

PDEA – PDU
Cost plus Fixed Fee Purchase Order Invoicing Protocol
May 10, 2011

The Invoice submittal should include the following items:

- One original invoice with support documentation
- One copy with support documentation
- Do Not Staple

Progress report is sent to NCDOT PDEA Project Manager (1 copy)

The cover letter and the invoice should be addressed as follows:

Ms. Brenda Avant
NCDOT – PDEA Branch
1548 Mail Service Center
Raleigh, North Carolina 27699-1548

Questions regarding the invoice format and **approval of the invoice for payment** should be addressed to Ms. Brenda Avant at telephone number (919) 707-6002 or email bpavant@ncdot.gov

Questions regarding the **payment of the invoice** should be addressed to Ms. Brenda Avant.

STEP 1 – TIMESHEET(S): The Consultant will submit a timesheet(s) (weekly, bi-weekly or monthly) for each staff person who worked on the NCDOT project (a.k.a. TIP No. and/or WBS No.) with the following information:

- Name of Firm, Address, City, State Zip code, and;
- Project(s) worked on and chargeable hours worked during the payment period.

Each staff person will sign the Timesheet and submit it to their supervisor for approval (signature required).

STEP 2 – INVOICE: The Consultant will set up an invoice template for invoicing NCDOT – PDEA on a project by entering the following information:

- Name of Firm, Address, City, State Zip code;
- TIP No., WBS No., and;
- Total Fee into the blank invoice form.

Please save this template and use on all invoicing to NCDOT – PDEA for the project.

- **Total Fee** is the amount of the Contract unless a Purchase Order has been issued against the contract. If a Purchase Order has been issued (which is negotiated by the PDEA Project Manager and approved by the Professional Services Management Unit) enter the amount of the Purchase Order.

Once the invoice template has been setup the Consultant shall enter the following data for each payment request thereafter:

- Date;
 - Invoice No.;
 - Billing Type;
 - Name and Title of the Consultant Project Manager;
 - Payment period;
 - General Overhead, Comparative Fee, Facilities Cost of Capital, and: Information for each staff person (Staff Person (name), Title, Hours Worked, Hourly Salary Rate and Direct Expenses).
- **Invoice Number** line indicates that the number of the invoice to be paid, assigned by the Consultant.
 - **Billing type**
 - **Partial Bill** is an intermediate request for payment. The consultant should check the partial bill line on all invoices submitted to PDEA unless it is the final invoice that will be submitted for the purchase order account.

- **Final Bill** is the final request for payment that will be submitted for this contract. When the final bill line is marked, Fiscal Branch will close the purchase order account for the contract and no further invoices will be paid.
- **For professional consultant services rendered thru** line should show the beginning and ending dates for the payment period.
- **General Overhead*** – enter the firm’s rate per the contract. The spreadsheet will multiply the rate by the Payroll Burden.
- **Comparative Fee*** – is fixed at 9.00%. The spreadsheet will multiply the rate by the Sub-Total.
- **Facilities Cost of Capital*** – if applicable enter the firm’s rate per the contract. The spreadsheet will multiply the rate by the Payroll Burden.

** For firms using an all inclusive or loaded rate enter 0.00% for the General Overhead, Comparative Fee, Facilities Cost of Capital values.*

- Information for each staff person:
 - **Staff Person** line indicates the person who preformed the services for the request for payment that will be submitted for this invoice.
 - **Title** is for the staff person who preformed the services for the request for payment that will be submitted for this invoice.
 - **Hours Worked** by the staff person who preformed the services for the request for payment that will be submitted for this invoice.
 - **Hourly Salary Rate** approved for the staff person who preformed the services for the request for payment that will be submitted for this invoice.
 - **Direct Expenses** – enter the Direct Expenses for the specific WBS Number
- **Sub-Total** – the spreadsheet will calculate this by adding the Payroll Burden and General Overhead values.
- **Total** – the spreadsheet will calculate this by adding the Sub-Total, Comparative Fee and Facilities Cost of Capital values.

- **Grand Total** - the spreadsheet will calculate this by adding the Total and Direct Expenses values.
- **Amount Due Subconsultant** – enter the amount due to any/all subconsultants and attach an invoice with support documentation.
- **Amount Due** - the spreadsheet will sum the Grand Totals and Amount Due Subconsultant.

The Firm will track the percent of the Total Fee paid to Disadvantaged Business Enterprises (DBE) and enter that amount on the invoice amount, as shown. The Firm will also list, to date, all DBE paid by name and amount on the invoice, as shown.

The Firm will enter the Total Fee Billed (including this invoice) amount under TO DATE and then enter the Less Prior Billings amount. The spreadsheet will calculate the TOTAL AMOUNT DUE.

NOTE: The AMOUNT DUE and the TOTAL AMOUNT DUE must match.

Upon receipt of the invoice NCDOT – PDEA staff will enter (write in) the Contract Number and/or the Purchase Order Number, Vendor Number, Budget Code and complete the NCDOT Approval section.

- **The Contract Number and/or the Purchase Order Number** lines are to be completed by NCDOT
- **The vendor number and budget code** lines are for NCDOT internal use only and should be left blank by the consultant. The NCDOT will add this information to the invoice before submitting the invoice to Fiscal for payment.

EXAMPLE

- * If one person is charging time during the pay period and no subconsultant:

Prime Firm

<u>Staff Person</u>	<u>Hrs</u>	<u>Total</u>	<u>Directs</u>	<u>Grand Total</u>
Sam Jones	40	\$2,500.00	\$500.00	\$3,000.00

Sub Firm (None) \$0.00
 Amount Due \$3,000.00

- * If more than one person is charging time during the pay period (list each person on the invoice as noted above with their name, salary rate, time worked, etc.) and no subconsultant:

Prime Firm

<u>Staff Person</u>	<u>Hrs</u>	<u>Total</u>	<u>Directs</u>	<u>Grand Total</u>
Sam Jones	40	\$2,500.00	\$500.00	\$3,000.00
Jane Doe	20	\$1,250.00	\$0.00	\$1,250.00

Sub Firm (None) \$0.00
 Amount Due \$4,250.00

- * If more than one person is charging time during the pay period (list each person on the invoice as noted above with their name, salary rate, time worked, etc.) and a subconsultant:

Prime Firm

<u>Staff Person</u>	<u>Hrs</u>	<u>Total</u>	<u>Directs</u>	<u>Grand Total</u>
Sam Jones	40	\$2,500.00	\$500.00	\$3,000.00
Jane Doe	20	\$1,250.00	\$0.00	\$1,250.00

Sub Firm \$2,250.00
 Amount Due \$6,500.00

Sub Firm

<u>Staff Person</u>	<u>Hrs</u>	<u>Total</u>	<u>Directs</u>	<u>Grand Total</u>
Adam Body	30	\$1,500.00	\$750.00	\$2,250.00

Amount Due \$2,250.00

STEP 4 – INVOICE SUBMISSION: Remittance of Invoice(s) shall include the following support documentation:

- ✓ **Invoice** – for the payment period, *signed by the Consultant Project Manager.*

- ✓ **Time Sheets** –timesheets signed by each staff person and approved by their supervisor or if working on NCDOT premise by the PDEA Project Manager.
- ✓ **Direct Expenses** – by each staff person
- ✓ **DBE IS form**

STEP 5 – PROGRESS REPORT: Remittance of Progress Report shall include the following support documentation:

- ✓ **Narrative of Work Completed** – Denote Name of Firm, Address, City, State Zip code, Contract No., Purchase Order No., Invoice No. and a brief narrative of work by project & denoting staff person(s) for the payment period.

