

TASK ORDER AGREEMENT INSTRUCTIONS

If **NEW TASK ORDER**, follow instructions below:

1. **Task Order Number:** Enter task order number from pre-assigned number provided for each division.
2. **Check New Task Order** box.
3. **Contract Vendor:** Name of vendor providing this contractor.
4. **Contract Number:** Actual Master Agreement or Catalog Master Agreement contract number for contractor requested.
5. **Task Start Date:** Task Order start date.
6. **Task End Date:** Task Order end date.
7. **Total Authorized Billable Task Hours:** Total authorized billable hours for the task order for the contractor.
8. **Total Orientation Hours (non-billable):** This should not exceed 24 hours total for each contractor. This line must be completed by the Commonwealth. Orientation hours must be included on item 9. If this line is omitted, zero (0) hours of orientation are assumed.
9. **Total Cost of Task Order:** Calculate total by multiplying the appropriate rate for contractor's Position Title (see #12 below) by the number of billable hours for the task order.
10. **COT or Agency Manager:** Manager responsible for signing timesheets.
11. **COT or Agency Manager Phone #:** Phone number of manager responsible for signing timesheets.
12. **Contractor Information:** Please enter **Name** of contractor for the task order and his/her **Position Title** corresponding to a line item on the vendor's master agreement.
13. **Task Description:** Task description should include a number and classification requested for the task order. Include qualifications/skills/experience & classification of contractor requested, and any specific task deliverables, documentation, inputs and responsibilities.
14. **Justification:** Clearly state the business reasons for initiating this task order.
15. **Background Check Review and Certification:** (Not required if background is free of infractions.) If applicable, the names of the COT manager (or director) and Executive Director who have reviewed and approved this contractor's background check should be included below.

Approvals Page: The second page of the form is used for ensuring that a proper and recent background check has been performed by the vendor. The vendor must also certify that the contractor has signed an Acknowledgment of Confidentiality Agreement (COT-F011) and an Internet and Electronic Mail Acceptable Use Policy Certification Form (COT-F084). The date of the last background check is a required field and must be completed by the vendor before the task order will be executed.

NOTE: If space allowed on the form is insufficient, please attach additional sheets.

TASK ORDER AGREEMENT AMENDMENT INSTRUCTIONS

If **AMENDED TASK ORDER**, follow instructions below:

1. **Task Order Number:** Enter same number as on the original task order.
2. **Check Amendment** box.
3. **Contract Vendor:** Same as original.
4. **Contract Number:** Same as original.
5. **Task Start Date:** Task Start Date should represent the start date of the amendment. If task order extension, date of extension should start on the end date of the original task order. Task orders cannot be amended after expiration of the original task order.
6. **Task End Date:** Task Order end date depending on the amendment should coordinate with the original end date or if this is an extension, define new date.
7. **Total Authorized Billable Task Hours:** Total authorized hours for amendment only.
8. **Total Orientation Hours:** Estimated orientation hours must be zero, as amendments are restricted to existing contractors.
9. **Total Estimated Task Cost:** Total of amended amount.
10. **COT or Agency Manager:** Manager responsible for signing timesheets.
11. **COT or Agency Manager Phone #:** Phone number of manager responsible for signing timesheets.
12. **Contractor Information:** Same as original.
13. **Task Description:** Same as original unless there is a change from the original task order.
14. **Justification:** Same as original unless there is a change from the original task order.
15. **Background Check Review and Certification:** Not required for task order amendments unless there is a break in service from the original task order.

Approvals Page: Check appropriate boxes and apply signatures. The date of the last background check must be completed and must be within the past year for contractor task order amendments.