

TASK ORDER NO. ____
CONTRACT NO. **DCAM-21-NC-RFP-0011**_
Temporary Staffing Services

Date: _____, 202__

RK _____

THIS TASK ORDER NO. ____ 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 No. __ 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 this Task Order No. __ are as follows:

- 1. Contractor.** This Task Order No. ____ is being issued to _____ (“Contractor”) under **Contract No. DCAM-21-NC-RFP-0011**__ (“Contract”).
- 2. Services Purchased.** The Contractor shall provide _____ Temporary Staffing Services for assignment under specified locations outlined in *Exhibit A – SOW* and in accordance with the Terms and Conditions of the IDIQ Contract No.: DCAM-21-NC-RFP- 0011__.
- 3. Price.** The Contractor shall be paid for all temporary staffing services in accordance with the hourly labor rates established under _____ rate schedule incorporated here as Exhibit B. The total Not-To-Exceed value of this Task Order No. ____ is\$_____.

In no event is the Contractor or Program authorized to modify services described herein, thus the Contractor **will not be paid** more than lump-sum, aggregate value of \$_____ unless the following is complete: The Contractor is authorized to change these orders and exceed the established limit of the agreement in advance through the expressed written approval of the DGS’ Contracting Officer, issued and executed under a Modification against the original Task Order No. __. **The vendor is hereby made aware that only the Contracting Officer is authorized to issue Task Orders under the Contract, and the Department shall have no obligation to provide or remit compensation to the vendor for any work, materials, or supplies that the vendor provides contrary, beyond, or outside of that parameter and understanding of this Task Order No. . The vendor should always take care to receive Task Order instructions from the Contracting Officer, versus any non-authorized personnel of the Department.**

4. **Period of Performance/Completion Date.** The Period of Performance for the services subject to this Task Order No. ____ shall begin from date of Execution and end on or before _____, 202__.
5. **Project Manager.** The Project Manager and Point of Contact for this Task Order is:

COTR

- SAMPLE
6. **Payment and Performance Bond.** The Contractor shall be required to provide payment and performance bonds, each having a penal value equal to 100% of the Task Order amount prior to performing any work on the contract. All bonding companies must be licensed to conduct business in the District of Columbia and be included on the Department of Treasury's Listing of Approved Sureties website.
 7. **Insurance.** Under this Task Order No. ____, the Contractor shall maintain insurance coverage at all times, in the amounts described in Section H (Insurance and Bond Requirements) of the IDIQ Contract No.: DCAM-19-NC-RFP-0011__.
 8. **Billing.** The Contractor shall submit invoices via the DC Vendor Portal. All Contractors are required to register for access to the DC Vendor Portal at <https://vendorportal.dc.gov>; for assistance with the registration process, technical assistance and or additional instructions please call (202) 741-5200, or submit an inquiry via <https://vendorportal.dc.gov/ContactUs>.
 9. **Invoices.** All invoices shall be submitted directly to the Department to the DC Vendor 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.
 10. **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 reference* into this Task Order No. ____.
 11. **Order of Precedence.** The following documents are incorporated into this Task Order No. ____ in the following order of precedence.

1. This Task Order No. ___
2. Contract No. DCAM-19-NC-RFP-0011___ *incorporated by reference*
3. SOW ***Exhibit A***
4. Price Schedule – ***Exhibit B***
5. District of Columbia Government Supplies and Services Contracts dated January 14, 2016 *incorporated by reference.*

ISSUED BY:
DEPARTMENT OF GENERAL SERVICES

ACCEPTED BY:

By: _____
Name: _____
Title: _____

SAMPLE

By: _____
Name: _____
Title: _____

Date: _____

Date: _____