

## **Annex C: Task Authorisation Form (TAF) Mechanisms**

The Contractor shall carry out additional tasks when authorised by a TAF at Part 1 to this Annex. The TAF procedure is as follows:

1. The Authority will issue the Contractor with a TAF Part 1 detailing the requirement and desired completion date.
2. Within no later than 10 business days (or as on a task by task basis formally agreed otherwise with the Authority) the Contractor shall provide the Authority with a completed TAF Part 2.
3. The Contractor shall engage with relevant stakeholders to determine the most likely course of action required to complete the requested work.
4. Pricing of tasks will be in accordance with the Project specific rate card at Annex B.
5. Within 10 business days of receipt of the TAF Part 2, the Authority will, following a review, issue a TAF Part 3 either authorising the Contractor to proceed or seek further clarification of the Contractor's quote.
6. Once authorised, the Contractor is responsible for liaising with all relevant stakeholders by the most appropriate means, and updating the progress report.
7. If the work cannot be completed by the 'Required Completion Date' stated in Part 1 of the TAF, the Contractor shall notify the Authority immediately with a full justification as to why the task cannot be completed and a revised completion date. The Authority shall then consider if the revised date requested is acceptable.
8. Once the Authority is content the work has been completed, they shall complete a TAF Part 4, and issue to the Contractor for them to invoice for the task.

## Task Authorisation Form (TAF) Part 1 – Request for Quotation

<b>Contract Number:</b>		<b>TAF Number:</b>	
<b>From:</b>		<b>To:</b>	
The contractor is required to submit a Firm quotation, exclusive of VAT, for the work as detailed in the Task Statement of requirement specified below. Work shall not commence until authorised by the Project Manager, Finance Officer and Commercial Officer			
<b>Task Statement of Requirement</b>			
<b>Required Completion date</b>		<b>Date Submitted</b>	
<b>Name:</b>	<b>Post:</b>	<b>Signature:</b>	
<b>Contact details</b>	<b>Email:</b>  <b>Telephone:</b>		

## TAF Part 2 – Contractor Firm Quotation

<b>Contract Number:</b>	<b>TAF Number:</b>	
<b>From:</b>	<b>To:</b>	
<b>Work Breakdown Structure for Task</b>		
a. Labour (identifying all grades, with description of work and total number of hours / days for each)		
<b>Cost exclusive of VAT</b>	<b>£</b>	
b. Subcontractor tasks (a full breakdown, with quotations attached as required)		
<b>Cost exclusive of VAT</b>	<b>£</b>	
<b>Total Firm Price for this task (exclusive of VAT)</b>	<b>£</b>	
The quotation should provide sufficient information so the Authority can assess Value for Money. This quotation should be submitted to the Authorities Commercial officer within 10 working days of receipt or by such time as agreed with the Commercial Officer on a case by case basis.		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

### **TAF PART 3 - AUTHORITY TASK AUTHORISATION**

<b>Contract Number:</b>	<b>TAF Number:</b>
<b>From:</b>	<b>To:</b>

#### **A. Project Manager**

I certify that the costs quoted in the TAF Part 2 are commensurate with the work involved. I confirm that I have reviewed the Contract Finance/Spend Forecast, and there is sufficient finance on the Contract for this task and a requisition has been raised on CP&F for the price in PART 2.

<b>Name:</b>		<b>Post:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Requisition Number:</b>							

#### **B. Finance Officer**

I am content that the task is in accordance with the approvals for the Contract, I have reviewed the Contract Spend Forecast, and I shall review the requisition raised by the Project Manager.

<b>Name:</b>		<b>Post:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>VAT:</b>		<b>RAC:</b>		<b>Dept:</b>		<b>BLB:</b>	

#### **C. Commercial Officer**

I am content with the breakdown of submitted prices and that the task is in accordance with Contract Terms and Conditions. I have checked the requisition and raised a purchase order on CP&F.

<b>Name:</b>		<b>Post:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>PO Number</b>							

#### **D. To the Contractor**

\*Please proceed with the work to the total cost of £ as quoted in PART 2 of this Tasking Authorisation Form. All work to be completed by (Date)

\*Please provide a revised time/cost quotation for this Task

\*Please amend the proposal as detailed

\*Please take no further action.

**\*Delete as appropriate**

## **TAF PART 4 - CUSTOMER CONFIRMATION OF TASK COMPLETION**

<b>Contract Number:</b>	<b>TAF Number:</b>
<b>From:</b>	<b>To:</b>

I confirm on behalf of the Authority that the agreed work associated with the above task number has been completed and delivered in line with the Contract terms and conditions and statement of work, and has been ratified by the necessary stakeholders. Where applicable, the Contractor has provided evidence of work acceptance (e.g. Worksheets signed off by an appropriate stakeholder).

<b>Name:</b>		<b>Post:</b>		<b>Signature:</b>		<b>Date:</b>	
					<b>CP&amp;F Receipt No.....</b>		