

Revised DP(CM@Risk) Supplemental Requirements Process June 2013

The following process has been dramatically streamlined. Instead of collecting certificates from each invoicing firm with each Pay Ap, each firm working on the project will only submit one certificate that will cover the entire project.

Project Statement of Certification

1. The DP(CMAR) and each sub-consultant will complete the Project Statement of Certification form one time.
2. The DP(CMAR) will collect the certificates and submit them with the contract.
3. Firms changing to the new format during the project will email the certificates to construction@asu.edu. In the email subject line, list the ASU Project Number, ASU Project Name, PO Number, contracted vendor. *(We are moving 9 firms to the new process.)*
4. If additional firms are added during the course of the project, they are to be listed on the transmittal form and the certificate is to be attached to the following Pay Application.

Project Spreadsheet

1. Each consultant will submit the Transmittal Form, an updated spreadsheet, along with each invoice/ Pay Ap.
2. The DP(CMAR) will update their spreadsheet for each of the firms submitting invoices for a particular Pay Ap.
3. The DP(CMAR) will attach their spreadsheet to the Pay Ap. *(Do not submit sub-consultant's spreadsheets. However, it would be wise for you to retain them with your records in case you are audited.)*
4. Each Pay Ap must be numbered 1 to 30, etc. The DP can also reference an invoice number.
5. Due to the number of columns, the spreadsheet needs to be printed on 11" x 17" paper for the paper copy of the Pay Ap. Email a copy of each spreadsheet, along with any new certificates to construction@asu.edu. This email goes directly to the Purchasing Construction Support Team. In the email subject line, list the ASU Project Number, ASU Project Name, PO Number and Pay Ap #.

Pay Ap Transmittal Form

1. The revised Pay Ap Transmittal Form needs to be the first page of the Pay Ap.
2. Be sure to note if new certificate(s) are attached. Be sure to email the certificates to construction@asu.edu. In the email subject line, list the ASU Project Number, ASU Project Name, PO Number and Pay Ap #.