



# Professional Agreement Invoice and Progress Report

ITD 0771 (Rev. 01-17)

Idaho Transportation Department

itd.idaho.gov

**This page must be filled out monthly by the Consultant and forwarded to the Agreement Administrator with the monthly invoice. If necessary, attach additional sheets for continuation.**

Key Number	Project Number ITD RP 251	Project Name ITD Dangers of Distracted Driving	Date 8/7/17
Agreement Administrator John Tomlinson		Progress Report Number KLK576-16	Agreement Number UI-16-03
Consultant's Name			Report/Billing Period (From and To) 7/1/17-7/31/17
Prompt Payment To Subconsultant(s) Verified <input type="checkbox"/> Yes <input type="checkbox"/> No		Authorization Number	Invoice Number Invoice #14
Describe Work Accomplished During the Month (List Major Activities that were in progress during this period and estimate the remaining time for each.) The project team continued working on the first draft of the final report for the project addressing the peer reviewers comments. A final draft for the report will be shared with ITD staff next month.			
Summarize Work Completed to Date (Milestones Completed and Dates) (List Major Activities that were completed, including completion dates.) Please see the attached Gantt Chart.			
List Information Required from ITD to Avoid Delays			
List Changes in Scope or Complexity that Requires a Supplemental Agreement or Time Adjustments			
Printed Name Ahmed Abdel-Rahim		Title Principal Investigator	Consultant's Signature

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## Status Report **This page must be completed by the Agreement Administrator**

A completed status report must accompany all Agreement invoices recommended for payment. The requested percentage of progress measurements for this report/billing period are required.

Key Number	Program Number	Progress Report Number	Agreement Number
		16	UI-16-03
Agreement Time	Time Passed	Percent of Agreement Time Elapsed	Percent of Work Completed
20 months	19	95.00%	93%
Original Agreement Amount	Supplemental(s)	Current Agreement Amount	Payments (Including this Payment)
\$74,000.00	\$0.00	\$74,000.00	\$67,713.95
Percent of Agreement Dollars Paid			
91.51%			
Prompt Payment To Subconsultant(s) Verified	<b>Fixed Fee</b>	This Invoice	To Date
<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	\$	\$
Negotiated			
If There is a Significant Variance Between the Percentages, Please Explain			
Consultant Invoice Number	This Payment Amount		
invoice #13	\$11,329.00		
Report Reviewed By			Review Date

## Consultant Performance **To Be Completed Monthly by the Agreement Administrator**

Work planned for this period was completed	Quality of work was completed satisfactory	Discussed performance with Consultant
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explain		
Performance: Describe the Consultants performance during this period		

**Progress Payment:** I certify that the Agreement provisions have been reviewed, the invoice amount checked, progress is substantiated, significant material expenses have support documentation (receipts), and the costs billed are project related and represent the work accomplished. I hereby approve the progress estimate for payment.

**Final Payment:** I certify that all work under the terms of the Agreement has been satisfactorily completed, any capital assets acquired have been delivered or value received, an affidavit of indebtedness received, and the project reviewed or audited and costs verified for work performed. I hereby approve final payment under the Agreement.

Agreement Administrator's Signature	Date	Second (Independent) Reviewer's Signature

Distribution: DRI (Original) - Project File

Copy - Prime Consultant

	Task	03/16	04/16	05/16	06/16	07/16	08/16	09/16	10/16	11/16	12/16	01/17	02/17	03/17	04/17	05/17	06/17	07/17	08/17
1	Document Existing Resources		90%		5%														
2	Establish Project Stakeholders		90%		5%														
3	Develop Interactive Presentation		90%		5%														
4	Develop Website for Competition		50%	20%	20%														
5	Define Competition Rules		50%	20%	20%														
6	Test Effectiveness of the Presentation		30%	20%	20%	20%	5%												
7	Evaluate Competition Submission							30%	25%					45%					
8	Conduct Interviews - before/after Competition								25%	35%				35%					
9	Effectiveness of Measures - Interim report									25%	35%	20%	10%						
10	Competition Results Implementations												30%	60%					
11	Before-After Analysis												20%	65%	5%				
12	Project Final Report												20%	30%	10%	5%	5%	15%	