

ADOT Project Manager Standard of Work

1. The ADOT PM will establish along with the Consultant the dates required for both the draft payment report and the progress report and shall submit on a monthly basis to ecspayments@azdot.gov
2. ADOT PM will receive the payment report from the Consultant, signed and dated. The PM then has 48 hours to review the payment report. The PM will sign and date the payment report if there are no issues or changes to be made.
 - a. If there are issues or changes to be made, the ADOT PM will contact the Consultant and work out the changes either in person or a meeting.
3. The ADOT PM will send the final submitted payment report back to the Consultant at which time they will send it to ecspayments@azdot.gov
4. The receipt of the payment report by ECS Payments begins the 21 day processing time.
5. On-call contracts, a payment report will be sent via docusign to all task managers with current/active projects for initials to approve time billed. The ADOT PM or sender of such Docusign will then process back to the Consultant for their submittal to ECS Payments.
 - a. ADOT Project Manager will send a Payment Report to Task Order Managers through docusign adding all Task Order Managers receiving the docusign as recipient 1. This allows for them all to sign without delays.
 - b. ECS Task Managers shall review the Payment Report within 48 hours of receipt.

For any questions; please contact Gail Gutka with an email to; ecspayments@azdot.gov