

PIKES Task Order

Task Order No:	Part I - CONTRACTOR	Part II - CONTRACT NO.	
PR No:			
Funding No:	Work Title:		
Task Originator:	Code:	Phone:	FAX:
Resource Analyst:	Code:	Phone:	FAX:
Resource Analyst Email:	Task Monitor Email:		
Customer's Email:			

Original Task Order Version ____ of ____ Additional Costs

Note: This Task Order is the following: Replacement Modification No Cost Change Change Order Modification

TASK ORDER APPROVAL (Please sign and date)

Contractor:	Date:
Task Originator:	Date:
Resource Analyst:	Date:
PIKES Task Monitor:	Date:

PART II - a. ACTIVITY INFORMATION:

Event Title: _____

Dates: _____ to _____

Location: _____

A FULL DESCRIPTION OF THE WORK TO BE PERFORMED SHALL BE ATTACHED TO THIS TASK ORDER.

PART II - b. ESTIMATE:

TOTAL DIRECT LABOR: _____

Other Direct Costs (ODCs)

- Participants Travel (Per Diem, airfare, ground transportation) _____
- Material and Equipment (Supplies, Internet charges, equipment rental) _____
- Conference Expenses (Conference Room, AV Equipment, food and beverage) _____
- Miscellaneous (Consultants, honorarium, temps, duplication, phone, badges, shipping) _____
- Contractor's Travel _____

TOTAL ODCs: _____

TOTAL BURDEN: _____

TOTAL FIRM FIXED PRICE: _____

PR TO BE SUBMITTED IN THE AMOUNT OF: _____

The firm fixed price is based upon an award of a Firm Fixed Price Task Order and the requirements as stated in the Statement of Work. In the event of a date change, location change, venue change, change in attendance, or material change in services, or acts of God, a change order to either a positive or negative effect will be required. The Contractor shall notify the COR immediately when and if there is a conference date change, location change, venue change, change in attendance, or material change in services, or act of God that will result in a change order to either a positive or negative effect.

This proposal or quotation includes data that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this proposal or quotation.

c. SCHEDULE OF PERFORMANCE Start Date : _____ Completion Date: _____

PART IV - THIS TASK ORDER IS ISSUED PURSUANT TO THE PROVISIONS OF SECTION B OF THE SUBJECT CONTRACT.

Signature of Contracting Officer (CO)	Date	Typed Name of (CO)
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