

DFCM Inspection Invoice Submission Policy

Updated 6/30/2018

INVOICE SUBMISSION INSTRUCTIONS:

- The new inspection services invoice submission link below has been created to streamline DFCM processes and provide transparency to all parties. All invoices **dated July 1st, 2018** and after, as well as **all monthly statements inclusive of outstanding invoices** are required to be submitted to DFCM through the following link:

[DFCM Inspections Invoice Submission Form](#)

Please review the policy below regarding DFCM purchase orders, contracts, and contract modifications. This information was also provided at the FY2019 pre-qualification meeting:

POs, CONTRACTS, and MODIFICATIONS

- **Up to \$10,000**
 - ❖ All projects up to \$10,000.00 will be issued a PO. No proposal is required.
 - ❖ If the code firm finds that the cost of services is going to exceed the PO amount, DFCM must be notified and a cost modification submitted to DFCM prior to exceeding the PO amount. Cost modifications/proposals must provide the reasons the original contract or PO is being exceeded, accounting for code and special inspections already performed and a detailed cost estimate for completion of the project.
 - ❖ It is not DFCM's responsibility to monitor projects or to ask for modifications. It is the responsibility of the inspection firm.
 - ❖ If a project is issued a PO and the cost of services is going to exceed \$10,000.00, a cost proposal will be required and the purchase order will be converted to a contract.
- **\$10,001 - \$100,000.00**
 - ❖ Projects assigned to a code firm with a cost of more than \$10,000.00 and up to \$100,000.00 will be issued on a contract and require a proposal. Proposals must be submitted to DFCM within 10 business days of the request. The proposal needs to include the estimated costs of the special inspection and testing firm. If DFCM doesn't receive a response from your firm within 10 days another code inspection firm will be given the work request.

INVOICE SUBMISSION

- Before any inspection is billed to DFCM, the inspection report must be uploaded to EDMS.
- All invoices must be submitted by the 15th of each month for inspection services provided in the prior month. Inspections and testing which are not invoiced in a timely manner will not be paid by DFCM.
- A monthly statement must also be submitted by the 15th of each month showing all outstanding invoices for which payment has not been received.
- The special inspection and testing firms invoice must be attached to the code firm's invoice upon submission for review by DFCM.
- All payments for special inspection and testing are the responsibility of the code firm.
- If no code firm has been assigned to the project, the special inspections firm is permitted to submit their invoices directly to DFCM for payment following the same requirements listed.

INVOICE REQUIREMENTS

- It is the responsibility of the code firm to ensure that the approved State Material Testing and Special inspection unit rates are applied.
- The invoice for the code firm must be separated into 3 separate sections. One for the code inspections, one for the special inspections and testing and one identifying the management fee being billed for the management of the special inspection and testing firms invoice.
- Each invoice is required to identify each inspection and each test being billed for, along with the date, report number, duration of inspection, travel time and the billed amount. Each invoice must have totals for all of the sections and a grand total.
- All invoices must include a project tracking section showing the authorized PO or contract amount, a list of invoices to date, and the amount of funds remaining for that specific project.