

# New Task Order

## Request Form

Request Date:	Requesting Region/HQ:
Consultant Name:	CDOT Project Manager:
Contact Name:	CDOT Contact Email:
Contact Email:	CDOT Resident Engineer:
Consultant Signatory Email:	CDOT Program Engineer:
Contract Number:	Project Description:
Contract Smart Number:	Project Number:
Task Order Amount:	WBS/Sub Account/ CE Pool/Cost Center:
Enough money in the contract?    Yes                  No	OL/A Expiration Date:
Task Order Expiration Date:	
<u>Engineering Contracts Use Only</u>	<u>Project Manager Use Only</u>
Shopping Cart #:	Turn in with form:
PO#:	PCW's from the prime consultant and all subconsultants (CPFF or SROP)
SC Approved Date:	Scope of Work (SOW)
Naming Convention:	ICE only if the task order is over \$100,000
Task Order #:	DBE Tracking Sheet/APP
Compensation:	Concurrence email from the owning region only if the contract is managed by a different Region.
Contract Start Date:	Note: If the dollar amount exceeds \$500k concurrence is required from the Chief Engineer. NPS Contract policy limits the dollar amount of new task orders to \$750K
FHWA Expiration Date:	
Civil Rights DBE form:                  Yes                  No	
Clearance Process Complete:          Yes                  No	
<u>Clearance Process Verification</u>	
I _____, [name] the Project/Program Manager, Program Engineer, or EMT/ RTD, certify that 1) this contract request has the appropriate budget, 2) the TO SOW matches the SOW of the master contract and 3) this service request will meet the needs of CDOT. *Additional EMT signature if required by clearance process.	
<u>Signature:</u>	<u>Date:</u>
<u>*Signature:</u>	<u>Date:</u>