

DELIVERABLE TRACKING SYSTEM

The Lawrence Livermore National Security, LLC (LLNS) Contract with the National Nuclear Security Administration, Contract DE-AC5207NA27344, Part III, Section J, Appendix B - Statement of Work, Section 7.0, Reports and Other Deliverables states that: *The Contractor shall provide a **Deliverable Tracking System** that will track and report all required reports and other deliverables.*

To meet this requirement, the LLNS Prime Contract Management Office (PCMO) has created and implemented an institutional deliverables tracking system. The system is a database identified as ConTrak. The database is designed to manage the workflow of deliverables between LLNS Principal Associate Directorate (PAD)/Directorate, PCMO, and the Livermore Field Office (LFO). PCMO places all incoming contract deliverables, data calls, and other LFO Contracting Officer (CO) requests into ConTrak which serves to centralize all requests into a single institutional database. ConTrak is found at <https://contrak.llnl.gov/>.

ConTrak provides email notifications to approximately 500 LLNS Points of Contact (POCs) including due date reminders. POCs are granted user privileges by PCMO based on need to know so the POCs can view only those deliverables in ConTrak that are related to their work function.