

APPENDIX M – CEI CONTRACT AUDIT CHECKLIST

PSCRS verification items

- Term Details – Verify term amounts are less than contract allowed maximum
- Task Details – Verify task effective dates are in the correct term. If an effective date is after the term 3 expiration date, the task total is not rolled up into the term detail amount and total contract amount
- Voucher details – Verify total vouchered amount is less than or equal to total tasked amount. If no recent invoices, verify final invoice has been received
- PSCRS voucher amount should match cardinal data
- Verify all invoices and hours for prime and sub consultants have been input correctly into PSCRS

Monthly Report & Invoice

- Verify task amounts match what has been input into PSCRS
- Verify task durations have not extended beyond their approximate end date
- Verify task amounts have not been billed over 100%
- Invoices should match PSCRS & Cardinal
- Invoices should be reviewed and input into Cardinal within 10 working days of receipt

Contract Administration

- Verify task order rotation is compliant with the procurement manual and 7.18.2018 email from Kerry Bates
- Verify task orders are modified for correct reasons and are not used to increase funds or change the scope.
- Verify task orders are using the proper rates (home/office & correct term) and personnel billed at the correct classifications
- Verify vehicle use is being billed per the Truck Memo and advanced agreement on file
- CPE performed for each prime and sub-consultant that have performed work during the review period. CPE's to be completed each January and June (at a minimum) per 7.2 of the Procurement Manual
- Final CPE to be completed within 60 days of completion of the work of the final term on the contract
- Verify Title VI letter and COI are current
- Review out of district support requests are compliant with CO guidelines
- Verify reclassifications since last review period are appropriate