

INSTRUCTIONS FOR CHECKLIST FOR ADMINISTRATIVE REVIEW AND APPROVAL OF PAYMENT REQUEST

- A. Contracting Officer Representative (COR)/Technical Monitor (TM). The COR/TM shall take the following steps in reviewing all payment requests prior to recommending payment:
1. Determine that the description, quantity, and services were actually delivered or rendered.
 2. Assure that the items billed were not covered under a previous payment request and are consistent with the terms of the award.
 3. Assure the reasonableness of billing in light of known performance. See Attachment B of IP-540-18.
 4. Assure that performance is in accordance with terms and conditions of the award, including the following: period of performance, statement of work, and restricting provisions.
 5. Review the technical oversight and assessment results of contractor performance against invoice.
 6. Verify labor hours are billed at appropriate rates and that employees are qualified to perform the work consistent with the terms of the contract.
 7. Review progress payments under a fixed-price contract for accuracy and completeness and review contractor's estimated cost-to-complete and compare to other contractor reported data.
 8. Sign the "Certification Statement for Administrative Review and Approval of Payment Request" and forward with the payment request to the Contract Specialist/Contracting Officer for processing.
- B. Contracting Officer/Contract Specialist (CO/CS). The CO/CS shall conduct a thorough review of all payment requests which encompasses the following steps prior to approving payment:
1. Determine if payment request number duplicates previous payment request submitted against the award.
 2. Assure that name, address, date, and award number are correct.
 3. If appropriate, determine that the period covered by the payment request was not paid under a previous payment request.
 4. Determine if the payment request is in compliance with shipping and payment terms.
 5. Assure that consideration is given to any unusual provisions such as discounts or inspection periods.
 6. If a discount is offered, determine if it is consistent with payment provisions and whether or not it is cost effective to take the discount.
 7. Determine if provisional rates and fees billed are consistent with award or other appropriate written documentation.
 8. Assure that all arithmetic computations are correct and that the supporting documentation agrees with the face page of the payment request.
 9. Determine if there are sufficient funds available to cover the payment. Consideration must be given to other payment requests in process but not yet paid.
 10. Verify that claimed costs do not exceed the estimated cost of the award and that payment requests do not exceed ceilings established by the "Limitation of Cost" or "Limitation of Funds" clauses.
 11. Review progress payments under a fixed-price contract for accuracy and completeness, verify the contract price as of the date of the payment request, and verify the progress payment and contract liquidation rate are in accordance with contract terms and conditions.
 12. Determine the status of outstanding payment requests if paying out of sequence (e.g. 33 before 32).
 13. If the payment request contains claimed subaward costs, assure that these costs are proper by taking the following steps:
 - a. Determine that there is a subaward agreement in place.
 - b. Assure that backup documents which support the subaward costs are attached to the payment request.
 14. If applicable, assure that the Direct Productive Labor Hours (DPLH) are shown for the current billing period and the DPLH summary is completed.
 15. If applicable, assure cumulative billing rates adhere to the 50%/50% prime/subcontractor split required for 8(a) contracts. If discrepancy is detected, a recovery plan should be established. Assure that subcontract costs are tracked by recording the costs by individual subcontract on the Contract Invoice Log.
 16. If the payment request is determined to be proper but deductions from the payment request amount must be made, follow the appropriate procedures to notify the awardee and document the notification.
 17. Assure that the documentation for awardee notification of an improper payment request or deductions to invoiced amounts include:
 - a. Date of notification.
 - b. Awardee official notified and phone number.
 - c. Reason for rejection or deduction.
 - d. Name of the DOE employee who contacted the awardee, and action taken.
 18. Complete and sign the "Certification Statement for Administrative Review and Approval of Payment Request."
 19. Approve the payment request in VIAS in sufficient time to preclude interest payments and attach a copy of the VIAS e-mail confirmation to the "Certification Statement for Administrative Review and Approval of Payment Request."
 20. File the copy in the award file.
 21. If an overpayment is detected, assure prompt follow-up and recovery of any overpaid funds.