

LIMITED SERVICES CONTRACTS PROCEDURES

Modified: September 13, 2016

The following procedures will be used by all Units when procuring services from Private Engineering Firms (PEF) that have approved Limited Services Contracts (LSC). These procedures will be followed whenever a Section determines that LSC work is needed, including original task orders and any supplemental work.

A. Task Order Establishment

1. The Section Head shall send an email the Unit Head requesting approval for LSC work. The email shall include the name of the desired PEF, a summary and justification of the work (task order) to be performed, and an approximate cost.
2. The Unit Head will review and notify the Section Head by email of the approval/disapproval of the request.
3. If approval is given by the Unit Head, the approval email shall be forwarded to the Division Staff Engineer.
4. The Division Staff Engineer shall deduct the approximate cost from the current LSC amounts sheet and reply to the email to confirm the amount has been reserved.
5. The Section shall set/develop scoping and requirements, and select appropriate discipline codes, for/with the firm.
6. Once the scoping and requirements have been completed, and the discipline code(s) have been selected, the Section and the PEF shall independently compile estimates (work effort and cost). Direct costs/expenses (copies, mileage, subsistence, etc.) shall adhere to the most recent "Maximum Allowable Non-Salary Direct Costs" approved by NCDOT. Neither the Section nor the PEF shall see, review, or discuss the other parties' estimates with each other.
7. The Section shall select a Project Manager for the task order. The Project Manager is accountable for all negotiations and approval of estimates, work performed under the task order, quality control of deliverables, verification of percent completed, and approval of all invoices.
8. The Project Manager shall complete the Account Initiation Request (AIR) form for the task order (work).
9. The Project Manager shall email the scope/requirements, Section estimates, AIR form, and task order approval/funds reservation (steps 1-4, above) to the Division Staff Engineer (or other designated TMSD individual) for review using an appropriate email subject line (such as "Traffic Data Collection Process Efficiencies – VHB – TRA (Safety)" or "Traffic Data Collection Support – HMM – TRA (Safety) – Supp #3"), and shall instruct the PEF to send their estimate to the Division Staff Engineer (or other designated TMSD individual). Do not send anything to the PEF.
10. If changes or negotiations are needed, then the Project Manager shall be notified by the Division Staff Engineer (or other designated TMSD individual) and should schedule a date/time with the PEF to review the scope/requirements and negotiate the work effort and cost. Once complete, the Project Manager and PEF shall email revised estimates to the Division Staff Engineer (or other designated TMSD individual).

11. The Division Staff Engineer (or other designated TMSD individual) will issue a Notice to Proceed (NTP) to the PEF based on the initial and/or final estimates (depending on whether or not negotiations were needed).
12. Once the signed NTP and the signed "Subconsultant Form RS-2" (RS-2 form) are received from the PEF, the Division Staff Engineer (or other designated TMSD individual) shall notify the Professional Services Management Unit (PSMU) that the work is ready for final approval. Note that work is not considered fully approved until the PSMU, the Office of Inspector General (OIG), and the Contract Management (CM) Office have all given their approval to the work.
13. Once fully approved, the Division Staff Engineer (or other designated TMSD individual) shall forward, by email, a copy of the signed NTP and signed RS-2 to the Project Manager.
14. The Project Manager shall inform the PEF by email that all invoices are to be submitted to the Division Staff Engineer.

B. Invoicing

1. Once invoices are received by the Division Staff Engineer, they will be forwarded to the Project Manager with a one week deadline for review and approval. Only Project Managers and their upward supervisory chain of command have authority to approve invoices for any given task order.
2. Project Managers are responsible for ensuring an invoice is correct and that all the work listed on the invoice has been satisfactorily completed.
3. Once approved, the Project Manager shall return the invoice to administrative staff as indicated on the buck slip. Project Managers should keep a copy of approved invoices for their records.
4. If an invoice cannot be approved by the deadline date, justification shall be sent by email from the Project Manager to the Division Staff Engineer, the Division Business Officer, and the Division Processing Assistant.
5. Overdue invoices that do not have justification shall receive late notices by Division administrative staff.