

## Consultant Advisory

2022-02 - Revised

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MDOT, CSD, Consultant  
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### **Updates to Consultant Priced Proposal & Invoicing Templates - Revised**

The Consultant Priced Proposal and Invoicing templates were recently updated and are available for use on MDOT's Vendor/Consultant Services website. Use of the updated templates is required when proposing costs for all new contracts/amendments, and all future invoice submittals<sup>1,2,3</sup>. To download the most recent version of each document, please follow the links below:

[Consultant Priced Proposal Template](#)  
[Consultant Invoicing Template](#)

Summary of template modifications:

#### Consultant Priced Proposal Template

- Form 5102 – Documentation of Changes to the MDOT Scope of Services: Language/layout adjusted to provide greater clarity if/when changes have been made to the original Scope of Services.
- Form 5101S - Subconsultant Priced Proposal Cover Sheet and Intent to Subcontract: Language was added to the Certification Statement ensuring Other Direct Costs were not also included within the approved Indirect Cost Rate.
- Form 5101B - Derivation of Prime Consultant Costs: Language was added to ensure Other Direct Costs were not also included within the approved Indirect Cost Rate and the method of calculating escalation was adjusted.
- Form 5101C - Derivation of Subconsultant Costs: Language was added to ensure Other Direct Costs were not also included within the approved Indirect Cost Rate and the method of calculating escalation was adjusted.

#### Consultant Invoicing Template

- Form 5106C – Standard Consultant Invoice Form: Language was added to the Certification Statement ensuring Other Direct Costs were not also included within the approved Indirect Cost Rate.

<sup>1</sup> Invoice submittals for all contracts/amendments executed after 03/17/2022 are required to utilize the updated Consultant Invoicing Template.

<sup>2</sup> Contracts/Amendments executed prior to 03/17/2022 for which invoices have not been submitted will require the use of the updated Consultant Invoicing Template.

<sup>3</sup> Contracts/Amendments executed prior to 03/17/2022 for which invoices have previously been supplied will not be required to convert to the updated Consultant Invoicing Template.