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CHAPTER 3

TASK ORDER AWARD

3.1 OVERVIEW

After the negotiations are completed and the Negotiation Memorandum is approved, the Contract Specialist issues a task order and has the CO sign it. The Contract Specialist then forwards copies to the A/E consultant, Finance and the COTR for the project. Task order modifications require the A/E consultant's signature on the document. This chapter provides examples of the task order forms used and reiterates some of the roles and responsibilities of the COTR described in Chapter 1.

3.2 TASK ORDER ISSUANCE

Upon completion of the PNM, Acquisitions creates the task order and obtains the required CO signature. (See Exhibit 3.2-A.) Acquisitions initiates the review process in those cases in which the task order or modification is greater than $500,000.

After the review is completed, Acquisitions creates the task order transmittal letter, the COTR appointment letters and files the FPDS Data Collection Form (see Exhibit 3.2-B.) The CO then signs the documents. Once signed, the documents are distributed as required to the COTR, Finance and the A/E consultant either by hard copy or through computer links.

If the A/E consultant is a large business, it will be provided with a Subcontracting Report document that reports the category of small business subcontractors that will be used for the task.

3.2.1 Forms and Templates

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

- Contract Task Order.
- Contract Task Order Instructions.
- Highway Design Task Order.

Exhibit 3.2-A DRAFT TASK ORDER

TASK ORDER

UNDER INDEFINITE DELIVERY INDEFINITE QUANTITY CONTRACT (IDIQC)

1. TASK ORDER NO. 05-029	2. IDIQC NO. DTFH71-02-D-000XX
1A. EFFECTIVE DATE See Block 10C	2A. DATE OF IDIQC 5/14/02
1B. PROCUREMENT REQUEST NO. PD-12	2B. EXPIRATION DATE OF IDIQC 5/13/05
3. NAME AND ADDRESS OF CONTRACTOR (include ZIP Code)	4. DEPARTMENT OR AGENCY AND ADDRESS (include ZIP Code) Federal Highway Administration Eastern Federal Lands Highway Division 21400 Ridgetop Circle Sterling Virginia 20166

DESCRIPTION OF SUPPLIES OR SERVICES ORDERED

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	This project is located in Antietam National Battlefield Park, Washington County, Maryland under Project Number PRA-ANTI 300(1), 900(2). Conduct high and low altitudes aerial photographing, photo processing and scanning services for the proposed rehabilitation of park roads. All work is to be preformed by or under the supervision of registered professional engineers, surveyors or photogrammetrist.	1	LOT	$14,632.00	$14,632.00
5G. DELIVERY DATE	30 Calendar days from date of Award.			TOTAL	$14,632.00
5H. PLACE OF DELIVERY:	See ARTICLE IIB of the Scope of Work				

Exhibit 3.2-A DRAFT TASK ORDER
(Continued)

6. ACCOUNTING: ANTI 300(1), 900(2), PD-12 **PROJ: 1515243120001 Task: 510.S0.F170.24 ORG: 1524001101** $14,632.00

7. ISSUANCE AUTHORITY
FAR 52.216-18

8. Contractor [X] is not, [ ] is required to sign this document and return copies to the issuing office.

9A. NAME AND TITLE OF SIGNER (Type or print)		10A. NAME AND TITLE OF CONTRACTING OFFICER (Type) Contracting Officer	
9B. CONTRACTOR/OFFEROR (Signature of Person Authorized to sign)	9C. DATE SIGNED	10B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	10C. DATE SIGNED

Exhibit 3.2-B FPDS DATA COLLECTION FORM

FPDS-NG : PEGGY.SCHAAD@FHWA.DOT.GOV [Award Print] Page 1 of 3

Print Close Help

General Information

Award Type: Delivery/Task Order

Award Status: NEW

Prepared By: PEGGY.SCHAAD@FHWA.DOT.GOV

Prepared Date: 04/06/2005 10:50:38

Last Modified By:

Last Modified Date:

	Agy	PIID	Mod N
Award ID:*	6925		0
Referenced IDV ID:*			

Reason For Modification: PLEASE SELECT BY CLICKING THE (...) BUTT

Solicitation ID:

Dates

Date Signed:*

Effective Date:*

Completion Date:*

Est. Ultimate Completion Date:*

Amounts

Action Obligation:*

Base And Exercised Options Value:*

Base And All Options Value:*

Fee Paid for Use of IDV:*

Purchaser Information

Contracting Office Agency ID:* 6925

Contracting Office ID:* 00071

Funding Agency ID:

Funding Office ID:

Funded By Foreign Entity:*

Contracting Office Agency Name: FEDERAL HIGHWAY ADMINISTI

Contracting Office Name: DEPT OF TRANS/FEDERAL HIG

Funding Agency Name:

Funding Office Name:

Reason For Inter-Agency Contracting: Select One

Contractor Information

Name:

DBAN:

Street:

Street2:

City:

State:

Zip:

Country:

Phone:

Fax No:

DUNS No:

Socio Economic Data

CCR Exception: PLEASE SELECT CCR EXCEPTION BY CLICKING THE ELLIPSIS (...) BUTTON

Veteran Owned	Asian Pacific	Tribal Gov
8(a) Firm	Service Disabled Vet	Black Own
Hub Zone	Local Government	Native Am
SDB	Minority Institution	Asian Indi
Sheltered Workshop	American Indian	Non-Profit
HBCU	State Government	Hispanic C
Educational Institution	Federal Government	Emerging
Women Owned	Minority Owned Business	Hospital

Organization Type	Number of Employees	Annual
	0	$0

Contract Data

Type of Contract:* Select One

Multi Year Contract:*

Major Program:

Cost Or Pricing Data: Select One

Purchase Card Used As Payment Method:*

Letter Contract:

Performance Based Service Acquisition:*

** FY 2004 and prior; 80% or more specified as performance requirement*

https://www.fpds.gov/DataCollection/contracts/jsp/awardBaseController.jsp 4/6/2005

Exhibit 3.2-B FPDS DATA COLLECTION FORM
(Continued)

FPDS-NG : PEGGY.SCHAAD@FHWA.DOT.GOV [Award Print] Page 2 of 3

** FY 2005 and later; 50% or more specified as performance requirement*

Contingency Humanitarian Peacekeeping Operation: Select One
Contract Financing: Select One
Cost Accounting Standards Clause:
Number Of Actions: 1
Consolidated Contract:

Legislative Mandates
Clinger Cohen Act:*
Service Contract Act:
Walsh-Healey Act:
Davis Bacon Act:

Principal Place of Performance
Principal Place Of Performance Code (State, Location, Country):*
Principal Place Of Performance Name:
Congressional District Place Of Performance:
Congressional District Contractor:
Place Of Performance Zip Code(+4):* -

Product Or Service Information

Product/Service Code:* **Description:**
Principal NAICS Code: **Description:**
Bundled Requirements:* Select One
System Equipment Code:
Country of Origin:
Place of Manufacture: Select One
Use Of Recovered Material: Select One
InfoTech Commercial Item Category: Select One
Claimant Program Code: Select One
Sea Transportation: Select One
GFE/GFP Provided Under This Action:*
Use Of EPA Designated Products:* Select One
Description Of Requirement:* *(4000 characters)*

Competition Information
Extent Competed For Referenced IDV:
Extent Competed: Select One
Solicitation Procedures:* Select One
Type Of Set Aside:* Select One
Evaluated Preference:* Select One
Research: Select One
Statutory Exception To Fair Opportunity: Select One
Reason Not Competed: Select One
Number Of Offers Received:* 0
Pre Award FBO Synopsis:*
Small Business Competitiveness Demonstration Program:
SBA/OFPP Synopsis Waiver Pilot:*
Commercial Item Test Program:
Alternative Advertising:*
Commercial Item Acquisition Procedures:
A76 Action:

Preference Programs / Other Data
Contracting Officer's Business Size Selection: Select One
Subcontract Plan: Select One

https://www.fpds.gov/DataCollection/contracts/jsp/awardBaseController.jsp 4/6/2005

Exhibit 3.2-B FPDS DATA COLLECTION FORM
(Continued)

FPDS-NG : PEGGY.SCHAAD@FHWA.DOT.GOV [Award Print] Page 3 of 3

Price Evaluation Percent Difference:	0 %
Reason Not Awarded To Small Disadvantaged Business:	Select One
Reason Not Awarded To Small Business:	Select One

https://www.fpds.gov/DataCollection/contracts/jsp/awardBaseController.jsp 4/6/2005

3.3 COTR ROLES AND RESPONSIBILITIES

The COTR appointment letter will identify the authority the COTR has for the administration of the task order. The COTR should review this document and become familiar with what the COTR can and cannot do. A copy of the COTR's authority is also provided to the A/E consultant and a copy of the signature page sent to Finance for future signature verification of A/E invoices. A violation of assigned authority has the potential to create serious problems for all parties, and assigned authority must be adhered to during administration of the task order. If the COTR is unsure of an action/request being within his/her authority, the COTR should always request the assistance of Acquisitions. For detailed COTR information, including forms and templates, see Section 1.7.