

**Exhibit “A”
Sample Task Order**

Task Order No.:

Provide description of scope of work, deliverables personnel assigned, fees paid for this Task Order.

You are requested to submit a proposal and project schedule by Proposed Date for the Task Order listed below.

Task Order Name

Name of Task Order (and No.)

Objective

TBD: HCDD will describe what this task will accomplish and will reflect what should be achieved.

Scope

TBD: HCDD will describe the type of work, including the range of tasks, this task order will support. This should link to one or more categories listed in the Contract. Any assumptions about the tasks will be mentioned here.

Consultant Task Order Description

Name of Consultant

TBD

Tasks To Be Performed

TBD

Deliverables

1. TBD within the purview of the Agreement for Financial Services for Disaster Related funding.

Personnel

Resource	Role	Firm	Title	Certifications

Schedule

Phase	Projected Start Date	Projected End Date

Rates

Position	Rate Per Hour*

*Rate per hour as per Contract

Estimated Fees

Proposed and agreed upon fees are based on time and materials. Actual fees will meet or exceed MWBE target of 24%. The estimated fees for the task is \$TBD.

Payment Method

By the 15th Business Day of each month, Consultant shall submit invoices for services performed by Consultant and services performed by any subcontractor within the previous 30 days to HCDD's Project Manager.

City Responsibilities

In connection with Consultant's provision of the services, City will perform the tasks, furnish the personnel, provide the resources, or undertake the responsibilities specified below.

- City will provide complete and accurate governance policies organizational charges and approval matrices, as available.
- City will provide process documentation including current process flows, policies and practices, accounting close calendars and checklists, as available.
- City will provide subject matter experts in functional areas within the scope of this project that are able to allocate time as required, assist with rapid issue resolution and confirm process documentation and transition recommendations.
- City designates a City resource to serve as key contact to Consultant for any data requires and scheduling / coordination of all meetings.
- City reviews and approves deliverables on a timely basis.
- City will provide information requested and meetings scheduled in a complete and timely manner.

Consultant Signature: _____ Date: _____