



Consultant Contract Documents - Items to Review in CMS (ePM 914 screen)

- ☐ **Executive Summary** - Required for Prime consultant, optional for subconsultants.

Verify it summarizes what the contract or contract modification is for, it is complete, accurate and appropriate for the contract work discipline selected. **ALL fields must be accounted for and accurate** (Brief Description, Prime and Subs, Assumptions, Phasing, Fee Type).

- ☐ **Work Plan** - Required for Prime and subconsultants

Verify the Work Plan and Activities are **project specific and outline all details necessary to complete the work and provide expected deliverables**. There must be a detailed Work Plan for the Prime consultant and each subconsultant.

- ☐ **Staffing Plan** - Required for Prime and subconsultants

Verify employees on the Staffing Plan and their hours listed are appropriate.

If the Proposal Rate listed is different from the Current Rate, a Pay Rate Variance Explanation must be provided by the consultant with the logic as to how they calculated the pay rate (using the [Prorated Proposal Rates of Pay/Pay Rate Variance Example](#)). **Ensure the default language is removed from the Pay Rate Variance Explanation** (i.e.: "Detailed Footnote Required, include why there is a change, effective date of change, how the loaded rate is calculated, etc.").

- ☐ **Cost Proposal** – Required for Prime and subconsultants

If Contracted Labor is included, the consultant must identify the Tasks/Activities each Contracted Labor Consultant will be performing (*Contracted Labor is no longer an ODC item. There is NO Work Plan or Cost Proposal generated*).

- ☐ **Travel**

All travel ODC items must meet **current GSA rates**, verify the rates listed using the [Consultant Services Travel Memorandum](#). For locations outside of the State of Utah, reference the [U.S. General Services Administration](#) website.

If Travel is included, the consultant must have Travel/Partial Day Per Diem listed as an ODC Item. If there will be multiple travel days, the Full Day Per Diem should also be listed.

Mileage must be listed at the current GSA rate listed on the [Consultant Services Travel Memorandum](#).

Hotels must be listed by location (if identified on the travel memo) and the per night cost **should include taxes**. All other locations should be listed as CONUS + the tax rate (noted in the Consultant Services Travel Memorandum).

- ☐ **All other Direct Cost items**

Each line item listed should be reviewed to ensure **correct cost and quantity** and that it is necessary for the contract and scope of work.

If the consultant lists an FCCM rate (cost of money), verify the calculation is correct (Total Direct Labor dollar amount multiplied by the percentage listed as the FCCM rate & approved for the contract Financial Screening period (ePM 930)).

- ☐ **Consultant Schedule** – Required for Prime Consultant only

Consultants must upload a PDF schedule for the contract. Design contracts should have a Gantt chart.

Ensure the schedule beginning date is appropriate for the **anticipated** contract NTP date and the **schedule end date matches the Scope of Work completion date** (end date can be up to 3 months after consultant schedule shows for contract closeout).

The final SOW completion date for the contract is entered by the PM when approving/submitting the contract to Consultant Services – ensure this date lines up with the uploaded consultant schedule.

CMS Maintenance Screen Review (ePM 912 screen)

- ☐ **Prime Work Percentage**

Look at the Percent Work tab to ensure Prime Work % requirement is met (50% Pool, or as advertised on the RPLOQ Form and/or in the RFQ Solicitation).