



**DATE:** March 25, 2024

**Program Number(s)**

**TO:** District Engineer,  
LHTAC Administrator,  
ACHD Federal Aid Projects Manager Supervisor

**Key Number(s)**

**FROM:** Monica Crider, PE *MC*  
State Design Engineer

**Program ID, County, Etc.**

**RE:** Update to Professional Agreement Invoice and Progress Report (ITD 0771 Form)

### Background

The Professional Agreement Invoice and Progress Report (ITD 0771 Form) is an invoicing and feedback form utilized when administering consultant agreements. This form provides a monthly update on work performed and feedback on performance from Agreement Administrators (AAs). Managing performance starts with feedback and the consultants want feedback. AA's should, at a minimum, provide monthly comment/feedback on what is going well and what needs improvement.

Currently, the form/process does not provide a way to share feedback with the consultant as work progresses. At the end of the agreement, consultants receive and review feedback via the Consultant Services Performance Evaluation (ITD 2759 Form) as part of the agreement closeout process however at the end is too late for course correction/ clarification.

### Change

The ITD 0771 Form, and associated process, has been modified so consultants can receive feedback as work progresses and have an opportunity to respond. The invoicing and feedback process remains the same with the addition of the following two steps:

When the entire invoice package is sent for payment, copy the consultant on the email. In the body of the email, Agreement Administrator requests that the consultant review the feedback on their performance, fill out the newly added "Response from Consultant" section and return to the Agreement Administrator. The consultant should send it back once completed, even if their response is "no comments."

The "Response from Consultant" is reviewed by the Agreement Administrator and appropriate action/communication is initiated with the consultant.

This memo is intended to be distributed to any staff that are administering consultant agreements. If you have any questions on the new process or consultant administration in general, please reach out to Consultant Services Engineer, Mohsen Amirmojahedi, PE at 208-334-8414 or 78414.