## C:\Users\wazirah.wallace\AppData\Roaming\PixelMetrics\CaptureWiz\Temp\3.png

## **APPENDIX H –** TASK ORDER MANAGER COMMITMENT LETTER

|  |  |  |
| --- | --- | --- |
| Contract ID No.: |  |  |
| Cardinal Purchase Order No.: |  |
| Contract Title: |  |
| Prime Consultant Firm: |  |
| Maximum Total Compensation: |  |
| Contract Execution Date: |  |
|  |

The above professional services contract has been awarded and VDOT can begin use of this contract. You have been designated as a Task Order Manager for this contract; inherent in this role are the following responsibilities:

* Serves as the CIC point of contact for day to day coordination for the delivery of services and prepares the task order request form
* Reviewing, approving and negotiating of consultant task orders and invoices
* Verifying task order and invoice labor hours, classifications and staffing plan
* Assuring services are delivered in accordance with prevailing technical guidelines and contract price, terms and conditions
* Verifying funding sources are open and available for charges
* Approval of timesheets and invoiced charges
* Ensures that VDOT resources on loan to the Consultant are returned at the completion of services when there is no immediate reassignment
* Task order entry into Professional Services Contracts Reporting System (per district)
* Prompt reporting of delivery failures and/or performance concerns to the Contract Administrator
* Completing semi-annual evaluations of consultant performance (Rater)
* Assurance that the contract terms, conditions and maximum compensation are not extended, increased, decreased, or modified in any way without action through the Contract Administrator and Central Office Construction Division

*I have received the above referenced contract records and understand my responsibility as a Task Order Manager.*

Task Order Manager (Printed Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task Order Manager Name (Signed Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_