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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 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	9C. DATE SIGNED	10B. UNITED STATES OF AMERICA	10C. DATE SIGNED
(Signature of Person Authorized to sign)		(Signature of Contracting Officer)	

Exhibit 3.2-B FPDS DATA COLLECTION FORM

FPDS-NG : PEGGY.SCHAAD@FHWA.DOT.GOV [Award Print]
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Print Close Help

General Information

Award Type: Delivery/Task Order

Award Status: NEW

Prepared By: PEGGY.SCHAAD@FHWA.DOT.GOV Award ID: 6925 Agy: PIID: Mod N: 0

Prepared Date: 04/06/2005 10:50:38 Referenced IDV ID:

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

Last Modified Date: 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 Agency Name: FEDERAL HIGHWAY ADMINIST

Contracting Office ID: 00071 Contracting Office Name: DEPT OF TRANS/FEDERAL HIG

Funding Agency ID: Funding Agency Name:

Funding Office ID: Funding Office Name:

Funded By Foreign Entity: Reason For Inter-Agency Contracting: Select One

Contractor Information **Socio Economic Data**

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

Name:

DBAN:

Street:

Street2:

City:

State:

Zip:

Country:

Phone:

Fax No:

DUNS No:

Veteran Owned

8(a) Firm

Hub Zone

SDB

Sheltered Workshop

HBCU

Educational Institution

Women Owned

Asian Pacific

Service Disabled Vet

Local Government

Minority Institution

American Indian

State Government

Federal Government

Minority Owned Business

Tribal Gov

Black Own

Native Am

Asian Indi

Non-Profit

Hispanic C

Emerging :

Hospital

Organization Type	Number of Employees	Annual I
<input type="text"/>	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/isn/awardBaseController.isn>

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:

Contract Financing:

Cost Accounting Standards Clause:

Number Of Actions:

Consolidated Contract:

Legislative Mandates

Clinger Cohen Act: **Principal Place of Performance**

Service Contract Act: **Principal Place Of Performance Code (State, Location, Country):***

Walsh-Healey Act: **Principal Place Of Performance Name:**

Davis Bacon Act: **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:

System Equipment Code:

Country of Origin:

Place of Manufacture:

Use Of Recovered Material:

InfoTech Commercial Item Category:

Claimant Program Code:

Sea Transportation:

GFE/GFP Provided Under This Action:

Use Of EPA Designated Products:

Description Of Requirement: *(4000 characters)*

Competition Information

Extent Competed For Referenced IDV:

Extent Competed:

Solicitation Procedures:

Type Of Set Aside:

Evaluated Preference:

Research:

Statutory Exception To Fair Opportunity:

Reason Not Competed:

Number Of Offers Received: **Pre Award FBO Synopsis:**

Small Business Competitiveness Demonstration Program:

Commercial Item Test Program: **SBA/OFPP Synopsis Waiver Pilot:**

Commercial Item Acquisition Procedures: **Alternative Advertising:**

Preference Programs / Other Data

A76 Action:

Contracting Officer's Business Size Selection:

Subcontract Plan:

<https://www.fpds.gov/DataCollection/contracts/isn/awardBaseController.isn> 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](#).