



OFFICE OF  
**INSPECTOR GENERAL**  
U.S. DEPARTMENT OF THE INTERIOR

AUG 15 2011

Mr. Charles Monnett  
PO Box 243884  
Anchorage, Alaska 99542-3884

Dear Mr. Monnett:

During our recent meeting with you on August 9, 2011, you acknowledged that you have been formally trained as a Contracting Officers Technical Representative (COTR) since 1998 and have been a COTR for the Minerals Management Contracts (MMS) for the past 13 years. You also acknowledged that the Contracting Officer (CO) is the government official ultimately responsible for a contract and the COTR serves at the behest of the CO.

Regarding the Minerals Management Service's sole source Contract # 1435-01-05-CT-39151, you admitted to assisting Dr. Andrew Derocher in preparing his proposal in response to the government's Request for Proposal (RFP). You further acknowledged that you then filled the position as Chair of the Technical Proposal Evaluation Committee (TPEC) for this particular contract. Accordingly, as the Chair of the TPEC, you were the government official responsible for reviewing Dr. Derocher's Proposal in order to ensure the Proposal met the minimum qualifications of the RFP. Essentially, you admitted that you reviewed a Proposal as the Chair of a TPEC, and thus the government official responsible for protecting the government's interest, that you helped draft.

During our meeting, you were informed that the OIG asked the CO for this contract and if you had ever informed her that you assisted Dr. Derocher in preparing his Proposal for the contract. The CO told the OIG that you never informed her you had taken such actions, and if you had told her she would have warned you that such actions would be highly inappropriate under procurement integrity policies and procedures. The OIG then informed you that the CO felt that the fact that you served as Chair to the TPEC for the contract made your actions especially egregious, and accordingly, the CO believed your actions warranted immediate action.

In response to being provided this information by the OIG, you attempted to explain your actions by stating that you had assisted other vendors to government contracts in the past by helping them draft their Proposals to government RFPs. Accordingly, please consider this correspondence a formal request by the OIG for identification of the specific contracts wherein you have taken these actions. A response is requested within two weeks of the date of this correspondence.

Sincerely,

A handwritten signature in black ink that reads "D. W. B." with a stylized flourish at the end.

David W. Brown  
Special Agent-In-Charge