

## **GUIDANCE FOR ISSUING TASK WORK ORDERS (sometimes referred to as Letters of Authorization) AGAINST THE PRE-EVENT DEBRIS MONITORING CONTRACT**

The pre-event debris monitoring contract is a task assignment type agreement. The County will furnish the vendor a series of task work orders specifying the services to be performed and the fees to be paid for each task work order assigned under the “umbrella” pre-event contract. Task work orders are documents used to establish the scope, time constraints, fee (not to exceed amount) and method of compensation for the specific work assignments the vendor will be tasked to accomplish after an emergency is declared. Task work orders cannot be prepared until after the emergency occurs, and the scope and nature of the specific work needed by the vendor is known. Task work orders will be prepared by the County. The steps involved in preparing task work orders are as follows:

The County will prepare a specific scope of services for a task work order, once the emergency has been declared and the nature of the services required by the vendor is known.

The vendor will be provided a copy of the scope of services for the task and requested to provide an estimate of the number of hours and the job classifications needed to accomplish the specific services associated with the task work order. As with supplemental amendments, this is an important step since hours and quantities are not established in the pre-event contract.

Discussions with the vendor will be conducted to resolve any differences and to ensure that the “not to exceed” fee is fair and reasonable considering the scope and complexity of the services. This includes compensation for any direct expenses.

As with amendments, task work orders must be prepared as two party agreements. The County project manager may be delegated authority in the original agreement to execute the task work orders on behalf of the County for this type of agreement. Therefore, a task work order may be formatted more informally in a letter form. However, it must be executed by authorized representatives of both the County and the vendor.

At a minimum, the task work order will include a scope of services, a date for completion of services, **a not to exceed fee amount**, method of compensation, and an execution date for the task work order. The compensation elements will be in accordance with the pre-event contract agreement method of compensation (which details the hourly rates and authorized job classifications for the vendor). Added or changed rates for the prime vendor or subs may not be used in task work orders without amending the pre-event contract. Subs not listed in the pre-event contract may not be added in a task work order. A sample task work order is provided as an attachment to this guidance. After execution by both parties, copies of the task work order will be distributed similarly as required for original agreements.