

**THE COMMONWEALTH OF MASSACHUSETTS  
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION  
HIGHWAY DIVISION**

**PAYMENT INVOICE  
PROCESSING AND SUBMITTAL PROCEDURES  
FOR DESIGN SERVICES**

**REVISED APRIL 2020**

MassDOT Highway Division  
Payment Invoice Processing and Submittal Procedures for Design Services

**GENERAL INFORMATION**

- All information in this document is generic to the preparation of a Payment Invoice. Information contained in the Contract may supersede the information contained herein. It is strongly recommended that the specific terms of the Contract be thoroughly reviewed prior to commencing work and to preparing any Payment Invoices.
- All standard Payment Invoice forms are available on the Highway Division's webpage on mass.gov at <https://www.mass.gov/orgs/highway-division>.
- All forms must be signed and dated, as required.
- All pages must be numbered in the upper right-hand corner.
- A copy of the "Notice to Proceed" letter shall accompany the first invoice for any assignment.
- Invoices shall be submitted every 30 days unless the total dollar amount of work performed since the previous invoices is less than \$1,000.
- The Commonwealth of Massachusetts' fiscal year ends June 30. Invoices shall not include work that was performed in more than one fiscal year.

**PAYMENT INVOICE SUBMITTAL INSTRUCTIONS**

- Electronic Submittals
  - Electronic submittals must be in .pdf format and less than 10MB.
  - Electronic files larger than 10MB must be split and submitted separately.
  - Electronic submittals must be made by email to [ConsultantInvoices@dot.state.ma.us](mailto:ConsultantInvoices@dot.state.ma.us).
  - Emails shall have a subject line formatted as (MassDOT Contract Manager Last Name)-(Contract No.)-(Invoice No.), e.g. smith-98562-003.
- Paper Submittals
  - Paper submittals must be on 8 ½" x 11" white paper.
  - Submit 1 copy of each Payment Invoice.
  - Paper submittals must be delivered to the PRC Section in Room 6340 (or Room 6500 for the MSA Contracts) MassDOT Highway Division, Ten Park Plaza, Boston, MA 02116; or as otherwise specified in the Contract.

**QUESTIONS**

- All questions should be directed to the appropriate MassDOT Contract Manager and shall be submitted by email to [ConsultantInvoices@dot.state.ma.us](mailto:ConsultantInvoices@dot.state.ma.us).

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## **PAYMENT INVOICE CONTENTS**

### **1) ESTIMATE OF FEE FOR CONSULTANT SERVICES**

- The form used must be appropriate for the method of payment specified in the contract (Costs Plus or Lump Sum).
- This form may be used for single-assignment contracts or multiple-assignment contracts. When more than three assignments are made under a single contract use additional pages as required.
- For design phase services on Lump Sum contracts it is only necessary to fill out the top line for each assignment.
- The Approved Amount should reflect any approved amendments.

### **2) CERTIFIED PAYROLL REPORT**

- This form is not required for Lump Sum contracts.
- Prepare a separate form for each applicable assignment.
- List names in alphabetical order (last name first) and their job titles.
- Use an asterisk to denote raises to employees (on first invoice where raise appears).
- Use a double asterisk to denote new hires on first invoice where new hire appears.
- Hourly rate cannot exceed maximum limit described in contract.

### **3) CERTIFIED NARRATIVE**

- Prepare a separate narrative for each applicable assignment.
- The narrative should clearly describe the work performed during the dates of service invoiced.
- The description shall be separated into the appropriate “Division of Work” categories listed in the associated CONSULTANT PROGRESS REPORT. Only the invoiced/applicable sections should be included.

### **4) CONSULTANT PROGRESS REPORT**

- The form used must be appropriate for the method of payment specified in the contract (Costs Plus or Lump Sum). Prepare a separate form for each applicable assignment.
- Add a separate line for each approved amendment to the contract.
- Show approved Direct Expenses on a separate line.
- The percent complete for each Division of Work shall be the estimated amount of work complete for that task (0 when no work has been performed on the specific Division of Work and 100 when the work for that task is complete).
- The “Through Previous Invoice % Complete” column must match the CONSULTANT PROGRESS REPORT from the previous invoice.
- The “Through This Invoice % Complete” shall reflect the total percent complete for each Division of Work through the period ending date.

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- For Costs Plus contracts:
  - The “Contract Weight” column shall be calculated based on the negotiated cost for each individual Division of Work. The Contract Weight shall represent the percent contribution each Division of Work bears to the assignment total cost.
  - The “Total Percent Complete” will be compared to the percent invoiced from the ESTIMATE OF FEE FOR CONSULTANT SERVICES.
- For Lum Sum contracts:
  - The “Total Dollar Amount for Task” column shall be based on the Standard Workhour Estimate Form.
  - The “Dollar Amount Invoiced to Date” is the product of the “Through This Invoice % Complete” column multiplied by the “Total Dollar Amount for Task” column.
  - The “Total Dollar Amount Through this Invoice” is the sum of the “Dollar Amount Invoiced to Date” column.
  - The “Maximum Obligation” will be the sum of the “Total Dollar Amount” column and will equal the original contract amount plus any approved amendments.
  - The “Percent Invoiced” is the “Total Dollar Amount Through this Invoice” divided by the Maximum Obligation.
- If MassDOT concludes that the percent of the Maximum Obligation invoiced exceeds the actual percent of work completed by more than 5% the invoice will be returned to the consultant.

**5) DIRECT EXPENSE APPROVAL LETTER FROM MASSDOT**

- Provide a copy of the letter from MassDOT approving direct expenses for each assignment.
- This letter only needs to be submitted with the first invoice for each assignment or to provide evidence of an approved amendment to the direct expense budget.

**6) DIRECT EXPENSE SUMMARY**

- Refer to standard contract language and special provisions to determine the allowable reimbursable direct expenses. Contact MassDOT’s Project Manager with any questions.
- Approved Amounts for each Category must agree with the relevant approval letter from MassDOT.

**7) DIRECT EXPENSE BACKUP INFORMATION**

- Submit copies of direct expense backup pages in the same order as listed on the DIRECT EXPENSE SUMMARY sheet.
- Indicate the applicable Assignment No. on each page.

**8) RECORD OF PAYMENT TO M/W/DBE**

- Complete and submit this form with every invoice, even if no M/W/DBE services were provided during the billing period.