**TO**: Bruce R. Josephy, Chairman

State Properties Review Board

450 Columbus Blvd., Ste. 202, Hartford, CT 06103

**FROM:** Insert Name, Title

Department of Administrative Services, Construction Services

450 Columbus Blvd., Ste. 1201, Hartford, CT 06103

**DATE:** Enter Date

**SUBJECT:** Request for Approval of Task Letter

**PROJECT TITLE:** Insert Project Title

**PROJECT NUMBER:** Insert Project Number

**ON-CALL CONTRACT NO.:** Insert Contract Number

**TASK LETTER NO.:**  Insert Task Number

Insert Consultant Name, Address, has been selected to provide Insert Consultant Type services for a total fee of Insert value in written form Dollars **($00.00)** for the above referenced task assignment. Please refer to the task letter log for the fee history of task assignments.

DAS negotiated the fee for services.

The subject Contract was signed with the Consultant to provide On-Call Insert Consultant Type services on Enter Date for a total not to exceed fee of Insert value in written form Dollars **($00.00).**

**NOTE to Project Manager: If the On-Call Contract was previously amended (e.g., to extend the expiration date and/or to increase the total value of the contract), you must include the applicable information. See the examples below. Contact OLAPP if you need details. If there are no amendments, delete the examples below. DELETE THIS NOTE AFTER READING:**

EXTENSION OF ON-CALL CONTRACT EXPIRATION DATE: Amendment insert # dated enter date extended the expiration date of the On-Call Contract from insert original expiration date to insert new expiration date.

INCREASE TO ON-CALL CONTRACT VALUE: Amendment insert # dated enter date increased the total value of the On-Call Contract by insert amendment value in written form Dollars ($00.00) to insert new total value in written form Dollars ($00.00).

**TASK ASSIGNMENT DESCRIPTION**:

Provide a brief description of the project and task assignment scope of work. Include the current status of the project and the services to be procured under this task letter.

**Attachments:**

**PM Instructions:**

1. You must attach a copy of the task letter.

2. You must attach a copy of the *most recently approved and* ***signed by the Deputy Commissioner*** form “1105 Capital Project Initiation Request”.

3. **IF THERE HAS BEEN A CHANGE IN THE BUDGET (including any changes to the budget, fees, and/or categories), you must complete and attach a copy of form “1130 Project Budget”. If there have been *no* changes to the budget, do *not* attach form “1130 Project Budget”.**

4. Delete these instructions!

|  |  |
| --- | --- |
| ⌧ | Copy of Task Letter No. Insert Task Number. |
| ⌧ | 1105 Capital Project Initiation Request (most recently approved ***and DAS SIGNED*** version) |
|  | 1130 Project Budget (only required if there have been changes to the budget) |

**FOR STATE PROPERTIES REVIEW BOARD:**

Request for approval of Task Letter No. Insert Task Number for Insert Consultant Name, Address to provide Insert Consultant Type services for Insert Project Number.

Please indicate your recommendation below:

1. Approved
2. Rejected

3. Returned for Clarification

State Properties Review Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bruce R. Josephy, Chairman Date

xc: Project Manager

OLAPP Legal Unit

Team File