

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

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:	<i>Field to be populated from Part A, 1).</i>
2) Title:	<i>Field to be populated from Part A, 2).</i>
Proposal	
3) Proposal:	<i>Field to be populated with the Contractor's proposal of work to deliver the Authority's requirement.</i>
4) Cost Breakdown:	<i>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.</i>
5) Total Firm Price:	<i>Field to be populated with the total cost.</i>
6) Estimated Start Date:	<i>Field to be populated with an achievable start date.</i>
7) Estimated Duration:	<i>Field to be populated with the estimated duration.</i>
Contractor Authorisation	
8) Name:	<i>Field to be populated with the name of the Contractor's authoriser.</i>
9) Position:	<i>Field to be populated with the position of the Contractor's authoriser.</i>
10) Date:	<i>Field to be populated with the date of Contractor's authorisation.</i>

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

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:	<i>Field to be populated from Part A, 1).</i>
2) Title:	<i>Field to be populated from Part A, 2).</i>
Completion	
3) Activity:	<i>Field to be populated with the actual work performed by the Contractor.</i>
4) Cost Breakdown:	<i>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.</i>
5) Total Cost:	<i>Field to be populated with the final actual cost.</i>
6) Completion Date:	<i>Field to be populated with the date of completion.</i>
Contractor Authorisation	
7) Name:	<i>Field to be populated with the name of the Contractor's authoriser.</i>
8) Position:	<i>Field to be populated with the position of the Contractor's authoriser.</i>
9) Date:	<i>Field to be populated with the date of Contractor's authorisation.</i>