

# Consultant and Project Manager Checklist for Claim

## Consultant Submittal Responsibilities

- Description of work
- Timeline
- Copy of original Scope of Services (contract)
- Copy of all Supplemental Agreements and Extra Work Letters
- Man-hours expended
- Direct Expenses used
- Timesheet copies
- Sequence of events (include copy of Consultant Task Manager approval of work)
- Dated copies of supporting correspondence

## Project Manager Submittal Responsibilities

- Validations of consultant submittal
- Man-hours recommended for work – *provide independent evaluation of the man-hours required to produce work*
- Direct Expenses recommended – *Produce hardcopy of detailed PM/TM recommended direct expenses*
- Reason for the action without a contract – *Justification of work without a contract*
- Any supporting documentation not submitted by the consultant – *This should be any information not provided by the consultant that is pertinent to the claim*
- Summarize with counter proposal, if appropriate – *If man-hours are different from consultant's submittal, summarize with justification*