

**Project: Project Name (eB #)**

**IDIQ (Cx, Special Inspections, IT) (Cornell Funding or <\$25k State Funding)**

**Cx:**

- *Horizon Engineering Associates (FST Technical Services)*
- *Halam ICS Engineering*

**Special Inspections:**

- *CME Associates, Inc.*
- *Atlantic Testing Laboratories*

**Task Authorization – IDIQ**

- Complete draft copy of IDIQ scope
- Review scoping docs w/ Stakeholders + site visit (*if appropriate*)
- Submit IDIQ scope & supporting documents in eBuilder
- PM solicits proposal to IDIQ vendor
- Conduct site visit with IDIQ team(s) (*if appropriate*)
- Review fee proposals with Stakeholders
- Submit task authorization in eBuilder for selected IDIQ Consultant with all documents attached
- Task authorization approved by Facilities Contracts