**2022 NCDOT Invoice Template Frequently Asked Questions**

***General Note: For questions regarding how to fill out specific cells, please refer to the example tabs in the invoice templates.***

***Lump Sum Invoice Cover Sheet***

**Question:** Is the Timesheet Summary required for lump sum projects?

**Answer:** No. Please note there is no Timesheet Summary tab in the Lump Sum Invoice template.

***Sub\_Pay\_Form***

**Question:** Is this form required if there are no subconsultants listed for the project?

**Answer:** No.

**Question:** Are DBE forms still required?

**Answer:** No. NCDOT is tracking DBE utilization in another way, so the DBE form is not needed; however, PEFs should fill in the Sub\_Pay\_Form tab and provide the form to NCDOT with each invoice for any job with a subconsultant, regardless of the sub’s DBE status.

**Question:** Will the payment dates on the Sub\_Pay\_Form need to be maintained as a historical record throughout the life of the project or can we remove a line after we have submitted to NCDOT showing as paid?

**Answer:** A subconsultant invoice listing on the Sub\_Pay\_Form should be included until it has been paid and the form has shown the payment date to NCDOT for one month. At that time, the line can be deleted, as NCDOT will have documentation of the subconsultant invoice payment date. On the first use of the Sub\_Pay\_Form, the last paid and the last unpaid sub invoice (if any) should be included for reference.

**Question:** Does the Sub\_Pay\_Form require a title sheet with a running total for that subconsultant’s invoices?

**Answer:** A title sheet is not required for the Sub\_Pay\_Form. It is recommended that the PEF list each new subconsultant invoice on the Sub\_Pay\_Form and keep listing the invoice until such time as the invoice has been paid by both NCDOT and the PEF and payment information has been documented on the form to NCDOT at least once. At this point, the PEF can choose to remove the information for the paid subconsultant.

**Question:** Can you have more than one subconsultant included on the Sub\_Pay\_Form?

**Answer**: NCDOT recommends that a separate Sub\_Pay\_Form be completed for each subconsultant as it may be cleaner. However, the PEF and the NCDOT Project Manager can decide to include all subconsultants in one form, especially for small task orders or those with limited subconsultant involvement.

***Lump Sum and Cost Plus Invoice Cover Sheets***

**Question:** Why does the “Subconsultant Name” column on the invoice form have an asterisk?

**Answer:** The asterisk indicates the subconsultant columns are only required if applicable.

**Question:** Do subconsultants have to use the invoice templates?

**Answer:** No.

**Question:** How are the WBSs utilized during the time period identified?

**Answer:** Each WBS number used in the PO should be specified in the "WBS # (If Multiple in PO)" column. For certain projects that require billing on multiple STIP projects, the STIP No. can be used for tracking purposes.

**Question:** How are direct costs addressed?

**Answer:** For lump sum projects, direct costs should be included in lump sum Invoices as part of the “% of Line Item Fee complete” for a given month. For cost plus projects, direct costs should be included in the “Invoice Breakdown” and further described in the invoice backup. In the CEI Cost Plus Invoice, enter “$ Direct Costs” for the appropriate P.O. Line Item number or Tracking Number.

**Question:** Is the company letterhead, name, and address necessary?

**Answer:** The company letterhead is not required. However, the company name and remittance address must be included and must match what is on file in CRS.

**Question:** Can PEFs use the new invoice template for all projects with NCDOT?

**Answer**: NCDOT created these invoice templates to be used for the majority of work with the Department. They replace the forms that have been on PSMU’s Connect site and are applicable for any work that used the prior forms. However, there are some groups within the Department that have specific forms that will continue to be used. It is the responsibility of the PEF to work with their NCDOT Project Manager to ensure that the appropriate invoice form(s) are used.

**Question:** Can PEFs modify the invoice form?

**Answer**: NCDOT created these invoice templates to allow modifications as needed. These modifications may include adding lines for tasks, supplements, modifying formulas as appropriate, etc. As it is not anticipated that hard copies of the forms will be needed, there is no issue with adding as many lines as appropriate to accurately fill in the form. Unused lines can be deleted. No changes should be made to specific headers or label names. Please do not change the names of the tabs in the forms, or the included formulas will not work properly. Keeping consistent header names will make future integration of invoiced directly into SAP more efficient.

PEFs should employ standard best practices by discussing proposed invoice form changes with the NCDOT Project Manager at the start of a project and by keeping the NCDOT Project Manager informed on any potential changes to the form through project development.

**Question:** Why can’t PEFs use their own invoice template and supply a cover sheet with the required signature block, DBE tracking, supplement tracking, etc.?

**Answer**: Standardization benefits NCDOT by making data entry in the current system more efficient. Use of standard templates also allows for future importing of invoice materials directly into SAP. However, PEFs can use their own accounting system outputs and use these forms as cover sheets, as long as the output includes all the same information in the same order and it is clear that the information is the result of the accounting system output.

**Question:** Does the Firm Remittance Address have to match the address listed in CRS?

**Answer:** Yes.

**Question:** Are DocuSign signatures required on the invoice forms (Cost Plus/CEI Cost Plus/Lump Sum Invoice Forms, Sub Pay Forms, and/or Progress Reports)?

**Answer:** No, DocuSign signatures are not required on these forms. Any form of electronic signature will suffice indicating the submitter is certifying the integrity of the invoice forms. **Note:** Please see the Timesheet FAQ below for specific signature requirements when submitting employee timesheets for Cost Plus invoices.

**Question:** Can all the line items for a given subconsultant be lumped together on one line in the Sub\_Pay\_Form or should each line item be separated onto a different row?

**Answer:** The rows in the Sub\_Pay\_Form should match those shown in the NTP so that the NCDOT Project Manager can determine which items are being billed.

**Question:** What is the PO Payment Sequence Number?

**Answer:** The PO Payment Sequence number is a tracking sequence (letters and numbers only) similar to the numbers assigned to progress reports. L (for lump sum), CP (for cost plus), or R (for revised) designations can be added to indicate the type of invoice, but no hyphens should be included. The PO Payment Sequence number is generated by the PEF. Adding designations for cost plus or lump sum are not required, but can be added at the discretion of the PEF and NCDOT PM.

**Question:** How should it be noted if an invoice has been revised?

**Answer:** Revised invoices should be clearly marked as revised. Revised invoices with a new invoice number must notate the previously submitted invoice number. This allows for us to verify that the original invoice has not been entered into SAP for payment and prevent duplicate payments. A revision note can be added after basic information before the Work Completed This Invoice section, as shown in the training video. If a PEF or NCDOT PM wish to include a vendor number of the staffing estimate form, or the sub vendor number on sub pay, these can also be added after basic information.

**Question:** Who enters the NCDOT approval fields?

**Answer:** The invoice should be approved by the NCDOT Project Manager after submittal by the PEF.

**Question:** What if a project has more than two supplements?

**Answer:** If a PO has more than two supplements, add more lines as appropriate for additional supplements.

***Cost Plus Invoice Cover Sheet***

**Question:** How do the new Cost Plus Invoices address direct costs?

**Answer:** Direct costs should be included in the “Invoice Breakdown” and in your supplemental (backup) information.

**Question:** What supplemental (backup) information is required to be provided with a Cost Plus Invoice?

**Answer:** The supplemental (backup) information referred to in this FAQ document is an additional document or set of documents submitted with the Cost Plus Invoice. With each Cost Plus Invoice, the PEF should provide the

* Progress Report
* Appropriate timesheet documentation (see timesheet requirements and the notes on a FAR compliant accounting system in the question below),
* Clear calculations of the markups of applicable rates for overhead, fee, and cost of capital
* Direct costs, and
* Some form of timesheet summary.

Some PEFs refer to this this required supplemental information as “labor and expense backup”. The use of the Timesheet Summary form template provided or another form of a timesheet summary is based on the preferences of the NCDOT Project Manager.

**Question:** How should a PEF fill out a Cost Plus Invoice that includes work on multiple WBS numbers?

**Answer:** The PEF can include multiple projects under one Cost Plus Invoice if the work was done under a single task order/purchase order with NCDOT. Please see the below example:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P.O. Line Item No.** | **Activity** | **WBS # (If Multiple in PO)** | **$ Line Item Total** | **$ Fee Remaining** | **$ Total Fee Billed to Date** | **$ Total Fee Billed Last Invoice** | **Subconsultant Name \*** | **$ Due Subconsultant This Invoice\*** | **$ Fee Billed This Invoice** |
|  10 |  Training Task |  W03199 |  $250000 |  $50,000 |  $100,000 |  $5,000 |   |   | $1,000.00 |
|  10 |  I-2344  |  34179.2.2 |  See Above |  See Above |  See Above |  See Above |   |   | $2000.00 |
|  10 |  I-6066A |  34889.2.2 |  See above |  See Above |  See Above |  See Above |   |   | $1000.00 |
| Totals |   |   |   |   |   |   |  $0.00 | $4,000.00 |

**Question**: Where can a PEFs home/field FCCM (Facilities Cost of Capital Money) and home/field overhead rates be found?

**Answer**: The PEFs applicable rates, including overhead and FCCM can be verified in the Consultant Rate System (CRS). Note that not all firms have field rates. The firm can update CRS rates by submitting updated pay rate information as per terms of their contract for the project. It is the PEF’s responsibility to ensure rates in CRS are current. For more information regarding rates, please see the NCDOT Audit Requirements at https://connect.ncdot.gov/business/consultants/Roadway/NCDOT%20Audit%20Requirements.pdf

***Cost Plus CEI Cover Sheet***

**Question:** Where should I address sub invoices on the CEI Cost Plus Form?

**Answer:** The Sub\_Pay\_Form tab can be used with both the Cost Plus Form and CEI Cost Plus Form.

**Question:** Do PEFs have the option of using the CEI form?

**Answer:** PEFs can use the CEI form instead of the Cost Plus Form with the NCDOT Project Manager’s approval. If the CEI form is used, all necessary labor and expense backup information (Progress Report, signed timesheets, overhead, applicable rates, cost of capital, and direct costs) is still required.

***Cost Plus Timesheet Summary Form***

**Question:** Can you have both the prime and subconsultants on one Timesheet Summary form?

**Answer**: For cost plus projects, some form of timesheet summary is required for both prime firms and subconsultants. The use of the Timesheet Summary form template provided or another form of a timesheet summary is based on the preferences of the NCDOT Project Manager. This form does not take the place of the required signed timesheet and other backup information. NCDOT recommends that individual forms be used for the PEF and each subconsultant. However, the PEF and the NCDOT Project Manager can decide to combine the prime and/or all subconsultants in one form, especially for small task orders or those with limited subconsultant involvement.

**Question:** The “Timesheet Summary” worksheet cells include formulas, giving the impression that information should be populated from another worksheet.  How do I get this information to populate from the referenced cell?

**Answer:** The CEI Cost Plus Form, Sub\_Pay\_Form, and Timesheet Summary form in the Cost Plus Invoice template are populated from the initial Cost Plus Form tab. It is important not to change any tab names, or these references may no longer work properly.

***Cost Plus Timesheets***

**Question:** Are actual timesheets required or can a timesheet report suffice? If timesheets are required, will the Deltek (or other timesheet record system) timesheet electronic signatures be acceptable for Cost Plus Invoices?

**Answer:** The requirements for timesheets depend on whether the firms has a FAR compliant system (one that is log-in and password protected and requires each employee to electronically “sign” their timesheet). For firms without a FAR compliant system, individually signed timesheets are required as part of the supplemental (backup) information; a timesheet report is not sufficient. For firms with a FAR compliant a timesheet report generated by the internal accounting system can be accepted in lieu of individually signed timesheets. For more information on Federal Acquisition Regulation (FAR) compliance, please see <https://www.deltek.com/en/government-contracting-guide/compliance/far-cas>. The PEF is responsible for noting their FAR compliance status on the Cost Plus Cover Sheet Form. They are also responsible for determining the FAR compliance status of any subconsultants and ensuring that proper timesheet documentation is available for all cost plus invoices.

**Question**: Does a statement of having a "FAR compliant accounting system" under the signature line negate the need for signed timesheets as backup?

**Answer**: If the PEF has a FAR compliant accounting systems with password protected timesheet entry, a timesheet report can suffice as a timesheet summary. If not, signed timesheets are required.

**Question:** What are the timesheet signature requirements for forms that do not have a FAR compliant accounting system?

**Answer**: Electronic signatures can be used; however, they must look like signatures, not typed text.

These are acceptable electronic signatures for timesheets:





This is not an acceptable electronic signature for timesheets:



***Progress Reports (Cost Plus and Lump Sum Projects)***

**Question:** Is there a place to include out of scope work?

**Answer:** It is NCDOT’s policy that no work should take place without an agreed upon scope and fee. If a time-critical issue arises during a project that is not currently scoped, the PEF should provide NCDOT with a written scope and estimate to complete the task and an agreement should be reached on addressing the out of scope item, preferably by re-allocating funds from future tasks on an existing task order. A supplement can then be developed to restore the re-allocated funds. This can be noted in the Progress Report under Unusual Problems Encountered During Reporting Period or under Comments.

***Other General Questions***

**Question:** Can one form include both lump sum and cost plus supplements for a single purchase order/task order?

**Answer:** It is not anticipated that this is a common occurrence. However, in the event a single purchase order or task order has both cost plus and lump sum tasks, two forms (Lump Sum Cover Sheet and Cost Plus Cover Sheet) will be required.

**Question:** If the work being done is statewide, can statewide be listed in the counties section instead of the county names?

**Answer:** Yes.

**Question:** Is the prime consultant the only PEF required to use the templates?

**Answer:** Yes

**Question:** How do I determine if my client will use the new templates?

**Answer:** The use of the new templates by NCDOT Units is at the discretion of the NCDOT Unit and the NCDOT Project Manager.