



## **Bid, Estimate, and Invoice Checklists**

These checklists are designed to help responsible persons, who will seek reimbursement through the ACCP, avoid common pitfalls associated with properly hiring and managing environmental consulting firms. *Using and understanding these checklists is not a substitute for reading and understanding ATCP 35.16, Wis. Adm. Code, and other requirements of the rule.*

### **BIDS AND ESTIMATES**

Bids and cost estimates are needed for most work performed at agchem cleanup sites under ATCP 35, Wis. Adm. Code. To help ensure reimbursement, you should review every bid and cost estimate required by ATCP 35.16, Wis. Adm. Code, to make sure they include:

- A clear description of the work to be performed.
- A total price for the work.
- Subtotal prices for each individual task (i.e. workplan, field work, report).
- An exact price per hour (not a range) for each member of the project team.
- A good-faith estimate of the number of hours needed for each member for each task.
- An exact price per unit for all consultant expenses.
- An estimate of costs for any work that will be subcontracted by the consultant.<sup>1</sup>
- A tentative schedule.
- A scope of work that will meet the requirements of the project.
- Certification that the work will be done in accordance with ATCP 35, Wis. Adm. Code.

In addition, if a cost estimate is submitted as part of an exemption to the three consultant bid requirement [35.16 (2) (c)], for work that is beyond the original scope, the estimate should also:

- Be sent to the DATCP case manager prior to being authorized by the RP. The Department and the RP must both provide written authorization.
- Have the same hourly and unit rates as specified in the consultant's original bid.

### **INVOICES**

When reviewing invoices, you should make sure that:

- All the costs on the invoice are for work that was properly bid or estimated.
- Your consultant is using a spreadsheet<sup>2</sup> to link the invoiced costs to the bids or estimates.
- The total amount billed to any one task does not exceed the bid or estimate for that task.
- The costs are reasonable for the work performed.
- The unit and hourly rates are specified and are the same as those specified in the bid or estimate.

In addition, the invoice should include the following:

- A clear description of the work performed.
- The time period covered by the invoice.
- A breakout of costs between the different tasks.
- A breakout of costs between the different members working on the project.
- An explanation of any costs that will not be eligible for reimbursement from the ACCP.

NOTES:

1. The bidding requirements for subcontractor work are explained ATCP 35.16, Wis. Adm. Code.
2. A linking spreadsheet is available online at <http://datcp.wi.gov/Documents/ACCPLinkSpreadsheet.xls>