

# Consultant Progress Reporting for Invoicing

December 9<sup>th</sup>, 2025

NDOT would like to introduce two new invoicing templates designed to standardize and streamline the progress reports included with consultant invoices. These improvements will help provide a consistent process for both consultants and NDOT's team of Project Coordinators tasked with reviewing and approving invoices. There are two parts to the template Progress Report -- the "**Narrative Progress Report**" and the "**Task Summary Progress Report**". The Narrative Progress Report will contain a written description of the important work accomplished on the project and related information. The Task Summary Progress Report spreadsheet provides pertinent numerical metrics supporting the submitted invoice and effort. These templates are now available on the NDOT website:

<https://dot.nebraska.gov/business-center/consultant/invoices/>

To better describe what is requested in consultant progress reports the Fees and Payments Exhibits used in consultant agreements have been updated. The Fees and Payments Exhibits are available on NDOT's website:

<https://dot.nebraska.gov/business-center/consultant/template-pro-services/>.

Changes to the Fees and Payments Exhibits (Section 7 Invoices and Progress Reports) are shown below:

2) Progress Report: A Progress Report, **containing both the Narrative and Task Summary**, must accompany the invoice package documenting Consultant's work during the service period. **Progress Report templates are available on the State's website at <https://dot.nebraska.gov/business-center/consultant/invoices/>**. If an invoice is not submitted monthly, then a Progress Report must be submitted at least quarterly via email to State's Project Coordinator. All Progress Reports must include, but are not limited to, the following:

## When is it changing:

This change will be included in all future consultant agreements sent out for signatures.

## Existing Agreements:

Check with NDOT's Project Coordinator whether these additional reporting requirements will be utilized on existing agreements.

If you have any questions about these changes, contact a member of our Consultant Services team.

*-NDOT Consultant Services Team*