

## HVE CONTRACT CHECKLIST

### Checklist – Requirements **PRIOR** to **FIRST** HVE on-street operation

- RESOURCE PAGE:** REQUIRED Templates, Template Samples, Invoice and KiSSFLOW Instructions, and MORE can be found at <http://alerttodayflorida.com/HVE/> (INVOICES THAT INCLUDE OLD TEMPLATES WILL BE REJECTED)
- Request** Contract and PO in KF
- Submit** Approved Personnel Letter in KF
- Submit** First Media Engagement in KF (at least 7 days before first HVE on-street operation)
- Received** Education Material (must be on-hand before first HVE on-street operation)
- Plan** to start HVE on-street operations within 30 days of PO Date
- Plan** to submit first “Periodic Invoice” within 60 days of PO Date in KF

### Checklist – Requirements **THROUGHOUT** HVE Contract

- Conduct** first on-street operation within **30 days** of PO Date
- Submit** first **Periodic Invoice** in KF within **60 days** of PO Date
- Submit Second** Media Engagement in KF promoting the FDOT **Alert Tonight Florida** campaign, between **11/5/2017 - 3/11/2018** or **Florida Bicycle Month** between **3/1/2018 – 3/31/2018** (campaign materials provided by CUTR). Additional Media Engagements are encouraged but not required.
- Regularly** submit **Detail Reporting Forms** on-line (required before submitting a respective Periodic Invoice)
- Request **Additional** Education Material in KF (do not wait until you run out to request additional material)
- Contact** Alex Cruz at [acc2@cutr.usf.edu](mailto:acc2@cutr.usf.edu) **AS SOON AS POSSIBLE** if for any reason your agency is unable to meet “**Contract Requirements**” including but not limited to: starting after 30 days, pausing operations, unable to utilize entire funding amount, short staffed, etc. This communication will enable CUTR at USF to appropriate additional funds at other agencies.