

PECFA UPDATE #39
December 23, 2008 PLEASE POST

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Subscribing to PECFA Updates

In an effort to implement cost reduction measures due to on-going budget concerns, the PECFA program will no longer be mailing PECFA Updates to consultants.

To continue to receive PECFA Updates you must subscribe to the electronic mailing list at:

<http://commerce.wi.gov/ER/ER-PECFA-News.html>.

Usual & Customary Cost Schedule #5

Usual & Customary Cost Schedule #5 and the associated Standardized Invoice #5 are now available, and are to be used for work performed **beginning January 1, 2009**. There have been no rate adjustments at this time (last rate adjustment was August 2008) and no new tasks have been added.

Minor clarifications have been made to the following Task Specifications and should be reviewed:

- o Introduction - Report Preparation paragraph
- o Task 4 - Waste Disposal
- o Task 12 - Direct Push
- o Task 28 - Standardized Invoice (see footnote)

Usual & Customary Cost Schedule #5 can be accessed on the PECFA website at:

<http://commerce.wi.gov/ERpdf/pecfa/ER-PECFA-UsualandCustomaryCostScheduleNumber5.pdf>

Usual & Customary Standardized Invoice #5 can be accessed on the PECFA website at:

http://commerce.wi.gov/ERexcel/ER-PECFA-STANDARDIZED_INVOICE_SCHEDULE_5.xls

UCCS Invoicing Reminders

It has been two and a half years since the inception of the Usual & Customary Cost Schedule. In that time PECFA has tried to remain diligent about informing consultants about the proper format for invoicing requirements, when work must follow the UCCS. Unfortunately, claims continue to be submitted with problems that cause delays in the review process.

Here are some reminders to ensure accurate and timely claim review when following the UCCS:

- One UCCS Standardized Invoice must be completed for each consultant or commodity invoice that is submitted in a claim. An exception may be:

- When the work invoiced crosses schedules, then two standardized invoices may need to be completed for an invoice. (Example: If report writing was completed in December 2006 and January 2007 then a UCCS Standardized Invoice for both Schedule 1 and Schedule 2 would be required; Task 28-Standardized Invoice could be then claimed twice).
- Do not submit multiple consultant or commodity invoices on one UCCS Standardized Invoice as it creates confusion. Each consultant and commodity provider should be invoiced separately. The only exception may be:
 - When a consultant runs commodity invoices through their books and the cost is included on one invoice submitted by the consultant.
- You must complete the Standardized Invoice that corresponds with the dates the work was completed; the effective schedule dates are printed on the top of each standardized invoice. All of the Cost Schedules and Standardized Invoices can be found on the PECFA website at: <http://commerce.wi.gov/ER/ER-PECFA-UsualandCustomaryInfoPage.html>
- When a bid deferment or bid waiver cost cap is approved under one schedule and the work is done after the effective date of a new schedule, the new schedule rate will be allowed during the claim review; **a change order is not required in this situation.**

UCCS Supporting Documentation Issues

Claims continue to be submitted either without the necessary supporting documents or without the location marked properly in the reports. When the documentation is not submitted or not clearly marked for the reviewer to identify, it causes unnecessary delays at claim review.

The PECFA program would prefer to see UCCS supporting documentation attached to each associated Standardized Invoice. However, supporting documentation may be either attached to each invoice where required, or in the report(s), clearly tabbed & marked to match the corresponding invoice.

Task 28, Standardized Invoice, was created specifically to ensure those preparing claims were getting credit for any additional time needed to organize supporting documentation. In the future, claims submitted without the proper documentation attached or clearly marked in a report, will have the cost of the task denied. A lack of supporting documentation may also result in the denial of Task 27, Claim Submittal and/or Task 28, Standardized Invoice preparation.