**A&E and Related Services Invoice Requirements Consultant Checklist for**

Cost Plus Fixed Fee Invoices

*\*See* [*OPO-STD-003-Consultant*](https://www.oregon.gov/odot/Business/Procurement/DocsPSK/inveq1.pdf) *for additional information on Invoice Requirements*

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| **CPFF Invoice Data Requirements** |  |
| Price Agreement/Contract Number |  |
| Work Order Contract (WOC) Number |  |
| Total amount due for the billing period |  |
| Invoice Number |  |
| Invoice Date |  |
| Billing Period |  |
| Consultant Name, Address, Phone (if remit address is the same, state remit address is the same) |  |
| Agency Project Manager Name |  |
| Remit address (must match consultant address of record). |  |
| Overhead (OH) & FCCM rate (if applicable, these do not apply to Negotiated Billing Rates (NBR)).  |  |
| Consultant’s Project Manager Name |  |
| Name/Classification of Employee “Working on Project” |  |
| Number of Labor Hours |  |
| Employee Direct Salary Rate or NBR, whichever is applicable |  |
| Task Numbers from Contract |  |
| Percent Complete of Each Task/Deliverable (if applicable) |  |
| Milestone Name and Numbers from Contract (if applicable) |  |
| Milestone Percent Complete (if applicable) |  |
| **Additional Invoice Requirements for Cost Portion of CPFF** |  |
| Total Not-to-Exceed (NTE) amount (less unauthorized contingency amounts); total amount previously invoiced; total charges for current billing period |  |
| Name of the “current" ODOT Project Manager; not necessarily the name specified on the contract. Name of the Consultant’s Project Manager (Invoice must be signed by Consultant’s PM if not submitted electronically via email). |  |
| Overhead rate and FCCM applied to direct salary rates to arrive at the total amounts due (**do not apply profit to billing rates**).  |  |
| Breakdown of labor cost by task (as defined in the Contract) for Prime Consultant and sub-consultant. Include:* Employee names and classifications applicable to the work performed for the billing period (titles should match approved ESR/NBR schedules)
* For each employee, indicate:
	+ Direct salary rate (within the max identified on the ESR approved for the PA/Contract) or approved fully loaded rates for subs using NBRs, if applicable.
	+ A breakdown of the number of hours worked per employee and the total labor amount.
 |  |
| Breakdown of Other Direct Charges (ODC), including travel costs. Enter name of vendor or the in-house ODC item (for travel costs, show employee name), description of ODC, invoice or reference number, unit price, number of units, ODC cost for the line item. For supporting documentation, attach:* Vendor receipts are required for ODCs;
* Receipts for approved lodging, rental cars, airfare (receipts are not required for approved meal per diem).
* Long-Term Lodging and Per Diem provisions in Exhibit B of the Contract or PA
 |  |
| Amounts billed for authorized contingency tasks must be identified as separate line items from amounts billed for non-contingency (required) tasks. Place Notice-to-Proceed email on file. The amount for a T&M or CPFF contingency task must include:* All labor, overhead, profit, and expenses for the task.

Direct non-labor expenses for contingency tasks must not be included in an overall amount for direct non-labor expenses applied to the budget for the non-contingency tasks. |  |
| Summary of sub-consultant invoices on Prime Consultant’s invoice. Summary must include:* Sub-consultant name, total hours and total cost for all sub-consultants who performed work during the billing period.
* For supporting documentation, attach sub-consultant invoice and breakdown of costs.

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| Identify on invoice:* The total Fixed Fee amount for the Contract
* Amount of the Fixed Fee due (if any) for the period invoiced.

 Invoicing and payment of the Fixed Fee must be in conformance with the Fixed Fee payment methodology identified in the Contract. If no Fixed Fee payment methodology is identified in the Contract, the invoicing and payment of Fixed Fee will be for progress payments commensurate with the percentage of work completed (services and deliverables that the Fixed Fee is associated with) during the billing period. |  |
| Summary of total labor hours, total labor amount, total ODC amount, and total cost for Prime Consultant and sub-consultant(s) for the billing period. |  |
| **Additional Invoice Requirements for Fixed-Fee Portion of CPFF** |  |
| Total Fixed Fee dollar amount set forth in the Contract/WOC |  |
| Amount of Fixed Fee paid to date |  |
| Percentage of the Contract/WOC services completed during this billing period (include details in monthly progress report) |  |
| Fixed Fee amount due for this invoice (total Fixed Fee amount multiplied by percentage of Contract/WOC services completed this billing period) |  |
| **CPFF Invoice Submittal Requirements** |  |
| “**Printed”** Font Size is to be legible or at least 12 pt.  |  |
| Submitted Monthly (or as indicated in the Contract) |  |
| 1 Copy of Supporting Documents |  |
| Progress Reports |  |
| Separate Invoice per Contract |  |
| Sub-consultant Invoices |  |
| Consultant Invoices/Receipts for Other Direct Cost(s) |  |
| Travel Expense Receipts |  |
| Paid Summary Report (as applicable - required for any Contract or WOC that includes sub-consultants) |  |

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| **Invoice Requirements for Contingency Tasks**  |  |
| Amounts billed for authorized contingency tasks must be identified as separate line items from amounts billed for non-contingency (required) tasks (Notice-to-Proceed for each authorized contingency task must be kept on file). The amount for a T&M or CPFF contingency task must include all labor, overhead, profit, and expenses for the task. Direct non-labor expenses for contingency tasks must not be included in an overall amount for direct non-labor expenses applied to the budget for the non-contingency tasks. |  |
| Include a breakdown of the costs and supporting documentation as required for the method of compensation selected in the contract for the invoiced contingency task.  |  |