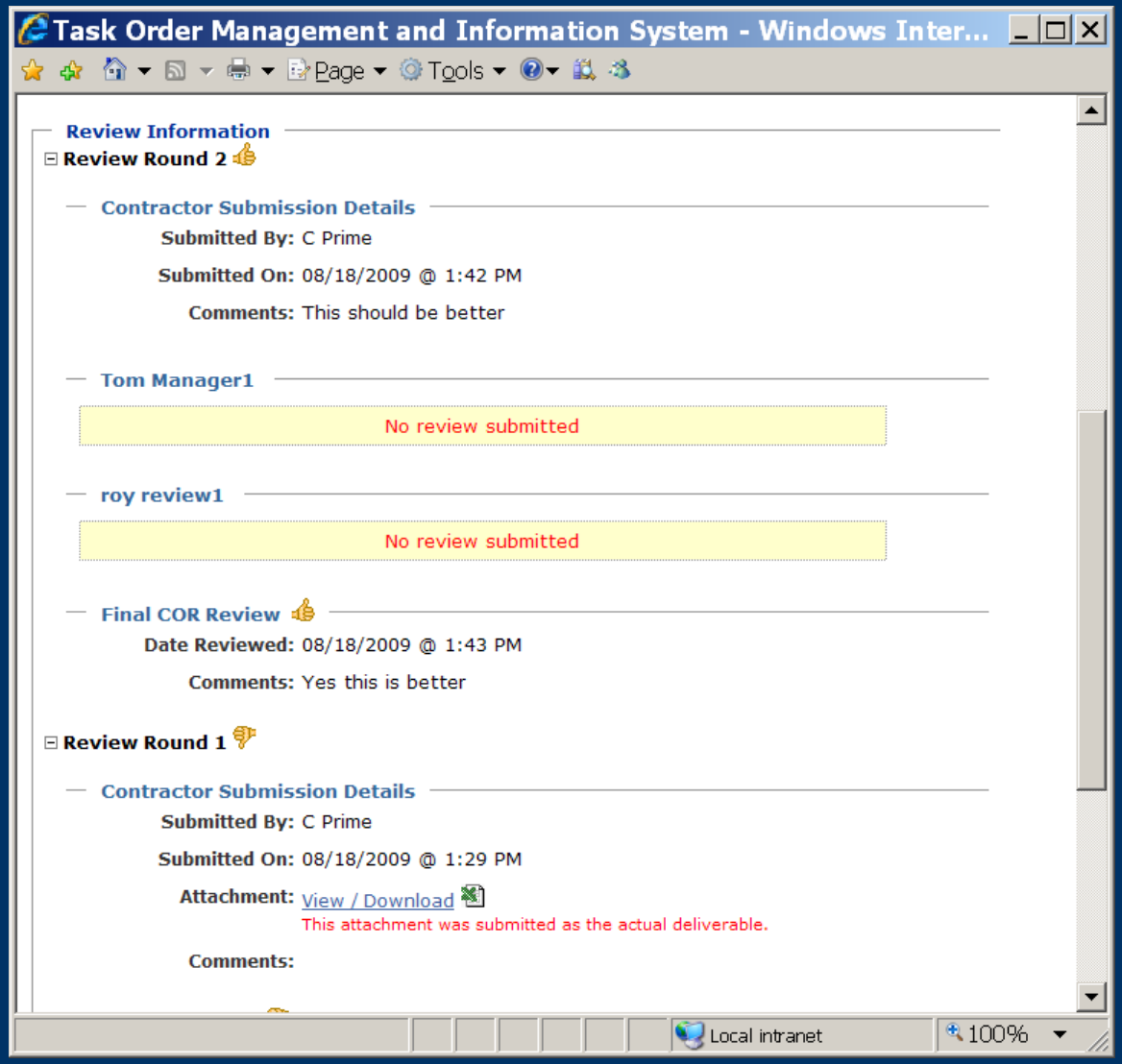
TOMIS
COR Homepage



Expand review to see comments

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TOMIS
COR Homepage

Once all deliverables have been accepted and the evaluation is complete the task order goes to **Archive Tab**

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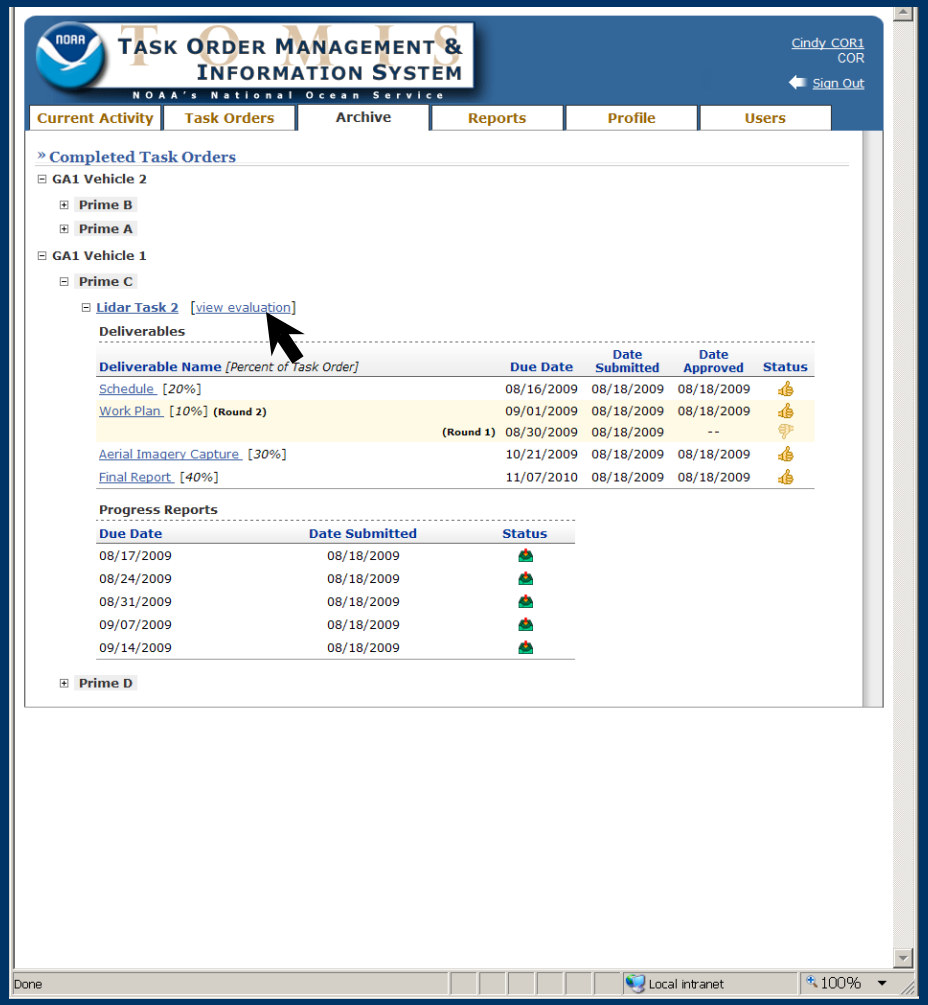
TOMIS
COR Homepage



Archive Tab

- Keeps a history of task order performance
- View evaluations of completed task orders
- View reviews from all deliverables

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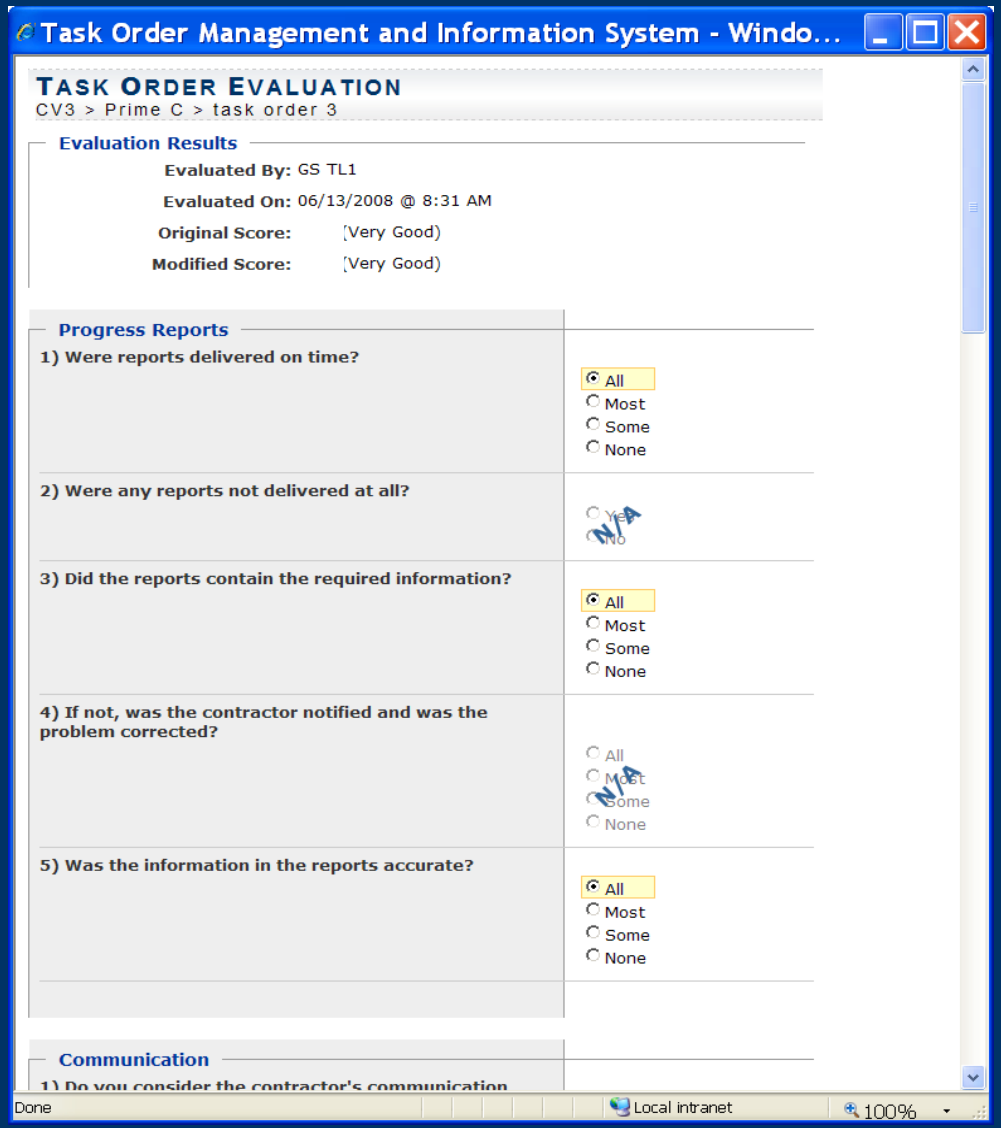
TOMIS
COR Homepage



Evaluations

- Completed by TL and approved by COR upon acceptance of final deliverable
- Scores based on TL's answers, not opinions
- Possible score of Excellent, Very Good, Good, Adequate, Poor

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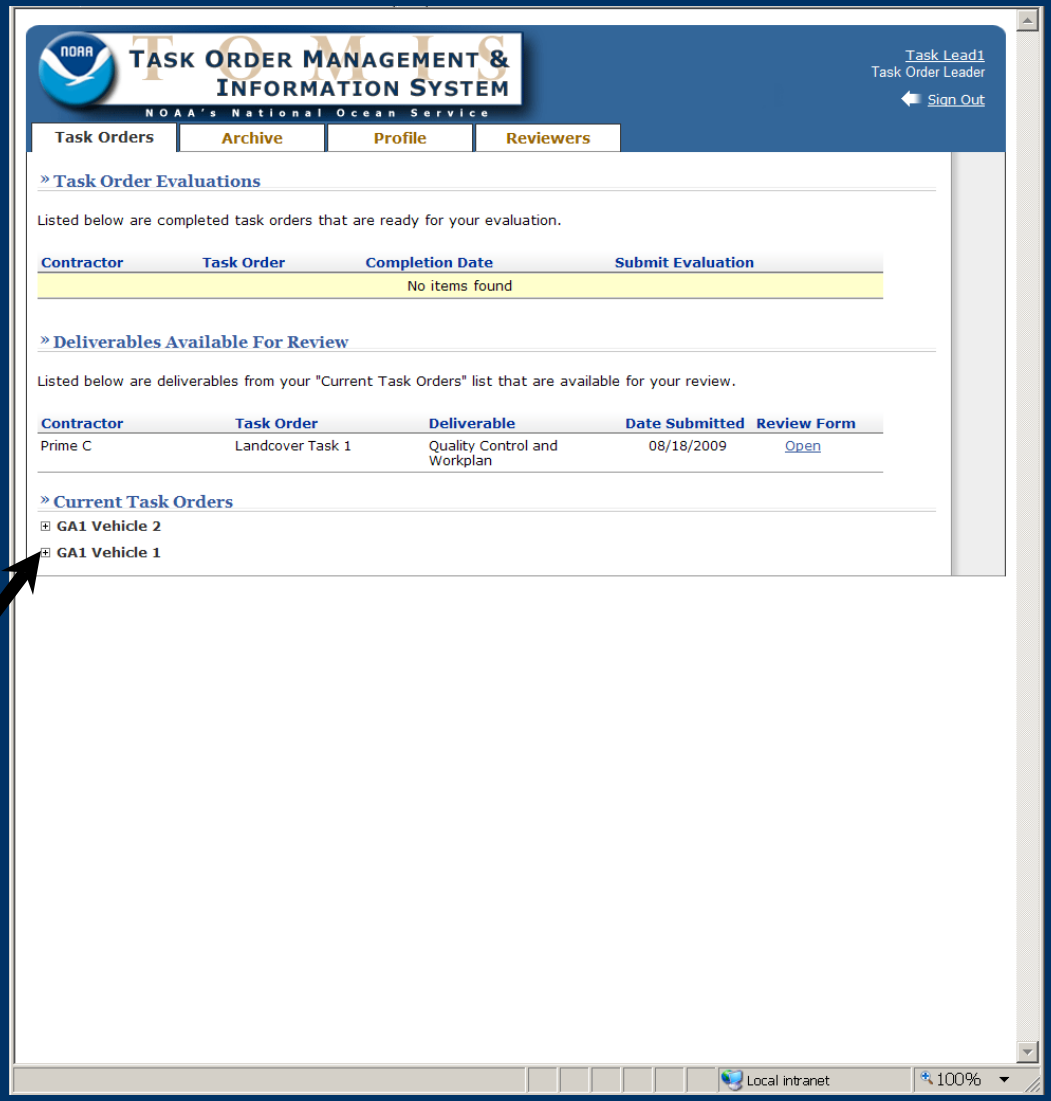
Technical Lead Homepage



Technical Lead's Task Order Tab shows all pending actions and task orders.

Task Order information exactly same as COR and Contractors.

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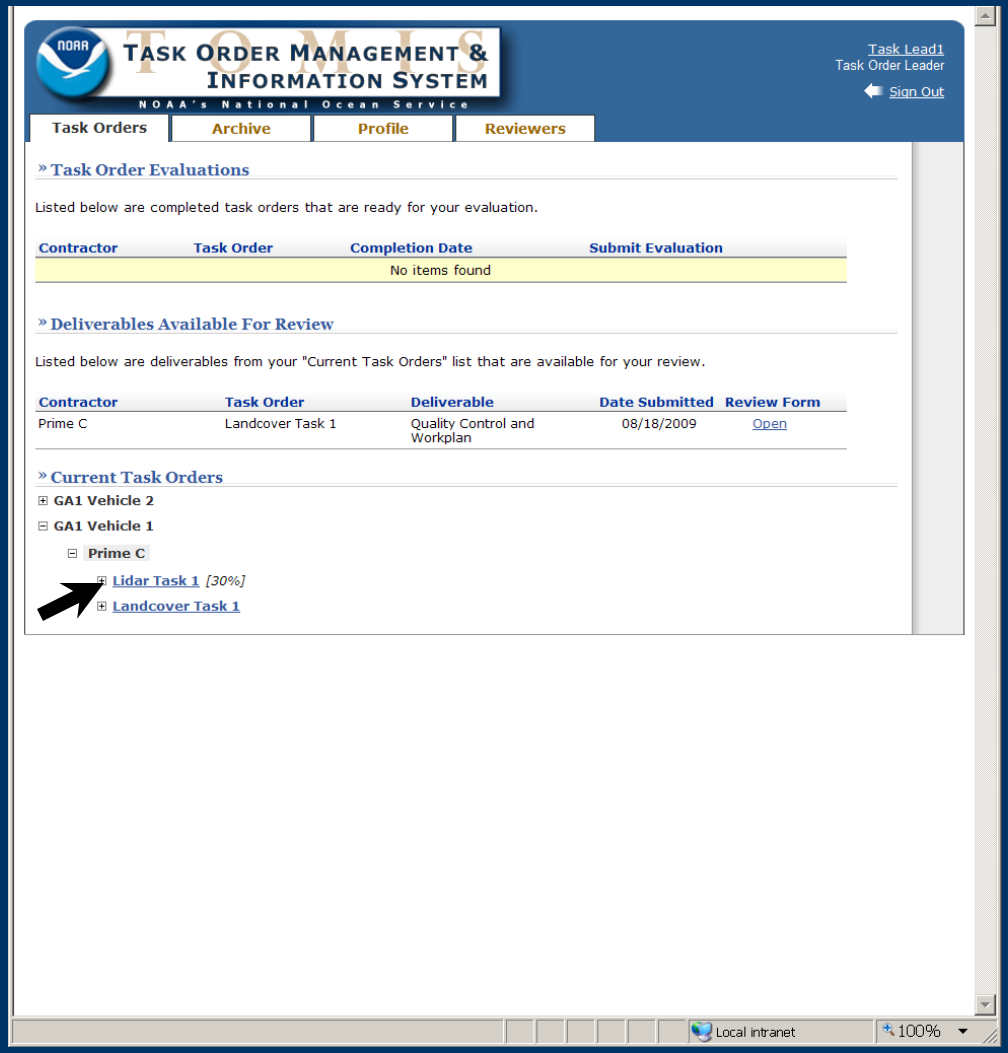
TOMIS

Technical Lead Homepage



Expand on task order to see deliverable status

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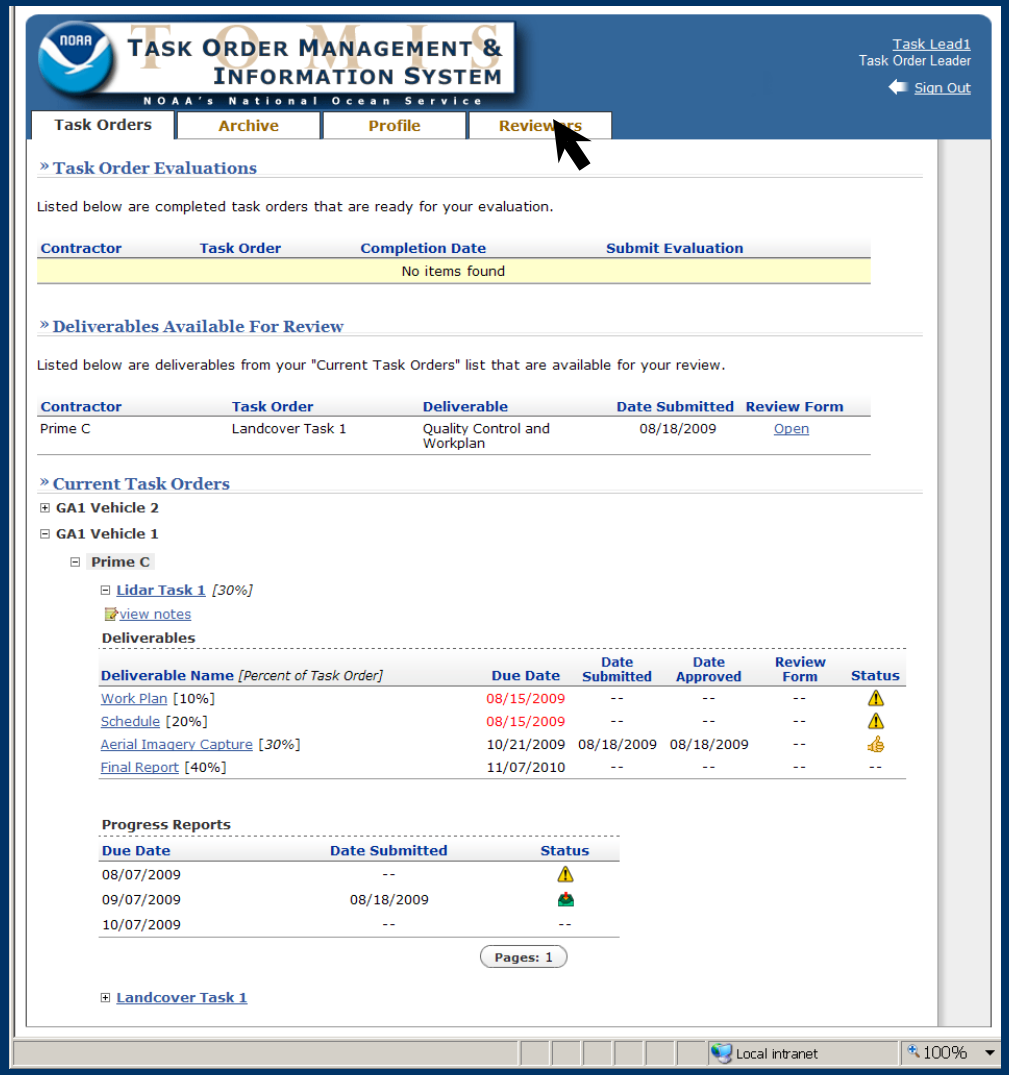
TOMIS
Technical Lead Homepage



TL and Reviewer's see the same information as COR and Contractors

Reviewer's Tab is where TL assigns reviewers to Deliverables

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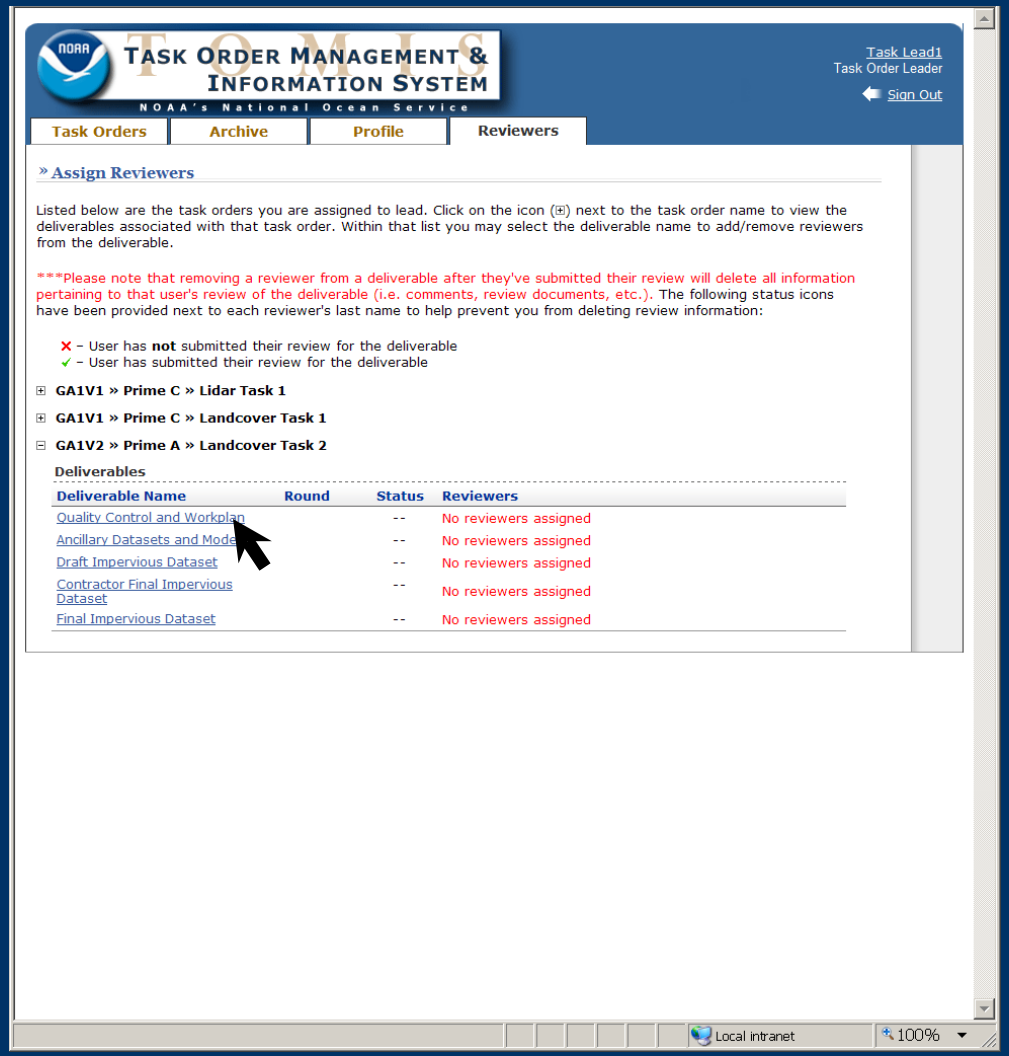
TOMIS
Technical Lead Homepage



Reviewers Tab allows Technical Lead to assign reviewers

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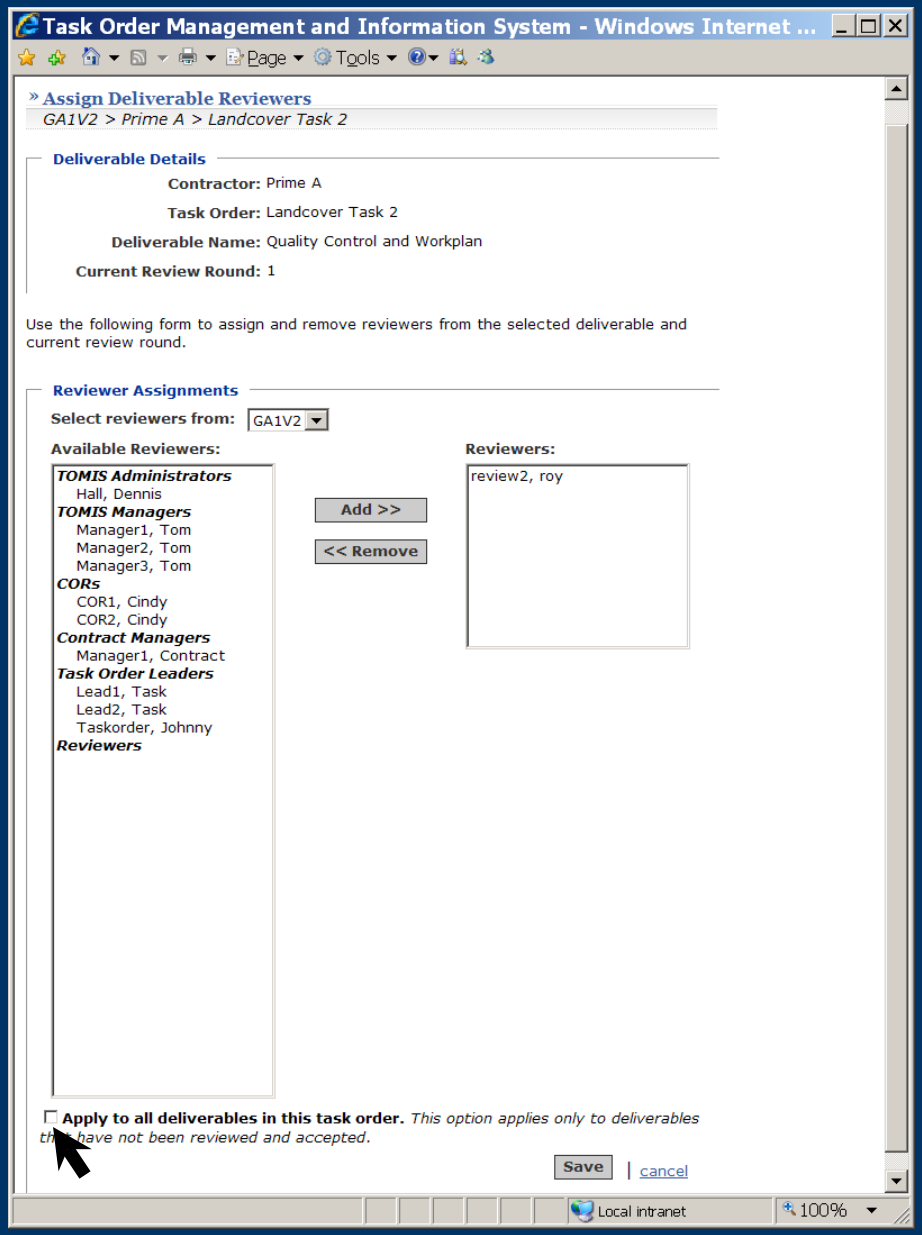
Technical Lead Homepage



Technical Lead can add or remove reviewers throughout the process

New!!

Now the COR can assign delete reviewers.

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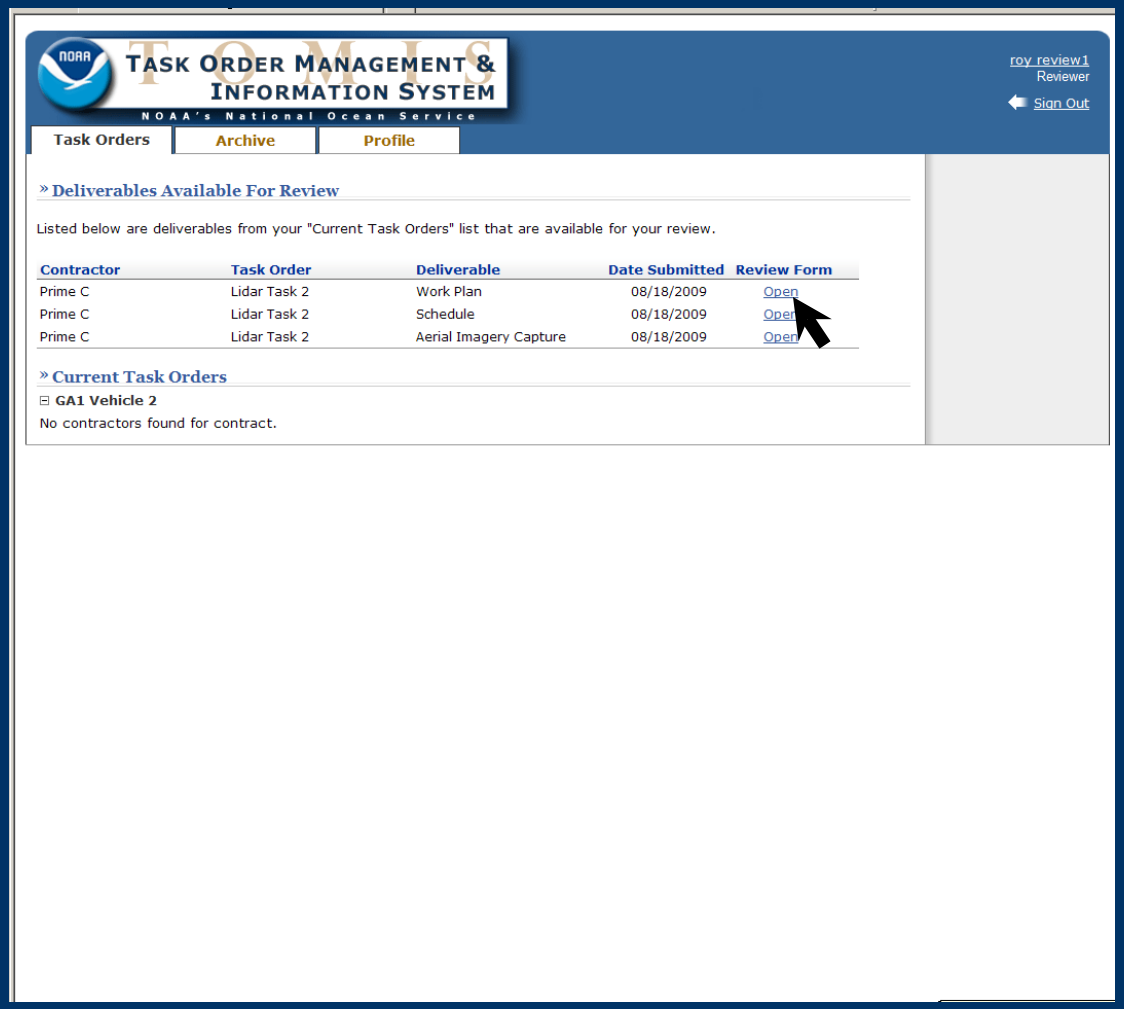
Reviewers Homepage



Reviewers

- Receive email notification to review deliverable
- Submit review results to the COR

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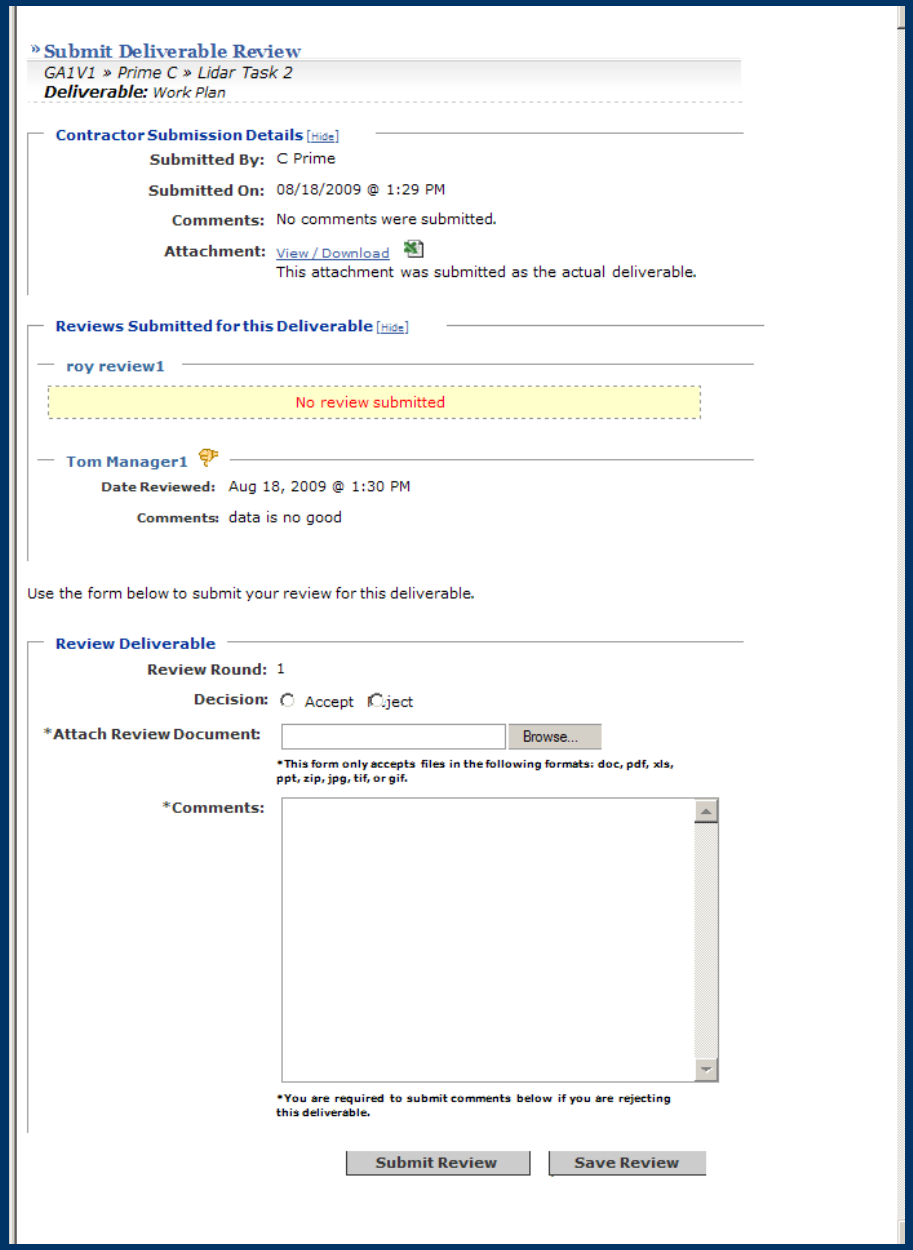
TOMIS
Reviewers Homepage



Reviewers

- Receive email notification to review deliverable
- Submit review results to the COR

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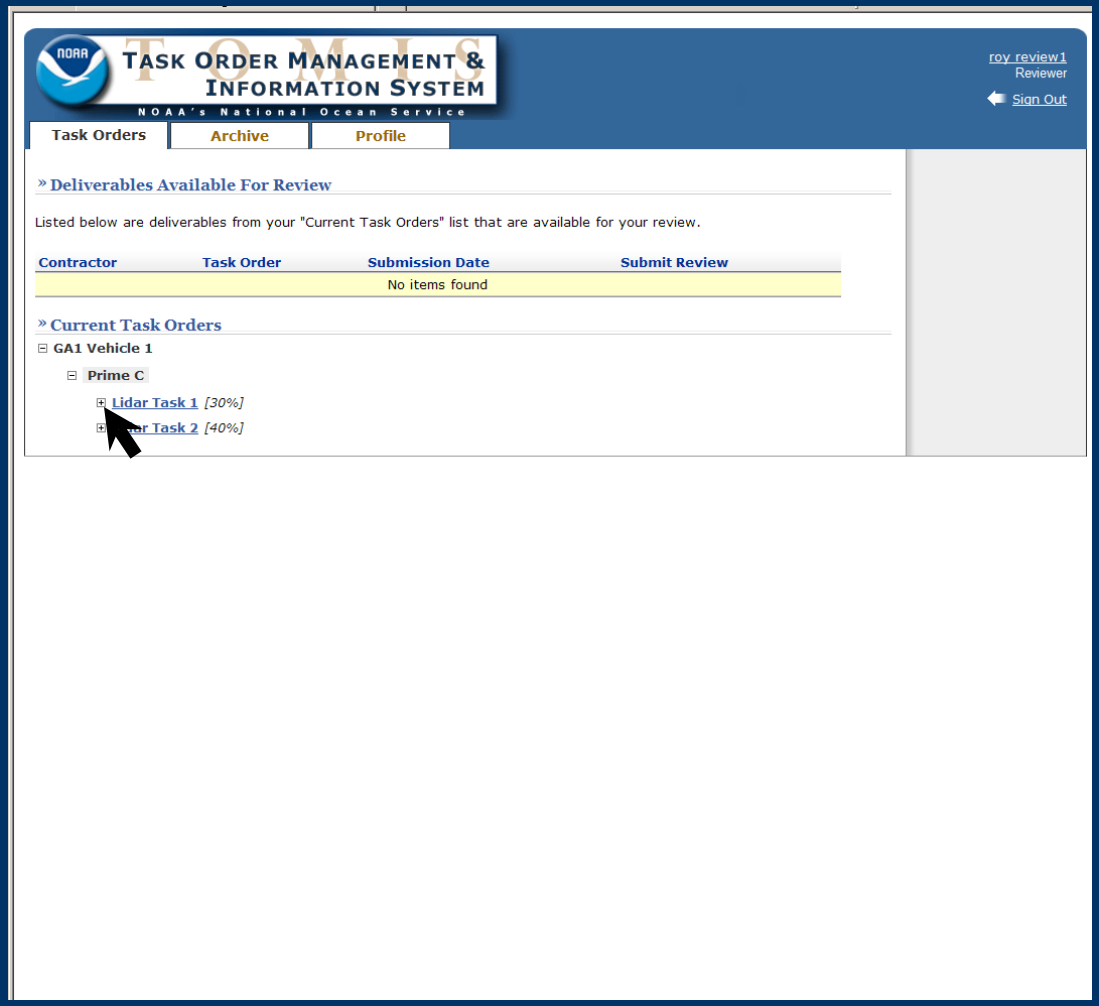
TOMIS
Reviewers Homepage



Reviewers

Reviewer's see the same information as COR and Contractors

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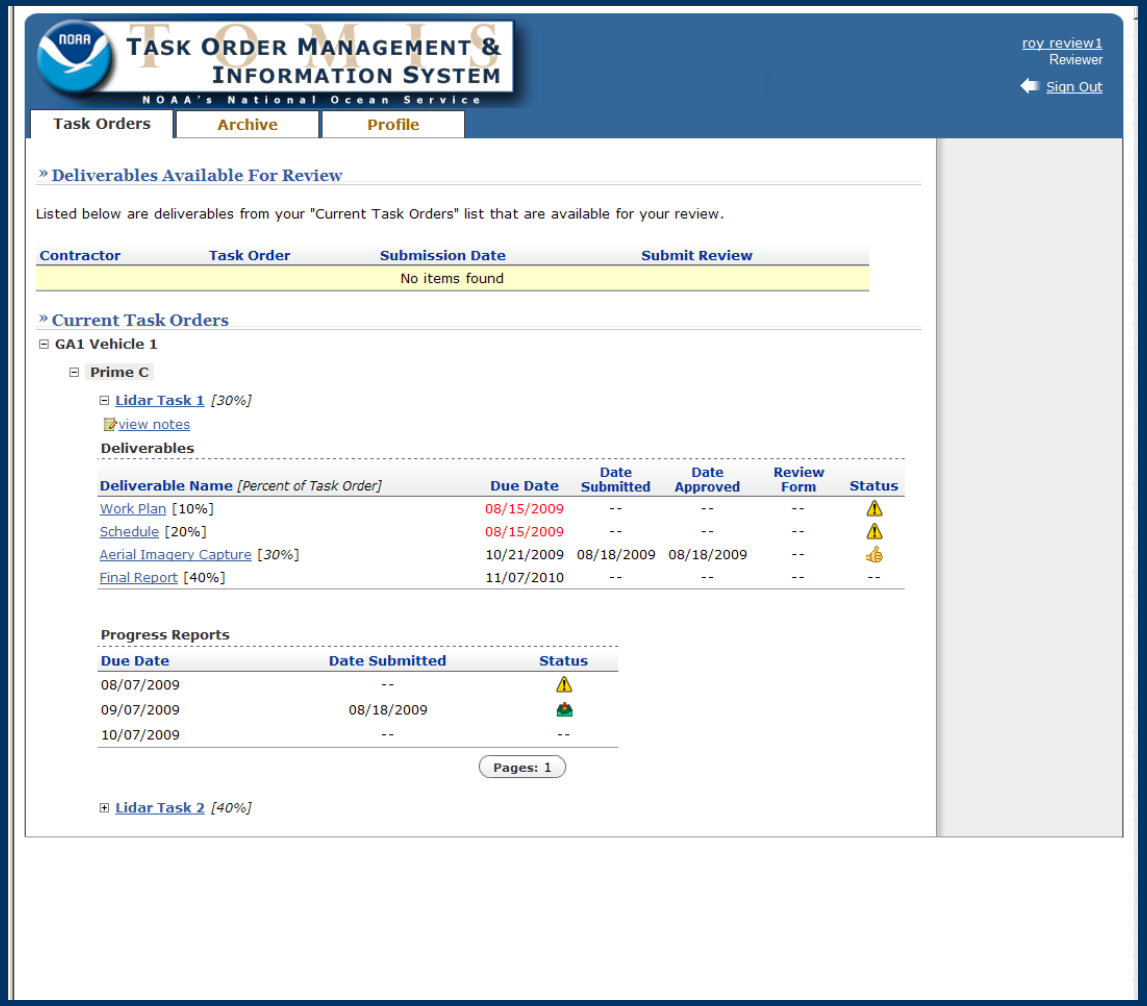
TOMIS
Reviewers Homepage



Reviewers

Reviewer's see the same information as COR and Contractors

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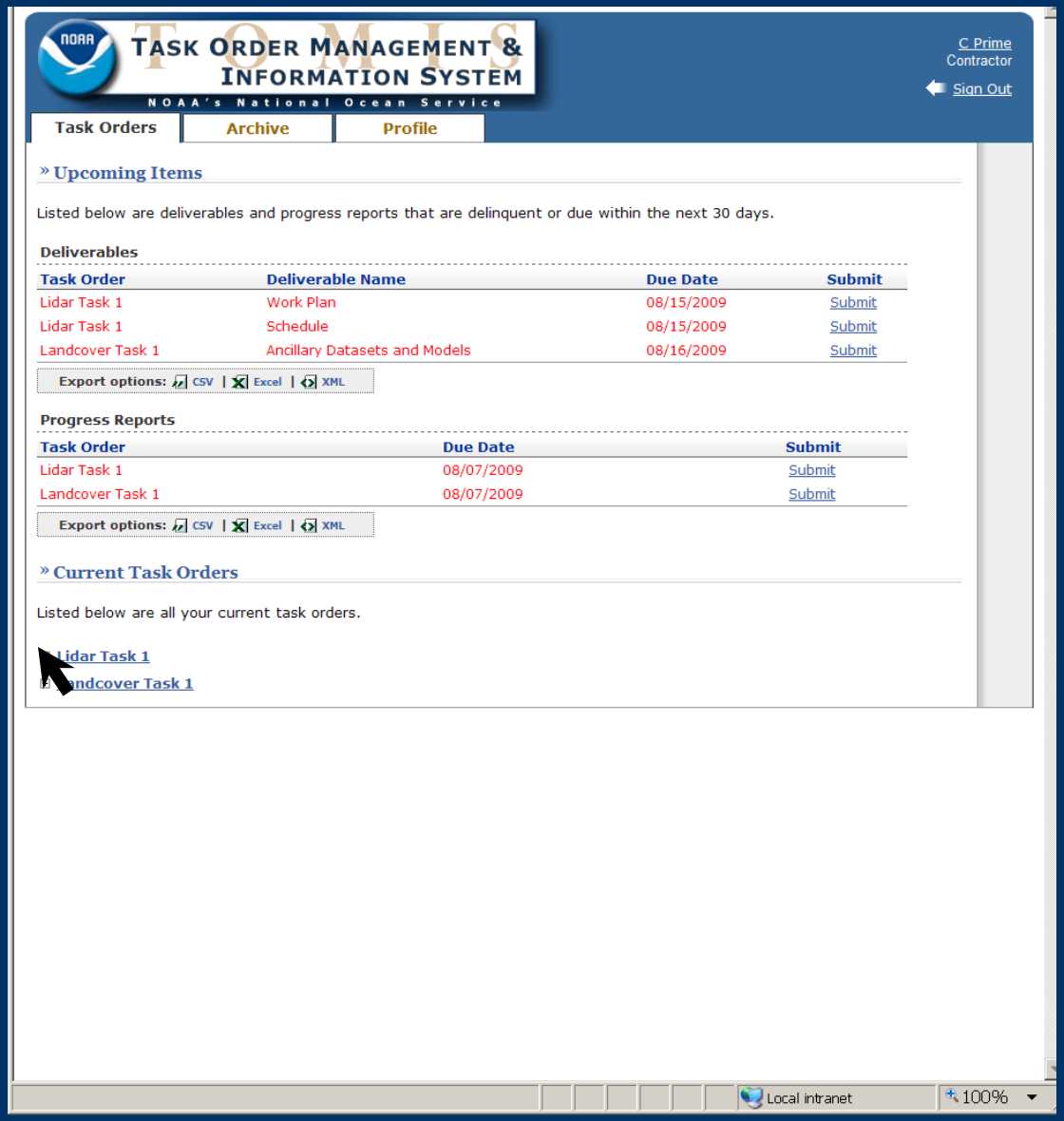
TOMIS
Contractor Homepage



Contractor's Task Orders Tab is similar to COR's Current Activity Tab

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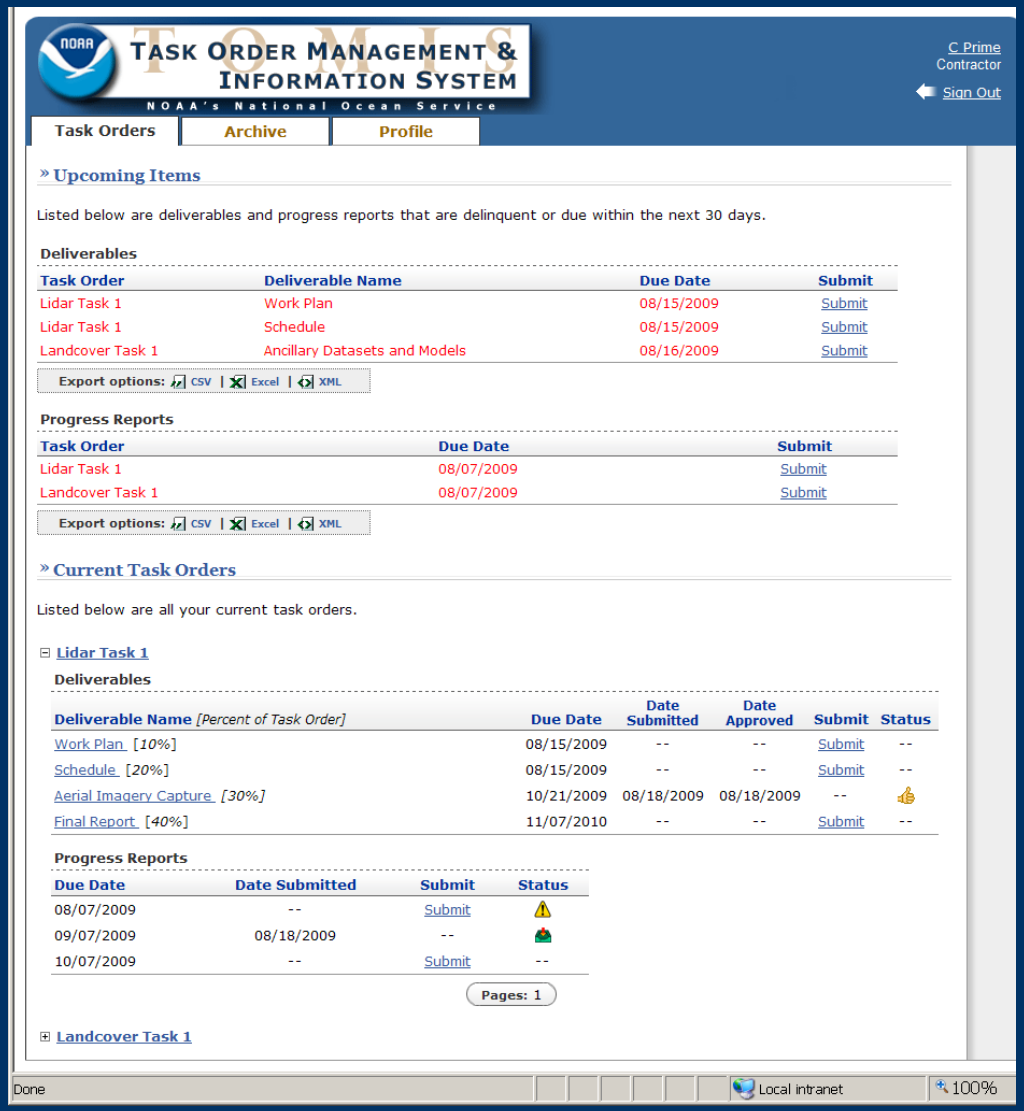
Contractor Homepage



Contractor

- List of all current task orders and associated deliverables
- Submit deliverables using this page

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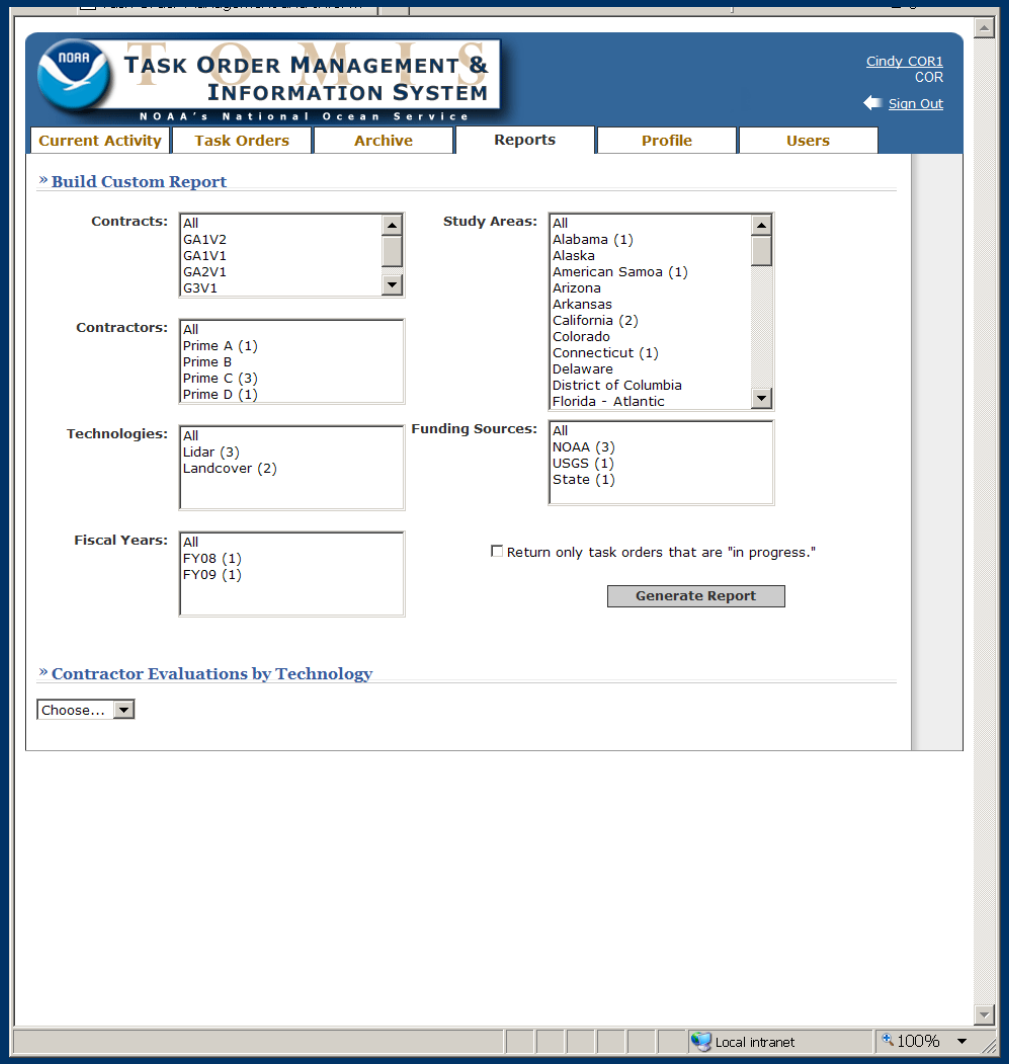
TOMIS
Reporting



Reports Tab allows reports to be generated for

- All task orders
- Individual Contractors
- Technologies
- FY Awarded
- Study Areas
- Funding Source
- Evaluations comparison

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TOMIS
Reporting

Task Order Management and Information System - Windows Internet Explorer

File Edit View Favorites Tools Help

Click to add title

06/13/2008

*Print | Close Window

*To print this report you must set the page orientation to "*Landscape*" under "*File > Page Setup*" to fit all columns on one page.

Task Order	Actual Cost	Sub(s)	Date Awarded	Performance Period	Status
Prime A Example Task Order **Contract Vehicle:** CGSC **Contractor:** NOAA Prime A **Technology:** Mapping **Task Order Lead:** TL1 **Study Area(s):** California	$100,000.00	--	05/23/2008	**Beg:** 05/23/2008 **End:** 12/27/2008	In Progress 0% Complete
Prime B Sub B Task Order **Contract Vehicle:** CGSC **Contractor:** NOAA Prime B **Technology:** Topography **Task Order Lead:** TL2 **Study Area(s):** Great Lakes	$250,000.00	NOAA Sub B	05/22/2008	**Beg:** 05/22/2008 **End:** 03/27/2009	In Progress 0% Complete
Prime C Sub C Task Order **Contract Vehicle:** CGSC **Contractor:** NOAA Prime C **Technology:** Imagery **Task Order Lead:** TL1 **Study Area(s):** Pacific Coast	$400,000.00	NOAA Sub C	05/20/2008	**Beg:** 05/20/2008 **End:** 06/27/2009	In Progress 0% Complete
Task Order 1 **Contract Vehicle:** CV1 **Contractor:** Prime A **Technology:** Imagery **Task Order Lead:** TL1 **Study Area(s):** Mid-Atlantic	$150,000.00	Sub A	05/20/2008	**Beg:** 05/20/2008 **End:** 05/27/2009	**Delayed** 0% Complete **1 late deliverable:** • **Work Plan, 14 days late**
Task Order 2 **Contract Vehicle:** CV2 **Contractor:** Prime B **Technology:** GIS **Task Order Lead:** TL2 **Study Area(s):** Southeast	$500,000.00	Sub B	05/05/2008	**Beg:** 05/05/2008 **End:** 05/05/2009	**Delayed** 0% Complete **2 late deliverables:** • **Work Plan, 24 days late** • **Schedule, 10 days late**
Task Order 2 **Contract Vehicle:** CV1 **Contractor:** Prime A **Technology:** Land Cover **Task Order Lead:** TL1 **Study Area(s):** American Samoa	$515,464.00	Sub B	05/05/2008	**Beg:** 05/05/2008 **End:** 06/18/2008	**Delayed** 0% Complete **2 late deliverables:** • **Work Plan, 14 days late** • **Schedule, 10 days late**
Task Order 3 **Contract Vehicle:** CV1 **Contractor:** Prime A **Technology:** Imagery **Task Order Lead:** TL1 **Study Area(s):** Pacific Islands	$750,002.00	Sub A	05/13/2008	**Beg:** 05/13/2008 **End:** 05/14/2009	In Progress 0% Complete

Export options: CSV | Excel | XML

7 Task Orders **Total Cost: $2,665,466.00**

Done | Local intranet | 100%

Reports Feature Provides

- Task Order Name
- Technology
- Project Area
- Contractor
- Value
- Subcontractors
- Award Date
- Period of Performance
- Status
- Total # of task orders
- Total Value

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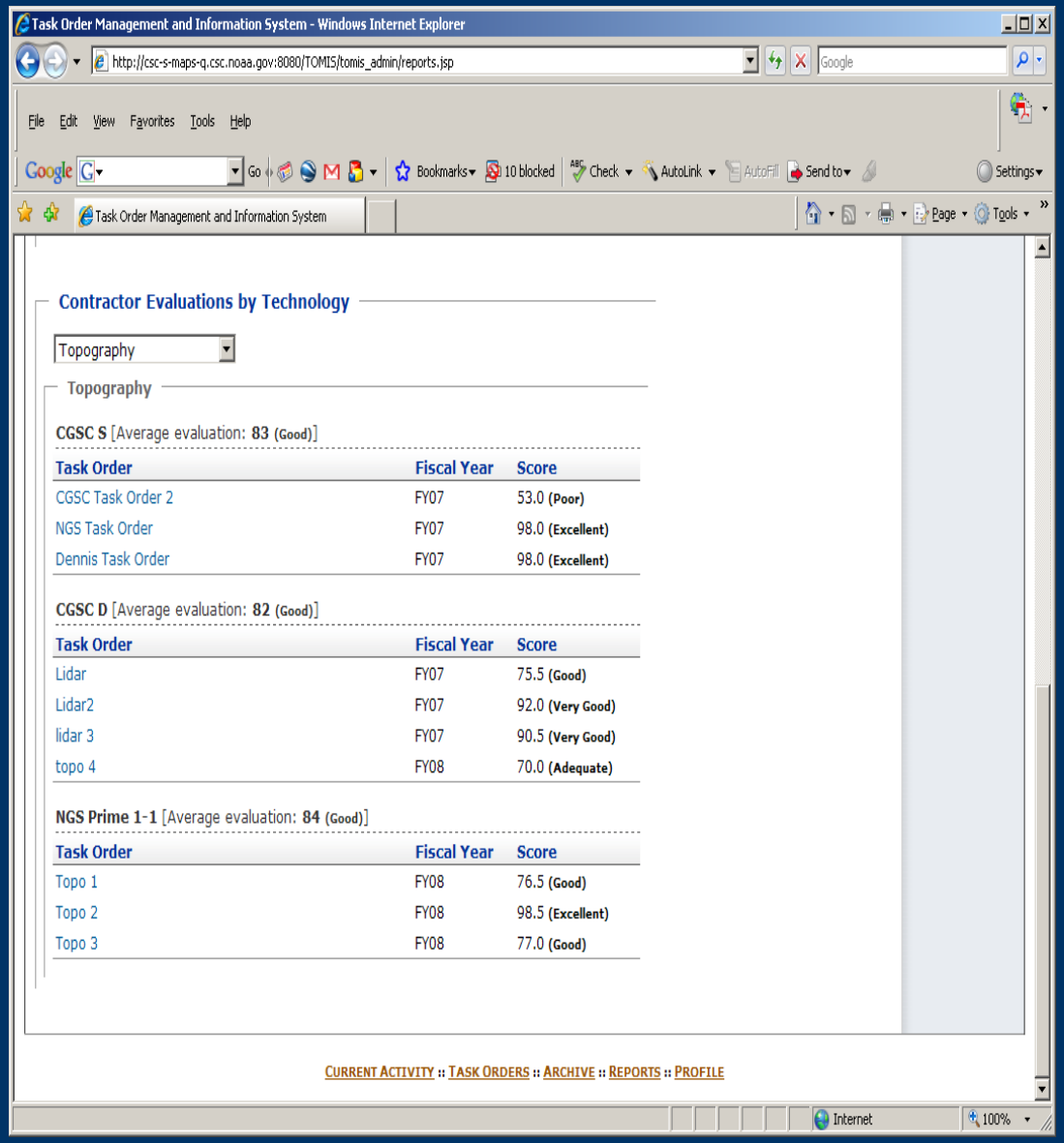
Reporting



Evaluation Reports

- List of all evaluations completed on the contracts for a selected technology
- Average for each contractor

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Task Order Management and Information System TOMIS

Dave Stein

TOMIS Administrator

Dave.Stein@noaa.gov

(843) 740-1310

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