**CONTRACTOR GUIDE**

**Project Plans and Specifications**

It is important to review the project plans and specifications and to field verify the jobsite before preparing a quote. If a contractor does not visit the site prior to submitting a quote, additional expenses can be incurred and shall be the responsibility of the contractor. It is important to note that any required permits and associated fees be included and labeled on the quote. ATP uses standard quote forms for construction projects. Bids for other types of projects shall be submitted on company letterhead or company bid forms. Required information for submitted bids is outlined on the bid request sheet included with the project plans and specifications.

Contractors are to follow the plans and specifications for the project. If a contractor has a question or needs clarification, the contractor shall contact the Technology Specialist for additional information when preparing quotes. The contractor shall respect the bid process without involving the consumer to influence the award process.

The contractor shall not to solicit or complete extra projects, install upgrades, or enter into an agreement with the consumer and/or family beyond the scope of the project with ATP. The contractor shall notify the Technology Specialist right away if requests are made by the consumer and/or the family.

**Change Orders**

The Technology Specialist shall be notified immediately of any necessary changes to the project once the contractor is aware of the need. Requests need to be approved by ATP prior to making any changes to the project. If a contractor makes a change without prior approval from the Technology Specialist, the contractor will be responsible for any additional costs incurred.

If changes are approved, additional funding may be needed. ATP staff will work with the consumer and our partner programs to identify potential resources prior to the work continuing.

If a change order is due to an error or oversight by the contractor, the contractor will be responsible to cover the costs and correct the situation to the satisfaction of ATP.

**Project Delays**

If a contractor is unable to complete a project on time, or anticipates s/he will need extra time, the contractor shall request an extension. The request shall include the reason the extension is needed and be submitted to the Technology Specialist.

**Payment Process**

ATP does not process payments in advance. It is important that the contractor quotes only as many projects as can be afforded to start and complete on time. Contractors should not start any project prior to all of the materials being received.

The contractor may use his or her own company invoice. The service authorization may also be used as an invoice. When the service authorization is used as the invoice, complete the bottom half of the service authorization. This form, along with a company invoice, can be mailed, emailed, or faxed.

The contractor shall submit separate invoices for each of the funding sources listed on the service authorization. Only one statement about permits, copy of the permit, or proof of ownership is required.

The invoice shall also include the service date which is the project completion date and the service description which is a brief explanation of the project (ex., entrance modification, bathroom modification, etc.). The invoice shall be signed and include the company’s federal employer tax id number or social security number (depending on how the business has registered with ATP). The invoice shall be dated and include the total amount invoiced. The invoice may be less but cannot exceed the authorized amount on the service authorization.

The payment process commences when the project is completed to satisfaction. The Technology Specialist performs a final inspection to verify that the project has been completed according to the plans and specifications. If building permits are needed, an inspection from a city or county inspector must also be conducted to insure all codes are met. If a vehicle modification is funded on a newly purchased vehicle by the consumer, the application for certificate of title shall be submitted to ATP along with the invoice.

The Technology Specialist and consumer shall sign an Acceptance Agreement form once all work is completed to satisfaction. Final payment to the contractor takes approximately 3-4 weeks once the AA form is signed.

It is important to read the service authorization very carefully as this document will show all of the funding sources involved. When a consumer or family is listed on the service authorization to pay an agreed amount, the consumer will be responsible for paying the amount after receiving an invoice from the contractor. ATP and any other funding sources will not guarantee the family's payment.

If you have questions about invoices or payments, please contact the Lincoln billing department at 402.471.0734. Correspondence such as billing information can be submitted to: ATP, Billing Department, P.O. Box 94987, Lincoln, NE 68509-4987, emailed to atp@nebraska.gov, or faxed to (402) 471-6052