

**CITY OF SANDY SPRINGS
FINANCIAL SERVICES
TASK ORDER**

Title:	Financial Services	Task Order Number:	TFS-FY20-01
Applicable CLIN:	0001, 0002, 0003	Issue Date:	June 19, 2019
Period of Performance:		July 1, 2019 – June 30, 2020	
Issued To:			
Requirements (SOW Reference):		WBS 3.0 – WBS 3.5 ¹	
Workload			
<i>Item and Quantity</i>			
Purchasing (WBS 3.2)			
Approximately 65 purchase requisitions processed monthly; under 5 days between receipt of requisition to purchase order issuance for informal purchases; under 35 days between receipt of requisition to purchase orders and/or contracts for formal bids/solicitations			
Approximately 10-12 procurement bids prepared and released monthly			
Approximately 10-12 contracts prepared monthly			
1,500 active vendors, including those for police, fire and all other City departments			
Oral quotes obtained for services and goods less than \$5,000			
Written quotes obtained for services and goods from \$5,000 up to \$100,000			
Formal bid process employed for services and goods \$100,000 and over			
Council must approve contracts of \$250,000 or more			
Deliverables			
In addition to the specific data item descriptions below, for all WBS elements under Financial Services, the Contractor shall be required to produce documents including, but not limited to, reports, correspondence in all forms (written, e-mail, etc.), plans and updates, as required in the ordinary course of business or as directed by the City Manager.			
<i>Data Item Description</i>		<i>Data Item Number</i>	<i>Submission Frequency</i>
Purchasing (WBS 3.2)			
Outstanding PO Reconciliation Report		DI-COSS-FS-005	Annually
Performance Metrics			
<u>Purchasing:</u>			
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¹ WBS references are to the Financial Services Statement of Work (SOW) attached to this Task Order

Special Considerations			
Key personnel:	<i>(ENTER NAME) - Purchasing & Contract Specialist</i>		
City-Furnished Property:	All office supplies, furniture, fixtures, equipment, motor vehicles and computer hardware and software will be provided by the City.		
Travel:	A cost reimbursable item, as approved by the City pursuant to CLIN 0002 of the Financial Services Base Contract.		
Training:	A cost reimbursable item, as approved by the City pursuant to CLIN 0003 of the Financial Services Base Contract.		
Other:	Other cost reimbursable items, as approved by the City pursuant to CLIN 0003 of the Financial Services Base Contract.		
Level of Effort and Fixed Price			
Contract Labor Categories	FTE	FBR²	Labor Category Price
Contract Specialist	1.0	\$	\$
		Premium for overtime and shift differential	\$
Total FTE:	1.0	Total Maximum Price:	\$
Issued To:			
City of Sandy Springs Approval:			
Date:			
Attest:			

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