



COLORADO
Department of Transportation

EC-010

Contracts and Market Analysis Branch
Headquarters, 4th Floor
4201 East Arkansas Ave.
Denver, Colorado 80222

DATE: August 15, 2016

TO: Region PE IIIs, PE IIs and Business Offices

FROM: John A. Eddy, Branch Manager

VIA: Kyle Dilbert, Engineering Contracts

RE: New Guidance for Adding Consultant Employees to Task Orders and Contracts

There has been confusion around the pre-approval process related to the changing and addition of consultant employees to Contracts/Task Orders. While the master contract terms specify a pre-approval, this is being applied in an unintended manner resulting in burdens to the consultants, Region Business Offices and project engineers. As such, the following clarification supersedes any other guidance which has been distributed and is effective immediately:

- 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 pre-approval documentation.
- 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 resides jointly with the consultant and project engineer. The process for adding an employee to the consultant MPA is unchanged and unaffected by this correspondence. Please contact George Currie for any assistance with this process.

If you have any questions, please contact Kyle Dilbert, Engineering Contracts Manager.

