

**NEW YORK STATE THRUWAY AUTHORITY  
CONSULTANT INSTRUCTION**

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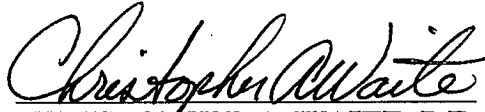
**SUBJECT: COST CONTROL REPORT**

**DATE: July 17, 2007**

**CODE: 07-7**

**SUPERSEDES: 06-1**

**APPROVED:**

  
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Chief Engineer

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**DISTRIBUTION: All**

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All consultants with an active agreement with the Thruway Authority/Canal Corporation (Authority) must submit a Cost Control Report (CCR) with each monthly invoice. Attached are the CCR Instructions and a sample of the CCR.

It is the consultant's responsibility, as part of managing the agreement, to be fiscally prudent and to make sure that project milestones are met within the agreed Maximum Amount Payable (MAP).

If a consultant believes that they have been given direction by the Authority to perform work beyond the Scope of Services (extra work) as defined in Schedule A of the agreement, or if a consultant believes the project needs require additional work within the tasks as defined in the Scope of Services, it is the consultant's responsibility to contact the Authority to seek prior authorization for additional compensation if a request for additional compensation is to be made. If additional or extra work is identified but a request for additional compensation is not going to be made, the consultant should still document the work and obtain the Authority's agreement in case an additional compensation request becomes necessary in the future. It is also the consultant's responsibility to provide sufficient notice to the Authority so that work is not suspended due to lack of funds.

Once notified in writing, the Authority will make the final determination as to whether or not the work constitutes extra work. In the event that the Authority determines that such work does constitute extra work, extra compensation will be provided to the consultant in an amount determined by the Authority.

**THE AUTHORITY WILL NOT COMPENSATE CONSULTANTS FOR ANY WORK PERFORMED BEYOND THE SCOPE OF SERVICES THAT HAS NOT RECEIVED PRIOR WRITTEN AUTHORIZATION.**

Firms are working at their own risk if they exceed the MAP without formal authorization.

## **COST CONTROL REPORT INSTRUCTIONS**

The Cost Control Report (CCR) is to be completed each month and sent to the Department of Engineering within fifteen days after the end of each monthly period.

The purpose of the CCR is to provide cost data for the continuing evaluation of the PROJECT. The cost figures in the CCR should be based on actual accounted and authorized expenses and an estimate of the remaining expenditures at the end of the reporting period.

The CONSULTANT provides and maintains the following information on the CCR:

Prior - All costs paid prior to date of report.

This Period - All costs for the current reporting period.

To Date - Cumulative costs to date of report.

Estimated to Complete - The CONSULTANT'S judgment of the cost needed to complete each task. This estimate need not be the difference between the "To Date" costs and Budget. It represents the cost needed to complete a particular task of the PROJECT regardless of the Budget.

Estimated Total - The costs in the "To Date" column plus the costs in the "Estimated to Complete" column.

Budget - The current approved budget amount for each task of the PROJECT.

Budget + Authorized Extra Work - This column represents the "Budget" plus any authorized extra work that has not yet been approved/signed-off by the Comptroller.

Under (Over) - The difference between the "Estimated Total" column and the "Budget + Authorized Extra Work" column.

% Phase Complete - A percentage estimate of work completed to date for each task.

% Estimated - A percentage representing the "Estimated Total" cost divided by the "Budget + Authorized Extra Work" cost.

Direct Non-Salary Costs - All direct non-salary costs (out-of-pocket expenses) accrued for the PROJECT. Direct non-salary costs are not charged against specific project tasks.

Total B - The "Total A" costs plus the "Out-of-Pocket Expense" costs. These costs represent the Total Estimated Cost, not the Maximum Amount Payable. The Maximum Amount Payable is shown separately in the upper left corner of the CCR.

The CONSULTANT'S Manager must review and sign the report.

