Model Staffing Support Task Order

**STATE OF LOUISIANA**

CONTRACT Number {Insert Contract Number}

**TASK ORDER {Insert Task Order Number}**

1. **Task Order**

Be it known, that effective {effective date of Task Order}, the {Using Agency Name} (hereinafter sometimes referred to as “Using Agency”) and {Name of Contractor}, {Address of Contractor} (hereinafter sometimes referred to as “Contractor”) do hereby enter into this Task Order under the following terms and conditions.

1. **Controlling Contract** 
   1. This Task Order {Insert task order number} is issued under the Information Technology Staffing Support contract dated \_\_\_\_\_\_, 2019 (“Contract”) between the State of Louisiana, Division of Administration, Office of Technology Services (herein sometimes referred to as the “State” or “OTS”) and Contractor. All terms and conditions of the Contract are hereby incorporated by reference in this Task Order.
2. **Background and Objective**
   1. This Task Order provides authorization and funding to perform IT Staffing Support services under the Contract from {beginning date of work on this Task Order} through {End date of work on this Task Order; not to be beyond July 31, 2024}.
   2. Contractor shall provide temporary IT personnel (Contract Staff) to serve as {list job titles of Contract Staff}.
   3. The Using Agency has designated the {Name or Title of person serving as Project Manager} to serve as the Using Agency’s Project Manager for the engagement authorized by this Task Order.
   4. Services shall be performed {offsite/onsite} at {location work is to be performed}.
3. **Statement of Work**
   1. This Statement of Work (SOW) defines the tasks to be performed by Contractor under the terms and conditions of the governing Contract. Contractor shall provide Contract Staff to augment Using Agency staff in the Staffing Support Area identified in the governing Contract. Services will be provided on the basis of time as specified in Section 7 of this Task Order.
   2. The following table provides a summary of the Contract Staff’s duties:

|  |  |  |
| --- | --- | --- |
| **Service Area** | **No. of**  **Positions and Job Category/Title** | **Responsibilities** |
| ? | List One (1) Job Title here | * ????? |

1. **Deliverables**
   1. Contract Staff: Because this is a staffing support services engagement, the Contract Staff are the deliverables. The Using Agency has previously issued a Task Order Request for Response (TORFR) as required by the Contract; {Name of Contractor}responded by submitting resumes for specific Contract Staff. Submittal of resumes in response to a Contract Staff request constitutes a thirty (30) day guarantee of those Contract Staff’s availability to the Using Agency, unless precluded by resignation, illness, or death. By issuance of this Task Order, the Using Agency has accepted Contractor’s offer of the Contract Staff secured for job title(s) listed below.

|  |
| --- |
| **Job Title** |
| JOB TITLE LIST  JOB TITLE LIST |

* 1. Required Reports:
* Contractor shall submit a weekly status report to the Using Agency’s Project Manager that lists completed and on-going project activities including project risks, if any.
* Contractor will submit weekly time sheets to the Using Agency Project Manager for hours worked on assigned tasks. Invoices will be based on time sheets that were approved by the Using Agency Project Manager.

1. **Deliverable Acceptance** 
   1. General – Work performed on a contract staff basis in the absence of formal deliverables will be accepted if it has been performed in accordance with the applicable task completion criteria specified in the task assignment.
   2. Submittal and Review – The Using Agency will review any formal deliverable within ten (10) business days after the deliverable is submitted to the Using Agency Project Manager. Failure to deliver all or any essential part of a deliverable shall be cause for non-acceptance.
   3. Notification of acceptance or rejection – If no notification is delivered to the Contractor within the ten (10) day review period, the deliverable will be considered approved. If the Using Agency disapproves a deliverable, the Using Agency will notify Contractor in writing of such disapproval, and will specify those items which, if modified or added, will cause the deliverable to be approved.

Contractor will resubmit any disapproved deliverable and the Using Agency Project Manager will review the modifications within five (5) business days. If no notification is delivered to the Contractor within five (5) business days, the deliverable will be considered approved. If the Using Agency disapproves the re-submitted deliverable, the Using Agency will notify the Contractor in writing of any additional deficiencies resulting from the modifications. The parties agree to repeat this process as required until all such identified deficiencies are corrected or a determination of breach or default is made.

1. **Compensation and Maximum Amount of Task Order**
   1. Total estimated hours and cost by Job Category are indicated below, based on the hourly rates established in the Contractor’s response to the TORFR. The hourly rates shall not exceed the rates listed in **Attachment C: Hourly Rate Table** of the Contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Category/Title** | **Rate** | **No. Hours** | **Cost** |
| ????? | $???.00 | ???? |  |

1. **Assumptions and Conditions**
   1. Contract Staff shall be capable of communicating in fluent English both verbally and in writing.
   2. Contractor must maintain all records related to work performed and effort expended and must make such records available for audit purposes.
   3. Contractor shall maintain safeguards and take commercially reasonable technical, physical and organizational precautions to ensure that the State’s data is protected from unauthorized access and disclosure in accordance with the State’s current and published Information Security Policy.

IN WITNESS THEREOF, this Task Order is signed and entered into on the date indicated below:

CONTRACTOR USING AGENCY

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

Contractor’s Signature Using Agency’s Signature

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name, Title Printed Name, Title

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_