

Consultant Advisory

2022-02

March 17, 2022

Updates to Consultant Priced Proposal & Invoicing Templates

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. 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.

MDOT, CSD, Consultant
Contracts Section
P.O. Box 30050
Lansing, MI 4890
www.michigan.gov/mdot

Questions regarding this
Consultant Advisory
should be directed to:

Mike Meddaugh
517-335-1095
MeddaughM@michigan.gov