

ATTACHMENT 16 SAMPLE WORK ORDER

WORK ORDER	Work Order #	Contract #		
This Work Order is issued under the provisions of the Task Order. The services authorized are within the scope of services set forth in the <i>Purpose</i> of the Work Order.				
Purpose				
Statement of Work Requirements (<i>Uniquely number each requirement</i>):				
 Deliverable(s), Acceptance Criteria and Due Date(s) (<i>Uniquely number each Deliverable</i>):				
Deliverables are subject to review and approval by <<TO Requesting Agency ACRONYM>> prior to payment. (<i>Attach additional sheets if necessary</i>)				
Start Date		End Date		
Cost				
Description for Task / Deliverables	Quantity (if applicable)	Labor Hours (Hrs.)	Labor Rate	Estimate Total
1.			\$	\$
2.			\$	\$
*Include WBS, schedule and response to requirements.		<<TO Requesting Agency ACRONYM>> shall pay an amount not to exceed		\$
Contractor		Agency Approval		
(Signature) Contractor Authorized Representative (Date)		(Signature) TO Manager (Date)		
POC	(Print Name)	TO Manager	(Print Name)	
Telephone No.		Telephone No.		
E-mail:		E-mail:		

**PRICE SHEET (TIME AND MATERIALS) FOR CATS+ TORFP # DHMH/OPASS 17-17559
M00B7400545**

The total class hours (Column B) are not to be construed as “guaranteed” hours; the total number of hours is an estimate only for purposes of price sheet evaluation.

A year for this Task Order shall be calculated as one calendar year from NTP. **Labor Rate Maximums:**
The maximum labor rate that may be proposed for any CATS+ Labor Category shall not exceed the maximum for the CATS+ Master Contract year in effect on the TO Proposal due date.

Offerors shall include proposed labor categories and associated hourly labor rates that may be provided in the delivery of services under this TO Agreement. Offerors note that only one CATS+ labor category rate may be proposed.

Evaluated Price

Job Title from TORFP	CATS+ Labor Category <<Proposed by Master Contractor>>	Hourly Labor Rate (A)	Total Class Hours (B)	Extended Price (C)
Year 1 Mandatory Personnel				
Senior Project Manager (Labor Category: Project Manager)	Insert CATS+ Labor Category	\$	2080	\$
	TOTAL Class Hours		2080	
	Evaluated Price Year 1			\$
Year 2 Mandatory Personnel				
Senior Project Manager (Labor Category: Project Manager)	Insert CATS+ Labor Category	\$	2080	\$
	TOTAL Class Hours		2080	
	Evaluated Price Year 2			\$
Year 3 Mandatory Personnel				
Senior Project Manager (Labor Category: Project Manager)	Insert CATS+ Labor Category	\$	2080	\$
	TOTAL Class Hours		2080	
	Evaluated Price Year 3			\$
Optional Year 1 Mandatory Personnel				
Senior Project Manager (Labor Category: Project Manager)	Insert CATS+ Labor Category	\$	2080	\$
	TOTAL Class Hours		2080	
	Evaluated Price Optional Year 1			\$
Optional Year 2 Mandatory Personnel				
Senior Project Manager (Labor Category: Project Manager)	Insert CATS+ Labor Category	\$	2080	\$
	TOTAL Class Hours		2080	
	Evaluated Price Optional Year 2			\$

Authorized Individual Name

Title

Signature

Company Name

Company Tax ID #

Date

The Hourly Labor Rate is the actual rate the State will pay for services and shall be recorded in dollars and cents. The Contractor shall record the rates for the Optional Personnel found in the following table and also list any other proposed personnel along with their associated rates in the proposed personnel Section in the following table. Offerors should be advised that for evaluation only the rate for the Project Manager shall be used for basis of award. The Hourly Labor Rate cannot exceed the Master Contract Rate but may be lower. Rates shall be fully loaded, all-inclusive, i.e., include all direct and indirect costs and profits for the Master Contractor to perform under the TO Agreement.

Non-Evaluated Price Year 1*

Job Title from TORFP	CATS+ Labor Category <<Proposed by Master Contractor>>	Hourly Labor Rate (A)
Optional Personnel		
Business Process Consultant	Insert CATS+ labor category	\$
Project Control Specialist	Insert CATS+ labor category	\$
Subject Matter Expert	Insert CATS+ labor category	\$
Proposed Personnel		
Proposed Personnel (Offeror to propose CATS+ labor categories required to complete the Scope of Work of a POS implementation).	Proposed CATS+ labor category	\$
		\$
		\$

Non-Evaluated Price Year 2*

Job Title from TORFP	CATS+ Labor Category <<Proposed by Master Contractor>>	Hourly Labor Rate (A)
Optional Personnel		
Business Process Consultant	Insert CATS+ labor category	\$
Project Control Specialist	Insert CATS+ labor category	\$
Subject Matter Expert	Insert CATS+ labor category	\$
Proposed Personnel		
Proposed Personnel (Offeror to propose CATS+ labor categories required to complete the Scope of Work of a POS implementation).	Proposed CATS+ labor category	\$
		\$
		\$

Non-Evaluated Price Year 3*

Job Title from TORFP	CATS+ Labor Category <<Proposed by Master Contractor>>	Hourly Labor Rate (A)
Optional Personnel		
Business Process Consultant	Insert CATS+ labor category	\$
Project Control Specialist	Insert CATS+ labor category	\$
Subject Matter Expert	Insert CATS+ labor category	\$
Proposed Personnel		
Proposed Personnel (Offeror to propose CATS+ labor categories required to complete the Scope of Work of a POS implementation).	Proposed CATS+ labor category	\$
		\$
		\$

Non-Evaluated Price Optional Year 1*

Job Title from TORFP	CATS+ Labor Category <<Proposed by Master Contractor>>	Hourly Labor Rate (A)
Optional Personnel		
Business Process Consultant	Insert CATS+ labor category	\$
Project Control Specialist	Insert CATS+ labor category	\$
Subject Matter Expert	Insert CATS+ labor category	\$
Proposed Personnel		
Proposed Personnel (Offeror to propose CATS+ labor categories required to complete the Scope of Work of a POS implementation).	Proposed CATS+ labor category	\$
		\$
		\$

Non-Evaluated Price Option Year 2*

Job Title from TORFP	CATS+ Labor Category <<Proposed by Master Contractor>>	Hourly Labor Rate (A)
Optional Personnel		

Job Title from TORFP	CATS+ Labor Category <<Proposed by Master Contractor>>	Hourly Labor Rate (A)
Business Process Consultant	Insert CATS+ labor category	\$
Project Control Specialist	Insert CATS+ labor category	\$
Subject Matter Expert	Insert CATS+ labor category	\$
Proposed Personnel		
Proposed Personnel (Offeror to propose CATS+ labor categories required to complete the Scope of Work of a POS implementation).	Proposed CATS+ labor category	\$
		\$
		\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Signature

Date

***Additional Personnel would only be added via the Work Order Process see [Section 3.9](#).**

Instructions: Submit one resume form for each resource proposed. Do not submit other resume formats. Fill out each box as instructed. Failure to follow the instructions on the instructions page and in TORFP may result in the TO Proposal being considered not susceptible for award.

Resource Name:	
Master Contractor:	<insert Master Contractor name> Sub-Contractor (if applicable):
Proposed CATS+ Labor Category:	<proposed by Master Contractor OR agency inserts the CATS+ labor category>
Job Title (As listed in TORFP):	Senior Project Manager

Education / Training (start with most recent degree / certificate)

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

Relevant Work Experience*

Describe work experience relevant to the Duties / Responsibilities and Minimum Qualifications described in Section 3 of the TORFP. Start with the most recent experience first; do not include experience not relevant to the scope of this TORFP; use Employment History below for full employment history. Enter dates as MM/YY – MM/YY. Add lines as needed.

[Organization] [Title / Role] [Period of Employment / Work (MM/YY – MM/YY)] [Location] [Contact Person (Optional if current employer)] [Technologies Used]	Description of Work (recommended: organize work descriptions to address minimum qualifications and other requirements)
[Organization] [Title / Role] [Period of Employment / Work MM/YY – MM/YY] [Location] [Contact Person] [Technologies Used]	Description of Work (recommended: organize work descriptions to address minimum qualifications and other requirements)

*Fill out each box. Do not enter “see resume” as a response.

A) References for Proposed Resource (if requested in the TORFP)

List persons the State may contact as employment references. Add lines as needed.

Reference Number:	1
Date From:	<mm/yy>
Date To:	<mm/yy>
Organization Name:	<insert organization name>
Contact Name:	<insert contact>

Contact Phone:	<insert phone>
Contact e-mail:	<insert e-mail>
Details:	<insert details>

The information provided on this form for this labor class is true and correct to the best of my knowledge (Signatures must be included):

Master Contractor Representative:

Signature Date

Proposed Individual:

Signature Date

Instruction: Sign each form.