Enter Date

Insert DAS/CS PM Name

DAS Project Manager

450 Columbus Boulevard, Suite 1201

Hartford, CT 06103

Re: Request for Reactivation of the On-Call Task Assignment for Project No. Insert Project # - Insert Project Name.

Insert DAS/CS PM Name:

In a letter dated Enter Date, the Commissioner of the Department of Administrative Services (hereafter the “Commissioner”), at the request of the Insert User Agency Name (hereafter the “Insert User Agency Acronym”), suspended indefinitely all of the services that Insert Consultant Name was to perform under the provisions of On-Call Contract No.: Insert On-Call Contract Number, Task No. Insert Task No.. The effective date of suspension was Enter Date.

The Insert User Agency Acronym understands that under the provisions of On-Call Contract No.: Insert On-Call Contract Number that the Commissioner may reactivate any assigned work covered by the Contract, in whole or in part, at the request of the Insert User Agency Acronym. Should reactivation take place within one year from the time the work was suspended, any fees paid to the Consultant pursuant to said Contract shall be applied as payment on the fees for the work at the time of reactivation. Should reactivation occur after a period of suspension exceeding one (1) year, the Consultant and the State may renegotiate the fees for the work based on current conditions or either may unilaterally elect to terminate the remaining work under the task assignment.

At this time, the Insert User Agency Acronym does hereby request reactivation of On-Call Task Assignment No. Insert Task No. assigned to Insert Consultant Name under the provisions of Contract No. Insert On-Call Contract Number for the above referenced project.

Sincerely,

Insert Authorized Representative Name

Insert Authorized Representative Title

cc Craig Russell, Director Project Support Services, [craig.russell@ct.gov](mailto:craig.russell@ct.gov)