



**INVOICING PROCEDURES FOR
CONSULTANT SERVICES**

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION**

7 Hazen Drive, Concord, NH 03301

March 31, 2020

GENERAL INFORMATION

This document is an internal NHDOT document used to ensure consistent and thorough review of consultant invoices submitted to the Department. All information contained in this document is generic to the review of a consultant invoice and can be modified to meet specific contract requirements. Information contained in the consultant agreement may supersede the information contained herein. It is strongly recommended that the specific terms of the consultant agreement be thoroughly reviewed prior to commencing work.

- All of the attached forms are available on NHDOT's internet page under Consultant Selection Committee on the Department's "Doing Business With DOT", "Engineers/Consultants" webpage.
- The "Application for Payment" form must be signed and dated. An electronic version (i.e. a scanned pdf) can be submitted to speed review, an electronic or pdf signature is acceptable.
- All pages must be numbered.
- All documents must be submitted on 8 ½" by 11" white paper.

Documents shall be submitted as follows:

- One original copy of the following:
 - ON-CALL COVER SHEET (for Statewide On-Call contracts only)
 - APPLICATION FOR PAYMENT
 - PROGRESS REPORT
 - CERTIFIED PAYROLL REPORT
 - NARRATIVE
 - NOTICE TO PROCEED LETTER FROM NHDOT
 - DIRECT EXPENSE SUMMARY
 - DIRECT EXPENSE BACK UP INFORMATION
- Payment Invoices shall be submitted to the Contract Manager as identified in the Notice to Proceed letter to the firm.
- All invoices will be submitted in US Dollars. Any necessary conversion from foreign funds to US Dollars will include the exchange rate used and the date the exchange rate was calculated from.
- As a minimum quarterly invoicing is required, but if a firm has done more than \$10,000 worth of billable work on a project, since their last invoice, an invoice is required. Subconsultants (not being paid as a direct expense) shall submit the same above information as an attachment to the prime consultants invoice.
- The State of New Hampshire's fiscal year ends June 30. Invoices shall not include work that was performed in more than one fiscal year.
- Supplemental to this narrative are invoice sample forms which give examples on how to fill out the forms given the different varieties of contract types. Any information shown in **Red** on the sample invoice forms would typically need to be entered each time an invoice is completed. Information highlighted in **Yellow** on the sample forms is contract specific information that should not change from month-to-month so therefore should only have to be entered for invoice number one and can be copied for each invoice after. The "Star" symbol refers to the numbered instruction on each individual narrative sheet.
- Prompt payment rules require that an invoice be processed for payment within 30 days. The 30 days is measured from the date of receipt of the invoice (hardcopy) at the DOT to the date of the payment.

- The Contract Manager and all reviewers shall make every effort to review and process the invoice to the Bureau of Finance within 5 working days from the receipt of the hardcopy of the invoice.
- It should be noted that the Department does not withhold retainage on its consultant or on-call low bid contracts.

INVOICE REVIEW CHECKLIST:

The following checklist was developed to aid in the review of consultant invoices to ensure completeness and accuracy.

The Contract Manager shall be the Department's point of contact for receiving the invoice from the consultant firm. The Contract Manager shall also be point of contact for all questions or issues related to invoicing by either the consultant or internal DOT staff.

The Contract Manager may be the Bureau Administrator, Project Manager, Section Chief, or another Lead Person. The Contract Manager will be pre-determined prior to the consultant solicitation so the responsibilities of that person are clear.

The Prime Consultant shall submit a completed "Invoice Review Checklist" along with any sub-consultant invoices. An individual checklist shall accompany each sub-consultant invoice, showing that the Prime has reviewed and approved for payment each of their subs invoices. This applies to all sub-consultants that are not being paid as a Direct Expense.

Depending on the project and specific situation the Contract Manager may delegate invoice review authority to the person in charge of the project plan review. The Contract Manager will still be required to sign-off on the invoice payment but reviewing the invoice for completeness and accuracy may be delegated to the person who is more familiar with the day to day consultant work efforts.

Upon receipt of an invoice the Contract Manger shall conduct a cursory review to ensure the invoice is complete and all necessary information has been submitted. The Contract Manager shall either; 1) Fully review the invoice, complete the checklist, and sign-off on payment of the invoice or, 2) Distribute the invoice and a copy of the checklist to the delegated reviewer for review and sign-off.

An invoice checklist can either be reviewed in its entirety by the Contract Manager or their delegate, or if warranted can have certain portions of the invoice reviewed by supporting Bureau staff. In most cases the lead reviewer can contact the supporting Bureaus to ensure any work listed has been completed without passing on the entire invoice for supporting Bureau review and comment.

Once the Reviewer is satisfied the invoice is complete and accurate the Reviewer shall sign-off on the invoice and return it to the Contract Manager for processing. Prior to the invoice submission to the Bureau of Finance for payment the Bureau clerical staff shall enter the invoice information into the Consultant Invoice database. The completed invoice, all back-up information and the completed checklist shall be scanned and kept as a record in the invoice database. If an invoice is rejected and a re-submission is required the rejected invoice (including the checklist explaining the rejection) shall be attached to the new invoice when processed. The inclusion of the rejected invoice will document the timeline of payment and create a record of invoicing issues by the firm.

- #1** – The Reviewer shall fill in the top portion of the form, filling in their name as Reviewer, the Consultant’s firm name, the date the invoice was received, and the date the invoice review was completed by the reviewer.
- #2** – The Project Name that is being charged (and that appears on the invoice being reviewed) shall be filled in as well as the Project Number. If reviewing a task order assignment invoice under a Statewide agreement the project name and number shall be the project that is being charged, not the Statewide project.
- #3** – Once the review is complete the invoice is returned to the Contract Manager (CM) for processing. The Date to CM is the date the invoice review was completed and returned to the Contract Manager. If the Contract Manager is the reviewer the date the invoice review is completed is entered.
- #4** – If Direct Expenses for Lodging, Mileage, or Meals are charged the reviewer shall ensure the expenses are charged correctly. Prior to approving overnight lodging the Contract Manager shall review and approve the Government Rate for lodging that shall be allowed. The reviewer shall ensure that the allowed Government Rate is not exceeded when the invoice is submitted. Any mileage charges shall be reviewed to ensure the maximum allowable rate is not exceeded. Any meals that are allowed shall be reviewed to ensure the meal reimbursement meets the requirements and does not exceed the per diem rate allowed. The current mileage rate and meal per diem rates are shown on the checklist. Any of the above expenses shall have receipts accompanying the invoice under the Direct Expense Back-up pages.
- #5** - The Reviewer shall ensure that the percent complete is within an acceptable range to the amount invoiced and the hours expended. The Reviewer shall also ensure that all required invoice forms are submitted and complete and that the maximum fee is not exceeded.
- #6** – The Reviewer shall ensure that any contract amendments or contract changes/corrections made since the last invoice are shown correctly in the current invoice.
- #7** – The items shown on the checklist lines 4-8 shall be reviewed to ensure they are included, complete and accurate.
- # 8** - If the Reviewer finds the invoice is complete and accurate they can finish filling out the checklist and submit it to the Contract Manager for payment. If the Reviewer has comments or questions concerning the invoice they should fill out the checklist stating their concerns and submit the checklist, with any supporting information, back to the Contract Manager so they can address the concerns with the consultant. If an invoice is rejected and a re-submission is required the rejected invoice (including the checklist explaining the rejection) shall be attached to the new invoice when processed. The inclusion of the rejected invoice will document the timeline of payment and create a record of invoicing issues by the firm.
- #9** - If the Reviewer has comments or questions concerning the invoice they should fill out the this area stating their concerns and submit the checklist, with any supporting information, back to the Contract Manager so they can address the concerns with the consultant.
- #10** – The Reviewer shall sign and date the checklist and print their phone extension in case someone processing the invoice has questions.

INVOICE REVIEW CHECKLIST

Reviewer	Project Name:
Consultant:	Project No. :
Date Received	Invoice Number:
Date Reviewed	Date to CM

	Yes	No	N/A																					
1. Are the following Direct Expenses charged correctly?																								
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> </div> <div> Lodging – (allowable charge is Contract Specific) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Mileage – (max. \$0.58 /mile) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Meals – (max. per diem rate Breakfast \$13, Lunch \$15, Dinner \$26) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A </div> </div>																								
2. Is Percent of Work complete within 10% of the Labor/Hours expended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> </div> <div> Is this acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is the PROGRESS REPORT & NARRATIVE Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Has the maximum DIRECT LABOR allowed amount been exceeded? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is the Maximum Fee (the “Not to Exceed” amount) correctly stated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (apply above questions to On-Call Statewide contracts as well) </div> </div>																								
3. Any contract amendments/changes/corrections regarding:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> </div> <div> If “YES” what has changed: <table style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr> <th style="width: 150px;"></th> <th style="width: 40px;">Yes</th> <th style="width: 40px;">No</th> </tr> </thead> <tbody> <tr> <td>Fixed Fee %</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Overhead Cost %</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Completion Date</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Direct Labor/Direct Expenses</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hourly Rate/Billing Rate</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Reallocation of Funds</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> </div>		Yes	No	Fixed Fee %	<input type="checkbox"/>	<input type="checkbox"/>	Overhead Cost %	<input type="checkbox"/>	<input type="checkbox"/>	Completion Date	<input type="checkbox"/>	<input type="checkbox"/>	Direct Labor/Direct Expenses	<input type="checkbox"/>	<input type="checkbox"/>	Hourly Rate/Billing Rate	<input type="checkbox"/>	<input type="checkbox"/>	Reallocation of Funds	<input type="checkbox"/>	<input type="checkbox"/>			
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Hourly Rate/Billing Rate	<input type="checkbox"/>	<input type="checkbox"/>																						
Reallocation of Funds	<input type="checkbox"/>	<input type="checkbox"/>																						
4. Is the APPLICATION FOR PAYMENT Sheet signed by the Consultant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
5. Is the PROJECT NAME, NUMBER, TASK ORDER NUMBER and WCC correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
6. Is NHDOT NOTICE TO PROCEED LETTER(S) attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
7. Is the OVERHEAD RATE % correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
8. Is the FIXED FEE PERCENT/FORMULA correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
9. Is the Invoice APPROVED for Payment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
<u>COMMENTS/ANYTHING UNIQUE TO THIS CONTRACT? (over if needed)</u>																								

Reviewer Signature: _____ Extension _____ Date: _____

PLEASE RETURN TO CONTRACT MANAGER WITH INVOICE PACKAGE.

INVOICE REVIEW CHECKLIST

Reviewer	Project Name:
Consultant:	Project No. :
Date Received	Invoice Number:
Date Reviewed	Date to CM

	Yes	No	N/A
1. Are the following Direct Expenses charged correctly?			
Lodging – (allowable charge is Contract Specific)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mileage – (max. \$0.545 /mile)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meals – (max. per diem rate Breakfast \$13, Lunch \$15, Dinner \$26)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is Percent of Work complete within 10% of the Labor/Hours expended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the PROGRESS REPORT & NARRATIVE Attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the maximum DIRECT LABOR allowed amount been exceeded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the Maximum Fee (the “Not to Exceed” amount) correctly stated? (apply above questions to On-Call Statewide contracts as well)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Any contract amendments/changes/corrections regarding:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If “YES” what has changed:	Yes	No	
Fixed Fee %	<input type="checkbox"/>	<input type="checkbox"/>	
Overhead Cost %	<input type="checkbox"/>	<input type="checkbox"/>	
Completion Date	<input type="checkbox"/>	<input type="checkbox"/>	
Direct Labor/Direct Expenses	<input type="checkbox"/>	<input type="checkbox"/>	
Hourly Rate/Billing Rate	<input type="checkbox"/>	<input type="checkbox"/>	
Reallocation of Funds	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is the APPLICATION FOR PAYMENT Sheet signed by the Consultant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the PROJECT NAME, NUMBER, TASK ORDER NUMBER and WCC correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is NHDOT NOTICE TO PROCEED LETTER(S) attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the OVERHEAD RATE % correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the FIXED FEE PERCENT/FORMULA correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the Invoice APPROVED for Payment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>COMMENTS/ANYTHING UNIQUE TO THIS CONTRACT? (over if needed)</u>			

Reviewer Signature: _____ Extension _____ Date: _____

PLEASE RETURN TO CONTRACT MANAGER WITH INVOICE PACKAGE.

INVOICE DOCUMENTS SHALL BE SUBMITTED IN THE FOLLOWING ORDER:

1) ON-CALL TASK ORDER ASSIGNMENT SUMMARY

- This form shall only be used for multiple assignment contracts (On-Call type contract).
- For On-Call contracts a complete set of invoice forms shall be submitted for each Task Order. This Cover Sheet summarizes and totals all the Task Order assignments invoiced in the period and shall be submitted with all the individual task order invoices.
- The form should auto-calculate the totals and percentages but the values should be reviewed to ensure the calculations are correct.
- The Page No shall be filled in. This shall be Page No. 1 for all multiple assignment On-Call invoices.
- **#1** – The top portion of the sheet should be filled in completely to include the prime Consultant firm name, the Project Description (i.e. Statewide Highway Design On-Call, or Statewide Environmental On-Call, etc.), the Project Number of the Statewide project, the Contract Number assigned by Admin Services when the contract is brought to G&C, the Federal Number (if applicable), and the Maximum Contract Amount allowed in the contract.
- **#2** – The Date of Service shall be filled to include the beginning date of service for the time period being invoiced and the closing date of service for the time period being invoiced.
- **#3** – Each Task Order shall be given a consecutive number that shall be referenced in the Notice to Proceed letter. Each Task Order shall be listed on the summary sheet in numerical order. The billing information related to the project being charged shall also be shown. This information shall come directly from the Notice to Proceed letter and shall include as a minimum the Project Name, Project Number, Work Class Code charged, the Organization Code being charged and the Improvement Type.
- **#4** – The Task Order Limit shall be the negotiated not to exceed amount for the task order assignment as stated in the Notice to Proceed letter.
- **#5** – The Amount This Invoice shall reflect the total amount being invoiced within the dates of service being invoiced. Only the task orders being invoiced should be filled in.
- **#6** – The Through Previous Invoice shall reflect the exact amount billed through the last invoice. This should correspond with the Invoiced to Date column of the previous invoice.
- **#7** – The Invoiced to Date column shall correspond to the addition of the Amount This Invoice (**#5**) and Through Previous Invoice (**#6**) columns.
- **#8** – The Percent Complete shall be a direct calculation of Task Order Limit (**#4**) and the Invoiced To Date (**#7**).
- **#9** – The Maximum Contract Amount shall be the Statewide contract amount approved by G&C for the Statewide contract.
- **#10** – The Remaining Contract Authority shall be a direct calculation of the total of the Task Order Limit column subtracted from the Maximum Contract Amount. This is the amount of contract authority remaining before the contract amount is exceeded. The percent of the Contract Remaining should auto-calculate as well showing the percent of the contract remaining.
- **#11** – The number should be the total of the Amount This Invoice column and represents the amount being requested for payment for all task orders.
- **#12** – The DOT Reviewer and the DOT Contract Manager (if they are not the same) shall sign and date the invoice prior to processing the invoice for payment. The Bureau Administrator, or other authorized signatory, shall sign the “Approved for Payment”. The only authorized signatories are those whom the Commissioner has designated, thru Power of Attorney, to sign invoices.

2-CP) APPLICATION FOR PAYMENT (COST PLUS AGREEMENT FORM)

- If the contract type is not an On-Call with multiple task order assignments then this shall be the first sheet in the invoice (i.e. the Page No. is 1).
- The form used must be appropriate for the method of payment specified in the contract (cost plus).
- This form shall be used for single assignment contracts (Standalone or Multi-Phased Projects) or multiple assignment contracts (On-Call type contract).
- The form will auto-calculate the totals and percentages (for columns A-H) but the values should be reviewed to ensure the calculations are correct.
- **#1** – The top portion of the sheet should be filled in completely to include the Consultant firm name, The Consultant Vendor Number, the Project Name, the Notice to Proceed date, the Assignment Completion Date, the Invoice Number, the address the Consultant wishes to have the payment sent to, the Project Number, and the Federal Number (if applicable). The project information shown shall be the project being charged, so if this is a Statewide task order the project information shall be the project being worked on not the Statewide agreement the firms was hired under.
- **#2** – The Date of Service shall be filled to include the beginning date of service for the time period being invoiced and the closing date of service for the time period being invoiced.
- **#3** – If the invoice is for a Statewide agreement the “On-Call Only” box shall be filled in showing the Statewide contract information. The Task Order Assignment, The Project Name (more than likely Statewide), the Statewide project number, and the Statewide Contract Number assigned by Admin Services prior to G&C approval.
- **#4** – The negotiated labor costs shall be broken down by the Division of Work. The Division of Work reflects the various stages of the design process necessary to complete a project or certain tasks within the project. Depending on the size, complexity or type of work being done several, a few or none of the Division of Work rows may be blank. The templates shows a typical Highway Design or Bridge Design breakdown, each Division of Work may be changed or deleted depending on your specific contract. The Division of Work is usually the major sections of the scope of work and fee matrix components of the project or task order assignment.
- **#5** - Direct Labor total (total of Column A) shall match the CERTIFIED PAYROLL REPORT total. The Direct Labor shall be broken down and entered by Division of Work efforts completed within the Dates of Service invoiced..
- **#6** – The Overhead Rate is entered per the signed and approved contract. Entering the OH Rate in Column B should copy the Overhead Rate to all areas on all invoicing forms. A sample rate of 155.00% is entered as a placeholder on the form.
- **#7** – Column C is the addition of Column A and B, representing the amount that is being Invoiced for this Date of Service.
- **#8** – The Through Previous Invoice shall reflect the exact amount billed through the last invoice. This should correspond with the Invoiced to Date column of the previous invoice.
- **#9** – The Invoiced to Date amount shall be the addition of Column C and Column D and shall represent the total amount invoiced to date on the project/task order.
- **#10** - The Approved Amount should reflect the approved contract amount, by Division of Work. Any assignment Amendments are documented and paid separately so each Division of Work amount doesn't change based on each Amendment.
- **#11** – The Remaining amount shall be the difference between the Approved Amount from Contract (Column F) and the Invoiced to Date (Column E).
- **#12** – Column H shall be the Percent Invoiced by Division of Work, with the total at the bottom representing the total percent of the contract invoiced to date.

- **#13** – Fixed Fee shall be paid as a percentage of work completed, not as a percentage of the amount invoiced. The Fixed Fee shall be entered based on the value in the signed and approved contract. A sample Fixed Fee rate of 10.00% is shown as an example. The Fixed Fee should auto-calculate the amount of fee being paid based on the percent of work complete.
- **#14** – The Direct Expenses shall be shown and added in based on the information from the DIRECT EXPENSE SUMMARY SHEET with back-up receipts and sub-consultant invoices as necessary.
- **#15** – The member of the Consultant firm authorized to sign the invoice shall be identified, including their title. They shall sign and date each invoice on the date it was completed and sent to NHDOT for processing.
- **#16** – The Approved For amount shall be the same as total amount invoiced shown in the Project Total under Column C. This shall represent the total amount the Consultant is requesting payment for within the Date of Service shown on the invoice.
- **#17** - Once the entire invoice has been reviewed by DOT staff and is considered complete and accurate the Reviewer and the Contract Manager shall sign off and date the invoice. The Bureau Administrator, or other authorized signatory, shall sign the “Approved for Payment”. The only authorized signatories are those whom the Commissioner has designated, thru Power of Attorney, to sign invoices.
- **#18** - The proper Project Name, Number, Work Class Code, Org Code and Improvement Type are entered on the sheet from the Notice to Proceed letter. This information will be used by the Bureau of Finance to charge the invoice to that specific project.

2-LS) APPLICATION FOR PAYMENT (LUMP SUM AGREEMENT FORM)

- The form used must be appropriate for the method of payment specified in the contract (lump sum).
- The form will auto-calculate the totals and percentages (for columns A-E) but the values should be reviewed to ensure the calculations are correct.
- #1 – The top portion of the sheet should be filled in completely to include the Consultant firm name, The Consultant Vendor Number, the Project Name, the Notice to Proceed date, the Contract Completion Date, the Invoice Number, the address the Consultant wishes to have the payment sent to, the Project Number, and the Federal Number (if applicable).
- #2 – The Date of Service shall be filled to include the beginning date of service for the time period being invoiced and the closing date of service for the time period being invoiced.
- #3 – For a Lump Sum contract the invoicing is relatively simple. The dollar amount being invoiced, based upon the percent of work complete, all the invoicing information found on this sheet is transferred from the PROGRESS REPORT page.
- #4 – The Amount This Invoice shall reflect the amount billed for the Date of Service of this invoice. (total of Column A).
- #5 – The Through Previous Invoice shall reflect the exact amount billed through the last invoice. This should correspond with the Invoiced to Date column of the previous invoice.
- #6 – The Invoiced to Date amount shall be the addition of Column A and Column B and shall represent the total amount invoiced to date on the project. The Percent Invoiced to Date is calculated at the bottom of the column and represents the total percent of the contract invoiced to date. This should match with the percent calculated on the PROGRESS REPORT page.
- #7 - The Approved Amount should reflect the approved contract amount. Any Amendments are documented and the dollar value is included within the Amount Approved.
- #8 – The Remaining amount shall be the difference between the Approved Amount from Contract (Column D) and the Invoiced to Date (Column C). The Percent Remaining is calculated at the bottom of the column and represents the total percent of the contract remaining unspent.
- #9 – The member of the Consultant firm authorized to sign the invoice shall be identified, including their title. They shall sign and date each invoice on the date it was completed and sent to NHDOT for processing.
- #10 – The “Approved For” amount shall be the same as total amount invoiced shown in the Project Total under Column C. This shall represent the total amount the Consultant is requesting payment for within the Date of Service shown on the invoice.
- #11 - Once the entire invoice has been reviewed by DOT staff and is considered complete and accurate the Reviewer and the Contract Manager shall sign off and date the invoice. The Bureau Administrator, or other authorized signatory, shall sign the “Approved for Payment”. The only authorized signatories are those whom the Commissioner has designated, thru Power of Attorney, to sign invoices.
- #12 - The proper Project Name, Number, Work Class Code, Org Code and Improvement Type are entered on the sheet from the Notice to Proceed letter. This information will be used by the Bureau of Finance to charge the invoice to that specific project.

3-CP) PROGRESS REPORT (COST PLUS AGREEMENT FORM)

- The form used must be appropriate for the method of payment specified in the contract (Cost Plus).
- For an On-Call contract, prepare a separate form for each applicable task order assignment.
- A separate line will be added for each approved amendment to the contract. Amendments will be tracked separately as a whole and direct labor, hours and percent complete will be tracked separately.
- The Page No. shall be filled in.
- #1 – The “Consultant Name”, Project Name”, Invoice No.” and State No.” shall be filled in. These sections should auto-fill from the APPLICATION FOR PAYMENT sheet.
- #2 – The “Date of Service” shall be entered representing the timeframe this work was completed. This section should auto-fill from the APPLICATION FOR PAYMENT sheet.
- #3 The “Division of Work” description will be auto-filled from the “APPLICATION FOR PAYMENT” page.
- The “Hours Invoiced” for each Division of Work shall be entered based upon the approved fee proposal (#4 - “Approved Hours from Contract”) and the hours billed (#5 -“Hours Billed To Date”). Using the information from Columns A and B the “% Hours Billed” (Column C) will be calculated. The “Total Hours Percent Complete” (#9) will also be calculated and used for comparison purposes later on.
- The “Project Percent Complete” for each Division of Work shall be the estimated amount of work complete for that task (0 when no work has been performed on the specific division of work and 100 when the work for that task is complete). A 0 shall also be entered for any Division of Work category that is not included in the assignment.
- #6 - The “Through Previous Invoice % Complete” column must match the CONSULTANT PROGRESS REPORT from the previous invoice.
- #7 - The “Through This Invoice % Complete” shall reflect the total percent complete for each Division of Work through the period ending date.
- For cost plus contracts:
 - #8 - The “Contract Weight” column shall be calculated based on the negotiated cost for each individual Division of Work. The contract weight shall represent the percent contribution the specific Division of Work bears to the total cost for the assignment.
 - #10 - The “Total Percent Complete” will be calculated, and then compared to the percent invoiced from the APPLICATION FOR PAYMENT (#11).
- #12 – The totals found in #9 – Total Hours Percent Complete, #10 – Total Project Percent Complete, and #11 – Percent Invoiced are compared to ensure that the three project metrics are proceeded along at approximately the same rate.
- If Reviewer/Contract Manager concludes that the percent of direct labor invoiced or hours billed to date exceeds the actual percent of work completed by more than 10% there needs to be communication with the consultant to see if this disparity is OK or if some action needs to take place to bring the work effort back in line with the project percent complete.

3-LS) PROGRESS REPORT (LUMP SUM AGREEMENT FORM)

- The form used must be appropriate for the method of payment specified in the contract (Lump Sum).
- A separate line will be added for each approved amendment to the contract. Amendments will be tracked separately.
- The Page No. shall be filled in.
- #1 – The “Consultant Name”, Project Name”, Invoice No.” and State No.” shall be filled in. These sections should auto-fill from the APPLICATION FOR PAYMENT sheet.
- #2 – The “Date of Service” shall be entered representing the timeframe this work was completed. This section should auto-fill from the APPLICATION FOR PAYMENT sheet.
- #3 - The “Project Percent Complete” for each Division of Work shall be the estimated amount of work complete for that task (0 when no work has been performed on the specific division of work and 100 when the work for that task is complete). A 0 shall also be entered for any Division of Work category that is not included in the assignment.
- #4 - The “Through Previous Invoice % Complete” column must match the CONSULTANT PROGRESS REPORT from the previous invoice.
- #5 - The “Through This Invoice % Complete” shall reflect the total percent complete for each Division of Work through the period ending date.
- #6 - The “Total Dollar Amount For Task” shall reflect the total dollar amount approved for each Division of Work from the Contract.
- #7 - The “Dollar Amount Previously Invoiced To Date” shall reflect the total dollar amount invoiced from the previous invoice.
- #8 - The “Dollar Amount Invoiced To Date” shall reflect the total dollar amount invoiced for each Division of Work to date.
- #9 – Shall represent:
 - The “Maximum Contract Amount” is the total dollar amount approved for the contract.
 - The “Total” shall represent the amount previously invoiced (total of Column D) and the Total of the Amount Invoiced to Date (total of Column E). Each of these columns should auto-calculate.
 - The “Percent Complete” should be auto-calculated, and represents the total project percent complete from the previous invoice (percent of Column D) and the total percent complete to date (total of Column E).
- If Reviewer/Contract Manager concludes that the percent invoiced to date exceeds the actual percent of work completed by more than 10% there needs to be communication with the consultant to see if this disparity is OK or if some action needs to take place to bring the work effort back in line with the project percent complete.
- #10 – Under the “Narrative for each Division of Work:” there should be a brief listing of the work completed within the payment period on each of the Divisions of Work.

4) CERTIFIED PAYROLL REPORT

If the Consultant's accounting system can produce an equivalent report, that contains the same information (names, dates worked, hours worked, salary rates and direct labor totals), then they may substitute their form for the Certified Payroll Report. A sample report supplied by the Consultant firm to verify their report is equivalent prior to the first invoice may be prudent.

If they cannot produce an equivalent report then the following applies to filling out the attached Certified Payroll Report form:

- This form is not required for lump sum contracts.
- For an On-Call task order assignment the consultant shall prepare a separate form for each applicable task order assignment.
- The Contract Manager shall be notified of any changes to the names, titles, or rates of pay in the first pay period the change is made.
- Use an asterisk to denote raises to employees (on first invoice where raise appears).
- Hourly rates cannot exceed maximum limit described in contract.
- Hourly rates cannot exceed \$60/hour without a pre-approved Salary Cap Waiver in place.
- The Page No. shall be filled in.
- **#1** – The top portion of the sheet should be filled in completely to include the Consultant firm name, The Consultant Vendor Number, the Project Name, the Notice to Proceed date, the Assignment Completion Date, the Invoice Number, the address the Consultant wishes to have the payment sent to, the Project Number, and the Federal Number (if applicable). The project information shown shall be the project being charged, so if this is a Statewide task order the project information shall be the project being worked on not the Statewide agreement the firms was hired under. These sections should auto-fill from the APPLICATION FOR PAYMENT sheet.
- **#2** – The Date of Service shall be filled to include the beginning date of service for the time period being invoiced and the closing date of service for the time period being invoiced. These sections should auto-fill from the APPLICATION FOR PAYMENT sheet.
- **#3** - List names in alphabetical order (last name first) and their job titles. The Names, Titles, and Rates of pay shall be the same as submitted during contract negotiations on the SALARY RATE CALCULATION FORMS. The listing can be a complete listing for anyone in the firm that could work on the project/assignment, but only the actual hours billed for the period are entered. Therefore the form doesn't have to be recreated for each invoice.
- **#4** – The month shall be entered representing the month covered for the “Dates of Service”
- **#5** - Enter the hours worked on the day for the corresponding employee shown in the table.
- **#6** – The total hours worked by individual employee should be totaled at the right of the monthly listing.
- **#7** - Typically, for Standalone contracts actual rates of pay are used on this form, for On-Call contracts the average rates from the agreement are used for each classification. The total direct labor billing for each employee shall be totaled in the “Cost” column. This is simply the multiplication of the Total Hours column (**#6**) times the “Rate” column (**#7**)
- **#8** – Total number of hours billed in this billing cycle.
- **#9** – Total amount of Direct Labor billed during the billing cycle (Dates of Service). This number shall correspond to the total of the Direct Labor charges on the APPLICATION FOR PAYMENT sheet (the total of Column A).

5) NARRATIVE

- For an On-Call contract prepare a separate narrative for each applicable task order assignment.
- The Page No. shall be filled in.
- #1 – The top portion of the sheet should be filled in completely to include the Consultant firm name, The Consultant Vendor Number, the Project Name, the Notice to Proceed date, the Assignment Completion Date, the Invoice Number, the State Number, and the Contract Number. The project information shown shall be the project being charged, so if this is a Statewide task order the project information shall be the project being worked on not the Statewide agreement the firms was hired under. These sections should auto-fill from the APPLICATION FOR PAYMENT sheet.
- #2 – The Date of Service shall be filled to include the beginning date of service for the time period being invoiced and the closing date of service for the time period being invoiced. These sections should auto-fill from the APPLICATION FOR PAYMENT sheet.
- #3 - The narrative shall clearly acknowledge if there are any pending/future issues or concerns that will impact meeting the design schedule. If there are no issues or concerns relative to meeting the design schedule the narrative should also clearly state this.
- The narrative shall clearly describe the work performed during the dates of service invoiced.
- #4 - The narratives shall be separated into the appropriate “Division of Work” categories listed in the associated CONSULTANT’S PROGRESS REPORT.
- #5 - Any anticipated Deliverable worked on within the billing cycle should be identified, with their percent complete and the anticipated completion date..
- #8 - Any travel or expenses reimbursements being requested on the DIRECT EXPENSE SUMMARY sheet shall have a corresponding entry in the Meeting/Event Description section showing where the meeting was or why travel was necessary (i.e. narrative should indicate travel to a meeting or to the project site if receipts for mileage are included).
- #9 - If a Design Schedule is not provided with the invoice and explanation should be provided. A short duration task order assignment may be a justification for not including a Design Schedule (or even requiring the development of a Design Schedule).

6) NOTICE TO PROCEED LETTER FROM NHDOT

- A copy of the “Notice to Proceed” letter shall accompany each invoice for each assignment and/or amendment.
- The Notice to Proceed letter shall include as a minimum:
 - Date of letter (shall be official start date),
 - G&C Approval Date,
 - Contract Expiration Date,
 - Direct Labor amount (per approved contract),
 - Overhead amount (per approved contract),
 - Fixed Fee amount (per approved contract),
 - Direct Expense amounts (per approved contract), including sub-consultants
 - Contract Manager,
 - Copy Finance AP Section
 - Copy Internal Audit Office
 - Copy Project Manager
 - Copy Consultant Master File
- For payment purposes the letter shall also include the Project Name and Number, the Work Class Code, and Org Code that all invoices should be made to.
- The invoiced salary, overhead, fixed fee or direct expense total cannot exceed the approved total.
- Any letter/memo that approves reallocation of hours/funds between the various Divisions of Work shall also be included with every invoice, so as to document how the hour/funding allocation of the Divisions of Work changed from the original contract.
- Any letter that approves a contract amendment of hours/funding, or a time extension, shall also be included with every invoice, so as to document how the hour/funding allocation within the Divisions of Work changed from the original contract or how the expiration date changed.
- Any “Notice to Proceed” letter or contract amendment shall be copied to the “Finance – Accounts Payable Section”. This will ensure the funds are encumbered to the correct project and org code. This will also speed in the processing of payments. Any “Notice to Proceed” letter or contract amendment shall also be copied to the “Internal Audit Office” this will ensure that correct contract information is on hand when the contract is closed and a final close-out audit is conducted. Any “Notice to Proceed” letter or contract amendment shall also be copied to the “Project Manager” this will ensure that the Project Manager is notified of consultant work being performed on their project.

7) DIRECT EXPENSE SUMMARY

- Refer to standard contract language and contract special provisions to determine what costs are reimbursable direct expenses. Also Chapter 3.0 – Contract Management of the Consultant Procurement Manual contains information pertaining to allowable direct expenses.
- The Page No. shall be filled in.
- #1 – The top portion of the sheet should be filled in completely to include the Consultant firm name, The Consultant Vendor Number, the Project Name, the Invoice Number, the Project Number, and the Federal Number (if applicable). The project information shown shall be the project being charged, so if this is a Statewide task order the project information shall be the project being worked on not the Statewide agreement the firms was hired under. These sections should auto-fill from the APPLICATION FOR PAYMENT sheet.
- #2 – The Date of Service shall be filled to include the beginning date of service for the time period being invoiced and the closing date of service for the time period being invoiced. These sections should auto-fill from the APPLICATION FOR PAYMENT sheet.
- #3 - Each Category (mileage, meals, sub-consultants, etc.) should be filled in according to the approved contract.
- #4 – Column A “Amount This Invoice” shall represent the amount being invoiced for the “Dates of Service” shown in #2. All receipts for the charges being requested shall be included.
- #5 – The amount that was “Through Previous Invoice” shall be shown.
- #6 – Column C – “Invoice To Date” shall represent the addition of Column A and B.
- #7 - Approved Amounts for each “Category” must agree with the approved fee proposal and Notice to Proceed letter from NHDOT.
- #8 – Column E “Remaining” shall be the subtraction of Column D minus Column C and shall represent the amount of Direct Expense remaining in each category.

8) DIRECT EXPENSE BACKUP INFORMATION

- Submit copies of direct expense backup pages in the same order as listed on the DIRECT EXPENSE SUMMARY sheet.
- Back up materials for direct expenses could include:
 - Receipts (for phone, postage, and other project specific materials).
 - Detailed receipts will be required for meals and lodging reimbursement that show what was ordered for meals and drinks, or how many rooms, the daily rate and the total lodging being requested for reimbursement.
 - For tolls and mileage reimbursement a log of beginning point, destination (site review, meeting location, etc.) location, and then return ending point, along with total mileage will be required. Receipts for tolls shall clearly state the date and amount of toll. Mileage receipts should be through a copy of a log type entry that clearly states the date, miles travelled to and from the destination and the amount requested using the approved Federal mileage reimbursement rate

9) DESIGN SCHEDULE – CURRENTLY NOT AN INVOICING REQUIREMENT

- Currently a schedule is not required to be included with each invoice. In the future this may be a requirement depending on the final outcome of the “Schedule Committee” work efforts. In any case the Consultant is required to submit and maintain a current design schedule that meets the contract requirements.
- Submit a copy of the current design schedule. The Design Schedule shall meet the requirements of the NHDOT Schedule Committee and shall be submitted in the form of a Gant chart. The schedule should be pre-approved by the Contract Manager at the time of the first invoice.
- For On-Call contracts were Task Order assignments may be of a short duration so a Design Schedule may not be required, the Contract Manager should work with the Consultant to determine if a Design Schedule is warranted for each individual Task Order assignment.

PROCESSING INVOICE FOR PAYMENT

Once the invoice is entered into the invoice database at the originating Bureau the invoice shall be transmitted to the Bureau of Finance for payment.

At the time of Governor and Executive Council approval of the consultant contract, the Accounts Payable (AP) Section of the Division of Finance will encumber the funds as listed in the G&C Approval Letter. They will also create the Purchase Order (PO) that sets up the holding account mechanism to track and pay the consultant invoices. Most of the basic contract information is kept in paper form (within a “Blue Folder”) in the AP Section files.

Upon receipt of the invoice by the Accounts Payable Section of Finance they will review the invoice for completeness and accuracy.

The “Blue Folder” will be retrieved from the Bureau files and the Purchase Order reviewed versus the invoice.

Information the AP Section will review and needs to be included with the payment request:

- Consultant Name and Vendor ID
- Invoice Number
- Invoice signed and “Approved for Payment” by the authorized Bureau member.
- Check math within invoice: Invoice vs. Cover Sheet
- Verify Funding String is complete and accurate, including:
 - Account Number
 - Account Unit
 - Project Number
 - Work Class Code
 - DBF-District Bureau Foreman
- Verify the funding is correct versus ProMIS project information page.
- If invoice charges to Multiple Funding Strings, that they total correctly and match the invoice total.
- If an On-Call task assignment is being used on a project outside of the G&C approved org code (i.e. most On-Calls are approved using 3054 for Federal projects) an authorization memo should be attached. Example: You should attach an authorization memo from Turnpikes stating the funds are available and OK to use in the amount shown for the task assignment. AP Section will have to transfer the encumbrance authority from the Federal Accounting Unit to Turnpikes for that assignment prior to processing the payment. The best option is to transmit this authorization with the original NTP for the task assignment to the AP Section so the transfer is complete prior to the first invoice. Finance would then encumber the whole task assignment to process against future invoices.

If Federal funds are involved, the invoice is passed on to Brenda/AJ for review concerning the use of Federal funds. Once reviewed and approved the invoice is returned to the AP Section for payment.

The AP Section will then upload the invoice payment details into Lawson and the payment is processed and approved by Administrative Services.

Once approved, the payment is sent to Treasury and an electronic payment is made to the firm.

See Chapter 3.0 – Contract Management of the Consultant Procurement Manual, for additional information and requirements concerning invoicing restrictions and requirements.

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