

PROCEDURE FOR TASKING

1. Any work performed under Schedule of Requirements (SOR) Item 7 shall be in accordance with the procedures detailed below and the contract conditions.
2. Any work to be performed shall be authorised via the Tasking Form at Appendix 1 to this Annex.
3. Each Tasking form will be allocated a unique sequential tasking order number by the Authority commencing Task001

Tasking Procedure

1. Tasks initiated by the Contractor
 - i) The Contractor will complete Parts 1 and 2 of the Task Authorisation Form (TAF) at Appendix 1 to this Annex to the Contract including a description of the task required and a cost breakdown using those rates and prices agreed at Appendix 2 to this Annex to produce a Firm Price. The Contractor will submit the TAF to the Authority's Commercial Officer.
 - ii) On receipt of the TAF, if acceptable, the Authority shall complete Part 3, providing authorisation for the Contractor to conduct the task and will return the TAF to the Contractor's Commercial Officer. The Authority will record all approved tasks on Appendix 3.
 - iii) On completion of a Task, the Contractor shall complete Part 4 of the TAF and forward it to the Authority's Project Manager for completion of Part 5 under which the Authority approves formal closure of the Task.
2. Tasks initiated by the Authority
 - i) Tasks will be initiated by the Authority by completion of Part 1 of the Tasking Authorisation Form (TAF) at Appendix 1 to this Annex. The TAF will then be forwarded by the Authority's Commercial Officer to the Contractor for costing.
 - ii) On receipt of the TAF, the Contractor shall complete part 2 and return to the Authority's Commercial Officer, along with a proposal and cost breakdown for the task using those rates and prices agreed at Appendix 2 to this Annex to produce a Firm Price.
 - iii) On receipt of the TAF, if acceptable, the Authority shall complete Part 3, providing authorisation for the Contractor to conduct the task and will return the TAF to the Contractor's Commercial Officer. The Authority will record all approved tasks on Appendix 3.
 - iv) On completion of a Task, the Contractor shall complete Part 4 of the TAF and forward it to the Authority's Project Manager for completion of Part 5 under which the Authority approves formal closure of the Task.