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CHAPTER 3

TASK ORDER AWARD

3.1 OVERVIEW

Once the CO has approved the negotiations and has received a signed letter and price proposal from the A/E, the CO awards the Task Order. After the CO awards the contract, copies are provided to the A/E, Finance and the COTR. This chapter provides examples of task order forms used to issue the contract.

3.2 TASK ORDER ISSUANCE

Acquisitions creates the Contract Task Order award document. (See Exhibit 3.2-A.)

Acquisitions creates the task order notification letter. (See Exhibit 3.2-B.)

After the CO awards the task order, originals are provided to the A/E and Finance with a copy to the COTR.

3.2.1 Forms and Templates

To view or download the templates, use the links below:

- Contract Task Order.
- Executed Task Order Notification Letter to A/E Contractor.

Exhibit 3.2-A CONTRACT TASK ORDER

CONTRACT TASK ORDER

1. Contract No. **DTFH68-03-D-00001**	2. Task Order Number **DTFH68-04-D-00001/T-05-002**
3. Date of Contract **July 18, 2004**	4. Effective Date of Task Order **April 5, 2005**
5. Expiration Date of Contract **July 17, 2005**	6. Completion Date of Task Order **February 28, 2006**

7. Name of A/E Firm
ABC Engineering, Inc.

8. Address of A/E Firm (Include ZIP Code)

123 East 5th Avenue, Suite 200
Denver, CO 80264

DUNS: **00-000-1234**
TIN: **00-0123456**
Telephone Number: **303-777-5678**

9. Department or Agency and Address (Include ZIP Code)

Federal Highway Administration
Central Federal Lands Highway Division
12300 West Dakota Avenue, Room 359
Lakewood, CO 80228-1010

10. Project Title and Location
Mooney Road, NM PFH 10(1) – Farmington, New Mexico

11. Purpose of Contract (General Description of Services)
Preparation of 100% Final Design Documents.

12. Accounting Data
Task Order Amount: **Firm-Fixed-Price: One Million, Five Hundre4d Ninety Thousand, Four Hundred Eighty Dollars and Seventy Cents ($1,590,480.70)**

Account No: **1516040093002-552.I0.6010304 - 1604000000**

13. Issuance Authority

41 U.S.C. 252(c)15, 40 U.S.C. 541

14. Name, Title, and Signature (US Government) Date Signed

_____ *5 April 2005*
Jane Doe, P.E.
Contracting Officer

H:\Word\SampleTaskOrder.doc Task Order Form 9/92

Exhibit 3.2-B EXECUTED TASK ORDER NOTIFICATION LETTER TO A/E CONTRACTOR

U.S. Department of Transportation
Federal Highway Administration

Central Federal Lands Highway Division
12300 West Dakota Avenue Suite 360
Lakewood, CO 80228

S A M P L E

April 5, 2005

In Reply Refer To: HFAC-16

James Brown, P.E., Area Manager
ABC Engineering, Inc.
123 East 5th Avenue, Suite 200
Denver, CO 80123

Subject: Contract No. DTFH68-03-D-00001, Design Services, Task Order T-03-002

Dear Mr. Brown:

Enclosed is a fully executed Task Order No. T-03-002 issued under contract number DTFH68-04-D-00001for preparation of 100% final design documents for Mooney Road, NM PFH 10(1), Farmington, New Mexico.

This task order is a contractual obligation instrument as provided for by FAR Subpart 16.5 and, when properly endorsed, constitutes a firm fixed-price contract in the amount of $1,590,480.70 for the design services covered by the Scope of Work.

This task order is being executed as a unilateral contract, and therefore does not require your signature. This signed task order serves as notice to proceed. Any questions or comments regarding this task order should be directed to the Contracting Officer's Technical Representatives, Mr. Fred Granger, at the numbers listed on the COTR Appointment Letter or to the undersigned at (720) 963-1234.

Sincerely,

Jane Doe
Contracting Officer

Enclosure

Cc: F. Granger
Finance
Contract File

H:\Word\Transmit TO to KR Letter.doc

3.3 COTR ROLES AND RESPONSIBILITIES

If COTRs are unsure of an action/request being within their authority, they should always request the assistance of Acquisitions. For detailed COTR information, authorities, responsibilities and forms and templates, see Section 1.7.