Processing *On-Call/MOU* Consultant Contracts Checklist *(see EPG 134)*

1: PE Funding (EPG 134.2.2.1)

PE funds must be identified in the STIP in order to utilize the DBC Budget, otherwise the District/Division must use their own budget to cover the cost of the consultant contract.

2: MOU Contract on CCO's SharePoint Site (EPG 134.2.4)

District/Division to choose the MOU contract from CCO's SharePoint Site. The federal MOU contract must be used for all MOU's unless approved by the Professional Services Committee (PSC) to use a state funded contract.	☐

3: Develop Scope of Services and Establish DBE Goal for the Consultant Contract (EPG 134.2.4)

District/Division must develop a scope of services to be provided for the project. Once the scope of work is defined, the MoDOT PM/CA must obtain a DBE Goal by sending the appropriate project information (including scope, county, estimated construction cost, potential subcontracting opportunities) to MoDOT External Civil Rights (ECR) for review at DBEConsultGoal@modot.mo.gov. Once the DBE goal has been established by ECR, it shall be included in the MOU. All consultant contracts that utilize federal funds must be reviewed by ECR, regardless of the dollar amount of the contract. If the prime consultant or any sub-consultants are DBE firms, the DBE section must be filled out. If the prime or subs are not DBE firms, the DBE section can be left blank.	☐

4: Review the On-Call Consultant List and Choose a Consultant (EPG 134.2.4)

The District/Division will review the On-Call Consultant List and choose a qualified consultant based on the defined scope of services and established DBE goal. The on-call consultant list is found on the MoDOT Website – Consultant Services – Consultant Prequalification Requirements. ***Note: Only firms that are prequalified with MoDOT financially can be chosen from the on-call consultant list. Firms must update their information yearly in order to stay current on their prequalification***. MoDOT's Prequalification List.	☐

6: MoDOT executes contract (EPG 134.2.4)

District/Division must have the District Engineer or Division Engineer execute the contract on MoDOT's behalf.	☐

7: Contract Distribution (EPG 134.2.4)

District/Division will distribute copies of the executed contract as follows: • Electronic copy to Central Office - Design via email group ***CODEPSCReview*** • Electronic copy to Central Office - Financial Services via email group ***Obligate*** ***Note: The PM/CA MUST wait for federal funds obligation before issuing the NTP to the consultant. Central Office - FS will send an email notification to the PM/CA indicating the obligation is complete.***	☐

8: Notice to Proceed (EPG 134.2.4)

District/Division sends Notice to Proceed (NTP) to consultant after federal funds have been obligated.	☐

9: Paying Invoices (EPG 134.5.1)

District/Division receives invoices (Fig. 134.5.1.3) from the consultant and must review them for accuracy.	☐
District/Division submits invoice to email group ***ContractualPayments*** so the invoice will be paid. The email or cover letter must state: • Project #, • Amount to be paid • Entity/Vendor that is being paid • Activity Code	☐

10: Contract Close-Out/Final Invoice (EPG 134.5.3)

When submitting the FINAL invoice to Central Office - FS, the District/Division must: • Mark the invoice "Final" • Note in the cover letter to "Close Out" the contract • Indicate that no further payments will be processed	☐

11: Consultant Evaluation (EPG 134.5.4)

District/Division must perform an evaluation (through the Consultant Evaluation Database) of the consultant's performance for engineering services contract with MoDOT at each project milestone and at a minimum, on an annual basis during the term of the contract.	☐