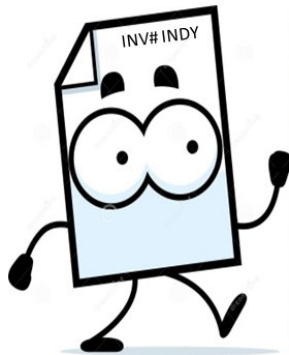


AP MANAGER – THOMAS KAYE

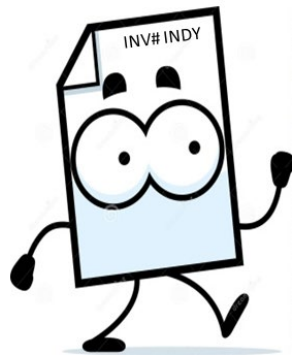
Tom led and inspired the AP team to submit 151 Kaizens, implement the PCard and OnBase training classes, Huddle board, and the new and Improved Received folder process. Tom has BIG CI plans including PDCAs for AP in FY19! Ask him about them.



- Accounts Payable Manager
 - Tom oversees the incredibly dedicated AP staff!
 - Ensures timely payment expenditures for ADOT
 - AP Performance Measures
 - Implementation of efficiencies and improvements for the benefit of Arizona through Arizona Management System

CP SUPERVISOR – Pam Adame

They have led the CP team on a journey of continuous improvement!
All their hard work is paying off too!
All of their payments are 96% on time!
Wow! Great Job!!



- Contracts Payable Supervisor
 - Supervise 4 staff members
 - Rosie, Mark, Roberto, and Dee
 - Responsible for payments to contractors, construction, engineering consultants, local governments, railroads, Utility, and telecom payments
 - Also responsible for Infrastructure Delivery and Operations Division “Exempt” payments

ACCOUNTANT I - CONTRACTS LEAD

Rosie Stubbs

Rosie keeps watch over contract related payments, which was over **\$1.1 Billion in FY20!** BAM! We dance with joy and excitement that she joined our team!!

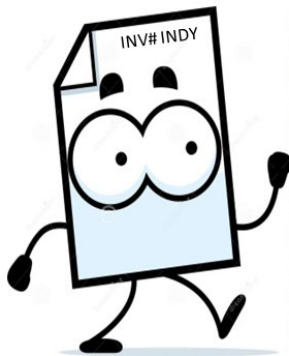


- **Contracts Payable Lead –**
 - Process Contract Payable invoices
 - Research funding availability
 - Upload and enter payments for:
 - Field Reports
 - ECS
 - Utilities and Railroad
 - JPA
 - MAG & PAG
 - Stipend
 - MPD
 - AVA
 - Monitor CP and Approving CP & Utilities

ACCOUNTING SPECIALIST I

Mark Brugnoni

Mark is part of the Contracts Payable team. He entered an average of 1,000 CP payments a month in FY20. Great job Mark!



- **Contracts Payable –**
 - Enter Contracts Payable invoices for:
 - ECS (including Temp Tech)
 - Aviation
 - MPD
 - Utility/Railroads
 - Local projects
 - Back up duties – enter utility invoices

CONTRACTS PAYABLE

Contractor Cycle

- Begins 1st Wednesday each month (appears on ADOT calendar)
- Contractor Pay 3rd Wednesday each month (appears on ADOT calendar)
- Payments are released 2 days prior to Contractor Pay
- Adjustments are made for Holidays
- **Critical** component is differentiating between Fed/Non-Fed (eligible/ineligible) charges

| April 2019 | | | | | | |
|------------|-----------------------------|-----|------------------------|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 | 2 | 3 MONTHLY ESTIMATES | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 PAYMENTS ARE RELEASED | 16 | 17 CONTRACTOR PAY | 18 | 19 | 20 |

| Summary of Federal Aid Construction | | | | | |
|---|----------------|------|----------------|-----------|----------------|
| Accumulated | 699,713,333.61 | 0.00 | 699,713,333.61 | 72,337.59 | 699,785,671.20 |
| Previous | 679,511,545.45 | 0.00 | 679,511,545.45 | 72,337.59 | 679,583,883.04 |
| Current | 20,201,788.16 | 0.00 | 20,201,788.16 | 0.00 | 20,201,788.16 |
| Summary of Non-Federal Aid Construction | | | | | |
| Accumulated | 2,534,432.60 | 0.00 | 2,534,432.60 | 0.00 | 2,534,432.60 |
| Previous | 2,339,193.28 | 0.00 | 2,339,193.28 | 0.00 | 2,339,193.28 |
| Current | 195,239.32 | 0.00 | 195,239.32 | 0.00 | 195,239.32 |
| Grand Total Construction | | | | | |
| Accumulated | 702,247,766.21 | 0.00 | 702,247,766.21 | 72,337.59 | 702,320,103.80 |
| Previous | 681,850,738.73 | 0.00 | 681,850,738.73 | 72,337.59 | 681,923,076.32 |
| Current | 20,397,027.48 | 0.00 | 20,397,027.48 | 0.00 | 20,397,027.48 |

CONTRACTS PAYABLE

- PRs should not have handwritten manual changes/corrections on them per FHWA.
- FHWA requirements must be met to avoid reimbursement delays, rejections, or termination of future funding.
- If you have a question, ask!
We are happy to help 😊.

Incorrect Submission

- This will result in your invoice being rejected by CP

Correct Submission

| PO Line Number | Description | Total Contract Amount | Previous Accumulative Amount | Current Amount Billing | Total Accumulative Amount |
|----------------|---|-----------------------|---|-------------------------|---|
| | TRACS NO. H7454 01L TOTAL ABOVE CATEGORIES | \$6,415,041.09 | 5362331.15 \$5,862,475.62 | 34082.62 \$94,400.01 | 5396413.77 \$5,996,935.63 |
| | Fixed Fee @ 10.5% of DL & OH Net Fee Adjustment for PR#69-75 Net Fee Adjustment PR#44-73 Contract Rebalance thru PR#74 | \$385,892.52 | \$360,623.69 (\$421.42) (\$6,138.78) (\$13,678.00) | \$3,553.55 | \$364,177.24 (\$421.42) (\$6,138.78) (\$13,678.00) |
| | Project Total H745401L | \$6,800,933.61 | 6202716.84 \$6,202,861.11 | 37636.17 \$36,013.56 | 6240353.91 \$6,240,874.67 |
| Submitted By | SEE PAGE 4 Consultant | Date | Total To Date | -6,240,874.67 | |
| Approved By | SEE PAGE 4 ADOT Project Manager | Date | Total Previous Report | \$6,202,861.11 | |
| Approved By | Engineering Consultants Section | Date | Current Report | \$38,013.56 | |

*Outside services is for the following per CMOSS:
Newspaper Ads, Direct Mailer, Public Meeting Venue, Court Reporter,
Interpretation, Translation, Delivery.*

Meals & Entertainment is not approved expense and was denied.

remove

| Contract NTP Date: | 4/10/2019 ✓ | Contract Completion Date: | 7/3/2020 ✓ | 2.91% % Billed | 2.91% % Completed |
|--------------------|--|---------------------------|------------------------------|-------------------------|---------------------------|
| PO Line Number | Description | Total Contract Amount | Previous Accumulative Amount | Current Amount Billing | Total Accumulative Amount |
| 1 ✓ | Original Contract ✓ | | | 8624.76 | 15894.49 |
| | Direct Labor <i>calculation errors</i> | \$ 356,170.16 ✓ | \$7,269.73 ✓ | \$6,624.80 | \$15,894.53 |
| | Overhead @ 136.85% <i>calculation errors</i> | \$ 487,418.86 ✓ | \$9,948.62 ✓ | 11902.99 \$11,909.04 | 21751.61 \$21,751.66 |
| | Other Direct Expenses | | | | |
| | Personal Vehicle Mileage | \$ ✓ 2,162.26 | \$0.00 | \$125.49 ✓ | \$125.49 |
| | Outside Reproduction | \$ ✓ 902.84 | \$0.00 | \$0.00 | \$0.00 |
| | Outside Messenger Service | \$ ✓ 236.25 | \$0.00 | \$0.00 | \$0.00 |
| | Vehicle Rental & Rental Fuel | \$ ✓ 721.50 | \$0.00 | \$0.00 | \$0.00 |
| | Lodging & Meals | \$ ✓ 2,700.00 | \$0.00 | \$86.34 ✓ | \$86.34 |
| | Miscellaneous EDR Database, EMC Labs | \$ ✓ 371.00 | \$0.00 | 0.00 \$11.73 | 0.00 \$11.73 |
| | Total Other Direct Expenses | \$ 7,093.85 ✓ | \$0.00 | 211.83 \$223.56 | \$223.56 |
| | Outside Services | | | | 211.83 |

not approved, short paid

CONTRACTS PAYABLE

- ECS Pay Report Reminders:

- ▶ Check for PR accuracy for correct project and phase
- ▶ Ensure funds are available for project and phase on PR
- ▶ Per Prompt Pay Legislation ARS 28-411 Consultant Submittal and Payment Requirements, ADOT is required to process payment within 21 days of receipt of invoice
- ▶ ADOT has 7 days to reject an invoice back to the consultant
- ▶ ECS payments will be quickly addressed
 - if Payment Reports are sent out of CP Cycle

JAN 19 2018
Project Mgmt Group

ENGINEERING CONSULTANTS SECTION
Payment Report Form - Specific Rates

| | | |
|--|--|---|
| Payment Report No.: 8 ✓ | Progress <u>X</u> or Final _____ | Contract No.: 2017-010.03 ✓ |
| Contract Description: Temporary Part-Time Project Delivery Manager | Month Ending: 12/31/2017 ✓ | Vendor Code: PZ00002344 ✓ |
| Name of Consultant: Kimley-Horn and Associates, Inc. ✓ | Supplemental Service Employee Name (if applicable): Siva Sivakumar | Remit to Address: PO Box 79384, City of Industry, CA 91716-9384 |
| Contract NTP Date: 12/12/2016 ✓ | Contract Completion Date: 2/9/2018 ✓ | NA % Billed NA % Completed |

| PO Line Number | TRACS Number and Description | Total Contract Amount | Previous Accumulative Amount | Current Amount Billing | Total Accumulative Amount |
|----------------|------------------------------|-----------------------|------------------------------|------------------------|---------------------------|
| 19 ✓ | TRACS NO. H8531 01C ✓ | | \$724.88 ✓ | \$0.00 ✓ | \$724.88 ✓ |
| 20 ✓ | TRACS NO. H8931 01D ✓ | | \$2,899.52 ✓ | \$4,530.50 ✓ | \$7,430.02 ✓ |
| 21 ✓ | TRACS NO. SH636 01C ✓ | | \$724.88 ✓ | \$0.00 ✓ | \$724.88 ✓ |
| 22 ✓ | TRACS NO. F0002 01C ✓ | | \$1,268.54 ✓ | \$0.00 ✓ | \$1,268.54 ✓ |

If within the seven days of receipt by the Department, incomplete or incorrect invoices are received, the submitter will be notified in writing of those items that the Department does not approve and/or certify under the terms of the agreement and return invoice to the submitter. The 21-day payment time frame will begin anew upon receipt of the corrected invoice.

THANK YOU FOR JOINING US!!

On behalf of Contracts Payable I'd like to say thank you for joining us and we hope you enjoyed your GEMBA walk through FMS Accounts Payable. Enjoy the rest of your day! Thank you for visiting!

