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## **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