

Attachment 3 – Sample Task Order

Task Order #Xx - Division

Enterprise Statistician Services

TASK ORDER INFORMATION:

Task Order Number:
Task Order Period of Performance:
Task Order NTE Value: \$

TASK ORDER ISSUED BY:

Universal Service Administrative Co.
700 12th Street NW
Suite 900
Washington, DC 20005

CONTACT INFORMATION:

Universal Service Administrative Co.	[Contractor Name]
Avaneque Johnson	[Name of Contractor POC]
Procurement Specialist	[Title of Contractor POC]
P: 202-916-3485	P: XXX-XXX-XXXX
E: Avaneque.johnson@usac.org	E: [Contractor Email Address]

[CONTRACTOR NAME] SIGNATURE:

Offeror Contact Signature: _____ Date Signed: _____

Printed Name and Title of Contact: _____

USAC SIGNATURE:

USAC Contracting Official Signature: _____ Date Signed: _____

Printed Name and Title of Contact: _____

1. TYPE OF CONTRACT

This is Time & Materials (T&M) task order for Statistician Services for XXXX Program with a not-to-exceed (“NTE”) value of \$XXX. Services shall be performed on a T&M basis using the labor categories and fixed hourly rates set forth in **Attachment 1** of the Contract. USAC will not be obligated to pay Contractor any amount in excess of the NTE amount and Contractor shall not be obligated to continue performance if to do so would exceed the NTE. The fixed labor rates for each labor category shall include all direct and indirect costs, including wages, overhead, general and administrative expenses, materials, travel, labor, taxes, shipping, and profit. Contractors may invoice for up to ten percent (10%) of the total task order value in travel expenses, provided that Contractor complies with [USAC travel policies](#).

2. PERIOD OF PERFORMANCE

The period of performance of this Task Order is TBD. USAC may require continued performance of any Services within the limits and at the costs specified in the Contract. USAC may extend the services more than once, but the total extension of performance hereunder shall not exceed six (6) months.

3. WHERE THE WORK TAKES PLACE

All Services provided pursuant to the Contract must be performed within the United States (including Alaska and Hawaii) or its recognized territories. The Contractor shall perform Services at its own facilities and, when necessary, at the USAC office. USAC may conduct occasional meetings or training at its headquarters located at 700 12th Street NW, Suite 900, Washington, DC 20005 or at the Federal Communications Commission (FCC) offices located at 45 L Street NE Washington, DC 20554. USAC shall provide appropriate office space and appropriate access to its computer network for duties performed at USAC headquarters, if necessary. Each Contractor will be required to complete the [USAC Visitor Form](#) and wear a badge while on premises.

NOTE: Contractor personnel requiring access to USAC IT Systems will be required to sign USAC’s IT Security Rules of Behavior Form and complete mandatory IT Security Online Training.

4. COMPANY PROFILE

USAC is a not-for-profit Delaware corporation, which works under the oversight of the Federal Communications Commission (FCC). USAC is not a federal agency, a government corporation, a government controlled corporation or other establishment in the Executive Branch of the United States Government. USAC is not a contractor to the Federal Government. The Contract awarded as a result of this RFP will not be a subcontract under a Federal prime contract. USAC does,

however, conduct its procurements in accordance with the terms of a Memorandum of Understanding with the FCC, which requires USAC to adhere to the following provisions from the Code of Federal Regulations: 2 C.F.R. §§ 200.318-321; 200.323; 200.325-326 and App. II to C.F.R. Part 200 (collectively “Procurement Regulations”).

5. SCOPE OF SERVICES/DELIVERABLES BY PROGRAM

High Cost Connect America Fund

[Scope of work and deliverables to be added]

Audit and Assurance Division Payment Quality Assurance (PQA)

[Scope of work and deliverables to be added]

6. INVOICES

- A. *Where to Submit Invoices.* Contractor shall submit invoices through the USAC Coupa Supplier Portal (CSP) method or via the Supplier Actionable Notification (SAN) method. The CSP method will require Contractor to register and create an account for the CSP. An invitation link to the CSP may be obtained by emailing CoupaHelp@usac.org. The SAN method will require Contractor to invoice USAC directly from the purchase order (PO) sent by USAC via email. For the SAN method, the USAC email will contain a notification with action buttons which will allow Contractor to create an invoice, add a comment, and acknowledge the receipt of the PO. For assistance on all Coupa related billing questions, Contractor may email CoupaHelp@usac.org. For assistance on all non-Coupa related billing questions, Contractor may email accounting@usac.org.
- B. *Invoice Submittal Date.* Contractor may submit invoices for payment upon completion and USAC’s acceptance of all of the work associated with a Contract or, if the period of performance of a Contract exceeds sixty (60) days, once every thirty (30) days, with the submission of the first invoice no earlier than thirty (30) days after issuance of the Contract.
- C. *Content of Periodic Invoices.* If periodic invoices are submitted for a Contract, each invoice shall include only Services that have been completed and Deliverables that have been accepted as of the date of invoice submission and that have not been billed in a prior invoice.
- D. *Month End Invoice.* Contractor shall provide a monthly invoice by the eighteenth (18th) business day of each month reflecting labor hours expended during the previous month.



The invoice will include:

1. Labor hours expended during the previous month. The labor hour details shall include the employee’s name, labor category, hourly labor rate, and total number of labor hours expended. Any hours that that are not submitted according to this schedule must be reported with justification to James.lee@usac.org, Kianna.Braxton-Johnson@usac.org, and Samuel.Carrington@usac.org for approval of delayed invoicing.

Note: the employee’s name and labor category must match the name and category included in the Final Staffing Plan.

2. Travel expense incurred. Travel expense documentation shall include supporting receipts for travel costs as required by the USAC Travel Expenses Policy. Contractor will save all travel expense documentation in the appropriate folder on BCAP SharePoint.

7. PRICE SCHEDULE

1. Key Personnel

Insert Rows as required

Labor Category	Name of Personnel
Project Manager	
Statistician	

2. Pricing Schedule Labor Hour

Labor Category	Labor Rate (Base Year)	Labor Rate (Option Year 1)	Labor Rate (Option Year 2)	Labor Rate (Option Year 3)	Labor Rate (Option Year 4)
Project Manager	\$	\$	\$		
Statistician	\$	\$	\$		