



TEXAS DEPARTMENT OF TRANSPORTATION



PEPS INVOICE CENTER

2018 PEPS Conference

Tira Dobrozensky, Manager

Priscilla Canales & Nichole Cervantes, Leads



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Presentation Topics

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Oversee review and on-time payment of invoices for the PEPS Division

- Achieve 100% on-time payments to avoid costly penalties for TxDOT
- Process account receivables for PEPS Contracts and Work Authorizations
- Address account inquiries and payment disputes
- Monitor HUB/DBE payment compliance

What is the PEPS Invoice Center?

Invoice Center Manager - Tira Dobrozensky

Leads

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Nichole Cervantes



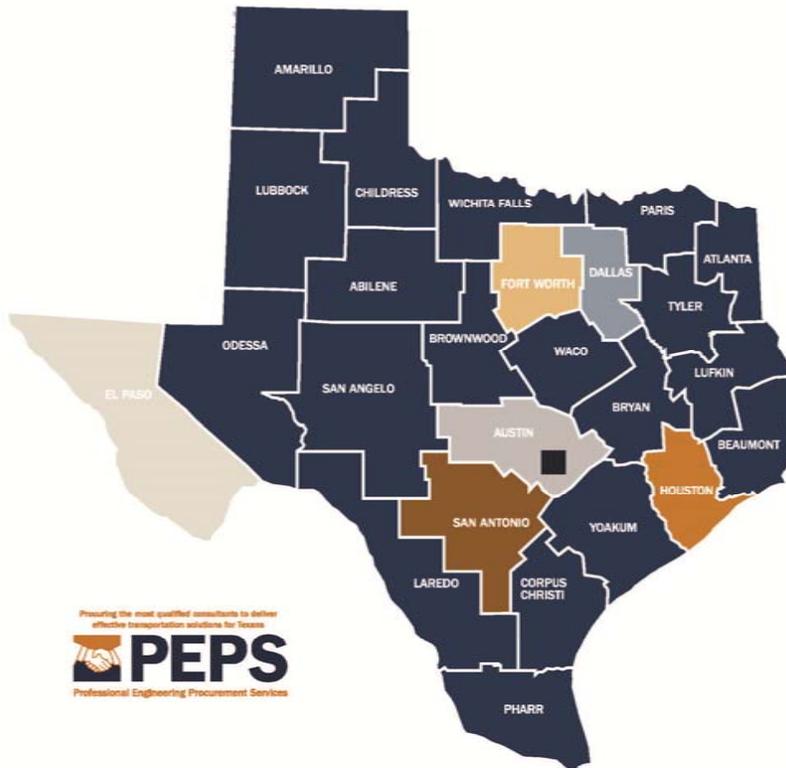
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PEPS Service Centers and Districts

PROFESSIONAL ENGINEERING PROCUREMENT SERVICES



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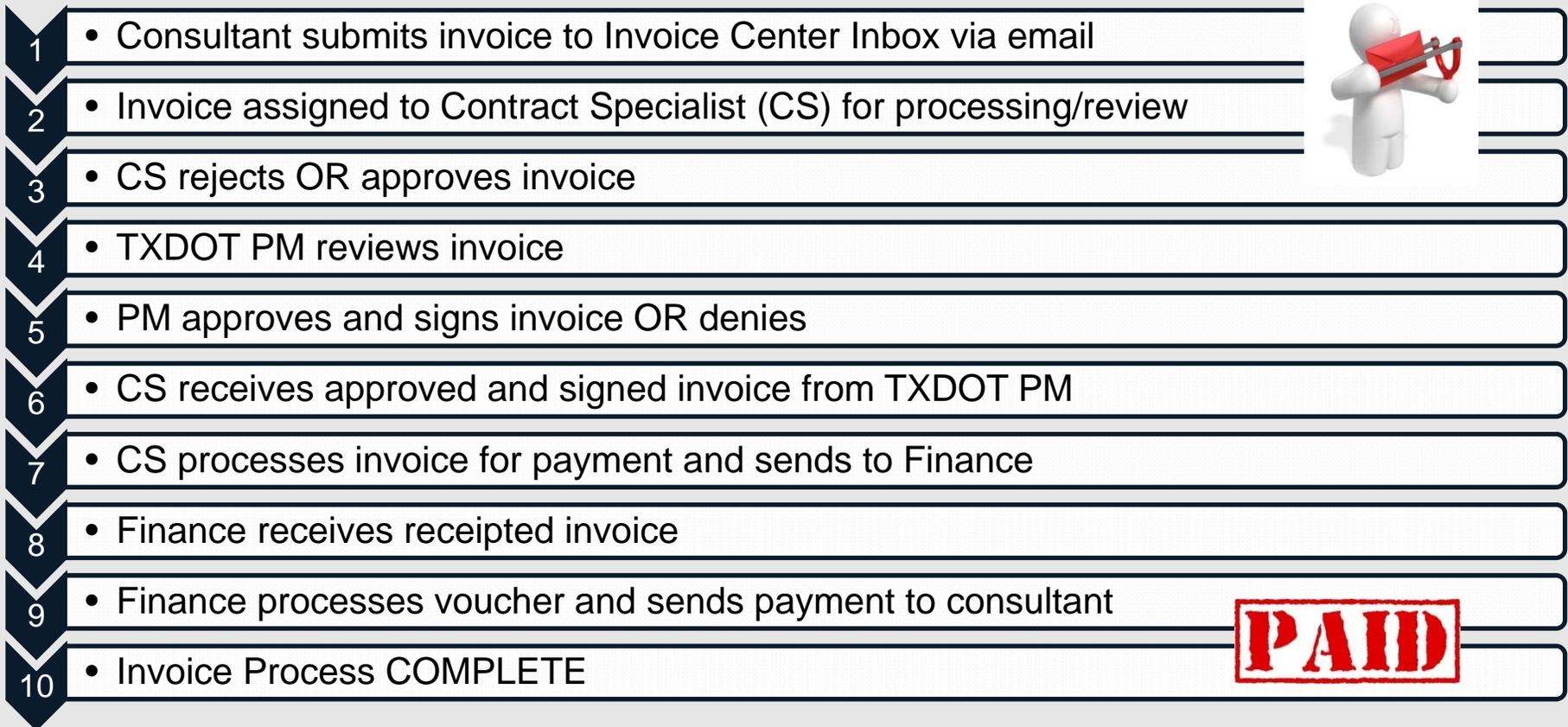
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Invoice Cycle



PAID

Reasons for Rejection

- ANY accounting error on invoice submitted (**under** 1% of cumulative invoice total)
- Invoice crosses Fiscal Years (FYs)
- Invoice Service Dates are before the execution date or after the termination date of the Work Authorization (WA)
- Labor Classification not included in executed WA/Supplemental WA (SWA)
- Staffing Rate incorrect – does not match executed WA/SWA
- Control Section Jobs (CSJs) are not part of the executed WA/SWA (does **not** apply to Lab, Maintenance, or Traffic WAs)
- Function Codes charged are not part of the executed WA/SWA
- Cumulative Invoice exceeds value of executed WA/SWA
- Invoice is **NOT** signed and dated by Consultant
- Method of payment incorrect/not in the executed WA

Reasons for Correcting without Rejection

- Project Manager (PM) (wrong or missing)
- FY (Incorrect based on Service Dates)
- Source Unit (wrong or missing)
- District or Division (wrong or missing)
- Seg ID column (wrong or missing)
- Object of Expenditure (wrong or missing)
- Typos on CSJ numbers
- Rounding error (less than 1% of cumulative invoice total)



Payment Types and Required Documentation

Professional Engineering Procurement Services (PEPS) Invoice Template Packages													
Invoice Template Package Workbook - Structure													
Payment Type	Instructions	Function (FC) List	Chart of Accounts (COA) Conversion Page	Invoice	Signature Authority Page	WA Financial Status Summary	Summary of Total Amt Invoiced	Labor Summary (Office)	Labor Summary (Field)	Deliverable Summary	Unit Cost Summary	Other Direct Expense (ODE) Summary	Travel Expense (TE) Summary
Cost Plus Fixed Fee	X	X	X	X	X	X	X	X	X			X	X
Specified Rate	X	X	X	X	X	X	X	X	X			X	X
Specified Rate/Unit Cost (Hybrid)	X	X	X	X	X	X	X	X	X		X	X	X
Lump Sum	X	X	X	X	X	X				X			

Provider Responsibilities

- Charges on invoices should be itemized by listing the deliverable or deliverables associated with the lump sum payment requested.
- Invoice **MUST** match Table of Deliverables in executed WA.
- The provider is not required to submit evidence of actual labor rates, hours worked, travel, overhead rates, or any other cost.
- Payments may be made for completing one or more interim or final deliverables.
- Partial payments may be made based on the line item deliverable that has been completed.

What the Invoice Center Verifies

- Amount shown matches total amount shown in Deliverable Summary
- CSJ is correct
- Total dollar amount of deliverable
- Invoice matches Table of Deliverables by line item

Provider Responsibilities

- Providers must itemize labor costs on the “Labor Summary” (employee name, staffing category, number of hours billed, and contract rate).
- The invoice should include copies of time sheets to support the requested payment.
- The provider may be required to provide additional evidence of hours worked and direct costs.
- The provider is not required to provide evidence of actual labor costs, overhead rates, or any other cost, except direct costs.

What the Invoice Center Verifies

- Salary rates match rates shown in the WA
- Hours worked are within budgeted allocations for the WA
- Calculations are correct
- CSJ is correct
- Any travel amounts billed (hotel, meals, taxi, etc.) are correct and approved in WA
- Any other direct expenses billed are approved in WA
- Totals shown for each Subprovider match backup documentation provided with invoice packet

Payment Types – Cost Plus Fixed Fee

Based On:

- direct and indirect costs incurred plus a portion of the fixed fee based on a ratio of labor and overhead costs incurred to total estimated labor and overhead costs contained in the Final Cost Proposal

When this Payment Method is Used, TxDOT:

- may reimburse the provider for allowable costs necessary to complete the project.
- reimburses the provider for actual, allowable costs during each billing period.
- pays the provider a percentage of the contract fixed fee (profit) each billing period.

Payment Types – Cost Plus Fixed Fee

What the Invoice Center Verifies

- Total Fixed Fee for WA matches approved total amount shown in WA
- Correct overhead rate has been entered and matches rate shown in contract and WA
- Correct fixed fee % has been entered
- Totals shown for each Subprovider match backup documentation provided
- Hours worked are within scope of work and budgeted allocations for the WA
- Labor rates billed are actual hourly rates (cost) paid to employee listed who performed service
- Calculations are correct
- Travel dates and amounts are within WA

Prompt Payment

Prompt Payment

Agencies are responsible for ensuring that each payment is treated correctly in USAS according to the prompt payment law. A state agency's payment is due on the 30th day after the latest of:

- The date the agency receives the goods under the contract.
- The date the performance of the contracted service is completed
- The date the agency receives an invoice for the goods or services.

To review the law in its entirety, see [Chapter 2251 of the Texas Government Code](#).

Note: Payment due date is defined as the date an agency receives an invoice or the next business day if the invoice is received after normal business hours.

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2251.htm#2251.001>

SUBCHAPTER C. CLAIMS AND DISPUTES

Sec. 2251.042. DISPUTED PAYMENT. (a) A governmental entity shall notify a vendor of an error in an invoice submitted for payment by the vendor not later than the 21st day after the date the entity receives the invoice. If a dispute is resolved in favor of the vendor, the vendor is entitled to receive interest on the unpaid balance of the invoice submitted by the vendor beginning on the date under Section 2251.021 that the payment for the invoice is overdue.

If a dispute is resolved in favor of the governmental entity, the vendor shall submit a corrected invoice that must be paid in accordance with Section 2251.021. The unpaid balance accrues interest as provided by this chapter if the corrected invoice is not paid by the appropriate date.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Prompt Payment and Disputed Payment

Prompt Payment

- State agency payment due on 30th day after the latest of:
 - Date agency receives goods under contract
 - Date performance of contracted service is complete
 - Date agency receives invoice for goods or services

Disputed Payment

- 21st day after government entity receives invoice
- Dispute resolved in favor of vendor
- Dispute resolved in favor of government entity

Texas Government Code Chapter 2251

Prompt Payment Certification

PROVIDER USE ONLY			
<p>I am duly authorized to certify this invoice on behalf of the above named provider. I further certify that the claim is correct and is not duplicated on any paid or pending invoice.</p>			
<p>I certify that all subproviders, except for any listed on the attached Prompt Payment (PP) Certification form (if applicable) have been paid according to PP law according to the Articles of the contract (within 10 days of receipt of payment) for the billing period indicated below. I understand that the state will perform a periodic verification of PP by requesting supporting documentation such as cancelled checks or electronic bank transfers to support PP. (If any subproviders were not paid in accordance with PP, then a completed PP form shall be attached.)</p>			
Provider Invoice No. (for PP verification)	Date Provider Received Payment MM/DD/YY (for PP verification)	Begin Service Date MM/DD/YY (for PP verification)	End Service Date MM/DD/YY (for PP verification)
Provider Authorized Signature			
Name			
Title			
Phone #			
Email			
Provider Invoice Date			

Name	
Title	
Phone #	
Email	
Provider Invoice Date	

Invoice Timeline

Days 28 - 30

COMPTROLLER OF PUBLIC ACCOUNTS

- Holds until the 30th day
- Issues payment on or before the 30th day from acceptable invoice date*

* If providers participate in the Early Payment Program, issue payment before the 30th day.

Invoice Timeline (continued)

Days 21 - 28

FINANCE DIVISION

- Verifies invoice acceptability
- Processes voucher
- Submits appropriate documentation to Comptroller of Public Accounts thru PeopleSoft

Invoice Timeline (continued)

Days 1 - 21

TxDOT PROJECT MANAGER (PM)

- Verifies work and progress report
- Verifies staff as appropriate
- Reviews budget status*
- Coordinates with signature authority

CONTRACT ADMINISTRATOR

- Verifies contract compliance
- Verifies:
 - Budget status
 - Labor classifications
 - Travel expenses and other direct expenses (ODEs)
- Coordinates with TxDOT PM

Invoice stamped "Received" by TxDOT – 30 calendar days begin

* If applicable, coordinates any questions and/or reductions of invoice with Prime Provider PM

Main Reasons WHY Invoices are Late

- Project Manager
- CSJ
- Purchase Order (PO)
- WA/SWA
- Signature Authority



We are here for YOU!



Questions and Discussion



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