

APPENDIX H

WORK ORDER REQUIREMENTS

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I. Work Order Limits:

1. The work defined within a Work Order must fall under one or more of the Tasks as noted in the RFP, Part IV, Work Statement, IV-4, Tasks.

II. Work Order Initiation:

1. A Work Order will be initiated by PennDOT's Project Manager by defining an observed need that can be addressed under the scope of work.
2. PennDOT's Project Manager will then discuss the required scope of work with the Contractor. The Contractor will provide a draft, unexecuted copy, of the Work Order to PennDOT's Project Manager.
3. All Work Orders will be negotiated.
4. Once the Work Order is established and accepted by PennDOT's Project Manager, the Work Order will be executed.

III. Work Order Format:

1. A Work Order shall contain an "authorization page".
2. The work to be completed through a Work Order may be deliverable based and/or establish payment benchmarks. All Work Orders containing a Scope of Work that is accepted by PennDOT, shall contain specific deliverable(s). Work Orders shall clearly define each deliverable and payment terms to be made upon completion and acceptance by PennDOT for the defined deliverable (refer to **Part IV-3 – Requirements** for invoice information). Benchmarks will be identified during negotiation when a single Work Order provides for more than one (1) clearly defined benchmark. Each identified benchmark within a Work Order will be considered a separate deliverable with payment made upon completion and acceptance by PennDOT of the identified benchmark.
3. The Work Order must specify deliverables, a cost for each deliverable, quantity of deliverables, and completion date for deliverables.
4. The Work Order must also incorporate progress reports, project management aids, meetings and other requirements as specified by PennDOT. The Contractor must provide a project time-line showing major activities and time allotted to these activities. The time frame of the work order must incorporate adequate review times as specified by PennDOT.
5. Costs must be itemized by key personnel and hourly rate (which includes all overhead costs, fixed fee, etc.). The hourly rate must be equal to or lower than those presented in the cost proposal. Also subcontractor and miscellaneous items must be itemized and

listed. All costs must be equal to or lower than those presented in the cost proposal, which has been incorporated and made part of this contract.

Note: PennDOT will not reimburse the Contractor for any costs related to the preparation of Work Orders.

IV. Work Order Execution:

1. Upon agreement of the proposed Work Order between PennDOT's Project Manager and the Contractor's authorized representative, both parties will sign the Work Order Authorization Form. PennDOT's Project Manager will provide the signed Work Order and any supporting documentation to his/her Procurement section for processing. Execution by PennDOT shall consist of a fully executed Purchase Order referencing the approved Work Order and its supporting documentation.
2. No work is authorized to begin before a fully executed Purchase Order is provided to the Contractor. The fully executed Purchase Order will act as the formal Notice to Proceed. The Notice to Proceed beginning and end dates will be identified on the fully executed Purchase Order.

V. Work Order Modifications:

1. Changes in scope of work, cost, and/or time extension requests require a formal change order request. The change order request shall be a consecutively numbered Work Order Authorization Form sent by the Contractor to PennDOT's Project Manager describing the proposed change. Upon acceptance by PennDOT's Project Manager, the fully executed Purchase Order will be updated. PennDOT's Project Manager will provide a copy of the updated Purchase Order to the Contractor as the formal Notice to Proceed. No work is authorized to begin before an updated Purchase Order is provided to the Contractor.

VI. Substitution or Addition of Personnel:

1. Changes in personnel shall be done following the procedure as described in the RFP, Part IV, Work Statement, IV-3, Requirements before a Work Order will be executed.

VII. Work Order – Failure to Complete, and Work Order Termination:

1. Refer to Default and Termination provisions of Appendix C, Standard Contract Terms and Conditions, of the RFP.