

# 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 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.

The image contains three numbered screenshots illustrating the process:

- ① PUBLIC LOGIN:** Shows the OnBase public login page. The 'PUBLIC' user is selected. The 'TEST\_USER@' email address is entered in the email field, and a password is entered in the password field. A blue 'Login' button is visible at the bottom.
- ② OnBase 01 18.0.1.55 - Internet Explorer:** Shows the OnBase menu bar. The 'Document Retrieval' menu is open, and the 'New Form' option is highlighted with a red box. A red arrow points to the menu bar icon with the text 'Menu Bar Access'.
- ③ OnBase 01 18.0.1.55 - Internet Explorer:** Shows the 'Forms' section of the OnBase interface. Under the 'NDOT PD AGREEMENTS' category, the 'NDOT 39 Form' is highlighted with 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 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**

<b>Contractor Name</b> <input style="width: 90%; height: 20px;" type="text"/>	<b>Control Number</b> <input style="width: 90%; height: 20px;" type="text"/>
<b>Contractor Number</b> <input style="width: 90%; height: 20px;" type="text"/>	<b>Project Number</b> <input style="width: 90%; height: 20px;" type="text"/>
<b>Payment Method</b> <input style="width: 90%; height: 20px;" type="text"/>	<b>Project Location</b> <input style="width: 90%; height: 20px;" type="text"/>

**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.**

**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.

**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\***

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.