

To: Contract & Grants Officers

Subject: State Dept. of Water Resources (DWR) HAFOO Master Task Order Agreement No. 4600008548

The Office of the President (UCOP) Research Policy Analysis & Coordination (RPAC) has finalized a new Master Task Order Agreement No. 4600008548 with the Hydrology and Flood Operations Office (HAFOO) of the State Department of Water Resources (DWR). A PDF of this Agreement can be found on the *Non-Profit and State Agency Guidance, Terms and Conditions* section of the OP Technology Transfer webpage under: [Operational Tools](#) (password required) using the sponsor code for the Department of Water Resources, 6550.

While this guidance highlights some of the contractual requirements in the Master Task Order, it is important that campus Contracts and Grants personnel review the entire agreement and become familiar with its terms and conditions.

Agreement Term

The period of performance for the Master Task Order is from June 1, 2009 through May 31, 2013.

Scope of Work

The Scope of Work, Exhibit A, describes ten tasks and the Deliverables associated with each task that HAFOO anticipates funding during the period of the Agreement. Although HAFOO may issue task orders for work outside of the activities listed, this list is their primary focus.

Items of Cost

Personnel Services:

DWR was required to include in the Master Task Order a listing of the salary ranges found in Exhibit B, Attachment 2. However, individual Task Orders can exceed this range. The Personal Services section of Exhibit B, Attachment 1, Page 1 states in part that “Actual personnel costs will be specific to the work required in each task order and may exceed or be less than, the estimates in the attachments to Exhibit B.”

Miscellaneous Operating Expenses:

Please note that charges for student tuition and fees are specifically allowed in any Task Order issued under this Master Agreement.

Facilities and Administration:

The F&A rate for Task Orders issued under this Master Agreement is 25% of modified total direct costs. DWR will be issuing a modification to the Master Task Order that clarifies the base for the F&A rate of 25%.

Individual Task Order Procedures

As originally contemplated by HAFOO, each Task Order would be issued directly to, and executed by, the campus performing the work. However, after the Master Task Order was executed, DWR Legal determined that each Task Order was in fact an amendment to the Master Agreement and would need to be executed by OP RPAC and not by personnel at the campus level. HAFOO has instituted the following process to streamline the processing of individual Task Orders and remain within the strictures set by DWR Legal:

- 1) When the DWR Contracts Office is ready to issue a new Task Order, it will send a paper copy to OP RPAC for signature.
- 2) Michael Anderson will forward an electronic copy of the Task Order to the appropriate (receiving) campus contact for review and acceptance.
- 3) The receiving campus will request a copy of the paper version of the Task Order sent to OP RPAC representative listed below from the DWR Contracts Office to ensure that the version sent by the HAFOO Program Manager matches the version sent by the DWR Contracts Office.
- 4) The receiving campus will then communicate acceptance of the Task Order by email to the RPAC representative: [Lourdes DeMattos](#) (or, in her absence, [Charleen Mininfield](#)).
- 5) RPAC will then sign the Task Order and return it to DWR.
- 6) DWR will complete its steps to move the Task Order through execution by the Department of General Services (DGS).
- 7) HAFOO will transmit the original executed Task Order to OP RPAC and the receiving campus.
- 8) Invoicing and payments will be handled directly between the participating campus and DWR for each individual Task Order.

Please contact [Andrew C. Boulter](#) if you have any questions concerning this Master Task Order with HAFOO.

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