


Developing Limited Service Contract Task Orders (Modeling)

Transportation Planning Branch		Approved: August 26, 2008 Revised: June 16, 2010 Version 1.1
[Contents]		
Purpose	Warnings and Precautions	
Background	Resources and Tools	
Responsibility	Contacts	
Policy, Regulatory, and Legal Requirements	Glossary	
Scheduling and Time Constraints	User Access	
Procedures	Flowchart	

Purpose

This procedure documents the process of establishing a Task Order (TO) that references an existing Limited Service Contract (LSC) for travel demand modeling assistance. Before initiating this process, the group/person requesting assistance should coordinate with the Model Research and Development Group Supervisor to determine if assistance can be provided in-house. This is accomplished by first completing the "[Model Team Coordination](#)" procedure.

Background

Task Orders provide a means to initiate individual contracts with private engineering firms (PEF) without taking each task to the NC Board of Transportation (BOT) for approval. The LSC specifies the total contract amount that is available as approved by the NC BOT. An individual TO is then developed and entered in SAP as a Contract Management Purchase Order (CMPO) referencing the LSC. (Refer to the Business Process Procedure (BPP) – [Create CM Purchase Order with Reference to LSC](#) available on the Intranet Portal).

Responsibility

It is the responsibility of the Project Services Management Unit Contract Administrator (PSMU CA) to:

- Develop the Task Order in accordance with the Department's [Policies and Procedures for Major Professional or Specialized Services Contracts](#).
- Coordinate development of the scope of work
- Negotiate the contract which includes developing an estimate of man-hours necessary to carry out the scope to enter the Task Order into SAP.

It is the responsibility of the TPB Project Engineer (PE) to:

- Oversee the TO contract
- Receive invoices

- Provide final approval for payment of invoices

It is the responsibility of the **TPB Contract Administrator** to:

- identify a PEF to perform the Task Order
- enter invoices in SAP.

It is the responsibility of the **Model Research and Development Group** to:

- Provide assistance/guidance in developing the man-hour estimates for task orders
- Maintain model standards
- Provide model assistance to Transportation Planning Groups
- Oversee the overall on-call model contracts by the TPB Contract Administrator (currently model CA is Hong Qi Lu)

Policy, Regulatory, and Legal Requirements

[NCDOT's Policy and Procedures for Major Professional or Specialized Services Contracts](#) must be followed.

Scheduling and Time Constraints

Before initiating this process, the group/person requesting assistance should first complete the "[Model Team Coordination](#)" procedure. Before a determination is made on the appropriate on-call PEF, it may be necessary for the TPB Contract Administrator to contact one or more of the PEFs to see if they are available to perform the task in the required timeframe. The PE may identify a preferred on-call PEF; however, due to workload, available funds, or other issues, the Model Group may recommend a different on-call PEF.

The LSC must be entered, and approved, in SAP prior to an individual Task Order being executed and entered in SAP.

The Task Order must be entered and approved in SAP prior to the PSMU CA giving the PEF the notice to proceed with the work.

Procedures

Procedure Inputs – Completed [Technical Assistance Request Form](#) (from Model Team Coordination procedure) and direction from Model Group Supervisor that PEF is needed to perform modeling assistance.

Procedure Outputs – Final contract scope, fee estimates, memo to the Chief Financial Officer, and Notice to Proceed letter from the PSMU CA.

The following steps should be followed when developing a LSC Task Order for travel demand modeling assistance.

Step	Action
1	Project Engineer Completes " Model Team Coordination " procedure.
2	The TPB Contract Administrator will notify the PSMU CA as to which PEF should be used to perform the task. Note: Before a determination is made on the appropriate on-call PEF, it may be necessary for the TPB Contract Administrator to contact one or more of the PEFs to see if they are available to perform the task in the required timeframe. The PE may

	identify a preferred on-call PEF; however, due to workload, available funds, or other issues, the Model Group may recommend a different on-call PEF.
3	The PE will work with the PSMU CA to develop a scope of work to accomplish the desired task. Note: It is the responsibility of the PSMU CA to negotiate the contract which includes developing an estimate of man-hours necessary to carry out the scope. The Model Group Supervisor will designate a member of the Model Group to provide assistance in developing the man-hour estimates to the CA.
4	Once the draft scope of work is developed, the PSMU CA distributes the scope of work for review to the PE to coordinate the review by the Planning Group Supervisor, Model Group Supervisor, Regional Unit Head, and Branch Manager. The PE resolves any issues from the review prior to finalizing the contract with the PSMU CA.
6	The PSMU CA enters the Task Order into SAP. (See procedure " Entering Limited Service Contract Task Orders ")
7	Once the Fiscal Section approves the Task Order, the Task Order charge number is sent to the PE. The PE provides this information to the TPB CA.
8	The PSMU CA prepares and sends the " Notice to Proceed " letter to the PEF and copies the PE who notifies the TPB CA. The PEF may not invoice for any work performed prior to receiving the notice to proceed.
9	Once the Notice to Proceed has been issued by the PSMU CA, the PE is responsible for managing the task order. This includes reviewing deliverables and reviewing and processing invoices. Note: The PE should provide copies of all invoices to the TPB CA in order to maintain an overall record of the On-call PEF expenditures. Refer to the Process Consultant/Agency Invoices procedure.

Warnings and Precautions

Before initiating this process, the group/person requesting assistance is required to complete the "[Model Team Coordination](#)" procedure.

The PEF may not invoice for any work performed prior to receiving the notice to proceed.

Resources and Tools

- Business Process Procedure (BPP) – [Create CM Purchase Order with Reference to LSC](#)
- "[Model Team Coordination](#)" procedure
- [NCDOT Policy and Procedures for Major Professional or Specialized Services Contracts](#)
- [Technical Assistance Request Form](#)
- "[Entering Limited Service Contract Task Orders](#)" procedure

Contacts

- For suggestions to change this procedure contact: Elena Talanker (919) 733-4705
- For questions about performing this procedure contact: Hong Qi Lu (919) 715-5482 ext. 376

Glossary

For a complete listing of terms, definitions and acronyms, go to the [Master Glossary](#).

Contract Administrator (CA) – Staff within Professional Services Management Unit that has the authority (role) of developing, entering or changing contracts in SAP. Staff within TPB that has the responsibility for administering the TO (TPB CA).

Transportation Planning Branch Contract Administrator (TPB CA) – Engineer in TPB that is responsible for administering consultant contracts. There may be different CAs for the Model Development, MPO, RPO and Agency contracts. Project Manager (PM) – Staff within TPB that are responsible for managing contractors on a project by project basis. This also includes the approval of the contractors work and recommending payment to the Contract Administrator and Fiscal.

User Access

NCDOT Internal Use Only

Flowchart

