**FINANCE FORMS:**

**FARA SUBMITTAL @ PRB APPROVAL**

**Task Order Initiation Guide**

**Timeline:**

- **0 Days:** Development of Scope/Schedule/Budget.
  - Project Framework Form is complete.
  - Selection of Consultant
    - Consultant notified of new Task from Contract Mngr.

- **10 Days:** Stakeholder Kickoff Meeting
  - Meeting was held to finalize scope items with necessary stakeholders.

- **17 Days:** Development & Submittal of 1st Cost Proposal
  - PMG Received Cost Proposal from consultant.

- **22 Days:** ADOT Review & Comments
  - Include ECS Initial Compliance Review (BECO).

- **29 Days:** Final Negotiation & Final 2nd Cost Proposal
  - PMG

- **34 Days:** ADOT Review & Compilation of TO Modification & Signatures
  - ECS

**Note:**
- PRB APPROVAL
- Project Framework Form
  - DICE (ADOT ESTIMATE)
  - ADOT PM Consultant Hours Estimate
  - Establish Project Team
  - Provide PRO (Seth K) Project Framework Form
  - PRO send email to notify Consultant of Task Order

- Stakeholder Meeting Agenda Form
  - Meeting to happen within 10 days of notification

- ADOT PM to submit to:
  - ECS (Review: rates, direct exp, subs)
  - Technical groups

- Consultation
  - Compile: ‘Modification Checklist’
  - T3 review/signature
  - Submit to Cheryl for scanning and submittal to ECS.

**Finance Approval/ Funds Available**