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| Consultant servicesinvoice documentation checklist | | |
| **LPA must submit reimbursement invoices every month, or when expenditures equal $10,000.** | | |
| **This checklist and invoice template are effective April 1, 2012.** | | |
| **Section 1-**  **Project Information**  *Project Information* | Did the LPA use the required Consultant Payment Invoice Template (see Fig. 136.4.10 to be used for all consultant services reimbursement requests)? | □ |
| Is the invoice date current? *(Note: If an invoice is returned to the LPA for any reason, it must be re-dated when resubmitted to MoDOT.)* | □ |
| Is the Invoice consecutively numbered? Final invoice must be marked “Final Invoice” and accompanied by a detailed itemization of total costs by task and task budget. Final invoices must be submitted within 60 days of the contract product delivery date. The final invoice should not be paid if all contract products have not been delivered. | □ |
| Does the invoice have a defined billing period (i.e., March 1, 2012 to March 30, 2012) and costs include only work done within stated period? Is the billing period after the PE federal obligation date? | □ |
| Is the LPA contact name and phone number provided? | □ |
| Does the project description sufficiently describe the project? | □ |
| Is the Federal-aid Project Number from the program funding agreement shown? | □ |
| Is the LPA project number shown (if applicable)? | □ |
| Is the PE Federal obligation date included? Does the obligation date match what was in MoDOT’s PE authorization letter and cost summary sheet? Costs incurred prior to this date are not allowable. | □ |
| Funding Category(s) for payment should list all of the federal funding categories that are being used on the project (STP, CMAQ, BRO, etc.). Does the funding category shown match the program funding agreement? | □ |
| *Consultant Services Contract Information* | ESC (PE Phase) Completion date is the anticipated PS&E Approval date. Preliminary Engineering costs incurred after this date are not allowed unless a supplement is approved for a time extension. ESC (CE Phase) Completion date is 60 days after construction final completion as indicated in the ESC. For older contracts that did not have a specific date for completion but rather a set number of days, estimate the completion date based upon the number of days left in the contract. | □ |
| Are the original contract dates, amounts and supplements correct? The invoice should list all approved supplements, total approved contract amount for each supplement and maximum ESC amount (original contract amount +/- all approved supplements). | □ |
| If a time extension is required to complete the authorized work, was a supplemental agreement executed prior to the completion date of the contract? *(Depending on the reason for the time extension, a cost adjustment may also be warranted.) (for PE Only)* | □ |
| Was a supplement agreement prepared, processed, and executed by all parties to the contract prior to authorizing changes to the scope of work? *(The changes should be closely related to the original scope of work. If the changed condition is for work outside the original RFQ scope, a new RFQ is necessary.)*   * If the work authorized by the contract increased or decreased, or if the character of the work was revised, did you document the modification to the contract by a supplement? *(Supplements should not be used to add scope of a totally different type than that authorized in the original ESC scope of services. Major increases or decreases in work require a supplemental agreement.)* * *Decreases in the scope of services, the contract time, or the maximum amount payable may occur. A supplement may be processed to document these changes so the consultant will not appear to have defaulted or otherwise not performed work required by the contract.* | □ |

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| **Section 2 –**  **Billing Summary** | Do the totals for salaries and direct costs match Project Costs Breakdown as shown in Section 3? | □ |
| Is the overhead rate applied correctly? Is the current overhead rate charged consistent with the contract and match what is on file with MoDOT? | □ |
| The total fixed fee paid to date cannot exceed the maximum fixed fee included in the ESC (including all supplements). | □ |
| Is the invoiced amount less than/equal to the maximum authorized contract amount? | □ |
| Are non-participating costs shown accurately? Are unallowable non-participating costs noted below excluded from the invoice?   * Items/costs not eligible per Federal-aid program guidance (laws, regulations, policies).   Supplement agreement requests outside the RFQ parameters. | □ |
| Are the totals and subtotals mathematically accurate? | □ |
| **Section 3 –**  **Project Costs Breakdown** | Direct Salaries (Prime Consultant) MUST include **ALL** of the following:   * Are approved prime consultant job classifications performing the work (same job classifications in the contract as on invoices)? Has the staff that was approved in the contract significantly changed? * List of all task performed this period * The name (or employee ID) and title of each employee billed this period * The man-hours and rates for each employee by task * Are the totals and subtotals mathematically accurate? | □ |
| Direct Costs (Sub-consultants) should include:   * Are sub-consultants shown in the approved contract? * Sub-consultant name to perform each project task. * Total sub-consultant costs per task. * Does the sub-consultant documentation support the cost?   Are the totals and subtotals mathematically accurate? | □ |
| Direct Costs (Other) should include:   * Type of direct cost to complete each project task (i.e. travel, printing). Are the rates within the approved rates (i.e. per diem, mileage)? * Are the costs allowable per Figure 136.4.6   Are the totals and subtotals mathematically accurate? | □ |
| **Section 4 -**  **Progress Report** | Are tasks performed consistent with the approved contract? | □ |
| Does the total budgeted amount for each task match the contact? \*Note: as long as the overall total is within the overall budgeted amount it can be approved. | □ |
| Does the total paid to date amount match the Billing Summary (Section 2)? | □ |
| Does the estimated % Task Complete accurately represent the deliverables completed to date? If no, then explain in the progress report narrative how task will be completed within remaining contract deliverables. | □ |
| Are the totals and percentages mathematically accurate? | □ |
| *DBE Verification* | Does the DBE goal match the contract? | □ |
| Do the DBE sub-consultant names and subcontracted amount match the contract? | □ |
| Is the overall DBE percent met to date consistent with the total percent of contract expended? If no, then determine and explain in the progress report narrative how DBE percent will be met within remaining contract deliverables. | □ |
| Are the totals and percentages mathematically accurate? | □ |
| *Narrative* | Is there a description of work accomplished for each of the billed tasks for this period? | □ |
| Does the description of work accomplished this period accurately represent what has been completed this period? Are the tasks on time in accordance with milestones within the contract? | □ |
| Does the progress report narrative sufficiently explain how tasks that are behind schedule will be handled? | □ |
| **Supporting Documentation** | For each invoice submitted, the LPA must provide documentation to support and validate all the expenditures being claimed on the invoice. Acceptable documents include, but are not limited to, copies of:   * Invoices (generated from the consultants accounting software program) from consultant and sub-consultant with tasks tied to hours per employee; * Direct Costs such as travel expenses and other vendors documentation i.e. receipts. * Equipment use and material use; * supplier invoices to LPA for materials with tasks identified; * expense vouchers with tasks identified; * Lump Sum Sub-consultant invoices must include a brief progress report and total billed for the current period. | □ |
| Does the backup documents support:   * All costs incurred during the invoiced billing period? * All costs incurred after the Federal Authorization Date? * All costs charged to the correct Federal Aid Project? * Time charges for each task and sub-task correct? | □ |
| Has the consultant been paid for the services? If yes, the LPA must include a cancelled check or printout from an accounting program showing “cleared” checks to consultant. If the consultant has not been paid the LPA must pay the consultant within 48 hours of receipt of payment from MoDOT. | □ |
| *LPA use only*  (Invoice cover letter information from the LPA to MoDOT) | | |
| **LPA Cover Letter**  ***(LPA Use Only)*** | The LPA’s person of responsible charge for the project must sign the cover letter. Were the project costs properly certified and approved by the LPA official in responsible charge? The statement ***“I certify that costs billed are consistent with Federal cost principles, contract terms and the acceptability and progress of the consultant’s work”*** must appear in the cover letter. | □ |
| Was the correct LPA reimbursement percentage (Federal-aid funds/total project costs when authorized by FHWA) applied to project costs? | □ |
| Any tasks significantly over the budgeted amount need to have justification. If task included supplement that was not approved for federal funding then the LPA should not request reimbursement for non-participating costs. Did the consultant request additional compensation? Did you analyze the consultant's progress and justification? *(Justifications may include a change in the character or complexity of the work or extra work required by the agency.)* | □ |
| Is the request for federal reimbursement amount to date less than/equal to the total Federal funds authorized? | □ |