



**MEMORANDUM**

**TO:** STATE WIDE DISTRIBUTION

**FROM:** MARCI GRAY, PROGRAM MANAGER, ENGINEERING CONTRACTS SERVICES

**DATE:** SEPTEMBER 24, 2021

**SUBJECT:** ADDING CONSULTANT EMPLOYEES TO TASK ORDERS AND CONTRACTS.

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The purpose of this memorandum is to provide guidance to the Consultant and CDOT Business offices on the pre-approval process related to the changing and the addition on consultant employees to Contracts/Task Orders. The master contract terms specify a pre-approval this document will provide clarification as to its meaning:

1. If there is NO change to a Contract/Task Order scope of work and project cost worksheet estimate, the consultant and project engineer may coordinate changes to staffing assignments, which serve the needs of the project without any pre-approval documentation. **Note:** This is for Task Order purposes only. The Consultant must obtain approval from the CDOT PM prior to working on a CDOT project. This can be accomplished by an email from the Consultant to the CDOT PM. That approved email becomes authorization for that employee to work on a CDOT project.
2. If there is a scope of work change to the Contract/Task Order which is accompanied by changes in cost and/or staffing, the scope of work and project cost worksheet **MUST** be updated to reflect said changes and approved prior to work commencing, invoicing for such work occurs and payments are processed.

In either circumstance above, all consultant employees must exist on the consultant Master Pricing Agreement (MPA) prior to being assigned to a Contract/Task Order and performing contracted work. The responsibility for assuring consultant employees exist on the MPA prior to performing any work resided jointly with the consultant and project engineer. The process for adding an employee to the consultant MPA is provided in the EC-001 guidance.

Should you have any questions please do not hesitate to contact George Currie via email, [George.currie@state.co.us](mailto:George.currie@state.co.us) or call, 303-512-4156.

