

Consultant Advisory

2014-8

April 18, 2014

Invoicing Reminders

As a reminder:

1. As stated in Consultant Advisory [2014-3](#), and in the March 7, 2014 and March 27, 2014 [training sessions](#), new invoices submitted to MDOT after **May 1, 2014**, must be prepared using the [standardized invoicing forms](#). This requirement is applicable for all contracts in which an invoice has not yet been submitted.

After **August 1, 2014**, new invoices, for those contracts that have had previous invoices submitted against them, must be prepared using the standardized invoicing forms. You may, however, begin using the standardized invoicing forms at any time, if you choose.

2. The fixed fee for as-needed contracts is computed by taking the percent of actual labor hours invoiced to labor hours authorized, and applying that percentage to the total fixed fee authorized. MDOT will be monitoring this on all invoices submitted for as-needed contracts, and will be requesting adjustments, if the fixed fee is calculated incorrectly.

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