**Ad Hoc Tasking (AHT) Tasking Form**

**Part A: AHT Authority Request.**

The right-hand fields are to be completed by the Authority (in accordance with the SoW and the instructions in italics) and issued to the Contractor.

|  |  |
| --- | --- |
| **1) AHT Task Number:** | *Field to be populated in the format of XXXXXXXXX / YYY*Where XXXXXXXXX is the contract Number, and Where YYY is the number of the AHT Task |
| **2) Title:** | *Field to be populated with a descriptive title of the AHT task.* |
| **3) Requirement:** | *Field to be populated with the Authority’s description of the AHT requirement.* |
| **4) Response Date:** | *Field to be populated with the date by which the Authority requires a response to Part A.* |
| **Authority Authorisation – Project Manager** |
| **5) Name:** | *Field to be populated with the name of the Authority’s authoriser.* |
| **6) Position:** | *Field to be populated with the position of the Authority’s authoriser.* |
| **7) Date:** | *Field to be populated with the name of the Authority’s authoriser.* |
| **Authority Authorisation – Finance Manager** |
| **8) Name:** | *Field to be populated with the name of the Authority’s authoriser.* |
| **9) Position:** | *Field to be populated with the position of the Authority’s authoriser.* |
| **10) Date:** | *Field to be populated with the name of the Authority’s authoriser.* |
| **Authority Authorisation – Commercial Manager** |
| **11) Name:** | *Field to be populated with the position of the Authority’s authoriser.* |
| **12) Position:** | *Field to be populated with the date of Authority’s authorisation.* |
| **13) Date:** | *Field to be populated with the date of Authority’s authorisation.* |

**Ad Hoc Tasking (AHT) Tasking Form**

**Part B: AHT Contractor Response**

The right-hand fields are to be completed by the Contractor (in accordance with the SoW and the instructions in italics) and returned to the Authority.

|  |  |
| --- | --- |
| **1) AHT Task Number:** | *Field to be populated from Part A, 1).* |
| **2) Title:** | *Field to be populated from Part A, 2).* |
| **Proposal** |
| **3) Proposal:** | *Field to be populated with the Contractor’s proposal of work to deliver the Authority’s requirement.* |
| **4) Cost Breakdown:** | *Field to be populated with a detailed breakdown of all costs, including but not limited to:**a) Labour Costs (in conjunction with Labour Rates);**b) Materials;**c) Subcontractor costs;**d) Travel & Subsistence costs (capped at Authority rates);**e) Profit Rate.* |
| **5) Total Firm Price:** | *Field to be populated with the total cost.* |
| **6) Estimated Start Date:** | *Field to be populated with an achievable start date.* |
| **7) Estimated Duration:** | *Field to be populated with the estimated duration.* |
| **Contractor Authorisation** |
| **8) Name:** | *Field to be populated with the name of the Contractor’s authoriser.* |
| **9) Position:** | *Field to be populated with the position of the Contractor’s authoriser.* |
| **10) Date:** | *Field to be populated with the date of Contractor’s authorisation.* |

**Ad Hoc Tasking (AHT) Tasking Form**

**Part C: AHT Agreed Activity**

The right-hand fields are to be completed by the Authority (in accordance with the SoW and the instructions in italics) and issued to the Contractor.

|  |  |
| --- | --- |
| **1) AHT Task Number:** | *Field to be populated from Part A, 1).* |
| **2) Title:** | *Field to be populated from Part A, 2).* |
| **Agreed Activity** |
| **3) Activity:** | *Field to be populated with the agreed work to be performed by the Contractor.* |
| **4) Limit of Liability** | *Field to be populated with the limit to which the Authority will pay for completion of the stated work.* |
| **5) Start Date:** | *Field to be populated with an agreed start date.* |
| **6) Completion Date:** | *Field to be populated with an agreed completion date.* |
| **Authority Authorisation – Project Manager** |
| **7) Name:** | *Field to be populated with the name of the Authority’s authoriser.* |
| **8) Position:** | *Field to be populated with the position of the Authority’s authoriser.* |
| **9) Date:** | *Field to be populated with the date of Authority’s authorisation.* |
| **Authority Authorisation – Finance Manger** |
| **10) Name:** | *Field to be populated with the name of the Authority’s authoriser.* |
| **11) Position:** | *Field to be populated with the position of the Authority’s authoriser.* |
| **12) Date:** | *Field to be populated with the date of Authority’s authorisation.* |
| **Authority Authorisation – Commercial Manager** |
| **13) Name:** | *Field to be populated with the name of the Authority’s authoriser.* |
| **14) Position:** | *Field to be populated with the position of the Authority’s authoriser.* |
| **15) Date:** | *Field to be populated with the date of Authority’s authorisation.* |

**Ad Hoc Tasking (AHT) Tasking Form**

**Part D: AHT Completion**

The right-hand fields to be completed by the Contractor (in accordance with the SoW and the instructions in italics) and returned to the Authority.

|  |  |
| --- | --- |
| **1) AHT Task Number:** | *Field to be populated from Part A, 1).* |
| **2) Title:** | *Field to be populated from Part A, 2).* |
| **Completion** |
| **3) Activity:** | *Field to be populated with the actual work performed by the Contractor.* |
| **4) Cost Breakdown:** | *Field to be populated with a detailed breakdown of actual costs, including but not limited to:**a) Labour Costs (in conjunction with Labour Rates);**b) Materials;**c) Subcontractor costs;**d) Travel & Subsistence costs (capped at Authority rates);**e) Profit Rate.* |
| **5) Total Cost:** | *Field to be populated with the final actual cost.* |
| **6) Completion Date:** | *Field to be populated with the date of completion.* |
| **Contractor Authorisation** |
| **7) Name:** | *Field to be populated with the name of the Contractor’s authoriser.* |
| **8) Position:** | *Field to be populated with the position of the Contractor’s authoriser.* |
| **9) Date:** | *Field to be populated with the date of Contractor’s authorisation.* |