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 closeout 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).
- Consultant <u>creates an NDOT 39 Form in OnBase</u> 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.

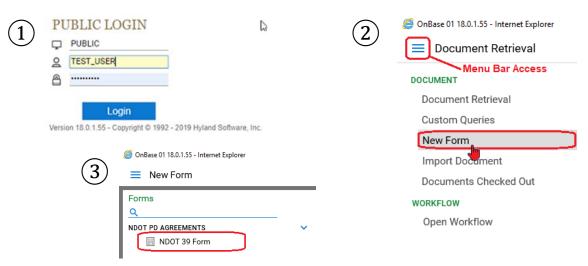
Identifying the Agreement Payment Method:

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 Consultant Evaluation using the OnBase Form. 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

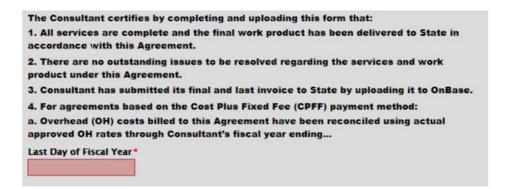
Creating an NDOT 39 Form uses an online form in the OnBase workflow, something invoice users are already familiar with. Accessing the form is as simple as ① Login into OnBase, ② Select 'New Form' from the Menu Bar Document Retrieval drop down menu, and ③ Select 'NDOT 39 Form' from the list of available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



Completing the NDOT 39 form is equally simple. Type in the agreement number and hit **Enter** or **tab key**, confirm the contractor name and project information automatically populated on the form and read the certifications. See below for an example of what the online form looks like.

NDOT 39 Form	
Consultant Section – Please enter the agreement number and press Tab	
Agreement Number*	
Description	
Contractor Name	Control Number
Contractor Number	Project Number
Payment Method	Project Location
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.	
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 OnBa	se.
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	•

If the agreement uses the actual Cost Plus Fixed Fee (CPFF), or the older Maximum not to Exceed (MNTE) 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 date for which OH costs have 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.