Frequently Asked Questions and Troubleshooting – ODOT IPS Form October 2010 Version (Rev. 1/6/11)

For the questions (Q) and answers (A) below, all references to worksheets are to invoice 1. Accordingly, worksheet 1.0_DataEntry pertains to invoice 1. Subsequent worksheets for invoices 2, 3, etc., would be 2.0_DataEntry, 3.0_DataEntry, etc., respectively.

A. GENERAL QUESTIONS

Q A-1: Does the IPS work properly for all versions of Excel?

A A-1: No. The IPS has been tested successfully in Excel 2007 and 2010. Due to backward compatibility issues, the IPS does not function properly on versions prior to Excel 2007.

Q A-2: What options are available for consultants who do not use Excel 2007 or 2010?

A A-2: The consultant must upgrade to Excel 2007 or 2010 on at least one computer. It is not mandatory to purchase an entire site license or full version of Microsoft Office.

Q A-3: If I purchase a copy or site license of Excel 2007 or 2010, may I charge it directly to an ODOT project?

A A-3: No. Costs benefitting all projects must be classified as overhead.

Q A-4: Is the new IPS used on all projects involving professional service agreements?

A A-4: Generally, yes. The intended purpose of the new IPS is to be used on all PDP and task-order type agreements, with the exception of purely geotechnical and/or real estate task orders.

Q A-5: For what projects am I required to use the new IPS form?

A A-5: The new IPS must be used on all projects started after the official implementation date. For each project, the consultant will receive a new IPS in which worksheet 0.1_ODOT already has been completed.

Q A-6: May I use the new IPS for existing projects on which I already have billed ODOT?

A A-6: This is permissible only with written permission from ODOT, as this changes the terms of each agreement.

Q A-7: Will ODOT accept older versions of the IPS form from prime or subconsultants on projects in which the consultant is required to use the new IPS form?

A A-7: No. ODOT will reject the invoice and will request resubmittal using the new IPS form.

Q A-8: Whom do I contact if I am having troubles using the IPS form?

A A-8: If this document (FAQ) does not resolve the issue, then contact the District Contract Manager.

Q A-9: Is the Project Schedule incorporated into the new IPS?

A A-9: No, the Project Schedule is no longer part of the billing form.

Q A-10: What rates of pay should be used on Rate of Pay and Unit of Work payment types?

A A-10: Rates of pay and unit costs are established in the Agreement.

Q A-11: What are acceptable methods for determining percentage of completion?

A A-11: Although there are no specific criteria for determining percentage of completion, these percentages must be based on physical completion of the work. Consultants may use various metrics to make this determination, such as percentage of estimated labor hours, deliverables, or a formula using a combination of factors. However, percent complete should <u>not</u> be based on the percentage of maximum fee billed.

Q A-12: Is documentation required to support consultant non-salary direct costs (e.g., lodging, meals, and vehicle mileage)?

A A-12: Yes. In the IPS submittal, the consultant is required to provide copies of receipts for all non-salary direct costs (NSDCs). NSDCs which are not "actual cost," such as fixed per diems or photocopies do not require supporting documentation. Note that summary credit card receipts are not sufficient documentation to support these costs.

B. DATA ENTRY

Q B-1: Is it permissible for the consultant to make changes to the blue cells in sheet 0.1_ODOT?

A B-1: Yes, in the following circumstances –

- *The person to whom the invoice is addressed at ODOT has changed.*
- *Parts or tasks are authorized at a later date.*
- *The consultant has received Advance Authorization.*
- *A modification has been processed.*
- *An IPS is being prepared by a Prime Consultant for a Subconsultant.*

Q B-2: May part or task numbers be duplicated in worksheet 0.1_ODOT?

A B-2: No. Part and task numbers must be unique.

QB-3: In worksheet 0.1_ODOT, when I select "No" from the "Does the agreement contain task orders" drop-down menu, why do certain columns change from blue shading to white?

A B-3: The general premise is that only blue columns require data entry. By selecting "No" from the menu, it is not necessary to use these columns. Accordingly, these cells are no longer shaded blue.

Q B-4: What do the hyperlinks do in worksheet 0.1_ODOT?

A B-4: The links send you directly to the Data Entry tab of the selected invoice.

Q B-5: Must I complete all columns (starting with encumbrance number) when entering project data into worksheet 0.1_ODOT?

A B-5: All columns must be completed that are shaded blue. For agreements that contain task orders, this means all columns. For agreements without task orders, task-related columns will not be colored blue. These columns contain formulas to automatically populate data without manual entry. Do not overwrite or delete these formulas.

Q B-6: If a part or task has not yet been authorized, may I add it in sheet 0.1_ODOT?

A B-6: Yes. The terms of the contract must be accurately reflected in this sheet. However, the authorization date(s) must be left blank for parts or tasks not yet approved.

Q B-7: One of my subconsultants is working on multiple parts or tasks. Must I list the subconsultant for each part or task?

A B-7: Yes. In accordance with Federal regulations and your agreement, costs for unique parts or tasks must be tracked independently. For example, if a subconsultant is working on three different tasks, the consultant must be listed three times–once for each task.

Q B-8: In worksheet 0.2_SubConsultant, I am required to identify which subconsultants qualify as EDGE or DBE firms. I am not sure if my consultants qualify. How can I determine this?

A B-8: Refer to the DBE Certified List link on the Consultant Services website, located at: http://www.dot.state.oh.us/Divisions/ProdMgt/Consultant/Pages/default.aspx

Q B-9: In worksheet 1.0_DataEntry, must all claimed costs be assigned a part or task?

A B-9: Yes. All costs must be traced to a specific part or task in accordance with your agreement. The IPS will not invoice these costs without a part or task.

Q B-10: In worksheet 1.0_DataEntry, NSDCs, column *Type*, must I select a type from the drop-down list?

A B-10: No. The list is not exhaustive. You may select from the drop-down list or manually enter a type.

Q B-11: In worksheet 1.0_DataEntry, may non-salary direct costs (NSDCs) be consolidated by part or task?

A B-11: Generally, no. First, all costs assigned to a specific part or task must be billed to that part or task. Second, there are instances in which consolidation of costs is acceptable within a part or task. For example, if any employee claims mileage multiple times during the billing period (same part or task), it is acceptable to consolidate these costs. Another acceptable example would be consecutive nights of lodging. However, dissimilar costs types, sporadic lodging or lodging at multiple locations should not be consolidated. If you are not sure whether consolidation is acceptable, consult your District Contract Manager.

Q B-12: In worksheet 1.0_DataEntry, is a description necessary for all NSDCs?

A B-12: Generally, no. Contact your District Contract Manager to discuss the level of detail required.

Q B-13: In worksheet 1.0_DataEntry, why does the NSDC Rate column contain three digits?

A B-13: This accommodates instances in which the mileage rate extends to the half cent.

Q B-14: In worksheet 1.0_DataEntry, what is the appropriate vehicle mileage rate?

A B-14: Mileage rates vary over time. Refer to the Travel Regulations Information link on the Consultant Services website, located at: http://www.dot.state.oh.us/Divisions/ProdMgt/Consultant/Pages/default.aspx

Q B-15: Am I required to *Hide Unused Rows* (macro buttons) in sheet 1.0_DataEntry?

A B-15: No. This feature is for your convenience to save space and reduce scrolling.

Q B-16: In worksheet 1.0_DataEntry (labor), I prefer not to provide employee names as a matter of privacy. May I omit these names?

A B-16: Employee ID <u>or</u> Employee Name are required. Therefore, if you list the employee's ID number, the name is not required. However, you should <u>never</u> use an employee's social security number as his/her ID number.

Q B-17: Am I permitted to use overtime labor on ODOT projects?

A B-17: Only with prior Department authorization.

Q B-18: In worksheet 1.0_DataEntry, what types of labor should be included in the labor section?

A B-18: Only labor billed under <u>Cost Plus</u> and <u>Actual Cost</u> agreements. Any labor charged under Rate of Pay and Unit of Work should be classified as NSDCs, because these are not actual costs, but instead are loaded rates including overhead and profit. By classifying these loaded labor costs as labor, they will not be arithmetically included in the invoice.

Q B-19: In worksheet 1.0_DataEntry (labor), what is the purpose of the Alternative Overhead Rate column?

A B-19: This column gives the Consultant the opportunity to charge two overhead rates on the same invoice; however, it does not afford the consultant the opportunity to charge a second cost of money rate. Essentially, this column is useful if the Consultant is using home office and field overhead rates with a single cost of money rate. To select an alternative rate, type a capital "R" in the appropriate cell. The use of the alternative overhead rate occurrences should be rare.

Q B-20: Am I required to print all pages in each invoice?

A B-20: It depends. You do NOT need to print–

- *Summary of Tasks, if there are no tasks in the Agreement.*
- *NSDC, if there are no NSDCs claimed.*
- *Subconsultants, if there are no subconsultants.*
- *Labor, if there is no labor claimed.*
- *Data Entry, under any circumstances.*

Also note that it is acceptable to print and submit all pages within an invoice for any billing period.

Q B-21: After clicking the Create Invoice button, I am taken to another cell prompting me for two overhead rates, a cost of money rate, a weighted average overhead rate for net fees, and net fee percentage. Do I need to enter data into all of these cells?

A B-21: Likely not. The corporate overhead rate only is used for cost-plus and actual cost parts or tasks. The alternate overhead rate is only used for cost-plus and actual cost parts or tasks IF you are billing more than one rate on the same invoice. The Cost of Money rate only is used for cost-plus and actual cost parts or tasks IF the Consultant has an accepted rate on file with ODOT. The weighted average overhead rate and net fee percentage are used for actual cost parts or tasks only. There is nothing to enter here on cost plus work. You will never enter data into a cell that is not colored yellow, blue, or green.

Q B-22: I made a mistake entering data, and I already ran the Create Invoice macro. Can I fix my mistake?

A B-22: Yes. Go back to the Data Entry worksheet and click Clear Invoice. Make the necessary changes and click Create Invoice again.

Q B-23: What do I do if I run out of room in sheet 1.0_DataEntry?

A B-23: These instances should be very rare, as the IPS is designed to accommodate a significant amount of data. However, if this does occur, some consolidation may be acceptable for NSDCs. Contact your District Contract Manager if this happens. If you run out of room for subconsultants or labor, you will need to submit two invoices.

Q B-24: How do I deal with changes in overhead rates?

A B-24: If a new provisional rate is approved by ODOT during a monthly billing cycle, the consultant should use the overhead rate(s) applicable to the majority of the labor incurred during the billing cycle for the entire billing month. Do not "split" the invoice. If you are billing labor from prior billing cycles, contact the ODOT Office of Audits. Guidance and contact information is available at:
http://www.dot.state.oh.us/Divisions/Finance/Auditing/Pages/Consultants.aspx

Also note that overhead rates are <u>not</u> in effect for the life of an agreement, but are updated and provisionally approved by the ODOT Office of Audits annually. The above web site also addresses ODOT's annual cost submission process for consultants.

C. TROUBLESHOOTING

The solutions shown below represent the <u>likely</u> solution (S) to the issue (I). There may be additional solutions.

I C-1 When attempting to type into a cell, a message appears that says "The cell or chart that you are trying to change is protected and therefore read-only."

S C-1: *Any cells that are not colored blue, yellow or green are protected, meaning that the cells either (1) contain formulas that may not be edited, or (2) there are no data to enter into the cell. Click "Ok" and enter data in an editable cell.*

I C-2: When I click "Hide Unused NSDCs," (or any other "hide" macro in worksheet 0.1_DataEntry) the rows in which I entered data were hidden, along with unused lines.

S C-2: *Not all required cells within that row were completed. This also applies to the "hide" macros for subconsultants and labor.*

I C-3: I entered my Subconsultants on sheet 0.2_SubConsultant, but they do not appear on sheet 1.0_DataEntry.

S C-3: *You must click the Import Subs macro.*

I C-4: When I click "Create Invoice," Excel appears to freeze.

S C-4: *This macro contains many commands and takes time to run. In testing, the macro took 30 seconds to 2 minutes to run. Be patient.*

I C-5: In worksheet 1.2 or 1.3, the % Complete This Invoice column shows a negative value in one or more cells.

S C-5: *The Consultant did not enter an Overall % Complete. (Warning: by leaving the Overall % Complete column blank will result in the part or task being 0% complete, which will credit back all previously billed net fee.)*

I C-6: In worksheet 1.2 or 1.3, the Overhead column (M) contains an error message in one or more cells.

S C-6: *The Consultant did not enter an overhead rate in cell R1 of sheet 1.3.*

I C-7: In worksheet 1.2 or 1.3, the Total This Invoice column says "Before Auth." in one or more cells.

S C-7: *The end date of the billing period is before the authorization date; therefore, those costs are prior to Federal Authorization and are not billable. Go back to the Data Entry sheet, click Clear Invoice, remove these costs, and click Create Invoice. The error should disappear.*

I C-8: In worksheet 1.2 or 1.3, the Total This Invoice column says "A. A. Error?" in one or more cells.

S C-8: *When Advance Authorized parts or tasks have been processed as a modification, the maximum fee on sheet 0.1_ODOT should be reduced to zero. In this instance, the costs already billed to the Advance Authorization must credit to zero. This message will appear when the amount does not credit to zero.*

I C-9: In worksheet 1.2 or 1.3, the cell in the Total This Invoice column is less than the sum of the individual costs (direct labor, overhead, etc.) or is less than the amount generated by my accounting system.

S C-9: *The maximum fee has been exceeded on the part or task. The amount available (column T) will be zero, the % billed (column U) will be 100%, and Over Max – This Period (column V) will be* *greater than zero. There is no error, as the spreadsheet is designed to prevent exceeding maximum fees.*

I C-10: Cell R218 says "Error Above."

S C-10: Look at the above cells in column R. One or more of those cells says "A. A. Error?" or "Before Auth." Those discrepancies must be rectified before the IPS will generate a billable amount. You may also see various error messages on the Summary of Parts worksheet or Cover worksheet. These errors are all sourced in column R in the Summary of Tasks worksheet.