## 3

## **APPENDIX A –** CONSULTANT CONTRACT POST AWARD CHECKLIST

|  |  |  |  |
| --- | --- | --- | --- |
| Contract ID No.: | |  |  |
| Cardinal Purchase Order No.: | |  |
| Contract Title: | |  |
| Prime Consultant Firm: | |  |
| Maximum Total Compensation: | |  |
| Contract Execution Date: | |  |
|  | | | |
| **Meeting Preparation** | | | |
|  | Establish date/time/location of meeting | | |
|  | Prepare the agenda | | |
|  | Notify all participants | | |
|  | Gather all documents and templates to be presented during the meeting | | |
|  | | | |
| **Meeting Topics** | | | |
|  | Introductions – roles and responsibilities – communication structure | | |
|  | Scope of the contract | | |
|  | Contract terms/schedule and renewal and escalation process | | |
|  | Contract terms & conditions to emphasize | | |
|  | Task order & assignment processes (CIC billable hours, task order rotation, etc.) | | |
|  | Direct & Indirect Cost (mileage, lease vehicles, cellphones, etc.) | | |
|  | Invoicing requirements | | |
|  | Consultant reporting requirements (man hour, expense, mileage logs, etc.) | | |
|  | Contract modifications and staff additions | | |
|  | Upcoming workload | | |
|  | Overtime | | |
|  | Consultant Performance Evaluations and VDOT performance expectations | | |
|  | Quarterly/As necessary meetings | | |
|  | Title VI & DBE goals | | |
|  | Certificate of Insurance Requirements | | |
|  | | | |
| **On Boarding Considerations** | | | |
|  | Identification/access badge requirements | | |
|  | Laptop/hardware requirements | | |
|  | Software/application requirements (SARA) | | |
|  | Equipment to be provided by the consultant | | |
|  | | | |
| **Post Meeting Considerations** | | | |
|  | Areas requiring resolution | | |
|  | Action items and due dates | | |
|  | Meeting minutes (optional) | | |

**Publications & References**

Shall include but are not limited to the following:

* Code of Federal Regulations 23 CFR 172 – Procurement, Management and Administration of Engineering and Design Related Service Contracts
* Manual for the Procurement & Management of Professional Services, Revised July 2017: <http://www.virginiadot.org/business/gpmps.asp>
* Title 2.2, Chapter 43, as known as *the Virginia Public Procurement Act* (“VPPA”)
* FD-4 VDOT Travel Policy
* IIM-CD-2017-02.01- Consultant Construction Engineering and Inspection Vehicles