

# COVID-19 Invoice Requirements

The City of Detroit appreciates the collaboration of all vendors who are engaged in our COVID-19 response. This checklist outlines required information in any deliverable contract submitted to the City for COVID-related services. We have a team of experts helping us maximize our ability to receive funding from the Federal government and request that the items below be completed before submission for payment.

We look forward to your support as we comply with Federal requirements for COVID-19 recovery.



## SECTION 1 - CONTRACT COMPLIANCE

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Fee Schedule</b><br>Ensure that costs for tasks included in the invoice match the costs outlined in your contract.                                      | <input type="checkbox"/> <b>Task Completion</b><br>For deliverable based contracts, please include percentage of task completed and the corresponding associated cost.   |
| <input type="checkbox"/> <b>Contract Reference</b><br>All invoices submitted to deliverable based contracts must include the vendors contract or City issued purchase order number. | <input type="checkbox"/> <b>Dates</b><br>Ensure invoices submitted to the city reference the contract period of performance. Any requests for an extension must be addressed through your contract manager prior to billing. |



## SECTION 2 - SERVICE CONTRACT RATES, COSTS, AND FEES

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Change Order Requests</b><br>If there is risk of a budgetary overrun, communicate with your contract manager and request a change order as soon as possible. Invoices above not-to-exceed, or task amount cannot be paid until a CO is processed. | <input type="checkbox"/> <b>Invoice</b><br>Each invoice must clearly display the contract/PO number and the period of performance. Invoices outside of the period of performance cannot be paid until a change order is processed. |
| <input type="checkbox"/> <b>Incidentals and Other Charges</b><br>If negotiated in the contract, additional expenses, for example travel and printing, will require supporting documentation.  | <input type="checkbox"/> <b>Administration and Other Charges</b><br>Costs/charges should be supported by documented proof, signed, and dated by either a supervisor or manager.  |



## SECTION 3 - TEAM MEMBERS AND PERSONNEL

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Staff Members</b><br>Vendors must be prepared to provide time records and rates for all employees working in the project. These rates must match the fee schedule in the executed contract. If there are any discrepancies payment cannot be processed until the issue is resolved. | <input type="checkbox"/> <b>Sub-Consultants/Sub-Contractors</b><br>Vendors must be able to provide time records for contracted personnel or sub-contractors. For additional information about timesheets and documenting time, please refer to Section 4. |
|---|---|



## SECTION 4 - TIMESHEETS & TIMETRACKING (IF APPLICABLE)

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Submission of Timesheets</b><br>For claimed employee time, please submit <u>legible and clear</u> timesheets signed and dated by the employee and a supervisor. | <input type="checkbox"/> <b>Description of Activities</b><br>Please provide a short description of employee activities and how they related to the City of Detroit invoice. |
|---|---|

# DELIVERABLE BASED CONTRACTS

# VENDORS

*\*Timesheet template can be provided*