



PRP POST FOR AGENCY TERM CONTRACTORS

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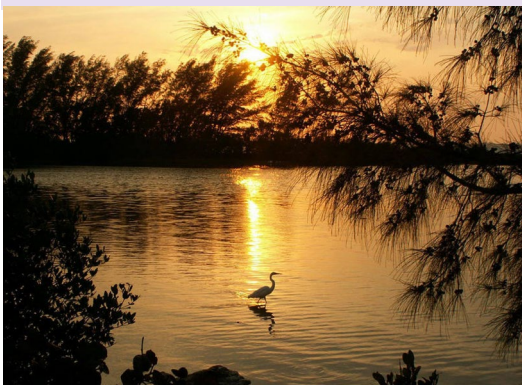
Helpful Hints and Reminders

• Guidance regarding *Compensation for Equipment Lease due to Unusual Delays* was introduced in August, as many local permitting and electrical service entities are experiencing delays due to COVID-19. Per the guidance, please note that only contingent funding may be used to offset this request for compensation and a clear, succinct timeline with backup documentation should support the request.

• Purchase order duration of 15 months: exceptions may be made on a case-by-case basis to extend purchase orders to 18 months. Appropriate technical and/or logistical justification is required, with team lead approval on request for changes (RFCs).

• Pay items in expired tasks may not be altered. Please proactively review deadlines to enable maximum flexibility for your projects.

• *Thank you for all your hard work during this difficult time.* Your feedback is important! Please email PRP.Contracts@FloridaDEP.gov with questions/concerns you would like addressed in the PRP Post or during the next ATC Quarterly Teleconference.



***Petroleum Cleanup is
our Priority!***

Sharing Information with Our Contractors

- The time period to request change orders for mobilizations to accommodate social distancing measures are currently extended until Jan. 2, 2021.
- Exceptions to the typical seven day fieldwork notification requirement are extended through Jan. 2, 2021, provided that the Agency Term Contract (ATC) emails the site justification.

Updated ATC Subcontractor Request Form:

- The [ATC Subcontractor Request Form](#) has been updated. Take a moment to review the updated form. Please note, all requested information/signatures required for processing.

Miscellaneous Updates:

- If fieldwork is scoped in Task 1, the Health and Safety Plan (HASP) should be transmitted to the site manager prior to mobilization. There is no requirement to scope the HASP in a separate task.
- When reducing pay items out of a purchase order, please be mindful not to remove pay items which may be needed later.
- Proactively review schedule of pay items (SPI) when accepting an offer to minimize need for change orders (CO) to add items inadvertently left off the purchase order (PO).
- Please note that remedial action plan (RAP) and pre-drilling teleconferences are compensated for the amount of time and preparation required for each. Brief teleconferencing is considered routine communication and should not be billed otherwise.
- If the ATC's company name or primary office address changes, please notify your Petroleum Restoration Program (PRP) contract manager immediately.
- Please be sure to periodically review your Contractor Qualification Information and keep a current insurance certificate on file.
 - Lapse in qualification will delay the issuance of POs and work orders (WO) and requires all ongoing activities under issued POs and WOs cease, until the information is updated.