

APPENDIX H

WORK ORDER REQUIREMENTS / SAMPLE WORK ORDER AUTHORIZATION PAGE

WORK ORDER REQUIREMENTS

I. Work Order Limits:

1. The work defined within a Work Order must fall within the scope of the Task D as noted in the RFP, Part IV, Work Statement, IV-4, Task D.

II. Work Order Initiation:

1. A Work Order will be initiated by the Department's Project Manager by defining an observed need that can be addressed under the scope of work.
2. The Department's Project Manager will then discuss the required scope of work with the Contractor. The Contractor will provide a draft, unexecuted copy, of the Work Order to the Department's Project Manager.
3. Each Work Order shall identify specific individuals and their position required to complete the scope of work outlined on the Work Order. **Hourly Rates will not exceed the Maximum (Hourly) Rate** as provided on the Selected Offeror's **Cost Submittal, Appendix E**. Hourly rates can be negotiated and should be commensurate with the level of effort and type of personnel required to complete the deliverable.
4. The Work Order shall be executed by signatory by the Department's Project Manager and the Contractor's authorized representative.

III. Work Order Format:

All below references to payments (benchmarks or lump sum) are in regards to **Task D** blended hourly rate only. All other task costs will be paid on a deliverable basis.

1. A Work Order shall contain a Work Order Authorization Page.
2. The work to be completed through a Work Order shall be deliverable based and may contemplate payment benchmarks.
3. Work Orders shall clearly define the deliverable and payment upon completion and acceptance by the Department. Benchmarks may be identified during negotiation and must be documented on the Work Order. Each identified benchmark within a Work Order will be considered a separate deliverable with a lump sum payment made upon completion and acceptance by the Department of the identified benchmark.
4. The Work Order must specify deliverables, a cost for each deliverable, quantity of deliverables, and completion date for deliverables.
5. The Work Order must also incorporate progress reports, project management aids, meetings and other requirements as specified by the Department. The Contractor must provide a project time-line showing major activities and time allotted to these activities.

The time frame of the work order must incorporate adequate review times as specified by the Department.

6. Costs must be itemized by key personnel and hourly rate (which includes all overhead costs, fixed fee, etc.). The hourly rate must be equal to or lower than those presented in the cost submittal. Also subcontractor and miscellaneous items must be itemized and listed. All costs must be equal to or lower than those presented in the cost proposal, which has been incorporated and made part of this contract.

Note: The Department will not reimburse the Contractor for any costs related to the preparation of Work Orders.

IV. Work Order Execution:

1. Upon agreement of the proposed Work Order between the Department's Project Manager and the Contractor's authorized representative, both parties will sign the Work Order Authorization Form. The Department's Project Manager will provide the signed Work Order and any supporting documentation to his/her Procurement section for processing.
 - a. **Task D – Blended Hourly Rate:** NO WORK CAN BE AUTHORIZED BEFORE A FULLY EXECUTED PURCHASE ORDER IS ISSUED BY PENNDOT AND RECEIVED BY THE SELECTED OFFEROR.

V. Work Order Modifications:

1. Changes in scope of work, cost, and/or time extension requests require a formal change order request. The change order request shall be a consecutively numbered Work Order Authorization Page sent by the Contractor to the Department's Project Manager describing the proposed change. Upon acceptance by the Department's Project Manager, the fully executed Purchase Order (for **Task D – BLENDED HOURLY RATE** only) will be updated. The Department's Project Manager will provide a copy of the updated Purchase Order to the Contractor as the formal Notice to Proceed. No work is authorized to begin before an updated Purchase Order is provided to the Contractor.

VI. Substitution or Addition of Personnel:

1. Changes in personnel shall be done following the procedure as described in the RFP, Part IV, Work Statement, IV-3, Requirements before a Work Order will be executed.

VII. Work Order – Failure to Complete and Work Order Termination:

2. Refer to Default and Termination provisions of Appendix B, – IT Contract Terms and Conditions of the RFP.

SAMPLE WORK ORDER AUTHORIZATION PAGE

Contract No.: _____ Purchase Order No.: _____

Work Order No.: _____ Purchase Order Start Date: _____

Work Order Name: _____ Purchase Order End Date: _____

Effective on the date of the Notice to Proceed accompanied by a fully executed Purchase Order, the CONTRACTOR is authorized to conduct work as detailed in the attached scope of work.

The purpose of Work Order No. _____ is to _____
(state how much funding/time is provided and the general objective)

Changes in scope of work, cost, and/or time extension requests require a formal change order request. Refer to the Work Order Requirements, Paragraph 5, *Work Order Modifications* for instructions.

All terms and conditions of Contract No. _____ shall remain in full force and effect and shall take precedence over any attachments in the attached scope of work.

ATTEST:

CONTRACTOR:

Name Date

Title

COMMONWEALTH:

Authorized Representative Date