QUICK REFERENCE GUIDE:

JOCC – Re-Issuing Task Orders

Background:

When a task order is revised a new re-issued task order will need to be created in AWP.

Roles:

Construction Office Engineer, Construction Project Engineer

Navigation:

Updating the Project

Contract Administration > Contract

1. From the Contract Administration Summary click the **Projects** Quick Link.
2. Select the **Project** link that matches the Program Code the Task Order is using
3. Update the **JOCC Task Order NO** field to the revised Task Order NO from the "Task Order Invoice and Summary" form.

Creating a Re-Issued Task Order

Contract Progress > Contract

4. Select the **Change Orders** tab and click the **Add** button.
5. In the General tab, toggle the **Change Order Type** to *JOCC – Job Order Construction Contract Work Order*
6. Enter the re-issued Task Order NO from the Sequential Invoice of the Task Order, in the **Assigned Change Order Number** field and enter a summary of the work detailed in the Task Order's RFP in the **Summary of Changes(s)** field.
7. Click **Save**.

New Items

Note this will be only for new items added in the re-issued task order. Existing items added by previous versions of the Task Order do not need to be re-created.

8. Click the **Select New Item** button to open a modal window.
9. In the Select New Item window, press enter in the **Reference Item** autocomplete and select **JOCC Task Order Item.**
    a. If there is more than one item on the Task Order select the next item in sequential order.
10. Select the correct **Project ID**.
11. Click the **Add to Change Order** button at the bottom of the modal window.
12. Enter the **Quantity** (the total dollar amount), **Funding**, **Unit Price** (enter 1), and **Supplemental Description** (this should be the "Description of Services" the task from the task order form).

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Time Adjustments

13. If the re-issued Task Order does not change any contract times specified in the previous version of the Task Order skip to step 20.
14. Click the **Select Contract Time** button to open a modal window.
15. Click **Show first 10** to display all contract times and select the **Completion Date**.
16. Click the **Add Time Adjustments to Change Order** button at the bottom of the modal window.
17. Enter the **Adjusted Completion Date** for the contract time.
18. Click **Save**.
19. Repeat steps 13 – 18 for any additional Contract Times affected by this Change Order.

Submitting & Approving a Task Order

20. Prior to submitting for approval, ensure that the Task Order has been entered correctly and that all tasks and dollar values are correct. After the Task Order is fully approved no changes or corrections can be made.
21. On the Contract Change Order Summary, click the **Component Actions Menu** in the upper right corner of the Tasks section, and
22. Select **Submit For Approval**. The system will change the Status of the Task Order to Pending Approval.
23. Review the Task Order once more to ensure the information has been entered correctly.

Next Steps:

To add more Task Orders, repeat this QRG. To continue approving a Task Order follow the *Change Orders – Reviewing and Approving* QRG