

# LUMP SUM FINAL INVOICE

## **\*\* Help Notes \*\***

Developing an invoice for a MaineDOT lump sum contract is a relatively straightforward operation until it's time to produce the final invoice. A lump sum final invoice requires much more detail; giving MaineDOT staff the means to develop resources needed to improve future lump sum negotiation results. The added detail reveals actual level of effort or cost for work elements such as labor, overhead, profit and expenses not otherwise apparent when payment is based upon percent complete under a lump sum. The notes listed below are intended to help or guide an invoice user in successfully completing a lump sum contract final invoice:

1. If the contract is to be paid as lump sum (labor/overhead/profit) + direct expenses + sub consultant costs, then both cells E13 and E14 on Sheet #2 need to indicate 'Yes'.
2. If the lump sum covers all contract costs, including direct expenses and sub consultants, then only cell E13 requires a 'Yes'.
3. Line #27 on Sheet #2 should break down the labor, overhead and profit basis for the lump sum, as well as include direct expenses and sub consultant costs for both cases listed above, whether they are paid inside or outside the lump sum.
4. It is very important that cell O7 (Final Invoice? Yes/No) on Sheet #2 indicate 'Yes', in order for Sheet #1 to make the correct calculations.
5. Sheets #3 and #5 should include total contract values when doing the final invoice, not just cost figures from the latest invoice period.
6. Sheet #4 should be completed in one of 2 ways, depending on whether direct expenses and sub consultants are paid inside or outside the lump sum amount:
  - a. **Inside** (cell E13 on Sheet #2 = 'yes' and E14 is 'no' or blank), then Sheet #4 should indicate total contract effort values on each MaineDOT PIN line.
  - b. **Outside** (both cells E13 and E14 on Sheet #2 = 'yes'), then Sheet #4 should reflect only current (final) invoice amounts on each MaineDOT PIN line.