**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REFERRED FOR ACTION

ANSWER FOR MY SIGNATURE

FOR FILE

FOR YOUR INFORMATION

FOR SIGNATURE

RETURN TO ME

PLEASE SEE ME

PLEASE TELEPHONE ME

FOR APPROVAL

PLEASE ADVISE ME

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



September 18, 2023

Telephone Number

**Contract No.: ???**

**Task Order No.: ??? (includes all supplements to this TO)**

**State Project No.: ???**

**Project Name: ???**

**Parish/District: ???**

**Consultant: ???**

**Purchase Order No(s).: ???**

MEMORANDUM TO: Paulette Territo

Consultant Contracts Services Administrator

FROM: Project Manager

**SUBJECT: NOTICE OF COMPLETION (Task Order)**

The above captioned task order between the Department of Transportation and Development and Consultant’s name has been completed. The final invoice has been submitted for payment. Please close out the Task Order. The IDIQ Contract is to remain open.

**ALL PHASES OF SERVICE UNDER THIS TASK ORDER ARE COMPLETE.**

**THE COMPLETED CONSULTANT PAST PERFORMANCE EVALUATION (CPPE) MUST BE ATTACHED.**

Email directly to [DOTDCCSCloseouts@la.gov](mailto:DOTDCCSCloseouts@la.gov)

**FOR OFFICE USE ONLY:**

Final Payment Clearing Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

P.O. Invoiced at: **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Amount returned to Budget: **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

P.O. and Task Order Closed on: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Remaining IDIQ Contract Balance after this NOC:**

**$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Attachment: CPPE

c: