

COLORADO DEPARTMENT OF TRANSPORTATION
EMERGING SMALL BUSINESS CONSULTANT REIMBURSEMENT AGREEMENT
(Hourly payment)

Project code#	Project #	Subcontract start date	Subcontract finish date
Consultant			
Project Manager name & phone #		Location	

CDOT and the Consultant agree:

- This reimbursement will be based upon the number of hours the Consultant provides work related services to the ESB(s), multiplied by rate of pay of wages that will be paid per hour in the negotiated rates for each classification of Consultant's employees as shown in the contract.
- The reimbursement amount will not exceed \$7,500 per project regardless of the number of ESBs the Consultant provides work-related services to on the project.
- The Consultant will submit the following to the Project Manager: CDOT Form #1261, this agreement and a signed invoice that provides information as shown in the sample invoice format below, for each ESB. The Project Manager will forward these forms to the ESB Program Manager for approval. Once approved, the ESB Program Manager will forward approved copies to the Project Manager who will enter the reimbursement payment on the next progress payment.

SAMPLE INVOICE FORMAT

(A x B = C) Classification & name of worker providing training	Beginning date	Ending date	A hours spent	B rate per hour	C total amount due	*Describe type of assistance provided	ESB(s) provided with assistance
GRAND TOTAL AMOUNT DUE:							

- The Consultant will provide the following statement on the invoice:
I declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made on this document are true and complete to the best of my knowledge.

Consultant signature	Date

- This reimbursement may not be used in conjunction with any other reimbursement payment for this ESB on this project.
- * The Consultant may provide any or all of the following work-related services to the ESB:

a. assistance in scope	g. getting appropriate permits, licenses and insurance
b. control of work	h. final project records
c. materials supply and control	i. other (describe) _____
d. prosecution and progress of the work	_____
e. contract specifications	_____
f. documentation requirements	

- List the ESB subconsultants used in this project who qualify the Consultant for this payment.

name	address

CDOT may terminate this agreement any time the Consultant does not comply with the terms and conditions listed in this agreement.

Consultant representative signature and title	Date
CDOT ESB representative approval	Date