

# Instructions for NDOT Form 39

## Notification of Completion of Professional Services

The Nebraska Department of Transportation (NDOT) has developed forms to help facilitate the initiate the close-out process for professional services agreements. NDOT developed these instructions to assist the parties in completing and submitting these forms upon completion of the services covered in their agreement.

### NDOT 39 Form – Consultant Professional Services

1. Consultant submits their final invoice to OnBase (includes a final overhead cost adjustment, if applicable).
2. Consultant creates an NDOT 39 Form in OnBase per the instructions provided below. After entering agreement number on the form, other information should fill in automatically. Please verify this information and contact the Consultant Services Section (CSS) if you think it is not accurate. Do not worry if the Payment Method does not populate automatically, this will be added later by CSS.

#### Identifying the Agreement Payment Method:

The payment method is typically listed in the top-right corner of the Agreement’s first page (in newer Agreements) and identified in the Fees & Payments section or an exhibit attached to the Agreement. Payment methods include Specific Rates of Compensation (SRC), Cost Plus Fixed Fee (CPFF), Lump Sum (LS), and for some older agreements Maximum Not-to-exceed (MNTE).

3. Upon acceptance/approval of the NDOT 39 Form by the LPA RC (if applicable) or State PC, the LPA RC or PC completes the NDOT Form 54 – Consultant Evaluation\* in accordance with the instructions; emailing completed evaluation form to CSS and to the Consultant. The CSS confirms receipt of Consultant Evaluation (if required), reviews the NDOT 39 Form, and prepares the agreement records for an audit.
4. Once the final invoice has been paid by the State, the Auditing and Agreement close-out process may begin.

\* Consultant Evaluations are not required if the total value of the agreement is less than \$30,000.

### Creating a new NDOT 39 Form in OnBase

Creating an NDOT 39 Form uses an online form in the OnBase workflow, something invoice users are already familiar with. Accessing the form is as simple as ① Login into OnBase, ② Select ‘New Form’ from the Menu Bar Document Retrieval drop down menu, and ③ Select ‘NDOT 39 Form’ from the list of available forms.

The image contains three numbered screenshots illustrating the process:

- ① PUBLIC LOGIN:** Shows the OnBase login interface. The 'PUBLIC LOGIN' header is at the top. Below it are fields for 'PUBLIC' (selected), 'TEST\_USER' (entered), and a password field. A blue 'Login' button is at the bottom. The footer reads 'Version 18.0.1.55 - Copyright © 1992 - 2019 Hyland Software, Inc.'
- ② OnBase 01 18.0.1.55 - Internet Explorer:** Shows the application's menu bar. A red box highlights the 'Document Retrieval' menu item, with a red arrow pointing to it and the text 'Menu Bar Access'.
- ③ OnBase 01 18.0.1.55 - Internet Explorer:** Shows the 'Forms' section of the application. A red box highlights the 'New Form' button in the menu bar. Below it, a search bar is visible, and a list of forms is shown, with 'NDOT 39 Form' highlighted by a red box.

Completing the NDOT 39 form is equally simple. Type in the agreement number and hit enter or tab key, confirm the contractor name automatically populated on the form and read the certifications. If the agreement uses the actual Cost Plus Fixed Fee (CPFF) payment method, one additional piece of information is needed before submitting the form. Since billed Overhead (OH) costs must be reconciled with actual OH costs, NDOT asks for the fiscal year end (FYE) date for which OH costs have already been reconciled. Once complete, click Submit located at the bottom of the form. The form will be sent to the RC or PC that last approved the invoice. If an error occurs, go to your workflow and submit again. The second time you will have to select the appropriate RC or PC. If you still get an error, contact CSS. See below for an example of what the online form looks like.

## NDOT AGR NDOT 39 Form

### Consultant Section – Please enter the agreement number and press Tab

**Agreement Number \***

**Description**

**Contractor Name**

**Contractor Number**

**Payment Method**

**The Consultant certifies by completing and uploading this form that:**

- 1. All services are complete and the final work product has been delivered to State in accordance with this Agreement.**
- 2. There are no outstanding issues to be resolved regarding the services and work product under this Agreement.**
- 3. Consultant has submitted its final and last invoice to State by uploading it to OnBase.**
- 4. For agreements based on the Cost Plus Fixed Fee (CPFF) payment method:**
  - a. Overhead (OH) costs billed to this Agreement have been reconciled using actual approved OH rates through Consultant's fiscal year ending...**

**Last Day of Fiscal Year \***

- b. The final invoice may bill for any remaining fixed fee, not previously billed, up to the maximum allowed under the Agreement. If not all services or contingencies allowed for in this Agreement were completed, Consultant may not be entitled to the entire fixed fee amount.**

**By submitting this document, the statements set out above are true and correct to the best of my knowledge and belief. I am authorized to submit this document for the firm.**

**Submit**