PEPS

PEPS Invoicing Process Checklist

PEPS District Invoices ONLY: peps_invoice_center_district@inboundna11.springcm.com

(Abilene, Amarillo, Atlanta, Austin, Beaumont, Brownwood, Bryan, Childress, Corpus Christi, Dallas, El Paso, Ft. Worth, Houston, Laredo, Lubbock, Lufkin, Odessa, Paris, Pharr, San Angelo, San Antonio, Tyler, Waco, Wichita Falls, Yoakum)

PEPS Division Invoices ONLY: peps_invoice_center_division@inboundna11.springcm.com

(ALD, BRG, TOD, ROW, ENV, TRF, RRD, PFD, TPD, MRD, TPP, DES, SSD, MAIN, CNST/MTD, PTN, STR, Govt, MARITIME)

Audits, Inquiries, etc. ONLY: PEPS_InvoiceInquiries@txdot.gov

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(Most current Invoice Template is REQUIRED for ALL Invoice Submissions)
https://www.txdot.gov/business/consultants/architectural-engineering-surveying.html

MUST BE INCLUDED WITH ALL INVOICE SUBMISSIONS:

- Email Subject Line: "District, Firm Name, Contract Number, WA"#", Inv. "#"

- One invoice package, as a PDF File, should be submitted per email submission

- Invoice File Naming Convention: Contract Number, Work Authorization Number, Invoice Number

- Prompt Payment Certification
  - Complete all fields with required information from **previous** invoice **payment that was received** in the ***"Signature Authority Page" section Prompt Payment Verification***

- Progress Report
  - VERY DETAILED
  - List all Deliverables for the period being billed- Lump Sum Method of Payment Only

- Billing Statement (Invoice Template)
  - Correct Billing Period
  - Correct Vendor ID
  - Correct CSJ(s)
  - Itemized Function Code distribution(s)
    ~Report that provides Function Code Balances for each CSJ

- Copy of project work schedule (Exhibit C)
  - If schedule has changed from Exhibit C, discuss with PM to modify as needed; a supplemental may be considered

- Copy of Sub-Consultant invoice(s)
- Ensure the billing period does not start prior to the execution date or after the termination date

- Completed HUB H-2 form – (FOR DISTRICTS/PEPS Service Centers monitoring purposes only)
  - Submit Good Faith Effort Justification if the HUB goal is not met

- Combined Invoice
  - Include all required documentation for BOTH payment types
- Insurance Certificate
  - Submit with first invoice
  - Resubmit if it changes
  - Make sure it is always current; send to the Contract Services Division in Austin

INCLUDED WITH LUMP SUM METHOD OF PAYMENT INVOICES ONLY:

- Provide a copy of the executed Table of Deliverables with each invoice package
- Highlight the current payable line item that corresponds to the invoice package submitted in the copy of Table of Deliverables
- Include Progress Report

INCLUDED WITH SPECIFIED RATE INVOICES and COST PLUS FIXED FEE:

- Employee Labor Report that itemizes hours worked by employee title, name, and date. Copies of timesheets may be used as a substitute for the report. (Prime & Subs)
- Supporting Documentation for all Direct Expenses – Travel, indirect expenses, overnight mail, outside reproduction, etc. (for Prime & Subs) (Meal receipts MUST be kept by consultant for audit purposes for the life of the contract/WA plus 7 years after the termination date. NOTE, TXDOT PM can request copies at any time.)
- Fixed Fee should mirror WA

NOTES:

- Pay sub-consultants within 10 days
- Fiscal year check – Cut off for fiscal year is August 31st. Billing periods where fiscal years overlap must be submitted separately. Invoices with billing periods in more than one fiscal year will be rejected.
- SUBMIT INVOICES AS A SINGLE PDF
- Ensure invoice is signed and dated – invoice will be rejected without signature and date.
- Invoices pay out 30 calendar days from date received.
- Payment status inquiries **will not** receive a response until the 31st day from date the invoice was received.

REQUEST FOR PROJECTED VERSUS ACTUAL INVOICE AMOUNTS:

- As part of the monthly progress report requirements or with the invoice requirements, the consultant should be required to include a table showing projected versus actual invoice amounts.
- The projected amounts should be filled out at the beginning of the project and the actual amounts filled in as the invoices are submitted. This exercise forces the consultant to focus on realistic planned activities and resources and reveals over the course of the project if they are staying on track or not. It also provides TxDOT with information on future spending amounts that can help determine total anticipated expenditures within a fiscal year, for example. Projected amounts can be updated as appropriate.