

Task Order Procedures

In an effort to ensure that agencies of the Commonwealth have access to training and other employee development programs – at the best price, the Department of Human Resource Management (formerly Department of Personnel & Training) has entered into “Pricing Agreements” with providers of these services. Attached is a listing of the courses that are available as of July 1, 2000, and contact information for each. This list will be updated to add or remove vendors on an as-needed basis and notification of any changes to this list will be issued as timely as possible.

The following chart identifies the responsibilities of the contracting agency, DHRM, and the vendor relating to **agency procurement of courses on the approved listing**:

Procuring the Course/Workshop	Responsibility of:		
	Agency	DHRM	Vendor
Determine training/employee development course needed	X		
Contact vendor and make all arrangements (dates, times, location, equipment needs, contingency in case of cancellation, etc.)	X		
Complete a “Task Order” as written confirmation of the agreement between the contracting agency and the vendor. (A blank “Task Order” can be obtained from DHRM’s Web site or by contacting Linda Sledge at 225-2157 or via email at linda.sledge@dhrm.virginia.gov) (One Task Order per occurrence-with signature of individual authorized to commit agency funds for these services)	X		
Completed “Task Order” forwarded to DHRM for authorization and verification of adherence to agreement. May be submitted by email to Linda Sledge (linda.sledge@dhrm.virginia.gov) or Delores Elmore (delores.elmore@dhrm.virginia.gov) or by fax (786-9127).	X		
DHRM reviews Task Order for compliance with all requirements of the Pricing Agreement		X	
Completed Task Order, approved by DHRM, forwarded to vendor		X	
Vendor agrees to Task Order as written, enters their signature as agreement and acceptance of terms. (If discrepancies exist, vendor must contact agency for clarification. The agency will then notify DHRM of any changes or submit a revised Task Order.)			X
Complete, signed Task Order returned to DHRM			X
DHRM provides agency with a copy of the finalized Task Order for their records.		X	

Instructions for Procurement of
Vendor Training

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Other Administrative Items	Responsibility of:		
	Agency	DHRM	Vendor
DHRM provides agency with (1) a copy of the participant evaluation form and (2) a facility/class evaluation form for completion by the instructor.		X	
A copy of the Participant Evaluation Form is made for each course participant. Copies are provided to the facilitator for distribution during the course.	X		
Completed participant evaluation forms are collected and given to the agency representative, along with the facility/class evaluation form completed by the instructor/facilitator.			X
Completed participant and instructor/facilitator evaluation forms are provided to DHRM within (3) workdays of completion of the course.	X		
A copy of the sign-in sheet for each day of the course is provided to DHRM within three (3) workdays of completion of the course.	X		
Evaluations are analyzed and results are provided to the agency and the vendor.		X	
Vendor provides agency with an invoice for services rendered			X
Invoice is processed for payment by the contracting agency	X		

Procuring training not on the attached listing of approved courses:

If your agency needs to procure training or other employee development services that are not yet on the listing of vendors and courses, please contact Delores Elmore at (804) 225-2019 (or delores.elmore@dhrm.virginia) or visit DPT's Web site (www.dhrm.virginia.gov) for procedures required by vendors to have courses approved for agency use.

Task Order for Obtaining Vendor-Provided Training

In accordance with the Task Order Procedures for obtaining vendor-provided training, please complete the following:

<u>Agency Number:</u>	<u>Agency Name:</u>
<u>Agency Mailing Address:</u>	<u>Agency Billing Address:</u>
<u>Contact Person:</u>	<u>Telephone Number:</u>
<u>Date of Agreement:</u>	<u>Date course to be delivered:</u>
<u>Course:</u>	<u>Delivery Location:</u>
<u>Vendor Name:</u>	<u>Number of Participants:</u> <u>Cost per participant: \$_____</u>
<u>Name of Facilitator:</u>	<u>Travel, meals, & incidentals</u> <u>(if agency approved):</u> \$
	<u>Total Cost:</u> \$
<u>Additional/Special Arrangements:</u>	

The completion of this form provides confirmation of the agreement between the contracting agency and the vendor to provide the services identified above.

Name of Authorizing Individual Telephone No. Date
(**Signature**, if not emailed)

After agency signature, forward to the Department of Human Resource Management (DHRM) for approval and vendor contact.

This agreement is in accordance with all conditions of the Pricing agreement between DHRM and the vendor.

_____ DHRM Approval/Initial

_____ I agree to the terms noted above.
(If there is a discrepancy, the vendor must contact the agency as soon as possible to ensure that a revised Task Order is prepared and resubmitted to DHRM.)

Name of Authorizing Agent Telephone No. Date
(**Signature**, if not emailed)

(Please refer to "Task Order Procedures" for complete instructions on completing this form.)