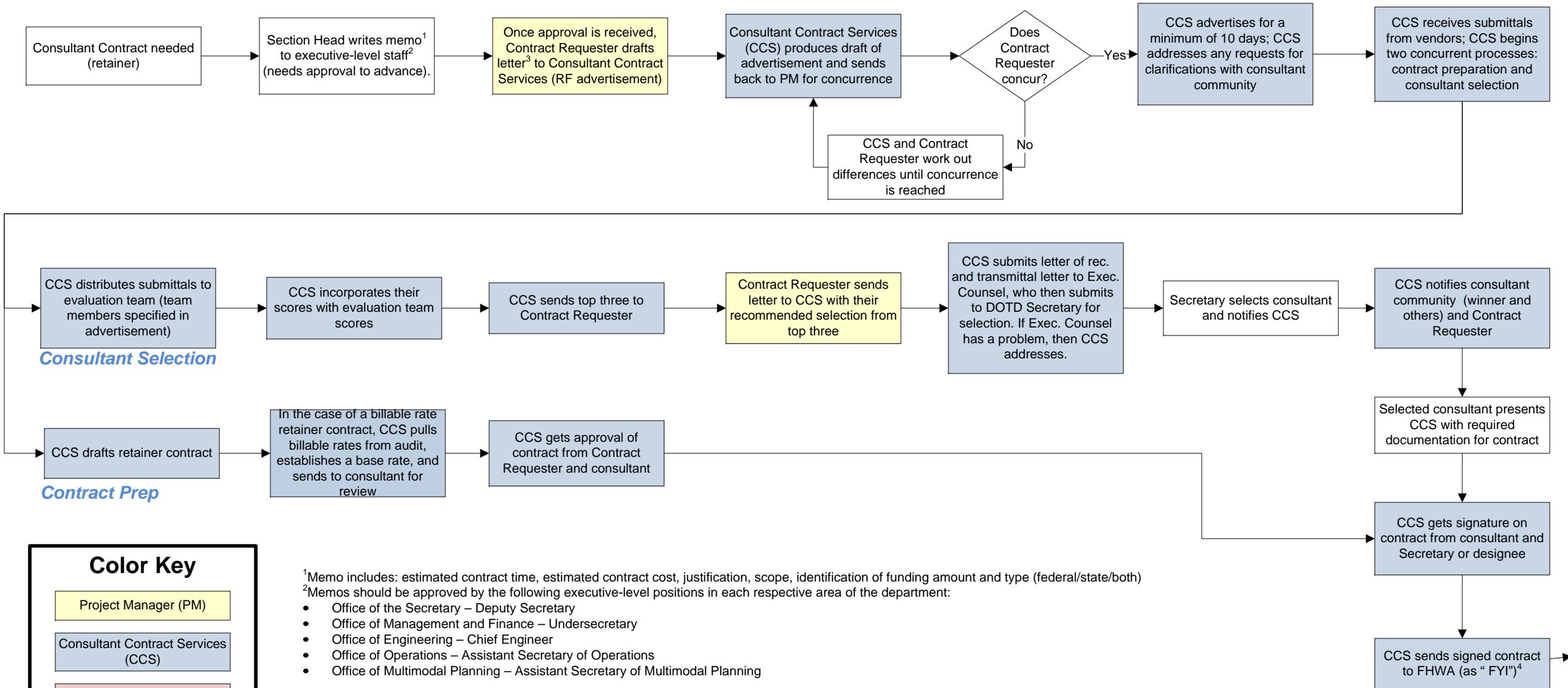


Procuring Title 48 Consultant Contracts (Retainer Contracts/Task Orders) Process

Revised March 2016 (Original April 2012)



Color Key

- Project Manager (PM)
- Consultant Contract Services (CCS)
- Project Finance
- FHWA

¹Memo includes: estimated contract time, estimated contract cost, justification, scope, identification of funding amount and type (federal/state/both)

²Memos should be approved by the following executive-level positions in each respective area of the department:

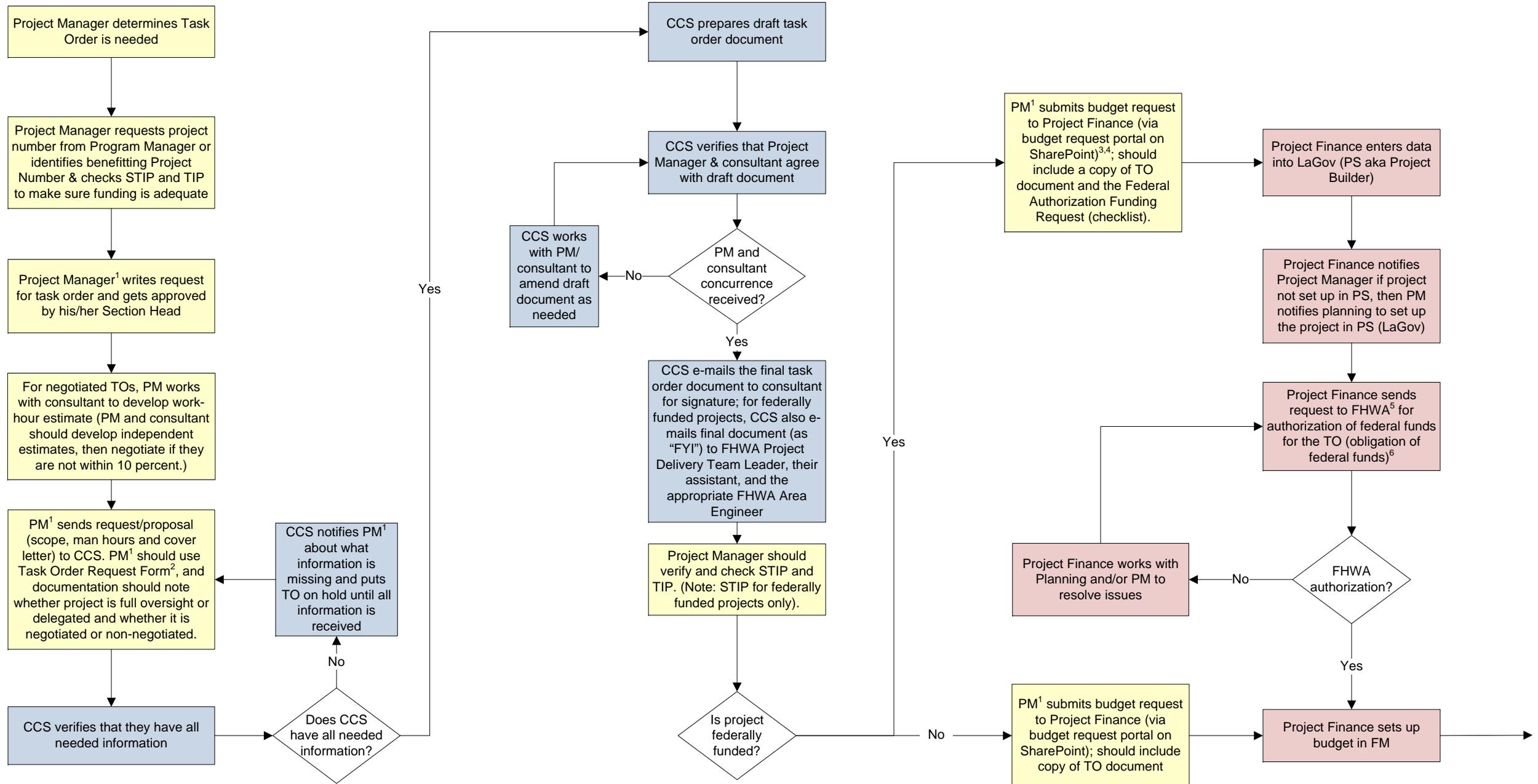
- Office of the Secretary – Deputy Secretary
- Office of Management and Finance – Undersecretary
- Office of Engineering – Chief Engineer
- Office of Operations – Assistant Secretary of Operations
- Office of Multimodal Planning – Assistant Secretary of Multimodal Planning

³Letter includes: scope of services, minimum personnel requirements; Note: CCS has a checklist to spell out what needs to be in letter

⁴Note: CCS should send **every** retainer contract to FHWA as an "FYI"; FHWA no longer needs to review the retainer contracts. FHWA will concur with the associated Task Orders as long as:

- The scope of the TO matches the scope of the retainer contract
- The project is eligible funds
- The consultant is eligible for federal work (not on federal disbarred list)

Task Order Process begins



¹Project Manager may designate to Task Manager or Retainer Contract Manager only if approved by the Head of the Project Management Division (currently Janice Williams). Exceptions will be approved on a case-by-case basis.

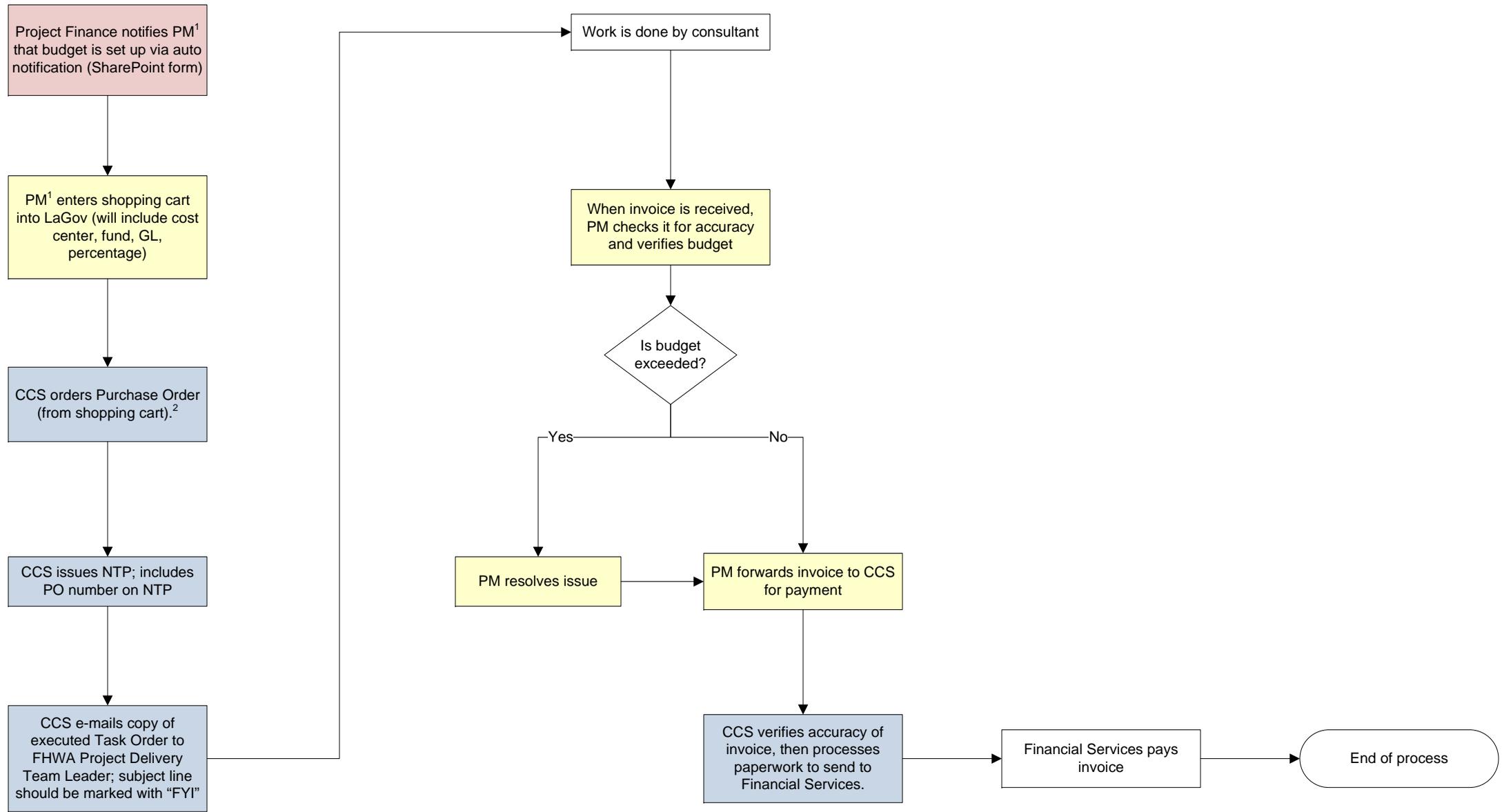
² The "Task Order Request Memo and Form" can be found on the CCS Intranet site, and it includes the full list of required documentation required.

³Budget Request Portal can be found on the DOTD Intranet site (<http://dotdport/applications/br/default.aspx>)

⁴Project Finance will reject the FHWA checklist from PM if it is not complete and signed.

⁵Send to FHWA Financial Specialist – In FMIS, submit Task Order Number and Retainer Contract number in state remarks

⁶For modifications or new Task Orders under an existing authorized phase, a checklist does not need to be sent if FHWA already has a checklist on file.



¹Project Manager may designate to Task Manager or Retainer Contract Manager only if approved by the Head of the Project Management Division. Exceptions will be approved on a case-by-case basis.

²For supplements and supplementary agreements, CCS will use info from shopping cart to add line item to original PO.