



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219 2000

**Gregory A. Whirley**  
Commissioner

July 24, 2013

## MEMORANDUM

To: Chiefs, Division and District Administrators

From: Gregory Whirley, Commissioner

Subject: Professional Services Consultant Invoices

As part of VDOT's business process improvements initiative, the professional services consultant invoice process was reviewed by a team of subject matter experts, including managers from Alternate Project Delivery, Administrative Services, Construction, Environmental, Fiscal, Location and Design, and Audit. The focus of the review was to reduce the administrative burden associated with invoice preparation and approval, thus providing a time saving for consultants and VDOT staff.

The team reviewed the current invoice template and the required supporting documentation that is submitted with each invoice and determined that the invoice process could be changed from the current documentation based invoice process to a risk based review process that is supported by reliance on advance approvals, contract requirements, and periodic reviews of supporting documentation. It was determined that VDOT's contract requirements related to records and audit provide VDOT with sufficient access to consultant documentation at any time during the contract period and for three years after the payment of final voucher.

Based upon these findings, VDOT will no longer require supporting documentation to be included with professional services consultant invoices. However, consultants and sub-consultants will be required to maintain supporting documentation/evidence for each invoice including, but not limited to, timesheets, lodging, and travel expense authorization, receipts and other costs consistent with contract terms and conditions. VDOT project managers will periodically request supporting documentation from consultants for invoices for review and verification. Consultants will be required to submit requested information to the VDOT project manager within two business days (48 hours) of such a request. The VDOT project manager will not process the invoice payment until the required information has been submitted and found to be accurate and complete.

An updated professional services invoice template and instructions have been developed and are attached to this memorandum for use on all professional services contracts. My expectation is that the revised template and the associated invoice process will be implemented consistently across the entire agency.

The respective Central Office Lead Divisions responsible for professional services procurements will be working with District staff and VDOT's consultants to provide further details and answer any questions in order to ensure a smooth transition to this directive.

Attachments: Invoice Template and Instructions

**CONSULTANT LETTERHEAD**

To VDOT Addressee

**VDOT Contract Administrator  
Contracting Division  
Business Address**

Invoice Date: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Billing Period: \_\_\_\_\_

Contract Number: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Notice to Proceed: \_\_\_\_\_

Consultant F.I.N. \_\_\_\_\_

Consultant's Name & Address for Payment Remittance

Project Numbers	
State	Federal

Maximum Payable Amount: \_\_\_\_\_

Net Fee: \_\_\_\_\_

Contingency: \_\_\_\_\_

<b>Total Billed to Date:</b>	_____
<b>Total Previously Billed:</b>	_____
<b>TOTAL THIS INVOICE</b>	_____

**Invoice Summary by Task Order/LOA**

Task #	UPC	Hours			Amounts					
		Previously Billed	Total This Invoice	Billed to Date	Authorized	% Complete	Previously Billed	Total This Invoice	Billed to Date	Remaining Balance
1										
2										
3										
4										
<b>Total</b>										

**CERTIFICATE OF CONSULTANT**

The undersigned requests payment of that portion of the contract amount invoiced above and warrants to VDOT that ( 1) the data shown in this voucher is accurate and correct; (2) the work covered by this invoice has been completed in conformance with the contract requirements; and (3) all previous payments received from VDOT on account of work done under this contract have been applied to discharge in full all obligation of the prime to its consultants, sub-consultants, and suppliers incurred in connection with work covered by prior invoices.

CONSULTANT NAME (print): \_\_\_\_\_

CONSULTANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

