

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

FORM OF TASK ORDER [NUMBER]  
Contract No. DCAM-18-NC-0028[\_]

[DATE]

**THIS TASK ORDER [NUMBER]** is issued by the Government of the District of Columbia, acting by and through its **DEPARTMENT OF GENERAL SERVICES** (the “Department” or “DGS”) to the contractor listed below. Assuming this Task Order is signed by the Contractor without modification of any kind, it shall constitute a binding legal contract between the Department and the Contractor. The terms of Task Order are as follows:

- 1. Contractor.** This Task Order is being issued to [INSERT CONTRACTOR] (“Contractor”) under IDIQ Contract No. DCAM-17-NC-0003[\_].
- 2. Items Purchased.** The Contractor shall provide [INSERT PROJECT NAME AND LOCATION] as described in the Invitation for Bid (“IFB”), Scope of Work and Contractor’s Quote (Exhibit A), in accordance with the Terms and Conditions set forth in IDIQ Contract No. DCAM-18-NC-0028[\_].
- 3. Price.** The Contractor will be paid a Total Not-To-Exceed lump sum of [INSERT LUMP SUM AMOUNT] as described below and in accordance with the firm on fixed, fully loaded Time & Materials/hourly labor rates established in IDIQ Contract No. DCAM-18-NC-0028[\_] [Base Year or OY Period] (Exhibit B).

Lump-sum Labor Cost:	\$0.00
Cost Reimbursable Supply Cost:	\$0.00

In no event shall the Contractor be paid more than this amount unless the Contractor is authorized to exceed this limit in advance and in writing by a DGS Contracting Officer.

- 4. Completion Date.** This Task Order serves as the Contractor’s Notice to Proceed. The work that is the subject of this Task Order shall be completed [INSERT DATE].
- 5. Insurance.** At all times while working under this Task Order Agreement, the Contractor shall maintain insurance coverage in the amounts described in Section 11.1 (Insurance) of the contract.

**6. Project Manager for this Task Order is:**

[INSERT NAME]  
[TITLE]  
[PHONE]  
[E-MAIL]

- 7. Billing.** The Contractor shall submit invoices to the Department on a monthly basis. Each such invoice shall itemize all goods and services provided during the previous month and include a valid

Purchase Order Number. The Department will no longer accept hardcopy invoice submittals; going forward all invoices must be submitted electronically through the EASI Pay Portal on the Department Website at <https://dgs.onbaseonline.com>. The following address should be referenced for all Invoices:

Department of General Services  
Office of the Chief Financial Officer  
2000 14th Street N.W. | 5th Floor  
Washington, D.C. 20001

EASI First time users will be prompted to register for Portal access; for assistance with the registration process, technical assistance and or additional information on the EASI Pay Portal, please contact the Portal Help Desk at (301) 563-3025.

- 8. Invoices.** All invoices shall be submitted directly to the Department to the EASI Pay Portal. Properly prepared invoices with the necessary backup shall be paid within thirty (30) days of receipt. Invoices not paid by that date shall bear interest in accordance with the Quick Payment Act.
- 9. Terms & Conditions.** The Standard Contract Provisions for use with Specifications for District of Columbia Government Supplies and Services Contracts dated January 14, 2016 are incorporated by Exhibit \_\_ into this Task Order No. \_\_.
- 10. Order of Preference.** The following documents are incorporated into this Task Order Agreement in the following order of precedence:
- This Task Order No. [ ]
  - The Scope of Work and Contractor's Task Order Quote (Exhibit A)
  - DCAM-18-NC-0028 Firm fixed, fully loaded Time & Materials/hourly labor rates, Exhibit (B)
  - Contract No. DCAM-17-NC-0028[ ]

**ISSUED BY:**  
**DEPARTMENT OF GENERAL SERVICES**

**By:** \_\_\_\_\_  
**Name:** Contracting Officer Name  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**ACCEPTED BY:**  
**[CONTRACTOR NAME]**

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

SAMPLE - FOR REFERENCE ONLY!