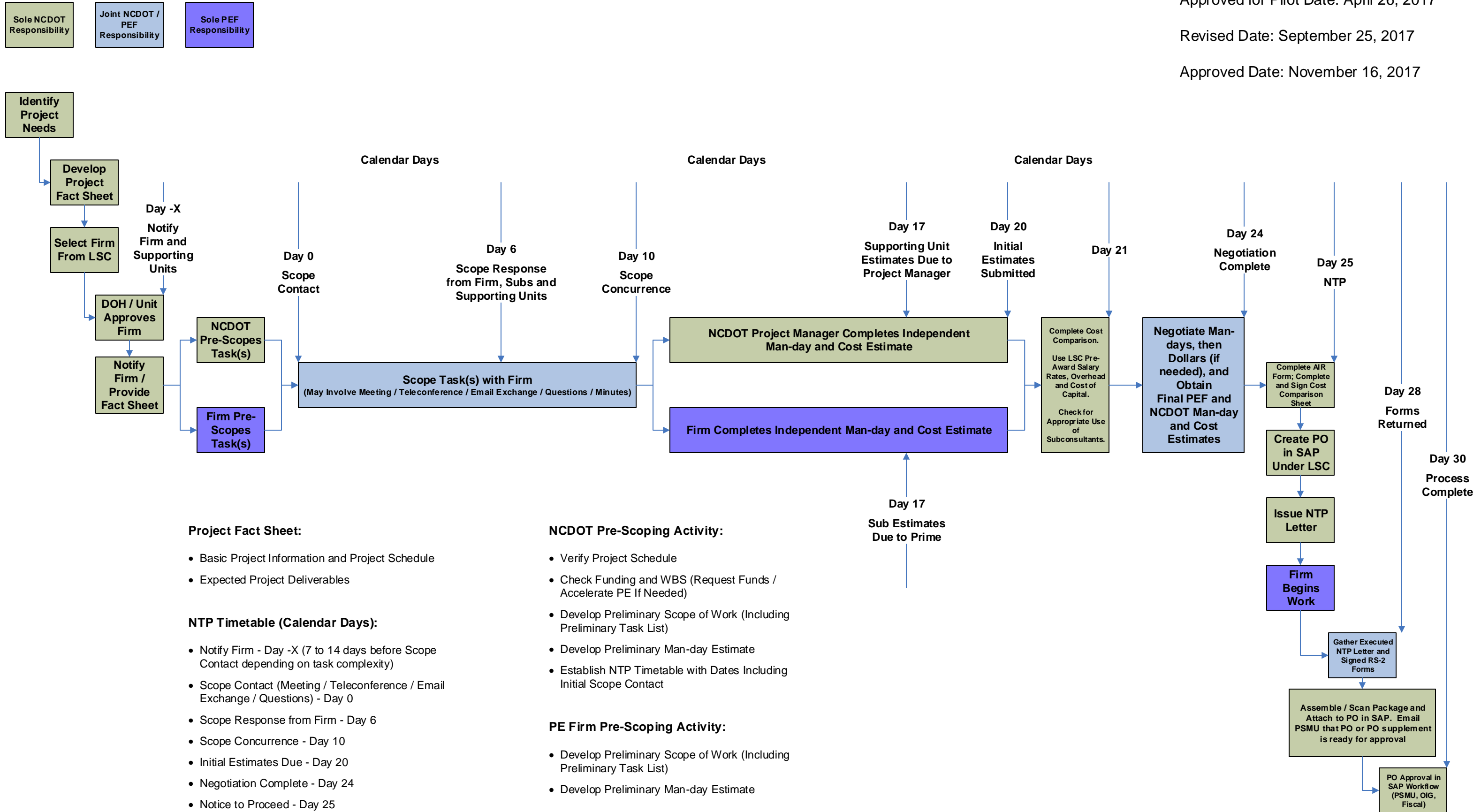


Purchase Order Under Limited Services Contract - Notice to Proceed

Approved for Pilot Date: April 26, 2017
 Revised Date: September 25, 2017
 Approved Date: November 16, 2017



Project Fact Sheet:

- Basic Project Information and Project Schedule
- Expected Project Deliverables

NTP Timetable (Calendar Days):

- Notify Firm - Day -X (7 to 14 days before Scope Contact depending on task complexity)
- Scope Contact (Meeting / Teleconference / Email Exchange / Questions) - Day 0
- Scope Response from Firm - Day 6
- Scope Concurrence - Day 10
- Initial Estimates Due - Day 20
- Negotiation Complete - Day 24
- Notice to Proceed - Day 25
- Forms Returned to NCDOT - Day 28
- Process Complete - Day 30

NCDOT Pre-Scoping Activity:

- Verify Project Schedule
- Check Funding and WBS (Request Funds / Accelerate PE If Needed)
- Develop Preliminary Scope of Work (Including Preliminary Task List)
- Develop Preliminary Man-day Estimate
- Establish NTP Timetable with Dates Including Initial Scope Contact

PE Firm Pre-Scoping Activity:

- Develop Preliminary Scope of Work (Including Preliminary Task List)
- Develop Preliminary Man-day Estimate

Use SAP transaction ZCM17 to monitor PO approval workflow weekly, email PSMU if any PO's remain without approval