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| modot Consultant services HOURLY Rate AgREEMENTinvoice documentation checklist | | |
| **Consultant must submit reimbursement invoices every month, or when expenditures equal $10,000.** | | |
| **Invoice Header** | Did the Consultant use the required Consultant Payment Invoice Template for Hourly Rate Agreements? (see Fig. 134.5.1.3 to be used for all hourly rate consultant services reimbursement requests) | □ |
| Is the invoice date current? *(Note: If an invoice is returned to the consultant for any reason, it must be* ***re-dated*** *when resubmitted to MoDOT to comply with the 45-day prompt payment.)* | □ |
| Is the Invoice consecutively numbered? Final invoice must be marked “Final Invoice”. Final invoices must be submitted within 60 days of the MOU Completion 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? Has the period of service lapsed? If so, the invoice cannot be paid. | □ |
| Is the Federal Project Number shown? | □ |
| ***Section 1: Project Information*** | Is the consultant name and address provided? | □ |
| Is the consultant contact person and phone number provided? | □ |
| Does the project description sufficiently describe the project? | □ |
| Are the Hourly Rate Agreement execution and expiration dates correct?  (Execution date will be when the Commission executed the contract.) | □ |
| If applicable, is the one year extension expiration date correct? | □ |
| Is the MOU number, provided? | □ |
| Are the MOU Execution and Estimated Completion Dates correct? | □ |
| Is the MOU Cost Ceiling correct? | □ |
| **Section 2 –**  **Billing Summary** | Is the total for Direct Salaries provided and match what is shown in Section 3? | □ |
| Is the total for Direct Costs provided and match what is shown in Section 3? | □ |
| Are the totals and subtotals mathematically accurate? | □ |
| Is the total invoiced amount to date provided and correct? | □ |
| Is the total invoiced amount to date less than the MOU Cost Ceiling? | □ |
| **Section 3-Project Costs Breakdown**  **(Direct Salaries)** | Do the employee and/or employee classifications provided on the invoice match what is provided in the current exhibit in the hourly rate agreement? | □ |
| Do the hourly rates provided on the invoice match what is provided in the current exhibit in the hourly rate agreement? | □ |
| Are the totals and subtotals mathematically accurate? | □ |
| **Section 3-Project Costs Breakdown**  **(Direct Costs)** | Do the tasks or descriptions of the costs provided clearly identify the items for which reimbursement is being requested? | □ |
| Did the hourly rate agreement include sub-consultants?   * Is their sufficient documentation of the sub-consultants costs to verify that their employee classifications and hourly rates match the current exhibit provided for the sub-consultant in the hourly rate contract? * Is their sufficient documentation provided to identify what tasks were completed by the sub-consultant? * Does the documentation provided by the sub-consultant support the costs? * Are the rates used by the sub-consultant within the approved rates (i.e. per diem, mileage, etc.) | □ |
| Is documentation provided as appropriate to verify direct costs submitted for reimbursement?  (i.e. hotel receipts, equipment rental invoices, other receipts, etc.) | □ |
| Were any specialized non-sub-consultant services needed as part of the work?   * Was the need for these services identified as part of the cost breakdown in the MOU? * If these services were not part of the cost breakdown in the MOU, then was the use of these services approved by the MoDOT person in charge of the contract? * Does the documentation provided clearly identify the services provided and the costs for these services? (i.e. a paid invoice from the provider of the service) | □ |
| Are the costs allowable per Figure 136.4.6? |  |
| Are the totals and subtotals mathematically accurate? | □ |
| **Section 4-Progress Report**  **(%Complete and Project Narrative)** | Are tasks or work items performed consistent with what was approved for the MOU? | □ |
| Do the percentages for the work items completed seem reasonable? | □ |
| Is the total for % of project completed mathematically accurate? | □ |
| Has a progress narrative been provided with the invoice and does it accurately describe the work that has been accomplished for the invoice billing period? | □ |
| **Section 4-Progress Report**  **(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? | □ |
| **Supporting Documentation** | For each invoice submitted, the consultant 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 from prime consultant and sub-consultant with tasks tied to hours per employee; * Direct Costs such as travel expenses and other vendors documentation i.e. receipts. * timesheets, equipment use, and material use; * supplier invoices 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? | □ |