

NHDOT Standardized Invoicing Procedures - Frequently Asked Questions

In order to address questions from the Standardized Invoice users and reviewers, the following Frequently Asked Questions (FAQ) has been developed.

Q: Do I need to use the Standardized Invoice for my existing contract? What about all new contracts?

A: Your contract will dictate the invoicing method. All current contracts in Article II, under the PAYMENTS section will state:

PAYMENTS

*Monthly payments on account of services rendered under this AGREEMENT may be made upon submission of invoices by the CONSULTANT to the DEPARTMENT. **The CONSULTANT shall follow the DEPARTMENT'S Standardized Invoicing format.** The fixed fee shall be invoiced during the billing period based upon the overall percent complete calculated within the approved progress report found in the DEPARTMENT'S Standardized Invoicing. Invoices shall be submitted for each month that there has been more than \$10,000 in cumulative billable work since the last invoice, and at least quarterly.*

If your contract is older and doesn't contain the above statement, you need to discuss with the NHDOT Contract Manager an acceptable invoicing format/method. It is not the Department's intent to have a consultant change to the standardized invoicing format on an existing contract. Within the next few years, all contracts will require the use of the Standardized Invoicing Format.

Q: Does a Certified Narrative need to be provided for each "Division of Work"?

A: A separate Certified Narrative page shall be filled out for each "Division of Work" that progress has been made (i.e. you're asking for payment). If no work has begun for a "Division of Work", or the work in a "Division(s) of Work" has been completed, then no Certified Narrative is required for those divisions.

Q: Does the Certified Narrative need to be on separate sheets for each Division of Work, or if space allows, is it acceptable on one sheet?

A: A separate Certified Narrative page should be used for each Division of Work.

Q: Regarding the Certified Payroll Report, the Procedures state that the Consultant may substitute their own form that provides the “same information.” Is it required that the substitute form show each hour charged by the actual date, or can the substitute form simply list the hours that each employee charged during that period?

A: The Certified Payroll Report does not have to be by calendar month, it may be based upon the firm’s payroll periods. The report does not have to show hours worked per day, but must show the name, pay rate, and number of hours worked in the invoicing period. It is the consultant’s responsibility to accurately track the Divisions of Work that each employee’s time is charged to.

The Department’s Certified Payroll Report may be used to show pay period billing over two months instead of the first of the month to the last day of the month. Multiple Certified Payroll Reports may be submitted per invoice. Example: if your payroll period is November 5th to December 6th, you can complete the November Certified Payroll Report from November 5th to November 30th on one sheet and also complete a second Certified Payroll Report for December 1st to December 6th. Or the sheet can be modified to show the November 5th to December 6th pay days on one sheet.

Note: please remember that gaps in invoicing pay periods is not permissible. If in the example above the invoiced period ended on December 6th, the next invoicing period must begin on December 7th regardless of whether work was done that day. The invoicing pay periods should be continuance from the start of the contract to the final invoice.

Q: Does an invoice need to be submitted even if little or no work was completed during a particular pay period?

A: Your contract will dictate the invoicing period. All current contracts in Article II, under the PAYMENTS section will state:

PAYMENTS

Monthly payments on account of services rendered under this AGREEMENT may be made upon submission of invoices by the CONSULTANT to the DEPARTMENT. The CONSULTANT shall follow the DEPARTMENT’S Standardized Invoicing format. The fixed fee shall be invoiced during the billing period based upon the overall percent complete calculated within the approved progress report found in the DEPARTMENT’S Standardized Invoicing. Invoices shall be submitted for each month that there has been more than \$10,000 in cumulative billable work since the last invoice, and at least quarterly.

Q: How many Work Class Codes are required on a typical project?

A: On a typical Highway, Bridge, or Highway/Bridge contract, there should be only one Work Class Code required per contract.

WCC 133H is used for consultant charges for Preliminary Design (Pre-NEPA) work efforts, generally known as "Part A".

WCC 133I is used for consultant charges for Final Design (Post-NEPA) work efforts, generally known as "Part B".

There are several other Work Class Codes that the Department uses to charge consultant time, but they are usually for On-Call contracts (typically Environmental, Survey, Geotechnical, Material Testing, etc. contracts).

Q: Is there a limit to the number of classifications that a firm can use in preparing their fee?

A: No, there isn't a limit to the number of employee classifications that can be used by a firm. It is understood that the number of classifications will vary and will depend on a variety of things like the complexity of the project, the number of specialty positions required to complete the work and the number of services the prime is undertaking (i.e. survey, geotech, environmental, etc.). As the fee is developed the Contract Manager will review and approve the classifications used.

Please direct any other questions to Bill Oldenburg.