**Construction Inspection Billing Update:**  01/2016

Consultant Services, Office of Planning and the Division of Finance have worked together to update the guidelines for Consultant Construction Inspection billing when assigned to a project through a Districtwide/Statewide Agreement. Effective December 31, 2015 there is a new version of the IPS billing spreadsheet that is required for all Construction Inspection Consultants to use to bill ODOT and receive payment appropriately.

The following information is **required** to be supplied by the District to Consultants as they are assigned new projects. Without this information the Consultant will not be able to invoice ODOT correctly which could cause significant delays in payment to the consultants on a project. **Please use the table format provided** for consistency throughout the State.

|  |  |  |
| --- | --- | --- |
| **Description** | **Data to be Entered** | **Where to Enter** |
| Part Number | 1 | 0.1\_ODOT, Column E |
| Task Number | x | 0.1\_ODOT, Column F |
| PID | (must be 4-6 digits) | 0.1\_ODOT, Column D |
| Task Description | Task x Description | 0.1\_ODOT, Column H |
| Task Authorization to Proceed | x/x/2015 | 0.1\_ODOT, Column J |
| Task Max Fee | $x,xxx | 0.1\_ODOT, Column L |
| Encumbrance Number\* |  (must be 6 digits) | 0.1\_ODOT, Column C |
| Federal Aid Number (FAN) | E000(123) (must be in this format) | 0.3\_Funding\_Setup, Column H |
| State Job Number (SJN) | (must be 6 digits) | 0.3\_Funding\_Setup, Column I |
| Federal Funding Percentage | xx% (up to 100%, if applicable) | 0.3\_Funding\_Setup, Column J |
| State Funding Percentage  | xx% (up to 100%, if applicable) | 0.3\_Funding\_Setup, Column K |
| Other/Local Funding Percentage | N/A (up to 100%, if applicable) | 0.3\_Funding\_Setup, Column L |

\*Encumbrance number should be the same for every PID, unless otherwise directed.

* Accordingly, when an invoice is submitted, it will now include a new page which breaks down the federal, state, and local funding by task.
* To assist the districts and consultants in the updated functionality of the new IPS form we have attached an easy to use guide for the required information on the IPS form.
* For Questions on the IPS System please contact Mat Mauger or Marc Travis.

**Additional Payment Information:**

Finance has recently received some consultant invoices without proper use of the IPS (invoice) form and not delineated by project. Without proper documentation of services provided and the PIDs associated with the services finance and consultant services is unable to accurately account for project costs. As a result, we will return all billing requests that are not completed on the IPS form for correction and re-submission.