

Consultant Advisory

2015-6

October 5, 2015

Changes to Priced Proposal Documents, Invoicing Documents, and Implementation of Electronic Submittal of Invoices

Effective December 1, 2015, Consultants will be required to do the following:

- Submit costs using the updated Priced Proposal Forms (dated 10/15) for all new contracts/authorizations as well as for all new amendments/revisions
- Submit the revised invoicing forms (dated 10/15) for all invoices submitted to MDOT for which the updated Priced Proposal Forms (dated 10/15) were used to develop costs. This is applicable for all contracts/authorizations or amendments/revisions
- Submit all invoices through ProjectWise. MDOT will no longer accept paper invoices

Prior to implementation of invoice submittal through ProjectWise, the [External Access Request Form](#) must be completed and submitted to MDOT, identifying all employees in your firm that will need access to ProjectWise for either the submittal of invoices or to access the status of invoices.

Training

MDOT will be providing training sessions on the use of the revised priced proposal and invoice documents, highlighting significant changes, as well as demonstrating the process of submitting invoices through ProjectWise. Two full day, identical training sessions will be offered on October 27, 2015 and November 3, 2015. The morning session will focus on Priced Proposals and the afternoon session will focus on Invoicing and ProjectWise. It is highly recommended that each firm send appropriate staff to each of the sessions. To register electronically for training, please select the desired date below:

[October 27, 2015](#)

[November 3, 2015](#)

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