

Summary Project Data - For ODOT Entry Only

County	FRA
Route	161
Section	2.45

SJN	456789
FAN	E080(123)
OAKS No.	00005460072

Hyperlink to Invoice	
Invoice 1	Invoice 6
Invoice 2	Invoice 7
Invoice 3	Invoice 8
Invoice 4	Invoice 9
Invoice 5	Invoice 10

To:	Mat Mauger
	ODOT Central Office
	1980 West Broad Street
	Columbus, Ohio 43223

Consultant	
Name of Firm:	Consultant X
Street Address:	123 Spooner Street
City, State, Zip:	Columbus, Ohio 43215

Agreement Number	15449	Does the agreement contain task orders?	Yes
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<---Select "Yes" or "No" from drop-down menu.

***Manual entry required for task orders only. For task orders, you will be prompted to enter data into the cell.**

Type	Encumbrance No.	PID	Part	Task*	Part Description	Task Description*	Part Auth.	Task Auth*	Part Max Fee	Task Max Fee*	Net Fee	Net Fee %
COST PLUS NET FEE												
Cost Plus	000001	78945	1	1.1	Minor PDP Step 3	Task Description	1/1/11	1/1/11	\$ 1,000,000.00	\$ 650,000.00	\$ 40,000.00	
Cost Plus	000001	78945	1	1.2	Minor PDP Step 3	Task Description	1/1/11	1/1/11	leave blank!	\$ 350,000.00	\$ 28,000.00	
Cost Plus	000002	78945	2	2.1	Minor PDP Step 3	Task Description	1/1/11	1/1/11	\$ 500,000.00	\$ 500,000.00	\$ 45,000.00	
ACTUAL COST												
Actual Cost	000001	78945	3	3.1	Minor PDP Steps 5 thru 8	Task Description	1/1/11	1/1/11	\$ 100,000.00	\$ 100,000.00		10%
Actual Cost	000002	78945	4	4.1	Minor PDP Steps 4 thru 8	Task Description	1/1/11	1/1/11	\$ 250,000.00	\$ 250,000.00		10%
RATE OF PAY/UNIT OF WORK												
Rate of Pay	000001	78945	5	5.1	Pre-Bid Activities	Task Description	1/1/11	1/11/11	\$ 100,000.00	\$ 100,000.00		
LUMP SUM												
Lump Sum	000002	78945	6	6.1	Phase II ESA	Task Description	1/1/11	1/1/11	\$ 50,000.00	\$ 50,000.00		

Invoice Data Entry - For Consultant Use Only - Not for Printing

ODOT Invoice No. **1** Billing Period From: **1/1/11** to **1/31/11**

Consultant Invoice No. **00001**

Check Figures			
Units	ST	OT	Cost
495.00			6,809.75
			6,250.00
	108.00	1.00	3,728.50

NSDC
Subs
Labor

[Go to subconsultants](#)

Non-Salary Direct Costs - DATA ENTRY ONLY								
Part	Task	Type	Date	Name/Expense	Quantity	Rate	Description of Work Performed/Purpose of Expense	Amount
1	1.1	Meal/Per Diem	1/5-1/8	George Washington	4	\$ 50.000		200.00
1	1.1	Meal/Per Diem	1/9-1/12	Samuel Adams	4	\$ 50.000		200.00
1	1.1	Meal/Per Diem	1/13/11	James K. Polk	1	\$ 50.000		50.00
1	1.1	Lodging	1/5-1/7	George Washington	3	\$ 85.000		255.00
1	1.1	Lodging	1/8/11	George Washington	1	\$ 85.000		85.00
1	1.1	Lodging	1/9-1/12	Samuel Adams	4	\$ 85.000		340.00
1	1.1	Lodging	1/13/11	James K. Polk	1	\$ 85.000		85.00
1	1.2	Meal/Per Diem	1/15/11	George Washington	1	\$ 51.000		51.00
1	1.2	Meal/Per Diem	1/16/11	Samuel Adams	1	\$ 50.000		50.00
1	1.2	Meal/Per Diem	1/17-1/22	James K. Polk	5	\$ 50.000		250.00
1	1.2	Lodging	1/15-1/16	George Washington	2	\$ 85.000		170.00
1	1.2	Lodging	1/17-1/22	James K. Polk	6	\$ 85.000		510.00
2	2.1	Meal/Per Diem	1/26/11	Abe Lincoln	1	\$ 50.000		50.00
2	2.1	Lodging	1/26/11	Abe Lincoln	1	\$ 85.000		85.00
2	2.1	Copies			25	\$ 0.150		3.75
2	2.1	Vehicle Mileage	1/15-1/22	Abe Lincoln	350	\$ 0.500		175.00
3	3.1	Meal/Per Diem	1/19/11	George Washington	1	\$ 50.000		50.00
3	3.1	Meal/Per Diem	1/22/11	George Washington	1	\$ 50.000		50.00
3	3.1	Meal/Per Diem	1/23/11	Abe Lincoln	1	\$ 50.000		50.00
3	3.1	Meal/Per Diem	1/24/11	Abe Lincoln	1	\$ 50.000		50.00
3	3.1	Meal/Per Diem	1/25/11	Abe Lincoln	1	\$ 50.000		50.00
3	3.1	Lodging	1/19-1/22	George Washington	4	\$ 85.000		340.00
3	3.1	Lodging	1/23-1/25	Abe Lincoln	3	\$ 85.000		255.00
4	4.1	Meal/Per Diem	1/30/11	Harry Truman	1	\$ 50.000		50.00
4	4.1	Lodging	1/30/11	Harry Truman	1	\$ 85.000		85.00
4	4.1	Vehicle Mileage	1/30/11	Harry Truman	50	\$ 0.500		25.00
5	5.1	Title Search			3	\$ 100.000		300.00
5	5.1	Public Meeting	1/19/11		1	\$ 1,500.000		1,500.00
5	5.1	Rate of Pay Labor		Hubert Humphrey	17	\$ 85.000		1,445.00

NOTE: Labor for Rate of Pay and Unit of Work should be shown here.

Consultant's Notes

Summary of Subconsultant Invoices - DATA ENTRY ONLY							
Part	Task	Name of Consultant	Agreement Amount	Billed This Invoice	Overall % Complete	EDGE	DBE
1	1.1	Sub A	\$ 50,000.00	\$ 2,500.00	5.00%	<input checked="" type="checkbox"/>	
1	1.2	Sub A	\$ 25,000.00	\$ 1,000.00	4.00%		
1	1.2	Sub B	\$ 15,000.00	\$ -	0.00%		
2	2.1	Sub A	\$ 25,000.00	\$ 1,200.00	5.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	2.1	Sub C	\$ 22,000.00	\$ 1,300.00	7.00%		
3	3.1	Sub D	\$ 12,500.00	\$ 250.00	2.00%		

Consultant's Notes

Employee Labor Summary - DATA ENTRY ONLY						Hours	Pay	Alt.
Part	Task	Empl. ID	Employee Name/Task	Title		ST	OT	OH Rt.
1	1.1	001	George Washington	President		13		\$ 42.00
1	1.1	002	Samuel Adams	Project Manager		22		\$ 38.00
1	1.1	003	James K. Polk	Engineer II		9		\$ 32.00
1	1.2	001	George Washington	President		11		\$ 42.00
1	1.2	002	Samuel Adams	Project Manager		18		\$ 38.00
1	1.2	003	James K. Polk	Engineer II		1		\$ 32.00
2	2.1	004	Abe Lincoln	Surveyor		7		\$ 18.00
3	3.1	001	George Washington	President		5	1	\$ 42.00
3	3.1	004	Abe Lincoln	Surveyor		3		\$ 18.00
4	4.1	005	Harry Truman	Party Chief		19		\$ 22.50

[Back to top](#)

NOTE 1: For Employee ID, Employee Name/Task, and Title, enter data into the leftmost cell in the column. You will receive an error message for data entered

Amount
546.00
836.00
288.00
462.00
684.00
32.00
126.00
273.00
54.00
427.50

Consultant's Notes

ODOT Invoice No. 1
 Consultant Invoice No. 00001

Billing Period From: 1/1/11 to 1/31/11

To: Mat Mauger
ODOT Central Office
1980 West Broad Street
Columbus, Ohio 43223

CONSULTANT
 Name of Firm: Consultant X
 Street Address: 123 Spooner Street
 City, State, Zip: Columbus, Ohio 43215

PROJECT DETAILS
 County/Route/Section: FRA 161-2.45 State Job No. 456789
 OAKS Vendor No. 00005460072 Federal Project No. E080(123)
 Encumbrance No(s). 000001 000002
 Agreement No. 15449
 ODOT PID No(s). 78945

SUMMARY OF PAYMENTS DUE THIS INVOICE

Encumbrance No.	PID No.	Total Work Invoiced	Prior Amount Invoiced	Amount Due This Invoice
<u>000001</u>	<u>78945</u>	<u>19,072.34</u>	<u>-</u>	<u>19,072.34</u>
<u>000002</u>	<u>78945</u>	<u>7,287.81</u>	<u>-</u>	<u>7,287.81</u>
Total Amount Due This Invoice:				\$ <u>26,360.15</u>

CONSULTANT CERTIFICATION

This is to certify that the work on the attached Invoice and Project Schedule (IPS) has been completed and in no way represents any degree of duplication of payments that have been or will be received and that all the work covered by this invoice has been performed in accordance with the referenced Agreement(s).

On Behalf of (Consultant): Consultant X Date: _____

Name (Print or Type): _____ Checked if final invoice.
 (Auto-Populates)

Signature: _____

STATE REVIEW

The Department has reviewed this invoice in accordance with the Department's written procedures and recommends payment of the amounts shown above.

On Behalf of (The State): _____

Name (Print or Type): _____ Date: _____

Signature: _____

ODOT Invoice No. 1
 Consultant Invoice No. 00001

Billing Period From: 1/1/11 to 1/31/11
 Name of Consultant: _____ Consultant X

ODOT-Approved Corporate Overhead Rate: 150.00%
 Alternate (Field) Overhead Rate: _____
 ODOT-Approved C.O.M. Rate: 0.75%
 Weighted Average Overhead Rate for Net Fees: 160.00%
 Net Fee Percentage: 10.00%

INVOICE - SUMMARY OF AGREEMENT PARTS - FRA 161-2.45																
Part	Task	Description	Date Authorized	Maximum Fee	Net Fee Per Agrmt.	Total Work Invoiced	Prior Amount Invoiced	Overall % Complete	% Complete This Invoice	Direct Labor	Overhead	Cost of Money	Non-Salary Direct Costs	Subconsultants	Net Fee Invoiced	Total This Invoice
COST PLUS NET FEE - BY PART																
1		Minor PDP Step 3	1/1/11	1,000,000.00	68,000.00	13,827.37	-	1.38%	1.38%	2,848.00	4,272.00	21.37	2,246.00	3,500.00	940.00	13,827.37
2		Minor PDP Step 3	1/1/11	500,000.00	45,000.00	3,444.70	-	0.70%	0.70%	126.00	189.00	0.95	313.75	2,500.00	315.00	3,444.70
ACTUAL COST - BY PART																
3		Minor PDP Steps 5 thru 8	1/1/11	100,000.00		1,999.97	-	2.00%	2.00%	327.00	490.50	2.45	845.00	250.00	85.02	1,999.97
4		Minor PDP Steps 4 thru 8	1/1/11	250,000.00		1,343.11	-	0.60%	0.60%	427.50	641.25	3.21	160.00	-	111.15	1,343.11
RATE OF PAY / UNIT OF WORK - BY PART																
5		Pre-Bid Activities	1/1/11	100,000.00		3,245.00	-	3.30%	3.30%				3,245.00	-		3,245.00
LUMP SUM - BY PART																
6		Phase II ESA	1/1/11	50,000.00		2,500.00	-	5.00%	5.00%							2,500.00
		Total for All Parts		2,000,000.00	113,000.00	26,360.15	-			3,728.50	5,592.75	27.98	6,809.75	6,250.00	1,451.17	26,360.15

ODOT Invoice No. 1

Billing Period From: 1/1/11 to 1/31/11

ODOT-Approved Corporate Overhead Rate: **150.00%**

ODOT-Approved Alternate Overhead Rate:

ODOT-Approved C.O.M. Rate: **0.75%**

Consultant Invoice No. 00001

Name of Consultant: _____ Consultant X

Weighted Average Overhead Rate for Net Fees: **160.00%**

Net Fee Percentage: **10.00%**

INVOICE - SUMMARY OF AGREEMENT TASKS - FRA 161-2.45																
Part	Task	Description	Date Authorized	Maximum Fee	Net Fee Per Agrmnt.	Total Work Invoiced	Prior Amount Invoiced	Overall % Complete	% Complete This Invoice	Direct Labor	Overhead	Cost of Money	Non-Salary Direct Costs	Subconsultants	Net Fee Invoiced	Total This Invoice
COST PLUS NET FEE - BY TASK																
1	1.1	Task Description	1/1/11	650,000.00	40,000.00	8,422.53	-	1.30%	1.30%	1,670.00	2,505.00	12.53	1,215.00	2,500.00	520.00	8,422.53
1	1.2	Task Description	1/1/11	350,000.00	28,000.00	5,404.84	-	1.50%	1.50%	1,178.00	1,767.00	8.84	1,031.00	1,000.00	420.00	5,404.84
2	2.1	Task Description	1/1/11	500,000.00	45,000.00	3,444.70	-	0.70%	0.70%	126.00	189.00	0.95	313.75	2,500.00	315.00	3,444.70
ACTUAL COST - BY TASK																
3	3.1	Task Description	1/1/11	100,000.00		1,999.97	-	2.00%	2.00%	327.00	490.50	2.45	845.00	250.00	85.02	1,999.97
4	4.1	Task Description	1/1/11	250,000.00		1,343.11	-	0.60%	0.60%	427.50	641.25	3.21	160.00	-	111.15	1,343.11
RATE OF PAY / UNIT OF WORK - BY TASK																
5	5.1	Task Description	1/11/11	100,000.00		3,245.00	-	3.30%	3.30%				3,245.00	-		3,245.00
LUMP SUM - BY TASK																
6	6.1	Task Description	1/1/11	50,000.00		2,500.00	-	5.00%	5.00%							2,500.00
		Total for All Tasks		2,000,000.00	113,000.00	26,360.15	-			3,728.50	5,592.75	27.98	6,809.75	6,250.00	1,451.17	26,360.15

ODOT Invoice No. 1

Billing Period From: 1/1/11 to 1/31/11

Consultant Invoice No. 00001

Name of Consultant: Consultant X

INVOICE - SUMMARY OF INVOICES - FRA 161-2.45

Invoice Number	Billing Period		Cost Plus Net Fee and Subconsultants on Other Agreement Types					Unit Rate (Rate of Pay)		Lump Sum	Actual Cost		Total Costs	
	From	To	Direct Labor	Overhead	COM	NSDC	Subcons.	Net Fee	Prime	Subcons.	Total Fee	Prime	Subcons.	Incurred
N/A														-
* First column is a carryforward of amounts previously billed.														
1	1/1/11	1/31/11	2,974.00	4,461.00	22.32	2,559.75	6,000.00	1,255.00	3,245.00	-	2,500.00	3,093.08	250.00	26,360.15
2														
3														
4														
5														
6														
7														
8														
9														
10														
			2,974.00	4,461.00	22.32	2,559.75	6,000.00	1,255.00	3,245.00	-	2,500.00	3,093.08	250.00	26,360.15

Less: Credits For Amounts Billed in Excess of Contractual Max Fee

	Prior Invoices	This Invoice	Total
Cost Plus Net Fee		-	-
Unit Rate		-	-
Actual Cost		-	-
Total Fee Invoiced			26,360.15

ODOT Invoice No. 1

Billing Period From: 1/1/11 to 1/31/11

Consultant Invoice No. 00001

Name of Consultant: Consultant X

SUMMARY OF NON-SALARY DIRECT COSTS - FRA 161-2.45								
Part	Task	Type	Date	Name/Expense	Quantity	Rate	Total	Description of Work Performed/Purpose of Expense
1	1.1	Meal/Per Diem	1/5-1/8	George Washington	4	\$ 50.000	\$ 200.00	
1	1.1	Meal/Per Diem	1/9-1/12	Samuel Adams	4	\$ 50.000	\$ 200.00	
1	1.1	Meal/Per Diem	1/13/11	James K. Polk	1	\$ 50.000	\$ 50.00	
1	1.1	Lodging	1/5-1/7	George Washington	3	\$ 85.000	\$ 255.00	
1	1.1	Lodging	1/8/11	George Washington	1	\$ 85.000	\$ 85.00	
1	1.1	Lodging	1/9-1/12	Samuel Adams	4	\$ 85.000	\$ 340.00	
1	1.1	Lodging	1/13/11	James K. Polk	1	\$ 85.000	\$ 85.00	
1	1.2	Meal/Per Diem	1/15/11	George Washington	1	\$ 51.000	\$ 51.00	
1	1.2	Meal/Per Diem	1/16/11	Samuel Adams	1	\$ 50.000	\$ 50.00	
1	1.2	Meal/Per Diem	1/17-1/22	James K. Polk	5	\$ 50.000	\$ 250.00	
1	1.2	Lodging	1/15-1/16	George Washington	2	\$ 85.000	\$ 170.00	
1	1.2	Lodging	1/17-1/22	James K. Polk	6	\$ 85.000	\$ 510.00	
2	2.1	Meal/Per Diem	1/26/11	Abe Lincoln	1	\$ 50.000	\$ 50.00	
2	2.1	Lodging	1/26/11	Abe Lincoln	1	\$ 85.000	\$ 85.00	
2	2.1	Copies			25	\$ 0.150	\$ 3.75	
2	2.1	Vehicle Mileage	1/15-1/22	Abe Lincoln	350	\$ 0.500	\$ 175.00	
3	3.1	Meal/Per Diem	1/19/11	George Washington	1	\$ 50.000	\$ 50.00	
3	3.1	Meal/Per Diem	1/22/11	George Washington	1	\$ 50.000	\$ 50.00	
3	3.1	Meal/Per Diem	1/23/11	Abe Lincoln	1	\$ 50.000	\$ 50.00	
3	3.1	Meal/Per Diem	1/24/11	Abe Lincoln	1	\$ 50.000	\$ 50.00	
3	3.1	Meal/Per Diem	1/25/11	Abe Lincoln	1	\$ 50.000	\$ 50.00	
3	3.1	Lodging	1/19-1/22	George Washington	4	\$ 85.000	\$ 340.00	
3	3.1	Lodging	1/23-1/25	Abe Lincoln	3	\$ 85.000	\$ 255.00	
4	4.1	Meal/Per Diem	1/30/11	Harry Truman	1	\$ 50.000	\$ 50.00	
4	4.1	Lodging	1/30/11	Harry Truman	1	\$ 85.000	\$ 85.00	
4	4.1	Vehicle Mileage	1/30/11	Harry Truman	50	\$ 0.500	\$ 25.00	
5	5.1	Title Search			3	\$ 100.000	\$ 300.00	
5	5.1	Public Meeting	1/19/11		1	\$ 1,500.000	\$ 1,500.00	
5	5.1	Rate of Pay Labor		Hubert Humphrey	17	\$ 85.000	\$ 1,445.00	
							\$ 6,809.75	

ODOT Invoice No. 1

Billing Period From: 1/1/11 to 1/31/11

Consultant Invoice No. 00001

Name of Consultant: Consultant X

SUMMARY OF SUBCONSULTANT INVOICES - FRA 161-2.45											
Part	Task	Consultant	Agreement Amount	Total Work Completed	-	Prior Amount Invoiced	=	Amount Due This Invoice	Percent Complete	EDGE	DBE
1	1.1	Sub A	\$ 50,000.00	\$ 2,500.00	-	\$ -	=	\$ 2,500.00	5.00%	<input checked="" type="checkbox"/>	
1	1.2	Sub A	\$ 25,000.00	\$ 1,000.00	-	\$ -	=	\$ 1,000.00	4.00%		
1	1.2	Sub B	\$ 15,000.00	\$ -	-	\$ -	=	\$ -	0.00%		
2	2.1	Sub A	\$ 25,000.00	\$ 1,200.00	-	\$ -	=	\$ 1,200.00	5.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	2.1	Sub C	\$ 22,000.00	\$ 1,300.00	-	\$ -	=	\$ 1,300.00	7.00%		
3	3.1	Sub D	\$ 12,500.00	\$ 250.00	-		=	\$ 250.00	2.00%		
Subtotal: EDGE			\$ 75,000.00	\$ 3,700.00	-	\$ -	=	\$ 3,700.00		<input checked="" type="checkbox"/>	
Subtotal: DBE			\$ 25,000.00	\$ 1,200.00	-	\$ -	=	\$ 1,200.00			<input checked="" type="checkbox"/>
Subtotal: Other			\$ 74,500.00	\$ 2,550.00	-	\$ -	=	\$ 2,550.00			
Total: All Parts			\$ 149,500.00	\$ 6,250.00	-	\$ -	=	\$ 6,250.00			

Total Billed to Date:	\$	26,360.15
Percent EDGE Participation to Date:		14.0%
Percent DBE Participation to Date:		4.6%

ODOT Invoice No. 1

Billing Period From: 1/1/11 to 1/31/11

Consultant Invoice No. 00001

Name of Consultant: _____ Consultant X

INVOICE - EMPLOYEE LABOR SUMMARY - FRA 161-2.45								
Part	Task	Empl. ID#	Employee Name/Task	Title	ST Hrs	OT Hrs	Rate	Amount
1	1.1	001	George Washington	President	13		42.00	546.00
1	1.1	002	Samuel Adams	Project Manager	22		38.00	836.00
1	1.1	003	James K. Polk	Engineer II	9		32.00	288.00
1	1.2	001	George Washington	President	11		42.00	462.00
1	1.2	002	Samuel Adams	Project Manager	18		38.00	684.00
1	1.2	003	James K. Polk	Engineer II	1		32.00	32.00
2	2.1	004	Abe Lincoln	Surveyor	7		18.00	126.00
3	3.1	001	George Washington	President	5	1	42.00	273.00
3	3.1	004	Abe Lincoln	Surveyor	3		18.00	54.00
4	4.1	005	Harry Truman	Party Chief	19		22.50	427.50
					108.00			3,728.50

Invoice: 1

From: 1/1/11

To: 1/31/11

IPS NOTES - PAGE 1 (ODOT)

- 1) For directions on use of the invoice format, refer to:
<http://www.dot.state.oh.us/Divisions/ProdMgt/Consultant/Pages/default.aspx>
- 2) The IPS shall accurately reflect all fees and other billing terms, including but not limited to, maximum fees, net fees, authorization dates, and other factors, as stated in the Agreement.
- 3) All subconsultant Invoices shall be submitted in the same format as required for the prime consultant.
- 4) The consultant shall maintain detailed cost accounting records in accordance with Chapter 3 of the Specifications for Consulting Services, 2010 Edition. Such records shall be retained in accordance with Section 2.21 of the Specifications. During the course of the Agreement, the consultant shall furnish documentation supporting any costs claimed, as deemed necessary by ODOT.
- 5) All Advance Authorizations (AA) shall be indicated within the Part that has been suspended with date of advance indicated. After execution of the modification, the AA date shall remain; however the AA fee should be reduced to \$0 with the contractual Parts adjusted within the modification.
- 6) For Agreements that include Actual Costs Plus a Net Fee compensation, the Net Fee invoiced shall be calculated as the overall percent complete of the contractual part or task, multiplied by the contractual Net Fee (Net Fee per Agreement). The overall percent complete represents the status of the physical completion of the work – not the percentage of the total fee invoiced.
- 7) Electronic Data Interchange (EDI) - ODOT accepts invoices submitted electronically through third party vendors that provide this service. Consultants that utilize this payment system shall submit invoice documents such that:
 - the Consultant shall submit this IPS and required backup documentation to the ODOT District or Office via email, and
 - the Consultant / third party EDI vendor shall submit an electronic invoice to ODOT's EDI system.
- 8) For consultants not using EDI, one original, signed IPS and required backup documentation shall be submitted directly to the ODOT District or Office managing the agreement.
- 9) Consultants are required to provide copies of original receipts for all non-salary direct costs, with the exception of fixed costs (e.g. per diems and copies, in which receipts are not available) and instances in which the consultant claimed no non-salary direct costs.
- 10) The ODOT Office of Audits approves consultant overhead and cost of money rates on an annual basis. For each invoice, the consultant shall use its current rates approved by ODOT.

Invoice: 1

From: 1/1/11

To: 1/31/11

IPS NOTES - PAGE 2 (CONSULTANT)

Consultants, please enter any relevant information below to be communicated to ODOT.

Comments here.