

**CITY OF SANDY SPRINGS  
 GENERAL GOVERNMENT SERVICES  
 TASK ORDER**

<b>Title:</b>	Communications-TSPLOST	<b>Task Order Number:</b>	TCM-FY20-01
<b>Applicable CLIN:</b>	0001, 0007, 0008	<b>Issue Date:</b>	June 19, 2019
<b>Period of Performance:</b>		July 1, 2019 – June 30, 2020	
<b>Issued To:</b>			
<b>Requirements (SOW Reference):</b>		WBS 6.0 – WBS 6.4 <sup>1</sup>	
<b>Workload</b> <i>(specified by City)</i>			
<b>Item and Quantity</b>			
<b>Community Relations (WBS 6.1)</b>			
Serves as onsite communications representative on specified construction projects, communicating with key stakeholders			
Meets with landowner/land owner groups (i.e. HOA & Condo Assoc.) to introduce and update status of construction projects			
Updates City's website construction project pages, including, but not limited to construction impact map			
Assists in coordinating outreach and communications under direction of Community Relations Manager			
Serves as liaison between various city departments, working with construction project managers to coordinate outreach			
Assists in planning public input meetings, including on site participation			
Ensures a high level of customer service to internal and external customers			
Helps maintain a favorable public image for the City			
Assists with emergency activations as needed under direction of the Communications Director			
<b>Deliverables</b> <i>(specified by City)</i>			
<b>Data Item Description</b>		<b>Data Item Number</b>	<b>Submission Frequency</b>
For all WBS elements under Communications, the Contractor shall be required to produce documents including, but not limited to, reports, correspondence in all forms (written, e-mail, etc.), plans/updates, as required in ordinary course of business or as directed by City Manager.			
<b>Community Relations (WBS 6.1)</b>			
Week in Review		DI-COSS-GS-001	Weekly
E-Blast Newsletter		DI-COSS-GS-002	Monthly
<b>Performance Metrics</b> <i>(completed by Offeror)</i>			
<b>Special Considerations</b>			
<b>Key personnel:</b>		<i>ENTER NAME HERE -Community Relations Manager TSPLOST</i>	

<sup>1</sup> WBS references are to the General Government Services Statement of Work (SOW) attached to this Task Order

General Government Services Task Order  
Communications-TSPLOST

<b>City-Furnished Property:</b>	All office supplies, furniture, fixtures, equipment, motor vehicles, computer hardware and software will be provided by the City.		
<b>Travel:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0007 of the General Government Services Base Contract.		
<b>Training:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract.		
<b>Other:</b>	Other cost reimbursable items, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract.		
<b>Level of Effort and Fixed Price</b> <i>(completed by Offeror)</i>			
<b>Contract Labor Categories</b>	<b>FTE</b>	<b>FBR<sup>2</sup></b>	<b>Labor Category Price</b>
<b>Total FTE:</b>		<b>Total Maximum Price:</b>	
<b>Issued To:</b>			
<b>City of Sandy Springs Approval:</b>			
<b>Date:</b>			
<b>Attest:</b>			

<sup>2</sup> See Section B.5 of the Base Contract for not to exceed fully burdened labor rates.

**ATTACHMENT 1  
TO COMMUNICATIONS  
TASK ORDER**

**STATEMENT OF WORK**

See Section J – Attachment 01 for  
Statement of Work