

## ***Contract Administration Guidance- Professional Services Task/Amendment Review – Required Document Checklist***

*This checklist was developed to help you identify required documentation prior to submitting task order, amendment, and/or other contracting related packages to Contract Administration (CA) for review, approval, and processing. The goal of CA is to conduct a one-and-done review ,which allows us to execute actions quickly. Incomplete packages only delay this, so please review carefully and be sure to include the following as required:*

1.  **Independent Cost Estimate (ICE)**
  - Correct Contract #, Amendment #, Task #
  - ALL COSTS including Grand Totals
  - Signed and Dated by Project Manager
  - Dated prior to receiving the consultant’s proposal
  - Dated AFTER consultant’s proposal, signed and dated by independent 3<sup>rd</sup> Party
  
2.  **Task Assignment Rationale (NO LONGER REQUIRED)**
  - Correct Contract #, Amendment #, Task #
  - Summary of Scope of Work
  
3.  **Consultant Cover Letter**
  - Correct Contract #, Amendment #, Task #
  - Signed and Dated on Company Letterhead
  - Summary of Scope of Work with DBE Rates
  - Effective date (Pending NTP) and Duration
  - Ceiling Cost and Fixed Fee
  
4.  **Consultant Scope of Work and Duration**
  - Correct Contract #, Amendment #, Task #
  - List of deliverables and Duration by phase
  - List of Assumptions** - basis for scope of work
  
5.  **Labor Hour Matrices**
  - Correct Contract #, Amendment #, Task #
  - Prefer on Company Letterhead
  - One for Prime and each Sub-consultant; and must include TOTALS
  - List hours by firm, personnel classification and task
  
6.  **Exhibit A Cost**
  - Correct Contract #, Amendment #, Task #
  - One for Prime and each sub-consultant
  - (Part 1) Direct Labor – must match Labor Hour Matrices
  - (Part 1) Direct Labor – Salary Waivers required for those in excess of Salary Cap (time of NTP)
  - (Part1) Direct Labor - If Salaries have been revised, need BOTH versions
  - (part 2) Overhead Rate – confirm with Auditing Database, otherwise OVH rate Capped at 100%
  - (part 5) Travel must be itemized with backup documentation
  - (part 7) General and Administrative Rate – prefer \$0 as built into Overhead Rate
  - (part 9) **Fixed Fee** - **Set by the** Prime for each Subconsultant
  - (part 9) Fixed Fee - Must state “Negotiated and be a \$Dollar value, absolutely no % Percentages  Exh A from Subconsultants verify whether they have subs and/or High ODC Rate

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7.  **Fixed-Fee Calculation Matrix Form (To be completed by MBTA staff *NOT* consultant)**
- Correct Contract #, Amendment #, Task #
  - Fixed Fee is calculated on a dollar value corresponding with % of direct labor and overhead negotiated on the fixed fee matrix, Ranging 6-11%
8.  **Direct Salary Waivers (*only for actions not covered under CAP rule change*)**
- Correct Contract #, Amendment #, Task #
  - Mandatory for each person whose Hourly Rate is in excess of Salary Cap @ time of NTP
  - Valid only this specific task or amendment
  - Waiver Approval Memo justifying rates in excess of Salary Cap
  - Consultant Cover Letter justifying rates in excess of Salary Cap
  - Resume
  - Certified Payroll for three Previous years
  - Exhibit A Direct Labor Original and revised
- Routing Sheet provided by Contract Admin.
9.  **PM Manual Exhibit 3-4 Form PS Actions- *MUST be signed and dated by all internal authorizing parties***
- Correct Contract #, Amendment #, Task #
  - (Part III) **Action**
  - Grant and Work Order # (See Budget Analyst)
  - Value of Action = Value in Exhibit A and Cover Letter
  - Base Contract Value = same as CMS
  - Current Contract Value = Sum of all EXECUTED or Authorized Actions
  - Total Authorized/Pending to Date includes current Action
  - Contract Time Extension requires AGM approval prior to Submitting Amendment (STOP)
  - Duration needs to end prior to Contract Completion Date
  - (Part VII) **Effective Date/EWOL**
  - If work predates NTP, provide Proof
  - (Part VIII) **DBE**
  - DBE Value in Exhibit A and CMS

Additional references include:

Contract Administration Team

CMS (Project Teams need access, contact ITS)

Procurement Manual Exhibit 2.1.6

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