

SAMPLE INVOICE SCHEDULE FORMATS

Fixed Price - Progress Payment Contract

A. Invoicing

The Contractor is responsible for billing the Department in a timely and accurate manner. Invoices shall be submitted as set forth in _____ of this solicitation, and shall be addressed to:

with one copy of this invoice, marked "copy", submitted to:

All invoices must (as a minimum) be signed and dated and include: the Contractor's mailing address; the Contractor's Social Security number or Federal Tax ID number; the State's assigned contract control number and ADPICS number; a description of the deliverables covered by the invoice; the time period covered by the invoice; and the amount of requested payment.

B. Payments

- 1.) Payments will be made as progress payments as set forth herein. In no case will any payment be viewed as a partial payment.
- 2.) The contractor shall submit an invoice for progress payment as described above in B.1, by deliverable:
 - a) In accordance with the schedule included in B.2.d;
 - b) With a completed certification of acceptance by the contract monitor (or designee) of the specified deliverable and any intermediate deliverables; and
 - c) No later than the 15th day of the month following acceptance by the contract monitor (or designee) of the specified deliverable.
 - d) Payments will be made by the DHMH in response to a properly submitted invoice in accordance with the following schedule of deliverables in accordance with _____, Services To Be Performed. There may be no progress payment for any deliverable

that is deficient or unsatisfactory, or otherwise unacceptable to the State.

- (i) 35 percent (35%) upon acceptable completion of _____;
- (ii) 10 percent (10%) upon acceptable completion of _____;
- (iii) 10 percent (10%) upon acceptable completion of _____;
- (iv) 10 percent (10%) upon acceptable completion of _____; and
- (v) 10 percent (10%) upon acceptable completion of _____.
- (vi) Final payment of 25 percent (25%) _____ following acceptance of the Final Recommendations and determination by the contract monitor of acceptable completion of all contract requirements and subject to any retainage or other withholding as set forth in _____ herein.

Labor Hour – Partial Payment Contract Sample

2.2 Billing and Payment Terms

The Contractor shall invoice the Center monthly no later than the 15th of the month for the preceding calendar month in accordance with this section.

The invoice shall show the current monthly billing amount, and include a brief description of service provided. Invoices shall be at an hourly rate for actual hours worked as set forth in the Financial Proposal, and shall be documented with Contractor timesheets submitted with the invoice.

Payments will be made based on comparison of timesheets with agency scheduling records and a determination of continued satisfactory provision of services and compliance with the contract requirements. Any variances between the Contractor's reported number of hours and the Department's scheduling records shall be reconciled to the Department's satisfaction based _____.

The Department reserves the right to reduce or withhold contract payment in the event the Contractor does not provide the Department with all required services as specified in the contract or in the event that the contractor otherwise materially breaches the terms and conditions of the contract. Any such action on the part of the Department, or dispute of such action by the contractor, shall be in accordance with the provisions of Md. Code Ann. St. Fin. & Proc. Sections 15-215 through 15-223 and with COMAR 21.10.02.

Indefinite Quantity Fixed Unit Price– Partial Payment Contract Sample

2.2 Payment Terms/Billing

The successful contractor shall bill the Department based upon the completion of evaluations and recommendations to the Court. Billing should occur on a monthly basis and must list the specific case by formal case name as well as the criminal case number. Funding for any contract(s) resulting from this RFP is dependent upon appropriations from the Maryland General Assembly.

The Department reserves the right to reduce or withhold contract payment (see terms set forth in this Section above) in the event the contractor does not provide the Department with all required deliverables within the time frame specified in the contract or in the event that the contractor otherwise materially breaches the terms and conditions of the contract. Any action on the part of the Department, or dispute of action by the contractor, shall be in accordance with the provisions of Md. Code Ann. St. Fin. & Proc. §15-215 through §15-223 and with COMAR 21.10.02.

Invoices must be addressed to _____, Room _____, with one copy of this invoice, marked "copy", submitted to _____. All invoices must (at a minimum) be signed and dated in addition to including the vendor's mailing address, the vendor's Social Security number or Federal Tax ID number, the State's assigned contract control number, the goods/services provided, the time period covered by the invoice, and the amount of requested payment.

Indefinite Quantity Fixed Unit Price – Partial Payment Contract Sample

A. Invoicing

- 1.) The contractor shall bill the Department monthly no later than the 15th day of each month for the completed _____.
- 2.) Invoices must be addressed to the Contract Monitor as specified on the Key Information Summary Sheet. All invoices must:

- A. Be signed and dated in addition to including the vendor's mailing address, the vendor's Social Security number or Federal Tax ID number, the State's assigned contract control number and ADPICS number, the time period covered by the invoice, and the amount of requested payment.
- B. Detail the total number of completed follow-up interviews for which data records were transferred to _____ and be accompanied by verification from _____ of its' receipt of same.

B. Payment

Payment will be made for completed _____ . The Department shall pay _____ .

The Department reserves the right to reduce or withhold contract payment in the event the contractor does not provide the Department with all required deliverables within the time frame specified in the contract or in the event that the contractor otherwise materially breaches the terms and conditions of the contract until such time as the contractor brings itself into full compliance with the contract. Any action on the part of the Department, or dispute of action by the contractor, shall be in accordance with the provisions of Md. Code Ann. St. Fin. & Proc. §15-215 through §15-223 and with COMAR 21.10.02.

Firm Fixed Price – Progress Payment Contract

A. Invoicing

- 1.) The contractor shall bill the Department at the beginning of the contract period; the first payment of 25% of contract year one amount shall be made upon receipt of an invoice, to allow for start-up costs. Subsequently, upon receipt of an invoice by the 15th day of the month and all required forms and reports, payments of 25% of the respective annual contract amount shall be made at the end of the fourth, eighth, and twelfth contract months and every three months thereafter for the duration of the contract period. The payment of each invoice is contingent upon the contractor(s) provision of contracted services in accordance with the approved Work Plan, and based upon a determination of continued satisfactory performance and compliance with all of the terms of the contract, including any option terms if exercised. These services must be documented by submission of all required evaluation data, forms and

reports as outlined in _____, _____. Payment determination will be based on submission of and Department review of these forms.

Funding for any contract(s) resulting from this RFP is dependent upon appropriations from the Maryland General Assembly.

- 2.) Invoices must be submitted with one copy of this invoice, marked "copy", submitted to addressed to:

All invoices must (at a minimum) be signed and dated in addition to including the vendor's mailing address, the vendor's Social Security number or Federal Tax ID number, the State's assigned contract control number and ADPICS number, the goods/services provided, the time period covered by the invoice, and the amount of requested payment.

Firm Fixed Price - Partial Payment Contract

A. The contractor agrees to:

1. Bill the Department monthly in triplicate, certifying thereto that the work and services have been performed, that payment for said work has not been received, and that the amount specified is due and owing. Invoices are due no later than the 15th day of the month following acceptance by the contract monitor (or designee) of the specified deliverable.
2. All invoices must (at a minimum) be signed and dated, and include the following:
 - (a) The contractor's name and mailing address,
 - (b) The contractor's Federal Tax Identification or Social Security Number,
 - (c) The State assigned Contract Control Number
 - (d) _____,
The State assigned ADPICS number
 - (e) _____,
The goods or services provided,
 - (f) The time period covered by the invoice,
 - (g) The amount of requested payment
3. Address all invoices **in triplicate** to Accounts Payable at:

*General Accounting Division- Accounts Payable
Maryland Department of Health and Mental Hygiene*

*201 W. Preston Street,, 5th Floor
Baltimore, MD 21201*

If identified below, a copy of all invoices (which must be marked "copy") shall also be sent to:

(NAME)

(TITLE)

(STREET AND ROOM ADDRESS)

(CITY, STATE, AND ZIP CODE)

B. The State agrees to pay the contractor as follows:

Upon completion of all assigned batches for the preceding month, one-twelfth the total for the appropriate fiscal year as entered on the Bid Page/Financial Page.

Year One \$ _____
Year Two \$ _____
Year Three \$ _____