



## **TASK ORDER FORM** Attachment H

### TASK ORDER (TO) No.:

**ORDERED BY (HAS):** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**DESCRIPTION:** \_\_\_\_\_

**AGREED UPON: START DATE:** \_\_\_\_\_ **COMPLETION DATE:** \_\_\_\_\_

### CONTRACTOR'S PROPOSAL & ACKNOWLEDGMENT OF TASK ORDER

Attach on Contractor's letterhead a full detail of all work to be completed.

Staff Position/Service	HOURS	RATE	EXTENDED \$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		<b>TOTAL:</b>	\$

<b>Authorization by HAS:</b>	<b>Authorization by Contractor:</b>
_____	_____
<b>Signature</b>	<b>Signature</b>
_____	_____
<b>Date</b>	<b>Date</b>

### AGENCY'S EVALUATION OF CONTRACTOR'S WORK PERFORMANCE

1. Rate this Contractor's work performance: **SATISFACTORY** \_\_\_\_\_ **NOT SATISFACTORY** \_\_\_\_\_

2. Justification regarding rating of Contractor's work performance—**JUSTIFICATION MUST BE COMPLETED IF RATED NOT SATISFACTORY.** (Attach supplemental page if necessary).

**Rated By:**

_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Printed Name</b>