



# Upon Request Contracts guidance for vendors





This deck provides uniform practices and guidance for vendors managing Upon Request contracts.

Guidance covers key differences between Upon Request contracts and standard contracts.

Vendors can refer to the Tollway's CM and DSE Manuals for detailed guidance on standard contracts.



Topics include:

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## Base Contract vs. Task Orders

### **Base Contract**

The “Base Contract” is the Upon Request contract through which all Task Orders are issued. Invoicing, progress reports, and CRFs are prepared for the Base Contract.

### **Task Orders**

The scope of work and fee for individual Task Orders are negotiated prior to being issued. After the Base Contract is awarded and the Consultant receives NTP, the Tollway will begin negotiating and assigning Task Orders for specific services required by the Tollway and germane to the Base Contract.





## Task Order Management

- In addition to monitoring the overall progress of the Base Contract, the Consultant must also monitor individual Task Order budgets and schedule progress.
- The Consultant should utilize Monthly Project Status Meetings (see p. 11) and a Budget Tracking Log (see pp. 12-13) to share information regarding the schedule and budget associated with active Task Orders.
- After the Base Contract NTP has been issued, the Tollway will direct the Consultant to begin preparing proposals for Task Orders.
- Unlike the Base Contract, individual Task Orders only require a single Proposal Exhibit to be submitted using the new Upon Request Proposal Exhibit template (see p. 10).



### Notice to Proceed – Task Order (NTPTO) *WBPMS* process

A process used for generating, review, approval and tracking Task Orders for Upon Request contracts. An NTPTO can be initiated for the issuance of a new Task Order (“Original”), for supplementing an existing Task Order (“Supplemental”), or for closeout of a Task Order.





### Notice to Proceed – Task Order (NTPTO) “Original”

- After Base Contract NTP, Task Orders should be initiated as soon as possible using the NTPTO-Original process:

#### **Task Order 1 - Administration and limited scope activities**

#### **Task Order 2 (and subsequent Task Orders) – Contract Work**

- For each new Task Order, the Tollway PM or CCM/DCM, as applicable, will draft a Task Order scope of work document for the consultant to attach to the process.
- A Task Order Proposal Exhibit-Original (see p. 10) is also completed by the consultant and attached to the process.



### Notice to Proceed – Task Order (NTPTO) *“Supplemental”*

- To request additional funding for an existing Task Order, a NTPTO-Supplemental process is initiated in the WBPMS.
- Supplements shall not cause the Base Contract upper limit to be exceeded.
- A Task Order Proposal Exhibit-Supplemental (see p. 10) is also completed by the consultant and attached to the process.






### Notice to Proceed – Task Order (NTPTO) “Closeout”

- As Task Orders are completed, the Consultant should utilize the NTPTO-Closeout process to close the Task Order. This allows for unused Task Order funds to be returned to the Base Contract budget for use in future or existing Task Orders.
- Attach a “Closeout” Exhibit (see p. 10) to the NTPTO-Closeout process, which summarizes used and unused fee for all consultants assigned to the Task Order.
- CUR contracts only - Prior to closing a Task Order, the CM should schedule archive box delivery with Tollway Document Control ([Documentcontrol@getipass.com](mailto:Documentcontrol@getipass.com)).

## New Task Order Proposal Exhibit

- [Illinois Tollway.com / Doing Business / Construction and Engineering / Consultant Forms / Proposals / Proposal Exhibit - Upon Request contracts ONLY.xls](#)
- Single Exhibit form replaces need for standard Proposal Exhibits (i.e., A, B, D, E, F, G and H) to be submitted with each Task Order.
- Contains three tabs: Original, Supplemental, and Closeout Task Orders
- Exhibits are attached to NTPTO process.
- The base contract will continue to use standard Proposal Exhibits (i.e., A, B, D, E, F, G and H).

**TASK ORDER PROPOSAL EXHIBIT**

**Contract Number:**  **Task Order No.:**  **Task Order Type:**  Original


**Base Contract Sufficient Funds Allocation:** ☐ Yes, sufficient funds are allocated for Prime/Subs for this task.  
☐ No, Fund Reallocation will be required after the issuance of the NTPTO.

**Task Order Scope:**  
Type or paste scope here.

**Key Personnel**  
List any Key Personnel from contract agreement (Exhibit E or Exhibit 4) being proposed for this task.

Title	Name	Firm

**Schedule and Hours**  
List total estimated hours per month for all consultants on the task order. If needed, attach a similar schedule to this sheet. All hours should begin with anticipated start of the task and extend through the last month.

**Original** Supplemental Closeout 





### Monthly Project Status Meetings (aka “Book” meetings)

- Updated Budget Tracking Log, or equivalent, and meeting agenda should be submitted to the Tollway one day prior to the meeting.
- Review budgets for design contract as well as construction package budgets (DUR contracts only).
- Review schedules for submittals and advertisements.
- Confirm assigned work can be completed on budget.
- Discuss estimated work completed percentage vs. invoiced amount to-date for each task.
- Review DBE & VOSB commitments and actuals to-date.
- Confirm invoicing is up-to-date.
- Review work performed and upcoming work.
- Review and document critical items and plan of action for ROW, permits, local agencies, railroads, and environmental coordination.
- Address critical issues and ensure they’re documented in meeting minutes.



### “New” Budget Tracking Log

- Update Log, or equivalent, to mirror Task Orders in the WBPMS NTPTO process
- Updated Log, or equivalent, is ALSO required with each invoice.
- Monitor Task Order ULCs and ensure they’re not exceeded.
- Utilize NTPTO Supplement process to request increase to task upper limits before the limit is reached.
- Utilize “By Sub” tab to compare subconsultant allocations and ULC amounts vs. task and invoiced-to-date amounts to identify potential Reallocation need.
- Track DBE/VOSB commitment progress.
- The NTPTO-Fee Shift process was eliminated in favor of tracking budget changes with this Log, or equivalent.



## “New” Budget Tracking Log (cont.)

**Illinois Tollway**

**UPON REQUEST CONTRACT BUDGET TRACKING LOG**  
By Task

Tollway Project Manager: PM Name  
 Consultant: Consultant Company Name  
 Contract No: XX-XX-XXXX  
 Date Updated: 5/15/2024  
 Date Today: 4/21/2025

Total Contract Upper Limit \$ 3,000,000  
 Contract DBE commitment 30%  
 Contract VOSB commitment 5%

Task No.	Description	Construction Contract No.	Task Notice to Proceed Date	Original Approved Upper Limit \$ from NTP	Latest Approved Upper Limit \$	Anticipated Additional Task Need \$	Involved to date for this task	Cumulative Approved Task ULC (\$)	Task Completion Letter Date
1	Administration & limited scope activities	N/A	2/1/2022	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 20,000.00	\$50,000.00	5/1/2022
2	Task Description	XX-XX-XXXX	2/3/2022	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 90,000.00	\$150,000.00	5/2/2022
3	Task Description	XX-XX-XXXX	4/22/2022	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 120,000.00	\$300,000.00	5/3/2022
4	Task Description	XX-XX-XXXX	4/6/2022	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 20,000.00	\$350,000.00	5/4/2022
5	Task Description	XX-XX-XXXX	5/9/2022	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 10,000.00	\$370,000.00	5/5/2022

List Task Order No., Description, and budget from the approved NTPTO process in Trimble Unity Construct (TUC). The Task Order No. and Description will be automatically populated in the 'By Sub' tab.

If the Task Order is providing Construction Management or design support services, list the corresponding construction contract number.

Columns E and F should match unless a Supplemental NTPTO has been approved. If a TO has been supplemented, list the new TO amount in column F.

Once a Task Order is complete, list the date of completion letter submitted with the NTPTO-Closeout process in TUC.

Confirm the sum of to date matches the base contract invoice

By Task-Example By Sub-Example By Task By Sub

**Illinois Tollway**

**UPON REQUEST CONTRACT BUDGET TRACKING LOG**  
By Sub

List Prime consultant, then all subconsultant firms (in alphabetical order). Delete unused columns as necessary.

Task No.	Description	DBE/VOSB Designation	Total	Prime Consultant	Sub Name 1	Sub Name 2	Sub Name 3	Sub Name 4	Sub Name 5
		Current Consultant Upper Limit	\$3,000,000.00	N/A	VOSB	VOSB	DBE	N/A	DBE
		Contract Percentage	100.00%	58.33%	16.67%	13.33%	5.00%	3.33%	3.33%
		Current Allocated Percentage	12.33%	5.67%	1.25%	0.92%	2.17%	1.33%	1.00%
1	Administration & limited scope activities		\$50,000.00	\$50,000.00					
2	Task Description		\$100,000.00	\$50,000.00			\$50,000.00		
3	Task Description		\$150,000.00	\$50,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$40,000.00	\$10,000.00
4	Task Description		\$50,000.00	\$10,000.00	\$10,000.00	\$7,500.00	\$2,500.00		\$20,000.00
5	Task Description		\$20,000.00	\$10,000.00	\$7,500.00		\$2,500.00		

Task Order No. and Description automatically populated from the 'By Task' tab

List the current Upper Limit of each consultant on the contract. The sum should equal the base contract Upper Limit—discrepancies will be flagged in red.

Enter the consultant's allocated budget for each Task Order they're assigned to.

By Task-Example By Sub-Example By Task By Sub

- Refer to the “Example” tabs for examples and guidance about filling out the Log.
- [Illinois Tollway.com / Doing Business / Construction and Engineering / Consultant Forms / Consultant Invoicing Forms / Contract Budget Tracking Log \(Upon Request ONLY\).xls](https://www.illinois-tollway.com/Doing-Business/Construction-and-Engineering/Consultant-Forms/Consultant-Invoicing-Forms/Contract-Budget-Tracking-Log-(Upon-Request-ONLY).xls)



## Invoicing

- Invoicing forms used for Upon Request contracts are the same as those used for standard contracts; in addition, however, a Budget Tracking Log, or equivalent, is required to be submitted with each invoice.
- Invoice totals (Direct Labor, Direct Cost, etc.) should be reported for the Base Contract, not individual Task Orders.





## Reports/Log

All Upon Request contract invoices must include the following attachments:

1. Progress Report Narrative
2. Budget Tracking Log (or equivalent)

The Tollway PM may optionally require:

3. Manpower Report by Task Report

* Invoice Summary File:?	<div>Drag and drop file here</div>	or	<div>Browse e-Builder</div>	<div>Browse Computer</div>
1 * Progress Report:?	<div>Drag and drop file here</div>	or	<div>Browse e-Builder</div>	<div>Browse Computer</div>
* Tax ID Number:	<div></div>			

**Upon Request Contracts Only**

Upon Request contracts must have an attached budget tracking log.

* Upon Request Contract?:	<div><input type="radio"/> Yes</div> <div><input type="radio"/> No</div>			
2 Budget Tracking Log:?	<div>Drag and drop file here</div>	or	<div>Browse e-Builder</div>	<div>Browse Computer</div>
3 Manpower by Task Report:?	<div>Drag and drop file here</div>	or	<div>Browse e-Builder</div>	<div>Browse Computer</div>



## Reallocation

- A process used to request a reallocation of Base Contract funds across commitment items (i.e., Direct Labor or Direct Costs) or to add or remove one or more subconsultants. Reallocation requests are submitted via the REALL process in Trimble Unity Construct (formerly e-Builder).
- Reallocations are not required for minimal fee transfers between consultants or commitment items ((i.e., Direct Labor or Direct Costs). Consultants should use the Budget Tracking Log, or equivalent, to track and manage these changes.





## Base Contract Closeout

- After all Task Order work is complete, the Consultant submits a single Contract Closeout letter to acknowledge that no further invoices will be submitted on the Base Contract.
- A Contract Closeout letter template can be found here: [Illinois Tollway.com / Doing Business / Construction and Engineering / Forms / Consultant Invoicing Forms / CM/DSE Engineering Contract Closeout Letter](https://www.illinois-tollway.com/Doing-Business/Construction-and-Engineering/Forms/Consultant-Invoicing-Forms/CM-DSE-Engineering-Contract-Closeout-Letter)



## Key Contacts

Below is a list of Illinois Tollway contacts to direct questions to regarding topics listed below and described in this deck:

SUBJECT	NAME	EMAIL
General questions	Laura Durkin	<a href="mailto:ldurkin@getipass.com">ldurkin@getipass.com</a>
Monthly Project Status Meetings (aka “Book” meetings)	Jordan Kim	<a href="mailto:jkim@getipass.com">jkim@getipass.com</a>
Task Order/Contract management	Tollway PM	-





## Form Template locations

### **Task Order Proposal Exhibit:**

[Illinois Tollway.com / Doing Business / Construction and Engineering / Forms / Proposals](https://www.illinois-tollway.com/Doing-Business/Construction-and-Engineering/Forms/Proposals)

### **Budget Tracking Log:**

[Illinois Tollway.com / Doing Business / Construction and Engineering / Forms / Consultant Invoicing Forms](https://www.illinois-tollway.com/Doing-Business/Construction-and-Engineering/Forms/Consultant-Invoicing-Forms)





**THANK YOU**