MONTHLY PROGRESS REPORT AND

INVOICE INSTRUCTIONS

FOR

PROFESSIONAL SERVICES CONSULTANTS

Rev. February 2024

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1.0 MONTHLY PROGRESS REPORT PACKAGE

1. 2. MONTHLY PROGRESS REPORT NARRATIVE

The Prime and Subconsultants are to fill out the narrative in its entirety for their respective work (See Sections 1.1.7 through 1.1.12). The Prime can submit one narrative as long as the subconsultant work is clearly noted.

* + 1. CM or DSE

Enter the Prime or Team’s company name.

* + 1. CONTRACT NO.

Enter the same contract number that corresponds to the Consultant agreement with the Tollway.

* + 1. TOLLWAY PROJECT MANAGER

Enter the name of the Tollway Project Manager.

* + 1. DESCRIPTION

Enter the official name of the Tollway project. This title can be found in the Consultant agreement with the Tollway. ***Example: Plaza 9 (Elgin) Improvements – Northwest Tollway M.P. 25.0 (Plaza 9) to M.P. 26.6 (Randall Road).***

* + 1. WORK DEFINITION

Use the definition for Construction Manager or Design Section Engineer.

* + 1. PROGRESS REPORT NO.

Enter the Prime or Team’s Progress Report number. The progress report numbers must be sequential. ***Example: The first Progress Report number would be “1” and the second Progress Report number would be “2”.***

* + 1. PERIOD

Enter the date that this progress report starts. (This will also be the same date that the Prime’s invoice starts).

* + 1. THRU

Enter the date that this progress report ends. (This will also be the same date that the Prime’s invoice ends). There cannot be any gaps between period dates. ***Example: If Invoice No. 1 period is 01/15/23 thru 02/15/23 then the next invoice period must start on 02/16/23.*** If an invoice is submitted with gaps between period dates, the invoice will be returned to the Prime consultant for correction. The progress report periods must correspond to the invoice periods.

* + 1. DATE SUBMITTED

Enter the date the Prime consultant submitted the Monthly Progress Report to the Tollway.

* + 1. SUBMISSION FREQUENCY/TIMING:

The first contract Invoice and Progress Report should be submitted no later than 45 days after the first month of work has been completed. All subsequent Invoices and Progress Reports thereafter should also be submitted no later than 45 days after the previous month’s work has been completed.

Task Order/Upon Request contracts should also follow the same 45-day policy, but only when work is ongoing.

* + 1. WORK ACCOMPLISHED THIS PERIOD

The Prime and Subconsultants must give a detailed explanation of the work that was completed during this period.

* + - 1. If it is a CUR/DUR contract, subdivide by Task Order.
    1. WORK TO BE ACCOMPLISHED NEXT PERIOD

The Prime and Subconsultants must give a detailed explanation of the work that is scheduled to be completed the following month.

* + - 1. If it is a CUR/DUR contract, subdivide by Task Order.
    1. PENDING ISSUES

The Prime and Subconsultants are to use this section to notify the Tollway Project Manager of important issues that have occurred on the project. This includes, but is not limited to, out of scope work or funding complications. If any consultant anticipates that their Upper Limit of Compensation (ULC) will be exceeded, please note this here, give a very detailed explanation as to why the Prime or Subconsultant requires additional funds, and ***contact the Tollway Project Manager immediately.***

* + - 1. If it is a CUR/DUR contract, subdivide by Task Order.
    1. COMMENTS AND EXPLANATIONS

Include any comments or explanations concerning the Prime or Subconsultant in this section. This section can be used to clarify if the Prime or Subconsultant’s expended man-hours to-date exceeds the total scheduled man-hours on the Manpower Report by Task form.

* + 1. DBE/MBE/WBE PERCENTAGE

This section must be filled out by the Prime. A Subconsultant is also required to fill out this section if they have a DBE/MBE/WBE subconsultant of their own (e.g., 2nd tier subcontractor).

* + - 1. In Contract

Enter the DBE/MBE/WBE percentage COMMITMENT that is in the Consultant’s contract.

* + - 1. Actual To Date

Enter the DBE/MBE/WBE Actual percentage to date. (Total Labor and Expenses to Date of DBE/MBE/WBE only Total Labor and Expenses to Date (Prime and Subs)).

* + 1. AVERAGE HOURLY RATE (PRIME AND SUBCONSULTANT)
       1. In Contract

Enter the average hourly rate that is in the contract.

* + - 1. This Period

Enter the average hourly rate for this period.

* + - 1. Actual To Date

Enter the actual average hourly rate to-date for the Prime.

* + 1. PRIME PM SIGNATURE

The Prime’s Project Manager is to sign and date the narrative.

* 1. MANPOWER REPORT BY COMPANY

Use of either this form or the *Manpower Report by Task* form will be at the discretion of the Tollway Project Manager. This form is used to show how many hours the Prime and Subconsultants have expended during this period. Report only the current hours that match the invoicing period. If a Subconsultant is behind in sending the Prime their invoice, the Prime must still retrieve the hours the Subconsultant expended during the current period. Please include a note that explains when the current invoice for that particular Subconsultant will be submitted. Subconsultants should bill at the same time and for the same invoice period as the Prime. Billing periods for the Prime and Subconsultant may vary a day or two in-advance, or behind.  Generally, this difference will not exceed three days on either end of the current month.

* 1. 1. VENDOR, CONTRACT NO., PROGRESS REPORT NO., PERIOD, THRU

All this information must match the Narrative.

* + 1. COMPANY NAME

Enter the Prime and Subconsultant company names. ***Example: Prime = Prime Consulting, Inc.***

* + 1. TOTAL MH SCHEDULED-COL. 1

Enter the total hours the Prime and Subconsultants have scheduled for the entire duration of the contract (see Ex. A from the contract). ***Example: Prime = Prime Consulting, Inc. = 2000 total scheduled hours.***

* + 1. TOTAL MH SCHEDULED TO DATE-COL. 2

Enter the total hours the Prime and Subconsultants have scheduled through the current period (see Ex. A from the contract). ***Example: Prime = Prime Consulting, Inc. = 1500 scheduled hours through this current period.***

* + 1. TOTAL MH EXPENDED THIS PERIOD-COL. 3

Enter the total hours the Prime and Subconsultants have expended this period.

* + 1. TOTAL MH EXPENDED TO DATE-COL. 4

The Prime and Subconsultants add their previous man-hours Expended to Date (taken from their previous progress report) to the number of hours expended this period.  ***Example: Prime= Prime Consulting, Inc. worked a total of 1000 hours through the last progress report and worked an additional 500 hours this period. The total man-hours expended to date would equal 1500 hours.***

* + 1. % OF TOTAL SCHEDULED MH TO DATE (COL 4 / COL 2)-COL. 5

This column is auto populated with the formula Col 4 divided by Col 2. This percentage can be over 100%. Please do not alter the formula.

* + 1. ESTIMATE % OF CONSTRUCTION WORK COMPLETED TO DATE-COL. 6

The Vendor Project Manager and Subconsultants must estimate the percent of work they have completed to date. This percentage cannot be over 100%. The Vendor Project Manager must also estimate the total over-all percentage complete in the Total row. Again, this percentage cannot be over 100%.

* + 1. ESTIMATE OF ADDITIONAL MH REQUIRED TO COMPLETE PROJECT-COL. 7

The Vendor Project Manager and Subconsultants must estimate the number of man-hours still required to complete their work on the project.

* + 1. GRAND TOTAL OF MH REQUIRED TO COMPLETE PROJECT-COL. 8

This column is auto populated with the formula Col. 4 + Col. 7. Please do not alter formulas. If the total in Col. 8 exceeds the total in Col. 1, please attach a detailed explanation that explains that the Prime/Subconsultants are over hours, but not over dollars or that the Prime/Subconsultants are going to go over their ULC(s). Again, if the Prime or Subconsultants know they are going to run out of funds, they are to **contact the Tollway Project Manager immediately**. See Section 5 for more information on Supplements.

* + 1. TOTALS

This row is automatically summed to give the total hours for each column (except for Col. 6-see above). Please do not alter the formula.

* + 1. PAGE 1 OF \_\_\_\_\_\_

Enter the total number of pages in the Progress Report Package.

* 1. MANPOWER REPORT BY TASK

Use of either this form or the *Manpower Report by Company* form will be at the discretion of the Tollway Project Manager. This form is used to show how many hours the Prime and Subconsultants have expended during this period. Report only the current hours that match the invoicing period. If a Subconsultant is behind in sending the Prime their invoice, the Prime must still retrieve the hours the Subconsultant expended during the current period. Subconsultants should bill at the same time and for the same invoice period as the Prime. Billing periods for the Prime and Subconsultants may vary a day or two in advance or behind. Generally, this difference will not exceed three days on either end of the current month.

* + 1. VENDOR, CONTRACT NO., PROGRESS REPORT NO., PERIOD, THRU

All this information must match the Narrative.

* + 1. TASKS

List the same tasks that are listed on the Exhibit A’s that the Prime and Subconsultants included in the Contract. List the Prime tasks separately from the Subconsultant tasks. Indicate the Subconsultant company name next to their tasks. ***Example: Master Plan Design – ACME Subconsulting, Inc.***

* + 1. TOTAL MH SCHEDULED-COL. 1

Enter the total hours the Prime and Subconsultants have scheduled (see Ex. A from the contract) for each task for the entire duration of the contract. ***Example: Master Plan Design-ACME Subconsulting, Inc. = 2000 total scheduled hours.***

* + 1. TOTAL MH SCHEDULED TO DATE-COL. 2

Enter the total hours the Prime and Subconsultants have scheduled (see Ex. A from the contract) for each task through the current period. ***Example: Master Plan Design-ACME Subconsulting, Inc. = 1500 scheduled hours through this current period.***

* + 1. MH EXPENDED THIS PERIOD
       1. Prime-Col. 3

The Prime enters the hours they have expended for each of their tasks for the current period.

* + - 1. All Subs-Col. 4

The subconsultants enter the hours they have expended for each of their tasks for the current period.

* + - 1. Total-Col. 5

Prime hours plus the Sub hours: This column is auto populated with the sum formula. Please do not alter the formulas.

* + 1. SUM OF ALL MH EXPENDED TO DATE
       1. Prime-Col. 6

The Prime adds their previous man-hours Expended to Date to the number of hours expended this period**. *Example: Design Bridge-ACME Prime Consulting, Inc. worked a total of 1000 hours through the last progress report and worked an additional 500 hours this period. The total MH Expended to Date would equal 1500 hours.***

* + - 1. All Subs-Col. 7

The Subconsultant adds their previous man-hours Expended to Date to the number of hours expended this period. See Prime-Col 6 above for an example.

* + - 1. Total-Col. 8

Prime Total Man-hours to Date plus the Sub Total Man-hours to Date. This column is auto populated with the sum formula. Please do not alter the formulas.

* + 1. % OF TOTAL SCHEDULED MH TO DATE (COL 8 / COL 2)-COL. 9

This column is auto populated with the formula Col 8 divided by Col 2. This percentage can be over 100%. Please do not alter the formula.

* + 1. ESTIMATE % OF WORK COMPLETED TO DATE-COL. 10

The Prime and Subconsultants must estimate the real percent of work they have completed to date. This percentage cannot be over 100%. The Prime must also estimate the total over all real percentage complete in the Total row. Again, this percentage cannot be over 100%.

* + 1. ESTIMATE OF ADDITIONAL MH REQUIRED TO COMPLETE ITEM-COL. 11

The Prime and Subconsultants must estimate the number of man-hours still required to complete their specific tasks.

* + 1. GRAND TOTAL OF MH REQUIRED TO COMPLETE ITEM-COL. 12

This column is auto populated with the formula Col. 8 + Col. 11. Please do not alter formulas. If the total in Col. 12 exceeds the total in Col. 1, please attach a detailed explanation that explains that the Prime/Subconsultants are over hours, but not over dollars or that the Prime/Subconsultants are going to go over their ULC(s). Again, if the Prime or Subconsultants know they are going to run out of funds, ***they are to contact the Tollway Project Manager Immediately.*** See Section 5 for more information on Supplements.

* + 1. TOTALS

This row is auto populated with the sum formula to give the total hours for each column (except for Col. 10-see above). Please do not alter the formula.

* 1. MANPOWER REPORT BY TASK – CUR/DUR

Manpower Reports by Task are completed as detailed in Section 1.4. A Manpower Report by Task should be completed for each Task Order. “Tasks” in this context should be taken as the subtasks associated with the particular Task Order.

2.0 INVOICE PACKAGE

Invoice packages must be submitted to the Tollway via a CINV process in eBuilder in a manner consistent with the terms of the Agreement. It is the responsibility of the consultant to ensure invoices do not exceed the upper limit of compensation and have appropriate committed funds for any subconsultants. (See Reallocation)

* 1. INVOICE SUMMARY SHEET – single PRIME or TEAM

This form is to be used for the Prime or Team Lead Vendor only. See Section 2.4 for the Subconsultant Invoice Summary Sheet instructions.

* + 1. CONTRACT NUMBER

Enter the same contract number that is written in the Prime or Team’s Tollway contract.

* + 1. CONSULTANT

The Prime or Team Lead enters their company name.

* + 1. INVOICE NO.

The Prime or Team Lead enters their internal invoice number.

* + 1. INVOICE PERIOD

Enter the dates that this invoice covers (Ex. 01/01/23 – 01/31/23). This must match the period on the Monthly Progress Report and Narrative.

***Note 1:*** Although invoicing typically covers one month, a consultant may elect to delay submitting invoices of $1,000.00 or less (including Direct Labor multiplier and Direct Cost) by combining it with another subsequent invoice in the future. This type of invoice will need to be accompanied by a letter of explanation (See Section 2.9.2).

***Example 1:*** An invoice for January 2023 can be delayed and combined with February 2023 IF the January invoice period totals $1,000.00 or less. The combined invoice would result in a billing period that spans two months (01/01/23 – 02/28/23).

***Note 2:*** Multi-billing periods can also span up to two calendar years (i.e., 2022-2023) as long as the first calendar year’s invoice expenses are $0 each month. If there are expenses for both calendar years, however, they must be submitted separately. This type of invoice will need to be accompanied by a letter of explanation (See Section 2.9.3).

***Example 2:*** If a consultant didn’t have any work from September 2022 through February 2023, then resumed work in March 2023, the invoices could be combined and submitted with a billing period of 9/1/22 – 3/31/23. All expenses submitted would be for March 2023.

* + 1. DIRECT SALARIES
       1. TOTAL DIRECT SALARIES PREVIOUS PERIOD

As a general rule, this amount is pulled from the Prime’s previous invoice summary sheet – line 5 – Total Direct Salaries To-Date. If the Prime received an Invoice Adjustment from the Tollway, this number should be adjusted accordingly.

* + - 1. SALARIES THIS PERIOD (FROM DIRECT LABOR SUMMARY)

This is the total amount of the Prime’s salaries expended in dollars for this invoicing period. This cell is linked to the Direct Labor Summary page. Please do not alter the formula/link. Directions for filling out the Direct Labor Summary are in Section 2.2.

* + - 1. PROJECT MULTIPLIER

Please consult the contract to obtain the multiplier (typically 2.5 or 2.8).

* + - 1. DIRECT SALARIES THIS PERIOD (LINE 2 X LINE 3)

This is the Prime’s Total Direct Salaries This Period, including the multiplier. This cell is auto populated with the formula (Line 2 x Line 3). Please do not alter the formula.

* + - 1. TOTAL DIRECT SALARIES TO-DATE (LINE 1 + LINE 4)

This line is a sum of the Prime’s previous Total Direct Salaries Previous Period (Line 1) to the Prime’s Total Direct Salaries This Period (Line 4). This cell is auto populated with the formula (Line 1 + Line 4). Please do not alter the formula.

* + - 1. TOTAL DIRECT LABOR (FROM CONTRACT)

The Prime enters the Total Upper Limit of Compensation that the Prime has been authorized to use for Direct Labor (including the multiplier) from their original contract. If the Prime has received any reallocations and/or Supplemental contracts, this number should be adjusted accordingly.

* + 1. REIMBURSABLE DIRECT COSTS
       1. DIRECT COSTS PREVIOUS PERIOD

As a general rule, this number is from the Prime’s previous invoice summary sheet – line 9 – Total Direct Costs To-Date. If the Prime has received an Invoice Adjustment from the Tollway, this number should be adjusted accordingly.

* + - 1. Direct Costs This Period (from Direct Costs Summary)

This is the total amount of costs expended during this invoicing period. This cell is linked to the Direct Costs Summary Page. Please do not alter the formula/link. Directions for filling out the Direct Costs Summary are in Section 2.2.

* + - 1. Total Direct Costs To-Date (Line 7 + Line 8)

This adds the Prime’s previous Total Direct Previous Period (Line 7) to the Prime’s Total Direct Costs This Period (Line 8). This cell is auto populated with the formula (Line 7 + Line 8). Please do not alter the formula.

* + - 1. Total Direct Costs (From Contract)

The Prime enters the Total Upper Limit of Compensation that the Prime has been authorized to use for Direct Costs (not including the costs of subconsultants) from their original contract. If the Prime has received any reallocations and/or Supplemental contracts, this number should be adjusted accordingly.

* + 1. SERVICES BY OTHERS

This section is to report Subconsultant costs only.

* + - 1. Services by Others Previous Period

As a general rule, this number is from the Prime’s previous invoice summary sheet – line 13 – Total Services by Others To-Date. If the Prime has received an Invoice Adjustment from the Tollway, this number should be adjusted accordingly.

* + - 1. Services by Others This Period (from Services by Others Summary)

This is the total dollar amount of Subconsultant invoices the Prime is billing during this invoicing period. This cell is linked to the Services by Others Summary Page. Please do not alter the formula/link. Directions for filling out the Services by Others Summary are in Section 2.4.

* + - 1. Total Services by Others To-Date (Line 11 + Line 12)

This adds Services by Others Previous Period (Line 11) to Services by Others This Period (Line 12). This cell is auto populated with the formula (Line 11 + Line 12). Please do not alter the formula.

* + - 1. Total Services by Others (From Contract)

The Prime enters the Total Upper Limit of Compensation that they have been authorized to use for Services by Others from their Tollway contract. If the Prime has received any reallocations and/or Supplemental contracts, this number should be adjusted accordingly.

* + 1. SUMMARY
       1. Total Invoice Amount (Line 4 + Line 8 + Line 12)

This is the total amount the Prime is invoicing the Tollway for this period. This number is the sum of Total Direct Salaries This Period (Line 4) + Direct Costs This Period (Line 8) + Services by Others This Period (Line 12). This cell is auto populated with the formula (Line 4 + Line 8 + Line 12). Please do not alter the formula.

* + - 1. Upper Limit of Compensation (ULC)

This is the Total ULC the Prime is allowed to charge to the Tollway per their Tollway contract, reallocations/and or Supplemental contracts. Thisnumber includes any contingency funds/additional services they may have reserved in their contract but are not authorized to use.

* + - 1. Earned Through This Invoice (Lines 5 + 9 + 13)

This is the sum of Total Direct Salaries To-Date (Line 5) + Total Direct Costs To-Date (Line 9) + Total Services by Others To-Date. This cell is auto populated with the formula (Lines 5 + 9 + 13). Please do not alter the formula.

* + - 1. Remaining Contract Amount

This is the total amount of funds the Prime still has available under their contract to spend. This cell is auto populated with the formula (Upper Limit of Compensation – Earned Through This Invoice). Please do not alter formulas. If this number is a negative number, ***the Prime should contact their Tollway Project Manager immediately.***

* + 1. SELLER’S CERTIFICATION & WARRANTY
       - 1. First line

The Prime enters their company’s Federal Taxpayer Identification Number.

* + - * 1. Second line

The Prime enters their company’s name.

* + - * 1. By

This must be signed by the Prime’s Principal or other Authorized Agent.

* 1. DIRECT LABOR – SUMMARY
     1. CONTRACT NUMBER, CONSULTANT, INVOICE NO., AND INVOICE PERIOD

This information must match the Invoice Summary Sheet.

* + 1. EMPLOYEE NAME

Enter the employee names that worked on the project this period only. The employees’ full names are to be listed in alphabetical order by last name (last name, first name, middle initial should be included).

* + 1. CLASSIFICATION

Enter the classification for each employee. This classification is listed on the consultant’s last approved Consultant Rate Form (CRF). ***Example classifications may include: Project Assistant, Project Manager, Senior Engineer, etc.***

* + 1. RATE

Enter the hourly rate the employee earns for every hour worked on the Tollway project. This rate must match the Prime’s most recently approved Consultant Rate Form. If a new employee is added or an employee rate has changed, a Consultant Rate Form must be submitted ten (10) days prior to submission of the invoice. Delays in processing payment may occur if the Consultant Rate Form is not submitted in advance.

* + 1. HOURS

Enter the total number of hours (including overtime) each employee worked on the Tollway project for this period. ***Example: John Smith worked a total of 45 hours on this project and 5 of those hours are premium overtime, total hours worked is 45 hours.***

* + 1. TOTAL FOR PERIOD

This number is the total salary costs for a particular employee for the current invoicing period without the multiplier. This column is auto populated with the formula (Rate x Hours). Please do not alter the formula.

* + 1. CURRENT PERIOD DIRECT LABOR (COPIED TO INVOICE SUMMARY LINE 2)
       1. Hours

This cell adds up the total hours worked for this period. This number must match your Manpower Report by Task – Total MH Expended this Period (Col. 3). This cell is auto populated with the sum formula. Please do not alter the formula.

* + - 1. Amount

This cell adds up the total dollars this period. This number is auto populated with the sum formula. Please do not alter the formula. This number is then automatically copied over to your Invoice Summary Sheet – Line 2 (Direct Salaries This Period).

* + 1. MISCELLANEOUS
       1. If the Direct Salaries Summary is more than one page, please have a sub total on each page and then the grand total on the last page.
       2. Please place one set of signed timesheets or electronic signed timesheets after the Direct Labor Summary page.

Note: Consultants must have written approval from the Tollway before the submission of electronic timesheets will be accepted. The Electronic Timesheet Approval Request Form can be found on the Tollway website (under Consultant Invoicing [Forms](https://www.illinoistollway.com/doing-business/construction-engineering/forms?p_p_id=com_liferay_asset_publisher_web_portlet_AssetPublisherPortlet_INSTANCE_a5pNFav25FzI&p_p_lifecycle=0&p_p_state=normal&p_p_mode=view&_com_liferay_asset_publisher_web_portlet_AssetPublisherPortlet_INSTANCE_a5pNFav25FzI_delta=5&p_r_p_resetCur=false&_com_liferay_asset_publisher_web_portlet_AssetPublisherPortlet_INSTANCE_a5pNFav25FzI_cur=4)). The transmittal letter accompanying the form should be addressed to the Chief Engineering Officer and can be submitted to the contract’s Invoice Expediter.

* + - 1. If the Prime Consultant is not billing any Direct Salaries in the current invoice, this form is still required to be submitted showing a zero-amount due for Direct Salaries. This rule applies to the Prime only.
  1. DIRECT COSTS – SUMMARY

This form is used to show the Prime’s Direct Costs by line item. This does not include the Prime’s Subconsultants. If the Prime Consultant is not billing any Direct Costs in the current invoice, this form is still required to be submitted showing a zero-amount due for Direct Costs. This rule applies to the Prime only. Please see the most recent Allowable Direct Costs List posted on the Tollway’s website. All charges must be incurred during the current Invoice Period. If the charges are from a previous period, a letter of explanation is required. Any charges that are ahead of the Prime’s invoice period **will be pulled from the invoice.**

***Example upcoming period: The Prime’s billing period is 01/01/23-01/31/23 and the Prime included a FedEx charge dated 02/01/23, this FedEx charge will be removed from this invoice because it is a future charge.***

***Example-previous period: The Prime’s billing period is 01/01/23-01/31/23 and the Prime included a FedEx charge dated 12/31/22 but also included an explanation letter, this FedEx charge will be paid with this invoice. If an explanation letter is not included, the charge will be removed from the invoice.***

* + 1. CONTRACT NUMBER, CONSULTANT, INVOICE NO., AND INVOICE PERIOD

This information must match the Invoice Summary Sheet.

* + 1. VEHICLE DAYS
       1. No. of Days

Enter the number of days the Consultant’s employees used a company vehicle to perform work on this project during this invoice period.

* + - 1. Rate

Enter the vehicle rate that the Consultant was authorized to use from the contract.

* + - 1. Vehicle Days Cost

The cell to the right is auto populated with the formula (No. of Days x Rate). Please do not alter the formula.

* + 1. MILEAGE
       1. No. of Miles

Enter the number of miles traveled during this invoicing period.

* + - 1. Rate

Enter the mileage rate from the Contract or the current allowable State of Illinois mileage rate. To get the current State of Illinois rate for mileage, please see the following website: <https://cms.illinois.gov/employees/travel/travelreimbursement.html>

* + 1. OTHER DIRECT COSTS (RECEIPTS MUST BE ATTACHED)
       1. Description

The Prime enters the direct cost items they have incurred during this invoicing period. These costs do not include vehicle days, mileage, Premium OT or Subconsultant costs. The Tollway will only hold the consultant to their ULC for Direct Costs from the contract. The Tollway will no longer hold the consultant to the total dollar amount per direct cost line item that was submitted with their contract.

* + - 1. Amount

Enter the dollar amount for each direct cost item.

* + 1. PREMIUM OVERTIME

Premium Overtime must be approved and included in the contract. An employee must work a minimum of 40 hours on the same Tollway project before he or she can be paid premium overtime. The 40-hour rule does not apply to Union employees. If a consultant employs Union employees, it is the consultant’s reasonability to ensure up-to-date lists.

* + - 1. Name and Classification

Enter the employee’s name and classification for each employee that has incurred Premium Overtime.

* + - 1. Hours

Enter the total amount of Premium Overtime hours only. ***Example: John Smith worked a total of 45 hours on this project and 5 of those hours are premium overtime, the Prime would enter a total of 5 hours.***

* + - 1. Rate

Enter the employees’ Premium Overtime Rate. The premium overtime rate is half the regular rate. ***Example: If the regular rate is $10.00 per hour, the premium overtime rate is $5.00 per hour.***  The multiplier cannot be charged to the premium overtime rate. The employee received the regular rate for all of his or her time on the Direct Salaries Summary page.

* + - 1. Amount

This cell is auto populated with the formula to calculate the dollar amount for the premium overtime (Hours X Rate). Please do not alter the formula.

* + 1. CURRENT DIRECT COSTS (COPY TO INVOICE SUMMARY LINE 8)

This cell calculates the total dollar amount for all of your Direct Costs. The formula (sum) is auto populated and automatically copied over to your Invoice Summary-Line 8. Please do not alter these formulas.

* + 1. BACKUP

The Prime must include their Direct Costs backup behind the Direct Cost Summary form. This backup can include Vehicle Log (if charged vehicle days), mileage backup (show where an employee traveled to, how many miles he/she traveled and the date the travel occurred) and all receipts for other costs. ***Example: If the Prime is charging a shipping charge, please include the courier receipt to back-up the expense.*** If backup is missing for a Direct Cost Item, the invoice can be placed on hold while the Tollway waits for the backup to be sent in or the expense will be cut from the invoice. Both scenarios result in a delay of payment.

* + - 1. Vehicle Log

Consultant, Invoice No., Invoice Period, And Contract Number

This information must match the Invoice Summary Sheet.

Name of Employee

Enter the name of the employee who used a company vehicle on this Tollway project. These cells are linked to the second half of the page. Please do not alter the formula.

Date

Enter the dates that match the current invoicing period. ***Example: If the invoicing period begins on 07/28/23, enter 07/28 under Day 1.***

Recording Vehicle Days

As written on the form, “Please place a "1" in the box corresponding to the date that an employee used the vehicle.”

Total

This column will sum up the total vehicle days per employee. Please do not alter the formula.

Total Vehicle Days

This number must match the amount of vehicle days on the Direct Costs Summary. This cell is auto populated with the formula (sum). Please do not alter the formula.

Note

This form will be compared to the employee timesheets (already submitted as backup for labor) to ensure the employee did in fact work on this Tollway project the same day a vehicle is being charged. Please do not submit a second set/copy of timesheets.

* 1. SERVICES BY OTHERS – SUMMARY

This form is used to report Subconsultant invoices. If the Prime Consultant is not billing any Subconsultant invoices in the current invoice, this form is still required to be submitted showing a zero-amount due for Services by Others. This rule applies to the Prime only.

* + 1. CONTRACT NUMBER, CONSULTANT, INVOICE NO., AND INVOICE PERIOD

This information must match the Invoice Summary Sheet.

* + 1. DBE/MBE/WBE SUBCONSULTANTS
       1. Name of Company

Enter only the DBE/MBE/WBE Subconsultant Company names.

* + - 1. Amount

Enter the total dollar amount of the DBE/MBE/WBE Subconsultant invoices.

* + 1. OTHER SUBCONSULTANTS
       1. Name of Company

Enter only the NON-DBE/MBE/WBE Subconsultant Company names.

* + - 1. Amount

Enter the total dollar amount of the NON-DBE/MBE/WBE Subconsultant invoices.

* + 1. CURRENT SERVICES BY OTHERS (COPY TO INVOICE SUMMARY LINE 12)

This number is the total dollar amount of all the Subconsultant invoices that are included with this invoice. The cell is auto populated with the formula (sum) and is automatically copied to the Invoice Summary Sheet Line 12. Please do not alter the formulas.

* 1. INVOICE SUMMARY SHEET – SUBCONSULTANT

This Invoice Summary Sheet must be filled out by each Subconsultant that is included with the Prime’s invoice. Since each contract has a different number of subconsultants, the Subconsultant Invoice Summary Sheet must be linked to the other forms by the Subconsultant when filling out the forms.

* + 1. CONTRACT NUMBER

Enter the same contract number that is written in the Prime’s contract.

* + 1. CONSULTANT

Subconsultant enters their company name.

* + 1. INVOICE NO.

Subconsultant enters their internal invoice number.

* + 1. INVOICE PERIOD

Enter the dates that this invoice covers (Ex. 01/01/23 – 01/31/23). This must be within the Prime’s Invoicing Period. If a Subconsultant’s invoice covers any dates prior to the Prime’s period start date, a letter of explanation is required. Billing periods for the Prime and Subconsultant may vary a day or two in-advance, or behind. Generally, this difference will not exceed three days on either end of the current month.

An Invoice typically covers one month. The invoice period can exceed one month if the total for a monthly period is less than $1,000.00. Once $1,000.00 is exceeded, an invoice should be submitted. The progress report is still required on a monthly basis, regardless of an invoice submittal.

* + 1. DIRECT SALARIES
       1. Total Direct Salaries Previous Period

As a general rule, this number is from the Subconsultant’s previous invoice summary sheet – line 5 – Total Direct Salaries to Date. If the Subconsultant has received an Invoice Adjustment from the Tollway, this number should be adjusted accordingly.

* + - 1. Direct Salaries This Period (from Direct Labor Summary)

This is the total amount of salaries expended in dollars for this invoicing period. This cell is not linked to the Direct Labor Summary page. Directions for filling out the Direct Labor Summary are in Section 2.2.

* + - 1. Project Multiplier

Please consult the contract to obtain the multiplier.

* + - 1. Total Direct Salaries This Period (Line 2 x Line 3)

This is the Subconsultant’s Total Direct Salaries This Period including the multiplier. This cell is auto populated with the formula (Line 2 x Line 3). Please do not alter the formula.

* + - 1. Total Direct Salaries To-Date (Line 1 + Line 4)

This sums the Subconsultant’s previous Total Direct Labor to Date (Line 1) to your Total Direct Salaries This Period (Line 4). This cell is auto populated with the formula (Line 1 + Line 4). Please do not alter the formula.

* + - 1. Total Direct Labor (From Contract)

The Subconsultant enters the Total Upper Limit of Compensation that they have been authorized to use for Direct Salaries (including the multiplier) from their original contract. If the Subconsultant has had any reallocations and/or Supplemental contracts through their Prime, this number should be adjusted accordingly.

* + 1. REIMBURSABLE DIRECT COSTS

This section includes all costs except for the charges incurred from a second or third tiered Subconsultant.

* + - 1. Direct Costs Previous Period

As a general rule, this number is from the Subconsultant’s previous invoice summary sheet – line 9 – Total Direct Costs to Date. If the Subconsultant has received an Invoice Adjustment from the Tollway, this number should be adjusted accordingly.

* + - 1. Direct Costs This Period (from Direct Costs Summary)

This is the total amount of costs expended during this invoicing period. This cell is not linked to the Direct Costs Summary Page. Directions for filling out the Direct Costs Summary are in Section 2.7.

* + - 1. Total Direct Costs To-Date (Line 7 + Line 8)

This adds the Subconsultant’s previous Total Direct Costs to Date (Line 7) to the Subconsultant’s Total Direct Costs This Period (Line 8). This cell is auto populated with the formula (Line 7 + Line 8). Please do not alter the formula.

* + - 1. Total Direct Costs (From Contract)

The Subconsultant enters the Total Upper Limit of Compensation that the Subconsultant has been authorized to use for Direct Costs (not including the costs of second or third tiered subconsultants) from their original contract. If the Subconsultant has received any reallocations and/or Supplemental contracts through their Prime, this number should be adjusted accordingly.

* + 1. SERVICES BY OTHERS

A Subconsultant will fill this section out only if they have their own Subconsultant (a sub of a sub). If the Subconsultant does not have a sub, please leave this area blank.

* + - 1. Services by Others Previous Period

As a general rule, this number is from the Subconsultant’s previous invoice summary sheet – line 13 – Total Services by Others to Date. If the Subconsultant has received an Invoice Adjustment from the Tollway, this number should be adjusted accordingly.

* + - 1. Services by Others This Period (from Services by Others Summary)

This is the total amount of Subconsultant invoices the Subconsultant is billing during this invoicing period. This cell is not linked to the Services by Others Summary Page. Directions for filling out the Services By Others Summary are in Section 2.8.

* + - 1. Total Services by Others To-Date (Line 11 + Line 12)

This adds Services by Others through Previous Period (Line 11) to Services by Others This Period (Line 12). This cell is auto populated with the formula (Line 11 + Line 12). Please do not alter the formula.

* + - 1. Total Services by Others (From Contract)

The Subconsultant enters the Total Upper Limit of Compensation that they have been authorized to use for Services by Others from their Tollway contract. If the Subconsultant has received any reallocations and/or Supplemental contracts through their Prime, this number should be adjusted accordingly.

* + 1. SUMMARY
       1. Total Invoice Amount (Line 4 + Line 8 + Line 12)

This is the total amount the Subconsultant is invoicing the Tollway for this period. This number is the sum of Total Direct Salaries This Period (Line 4) + Direct Costs This Period (Line 8) + Services by Others This Period (Line 12). This cell is auto populated with the formula (Line 4 + Line 8 + Line 12). Please do not alter the formula.

* + - 1. Upper Limit of Compensation (ULC)

This is the Total ULC the Subconsultant is allowed to charge to the Tollway per their section of the Prime’s Tollway contract, reallocations/and or Supplemental contracts. This number includes any contingency funds/additional services they may have reserved in their contract but are not authorized to use.

* + - 1. Earned Through This Invoice (Lines 5 + 9 + 13)

This is the sum of Total Direct Salaries To-Date (Line 5) + Total Direct Costs To-Date (Line 9) + Total Services by Others To-Date. This cell is auto populated with the formula (Lines 5 + 9 + 13). Please do not alter the formula.

* + - 1. Remaining Contract Amount

This is the total amount of funds the Subconsultant has left in their portion of the Prime’s Tollway contract to spend. This cell is auto populated with the formula (Upper Limit of Compensation – Earned Through This Invoice). Please do not alter formulas. If this number is a negative number, the Subconsultant is to contact their Prime and the Prime is to contact their Tollway Project Manager immediately.

* + 1. SELLER’S CERTIFICATION & WARRANTY
       1. First line

The Subconsultant enters their company’s Federal Taxpayer Identification Number.

* + - 1. Second line

The Subconsultant enters their company’s name.

* + - 1. Third line

The Subconsultant enters the same number as the Total Invoice Amount in Invoice Summary Section D (a).

* + - 1. Vendor

The Subconsultant enters their company’s name.

* + - 1. By

This must be signed, by the Subconsultant’s Principal or other Authorized personnel. The Tollway will accept legible copies of Subconsultant invoices, but the Prime’s signature authorizing the invoice Direct Salaries – Summary must be an original signature.

* + - 1. Prime Consultant Authorized Agent

The Principal or Authorized Agent from the Prime Consultant’s company must sign each Subconsultant’s invoice summary page. Invoices will be returned to the Prime Consultant if the signature is missing.

* 1. DIRECT LABOR – SUMMARY

Each Subconsultant must fill out this form. Please see the detailed directions above in Section 2.2.

* 1. DIRECT COSTS - SUMMARY

Each Subconsultant must fill out this form. Please see the detailed directions above in Section 2.3.

* 1. SERVICES BY OTHERS – SUMMARY

This form is used to report Subconsultant invoices, if applicable. Please see the detailed directions above in Section 2.4. If the Subconsultant does not have their own Subconsultant (a sub of a sub), then please do not submit this form.

* 1. LETTERS OF EXPLANATION

Letters of explanation need to be provided with an invoice for a variety of reasons, as summarized below:

* + 1. first invoice letter

All consultants need to submit a letter with their first invoice that addresses:

* “The NTP was issued on MM/DD/YYYY and this is the first invoice on the Contract.”
* “No work was done from the NTP date of MM/DD/YYYY until MM/DD/YYYY.” lease list the exact date work is being billed on this invoice).
* Include the billing period for the invoice.
  + 1. MULTI-MONTH INVOICE IN SAME CALENDAR YEAR

When a Consultant elects to combine multiple billing periods in one invoice (see Section 2.1.4, Note 1), a letter also needs to be submitted that addresses:

* Why two or more billing periods are being combined.
* If each month (except for the month that falls in the prime’s billing period) is under $1,000.00 (this includes the Direct Labor multiplier and all Direct Cost).
* “No work was performed from MM/DD/YYYY (the day after the previous Invoice Period) until MM/DD/YYYY (the first day anything is being billed on this invoice)”
* If this invoice intends to close a billing gap.
  + 1. MULTI-MONTH INVOICE SPANNING TWO CALENDAR YEARS

When a Consultant elects to combine multiple billing periods in one invoice (see Section 2.1.4, Note 2), a letter also needs to be submitted that addresses:

* Why two or more billing periods are being combined.
* “No work was performed from MM/DD/YYYY (the day after the previous Invoice Period) until MM/DD/YYYY (the first day anything is being billed on this invoice)”
* If this invoice intends to close a billing gap.

3.0 UPON REQUEST (CUR/DUR) CONTRACT INVOICING

CUR/DUR Invoices are completed as detailed in Section 2. Note the following:

The contract number should match that of the overall CUR/DUR contract, not an individual Task Order, except where permitted in writing by the Tollway.

Invoice totals (Direct Labor, Direct Costs, etc.) should be reported for the overall CUR/DUR contract, not an individual Task Order, except where permitted in writing by the Tollway.

4.0 REALLOCATION

Commitment Reallocation is a process used by consultants to request a reallocation of contract funds across commitment items (i.e., Direct Labor or Direct Costs), to add or remove one or more subconsultants, or a contingency release. Reallocation requests must be submitted to the Tollway via a REALL process in eBuilder in a manner consistent with the terms of the Agreement. It is the responsibility of the consultant to ensure invoices do not exceed the upper limit of compensation and have appropriate committed funds for any subconsultants. Refer to the Consultant Reallocation (REALL) User Manual in e-Builder for detailed instructions.

5.0 ADJUSTMENT, REBILL, RESUBMITTAL, & BILLING CORRECTION

3. 1. ADJUSTMENT INVOICE

ADJUSTMENTS – INVOICES TO RECOVER COSTS OMITTED ON ORIGINAL INVOICE

When a consultant wants to submit an adjustment, they must use the same invoice number as the one that was originally submitted for that pay period and place “ADJ” after the number.

Example: Invoice 12 was submitted and paid in the submitted amount. The consultant later realized that some direct labor for the time period of invoice 12 was erroneously omitted from the invoice. This labor can be billed on an adjustment invoice. In order to re-invoice for the omitted labor, the invoice must be named Invoice 12-ADJ. An Adjustment is essentially a new invoice except for the invoice number. All forms and documents including a revised progress report are required as if submitting a regular monthly invoice. Additionally, the prime and/or subconsultant needs to submit a letter of explanation detailing why an adjustment is being submitted. It is possible for an Adjustment to be rejected or short paid.

* + 1. BILLING PERIOD

Adjustment invoices must be for only one period.  Consultants should not combine adjustments for several billing periods in an attempt to submit one invoice.  This allows Accounts Payable (AP) to track the periods billed and to match the adjustment invoice with the original invoice.

* 4. REBILL INVOICE

REBILLS - INVOICES TO RECOVER COSTS CUT FROM ORIGINAL INVOICE

When a consultant wants to submit a rebill, they must use the same invoice number as the one that was originally short paid and place “Rebill” after the number. Example: Invoice 12 was submitted, adjusted by the Tollway, and paid at a reduced amount. In order to re-invoice the removed charges, the invoice must be named Invoice 12-Rebill. A Rebill is essentially a new invoice except for the invoice number. All forms and documents except for the progress report are required as if submitting a regular monthly invoice. Additionally, the prime and/or subconsultant needs to submit a letter of explanation detailing why a rebill is being submitted. Rebills are to be for the amount that the consultant is owed only. Example: If the original invoice was $1000.00, but was cut to $500.00, the Rebill Total Invoice Amount would be $500. Please be sure that all required backup for the rebilled charges is included. It is possible for a Rebill to be rejected or short paid. Make sure to include a copy of the revisions to the original invoice that were made by the Tollway with your supporting documentation for the rebill invoice.

* + 1. BILLING PERIOD

Rebilled invoices must be for only one period.  Consultants should not combine adjustments for several billing periods in an attempt to submit one invoice.  This allows Accounts Payable (AP) to track the periods billed and to match the rebill with the original invoice.

* + 1. COST ADJUSTMENTS
       1. IF DIRECT SALARIES EXPENSES WERE ADJUSTED

An approved Consultant Rate Form listing the individual(s) with the correct information must be included in the invoice.  A new Direct Salaries Summary along with timesheets must be submitted.  A copy of the adjustment report originally sent from the Tollway must be in the invoice package.

* + - 1. IF DIRECT COST EXPENSES WERE ADJUSTED

If miscellaneous Direct Cost expenses were adjusted due to missing receipts, receipts must be attached. If vehicle days were adjusted, a new vehicle log with back-up documentation must be included.

* + - 1. IF ADJUSTMENTS WERE MADE BECAUSE OF CONTRACT LANGUAGE

An invoice cannot be rebilled until the Tollway PM has approved, in writing, the disallowed expense. Said approval should be included with the rebilled invoice.

* + - 1. IF AN INVOICE WAS ADJUSTED DUE TO EXCEEDING THE UPPER LIMIT OF COMPENSATION AND A PORTION OF THE EXPENSE WAS PAID

Before submitting a Rebill to recover the adjusted portion of a previously paid invoice, the consultant should confirm a Reallocation has been submitted and approved with sufficient budget available for the rebilled amount. The consultant may submit copies of the original invoice along with the adjustment report from Accounts Payable.

When Direct Labor is rebilled, the originally invoiced employees, rates, hours, and totals should be included along with a row that lists the amount paid on the original invoice (see example below). *Note:* Hours entered in e-Builder should be equal to ‘0’, however, as hours cannot be partially adjusted in the original invoice.

Table

Description automatically generated

4. 4. **RESUBMITTAL INVOICE**

RESUBMITTALS – RESUBMITTED INVOICES THAT WERE REJECTED

When a consultant has received a rejected invoice and they want to resubmit, they must use the same invoice number as the one that was rejected. ***Example: Invoice 12 was rejected due to several errors. The resubmitted and corrected invoice will still be named Invoice 12.***

* 1. **BILLING CORRECTION INVOICE**

If the consultant received payment for an expense previously invoiced to the Tollway in error, the consultant should submit a corrective invoice. Refer to the Consultant Invoice (CINV) User Manual in e-Builder for detailed instructions.

6.0 CONSULTANT RATE FORM (CRF)

When required, Consultant Rate Forms (CRF), should be submitted ten (10) days prior to the submittal of an Invoice related to the effective date of the CRF. “CRF Instructions for Consultants” can be found on the Tollway’s website [Illinois Tollway>Doing Business>Construction and Engineering>Forms> Consultant Rate Form (all PSBs)](https://www.illinoistollway.com/doing-business/construction-engineering/forms?p_p_id=com_liferay_asset_publisher_web_portlet_AssetPublisherPortlet_INSTANCE_a5pNFav25FzI&p_p_lifecycle=0&p_p_state=normal&p_p_mode=view&_com_liferay_asset_publisher_web_portlet_AssetPublisherPortlet_INSTANCE_a5pNFav25FzI_delta=5&p_r_p_resetCur=false&_com_liferay_asset_publisher_web_portlet_AssetPublisherPortlet_INSTANCE_a5pNFav25FzI_cur=2#ConsultantForms) Submit CRFs to: [DocumentControl@getipass.com](mailto:DocumentControl@getipass.com)

7.0 COMMON QUESTIONS

* 1. Expenses out of the CURRENT billING period

Direct Costs can be invoiced up to 60 days outside the current billing period and must be accompanied by an explanation letter that includes: what the item is, the date of use, and the amount.

Note: Future expenses CANNOT be invoiced.

* 1. Subconsultant Invoice out of the Prime’s Billing Period

All Subconsultants should contact their Prime and find out what day of the month they should send their invoice to the Prime. There should be sufficient time for the Prime to review and send back changes, if any. It is understood that the Primes’ and subconsultants’ billing periods may vary a day or two in advance or behind. Generally, if the difference does not exceed more than three (3) days on either end of the current month a letter of explanation is not required. If a Subconsultant is behind in their billing, the Prime must submit a letter of explanation. Again, Progress Reports are to be reported monthly, whether an invoice is submitted.

* 1. INVOICE RATE

The invoice rate must match certified payroll (if requested) AND fall between the current approved Consultant Rate Form’s Current and Maximum Hourly Rate ranges for the employee.

* 1. VERIFY INVOICE PAYMENT STATUS

Go to the Illinois Comptroller’s website at <https://illinoiscomptroller.gov/vendor-services/vendor-payments-new>. Enter the Vendor Name and Vendor Taxpayer Identification Number (TIN) to look up payments made on your respective contracts.