

Process to Improve Efficiency of Current Advance Invoice Submittal and Collection Efforts

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I believe the following changes to the current process can potentially reduce the time it takes to receive an advance payment, reduce wasted collection efforts, and reduce use of bridge funding. This option also has the benefit of not changing overall responsibilities for advance invoice submittal, collection, payment receipt and bridge funding approval.

Advance Invoice Request and Submittal to Sponsor

1. If Sponsor identified Advance Payment Contact (AP Contact) is not the OSPIP Contracts Counterpart, then OSPIP CO does not request Contact Accounting (CA) emailing Advance Invoice to Sponsor AP Contact until the WFO Agreement has been fully signed. OSPIP attaches fully signed Agreement to the email to CA requesting Advance Invoice. CA emails Advance Invoice with copy of signed Agreement (without the SOW) attached to the Sponsor AP Contact.
 - *Allows for Sponsor to identify PO number in Agreement before Advance Invoice is sent.*
 - *Avoids current problems of Sponsor responses to CA that Agreement has not been signed.*
 - *Speeds advance payment because avoids above problems*
2. If Sponsor identified AP Contact is the OSPIP Counterpart, then OSPIP requests CA to send the Advance Invoice at the same time as the Agreement is sent to OSPIP Counterpart for final signature or is returned to Sponsor fully signed (If OSPIP signs last) with transmittal letter (or email) notifying them that CA will be sending advance invoice that needs prompt payment and that work will not commence until both fully signed Agreement and Advance Payment are received. Letter or email also requests OSPIP Counterpart to coordinate advance payment within their organization. CA emails Advance Invoice to Sponsor's OSPIP Counterpart. If the Sponsor requests that the advance invoice be sent to them prior to final Agreement signing process (such as to meet Sponsor fiscal year end requirements) then OSPIP will request CA to email advance invoice to Sponsor's OSPIP Counterpart. In either case, once the fully signed Agreement is received, OSPIP will email CA to notify them that the Agreement has been signed and attach a copy of the fully signed Agreement (without the Statement of Work).

Advance Invoice Follow-up

1. CA doesn't begin follow-up until at least 2 weeks after Advance Invoice has been emailed. They copy OSPIP CO on the email.
2. Upon receipt of follow-up email request to sponsor, if OSPIP CO is aware of unusual circumstance of why Sponsor is delayed in making the advance payment or if Agreement has not been fully signed by Sponsor then OSPIP CO responds to CA with the above information and CA terminates follow-up efforts until OSPIP CO notifies them that Agreement has been signed or other issue resolved.
 - *Avoids wasted collection efforts by CA because collection attempt is too early for Sponsor to be expected to make advance payment.*
 - *Avoids wasted collection efforts by CA because of unusual circumstances that Sponsor has preventing them from finalizing Agreement and/or making advance payment.*