

# CONSULTANT SERVICES PAY REQUEST CHECKLIST TOOL

3/21/2017

Contract #: \_\_\_\_\_ Pay Request #: \_\_\_\_\_ Consultant: \_\_\_\_\_ PIN #: \_\_\_\_\_

*To be filled out by UDOT*

## Project Manager (PM)

### Required

- Deliverables were received & level of effort is appropriate.
- Pay request is within 45-day window for work performed. ***If not, please state reason why it is late on separate sheet.***
- Pay Request is signed by Consultant, UDOT, (and LG if applicable). Digital signatures ok.
- All required backup documentation is included.
- Billed hours match payroll hours worked.
- Work was performed after NTP and prior to expiration date.
- Max-not-to-exceed amount is not exceeded.
- Consistency between documents.
  - Pay request and invoice match, including totals.
  - Calculations are accurate
  - Verify ODC(s) – receipts & mileage (log, payroll, rate)

### If Applicable

- Handwritten changes are approved by Consultant.
- Marked as Final
- Final Evaluation uploaded to Interchange
- To ensure an encumbrance is released you must have both Final Evaluation and Payment Request mark final
- Cost plus fixed fee (CPFF) – Actual pay rates are used.
- CPFF – Overhead & fixed fee rates are accurate.
- CPFF – Maximum fixed fee amount is not exceeded.
- Unit Price (UP) – Individuals billed are on the contract, mod, or CMS Alt. Staff Transaction.
- UP – Rates billed are at the rates in contract (or less).
- UP – ODC(s) billed are on the contract or mod.

PM Specialist or admin assistant.

Required

- Consultant Invoice contains all required information, including remit to address & contact person information
- Invoice number is on the form
- Consistency between documents.
  - Pay request and invoice match, including totals.
  - Calculations are accurate.
  - Verify ODC(s) – receipts & mileage (log, payroll, rate).
- Coding has been provided and is correct, project detail information is correct.
- Fee type model matches contract (CPFF, UP, or LS)
- Ensure all applicable signatures are present
- Perform Quality Assurance (QA) on the checklist items.

If Applicable

- UP – Individuals billed are on the contract, mod, or CMS Alt. Staff Transaction.
- UP – Rates billed are at the rates in contract (or less).
- UP – ODC(s) billed are on the contract or mod.
- UP – Employee names and rates of pay are shown
- Electronic submission (preferred [jobshare2@utah.gov](mailto:jobshare2@utah.gov)), or date sent interoffice \_\_\_\_\_.
- This request is for services performed all in the same state fiscal year  
(Work performed after July 1<sup>st</sup> must be on a separate request.)