



BILLING STANDARDS

INVOICES / AUDITS

The billing process is fully described in the Master Agreement or the “On Call” agreement that was signed by your firm. To reiterate and further clarify, please note the following:

I Pre-negotiation Audit

- A. Prior to the negotiation of the first task order issued against an “On Call” agreement, NDOT will perform, or have performed, an on-site audit of the consultant’s accounting system to assure that it can handle the segregation of costs necessary for the agreement and that the consultant understands Federal cost eligibility regulations contained in 48 CFR, chapter 1, part 31. In addition, the consultant’s overhead costs and fixed profit percentages will be determined for inclusion into agreement negotiations.

II Monthly Billings

- A. Location Division requires the use of a standard monthly billing invoice (example page 19). In addition the standard monthly progress report will be required (see page 20). Send these to the “On Call” coordinator. NDOT will pay 90% of the amount of an agreement with the last 10% being retained until the work is accepted and the closeout audit performed. Monthly billings will be reviewed for reasonability, conformity, and accuracy by the project manager; he then approves an invoice of payment certifying that there are sufficient funds left in the agreement for payment.
- B. For projects less than 90 days in duration a “lump sum” payment upon completion of project approach may be used.
- C. For GIS projects, billing at 30%, 60%, and 90% is acceptable. The final 10% payment will not be made until all deliverables are received.

III Final Billings

- A. The final billing will be a typical monthly billing with the statement of “**final billing**” clearly marked on the billing invoice.

IV Close-Out Audits

- A. Upon completion of a task order, NDOT will schedule a closeout audit. They will verify the supporting documentation for your invoices, as described in the “On Call” agreement. Further questions relating to either of the audits may be addressed to:

Chief Internal Auditor
Phone (775) 888-7007

LOCATION DIVISION CERTIFIED INVOICE

To
Attn: Chief Geodesist
Nevada Department of Transportation
1263 S. Stewart St
Carson City, NV 89712

Remit to
Attn: Ray Bolger
Sierra Engineering
1616 Molly Dr
Yerington, NV 89447

Re:
Carson City By-Pass Mapping
Final Billing

Date:
September 1, 2001

Period:
4-1-01 through 8-31-01

DIRECT LABOR COSTS:

Employee	Rate	Hours	Amount
Woods, Jack T.	51.25	30	1537.50
McQueen, Ray, S.	27.41	23	630.42
Eastwood, Frank, W.	30.29	4.0	109.35
Duvall, Bert, L.	20.15	8.0	260.45
Dunne, Judy, D.	19.50	9.0	110.90
Cusack, Billy, B.	15.37	5.5	289.90
Hamilton, T. R.	10.02	6.0	54.56
Cushing, Charles	5.09	8.0	49.50

Direct Labor: 3042.58

Overhead at of Total Direct Labor 5135.87

Total Direct Labor Subtotal: 8178.45

NON - DIRECT LABOR COSTS:
 (see attached billing)

J & S Contractors 100.00
 Carson Trucking 250.50

Total Non-Direct Costs Subtotal: 350.50

Fixed Fee at of Total Direct Labor Subtotal: 981.40

Adjustment to costs:
 (see attached) Subtotal: 0.00

Total Amount Due this Invoice Total: \$8,859.31

Authorized Signatures

Name	Date	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

INVOICE NO. _____

**NEVADA DEPARTMENT OF TRANSPORTATION
CONSULTANT SERVICES
CONSULTANT MONTHLY INVOICE AND PROGRESS REPORT**

BILLING PERIOD: FROM _____, 20__ TO _____, 20__ CONTRACT NO. _____ PROJECT ID NO. _____ PROJECT NO. _____ PROJECT NAME _____ FIRM NAME _____ REMIT TO ADDRESS _____ _____ _____ PHONE NO. _____ FAX NO. _____ CONTACT PERSON _____ DBE GOAL _____ % DBE TO DATE _____	PROJECT TERMINATION DATE _____ AGREEMENT NO. _____ AMOUNT OF AGREEMENT \$ _____ AMOUNT OF SUBCONTRACTS \$ _____ SUBCONTRACTS PAID TO DATE TOTAL \$ _____ TASK ORDER NO.(S) _____ AMOUNT OF TASK ORDER \$ _____ TOTAL AMOUNT INVOICED THIS PERIOD \$ _____ BALANCE REMAINING \$ _____ \$ INVOICED TO DATE _____ % OF PROJECT COMPLETED TO DATE _____ LIQUIDATED DAMAGES START DATE _____ FINAL INVOICE: YES _____ NO _____
*COST PLUS FIXED FEE AGREEMENTS	
COMPLETE PROJECT BREAKDOWN - REVERSE SIDE OF SHEET	
TARGET MILESTONE DATES	
30% SUBMITTAL _____	60% SUBMITTAL _____
90% SUBMITTAL _____	100% SUBMITTAL _____
OTHER: _____	
SUMMARY OF WORK PERFORMED THIS INVOICE (Attach additional sheets if necessary)	
SUBMITTED BY: Signature of Consultant _____	Date _____
APPROVED: NDOT Project Manager _____	Date _____
NDOT CODING: Org: _____ Appro.: _____ Activity: _____ Object: _____ Job/Project: _____	