Updates to Caltrans On-Call Agreement
Caltrans On-Call Agreement - Amendment

• Period of Agreement Extended:
  - On-Call Agreement has been extended to 10/31/12
  - AB20 Model Agreement should be implemented by the new end date
  - If a Technical Agreement or Task Order (TA/TO) extends beyond 10/31/12 unexpended balances will need to be returned and a new award will be issued using the AB20 Model Agreement
Caltrans On-Call Agreement - Amendment

- Invoicing
  - In addition to the Standard Detail Ledger Report we must also include a Detailed Payroll Expense Report
    - Detailed Payroll Expense Report must include personnel paid and the time worked as a percent effort (or hours, if applicable to the position).
  - PI is now required to endorse the invoice with the following statement:
    - *I have reviewed the expenditure detail for these accounts to determine the allowability of these charges to this project and certify that the salaries and wages included on these reports is an accurate representation of the actual time worked.*
Caltrans On-Call Agreement - Amendment

- Invoicing
  - The invoice package must then be sent by the PI to the Caltrans Program Manager for approval.
  - EFM will insert the PI statement and a signature line for the PI on all Caltrans invoices.
  - EFM will send the invoice package to Caltrans directly. However, Caltrans will not pay the invoice until the PI’s endorsed invoice package is received.
  - EFM will continue to invoice Caltrans directly and send a copy to the PI for endorsement at the same time.
Caltrans On-Call Agreement - Amendment

• Invoicing
  - Caltrans will accept the PI signed Invoice Package by hard copy or email
  - PI Certification must be on the invoice itself, not in the body of an e-mail
  - Caltrans will accept a certified digital signature from the PI (such as one that can be generated via Adobe Acrobat)
  - PI should send a copy of the signed Invoice Package to EFM should there be future issues with questioned costs or difficulty in receiving payments